

Dear Applicant:

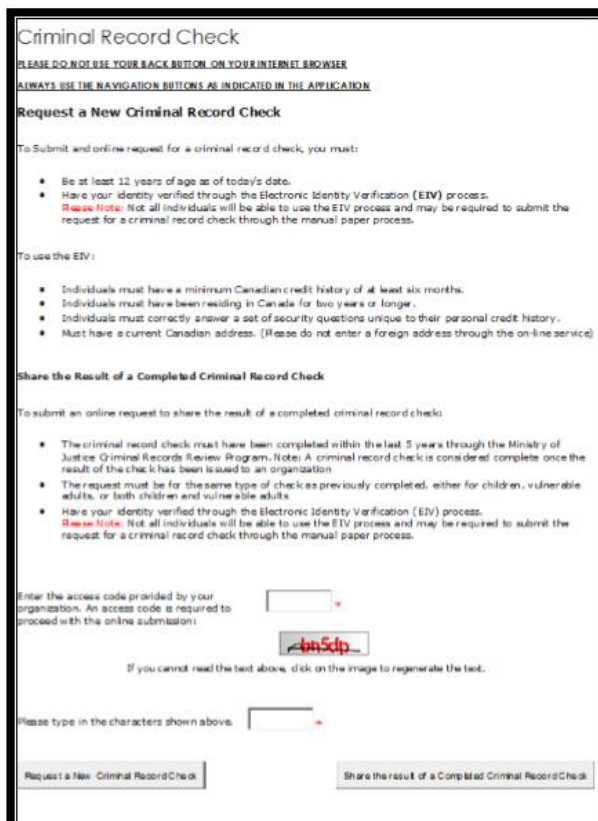
All volunteers with Mission Public Schools are required to complete a Vulnerable Criminal Record Check through the Criminal Records Review Program (CRRP). These CRC's are effective for 5 years and there is no cost associated with the check.

*In accordance with the Criminal Records Review Act, Applicants for volunteering, section 24.4:
(1) Before working with children or working with vulnerable adults as a volunteer with a registered specified organization, an individual must provide to the registered specified organization a criminal record check authorization or a criminal record check verification authorization, as applicable.*

Please visit the link below to complete your CRC. The access code is also required when proceeding with the online submission. In order to assist in successful completion, please ensure you read the guide below and have all your documents ready before clicking on the link.

Online Link: <https://justice.gov.bc.ca/eCRC/>
Access Code: **HBQJCL7GSA**

Once you type in the link, the screen below will be displayed:



The screenshot shows the 'Criminal Record Check' web application interface. It includes instructions on how to request a new check and how to share the results of a completed check. There are two main sections: 'Request a New Criminal Record Check' and 'Share the Result of a Completed Criminal Record Check'. Each section lists requirements and provides a 'Request' button. A CAPTCHA challenge is also visible, requiring the user to enter an access code and type characters from a distorted image.

Criminal Record Check

PLEASE DO NOT USE YOUR BACK BUTTON ON YOUR INTERNET BROWSER
ALWAYS USE THE NAVIGATION BUTTONS AS INDICATED IN THE APPLICATION

Request a New Criminal Record Check

To submit and online request for a criminal record check, you must:

- Be at least 12 years of age as of today's date.
- Have your identity verified through the Electronic Identity Verification (EIV) process.
Issue Note: Not all individuals will be able to use the EIV process and may be required to submit the request for a criminal record check through the manual paper process.

To use the EIV:


- Individuals must have a minimum Canadian credit history of at least six months.
- Individuals must have been residing in Canada for two years or longer.
- Individuals must correctly answer a set of security questions unique to their personal credit history.
- Must have a current Canadian address. (Please do not enter a foreign address through the on-line service)

Share the Result of a Completed Criminal Record Check

To submit an online request to share the result of a completed criminal record check:

- The criminal record check must have been completed within the last 5 years through the Ministry of Justice Criminal Records Review Program. (Note: A criminal record check is considered complete once the result of the check has been issued to an organization)
- The request must be for the same type of check as previously completed, either for children, vulnerable adults, or both children and vulnerable adults.
- Have your identity verified through the Electronic Identity Verification (EIV) process.
Issue Note: Not all individuals will be able to use the EIV process and may be required to submit the request for a criminal record check through the manual paper process.

Enter the access code provided by your organization. An access code is required to proceed with the online submission:



If you cannot read the text above, click on the image to regenerate the text.

Please type in the characters shown above.

Enter in the access code that was provided above. Then enter the characters shown in the image. Once this is complete, select “Request for a New Criminal Record Check”.

Important note: Please do not use the back buttons on your browser.

After selecting “Request for a New Criminal Record Check”, the organization information will be displayed:

Once you have confirmed the organization information displayed is the organization for which you wish to complete the criminal record check, select “Next”.

The screenshot shows a web page titled "Criminal Record Check" with a navigation menu on the left. The main content area is divided into two columns. The left column contains a list of links: "Who Must Have a Criminal Record Check Under the Criminal Records Review Act", "Offences Reviewed Under the Act", "Organization and Applicant Responsibilities", "Apply for a Criminal Record Check - Application Form, Schedule Types and Payment", "Application Processing Policies", "Criminal Record Check Results, Reconsiderations and Appeals", and "Resources" (with sub-links for "Legislation and Resources", "About Us", and "Contact Us"). The right column is titled "Criminal Record Check" and contains "Organization Information" for "BARCO DE TORLAND" located at "207 870 1-1070 GALESON CREST LANGLEY BRITISH COLUMBIA CANADA V5A 4C2 EMPLOYEE". Below this, there is a disclaimer: "If the information above does not appear to match the organization that has requested that a criminal record check be completed, please do not proceed and contact the organization that has requested the criminal record check." A note states: "For volunteers completing a request for a criminal record check, no payment is required. For all other applicants, a fee payable by credit card (Visa, MasterCard or AMEX) is required. Please have your credit card information ready." A final note says: "Once the criminal record check is complete, the organization listed above will receive the results. By selecting Next, you are consenting to have your information released to the organization." At the bottom right, there is a "Next" button.

The screenshot shows a "Consent Information" page. It begins with a heading "Consent to a Criminal Record Check" followed by three bullet points: "I hereby consent to a check for records of criminal convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offences under the Criminal Records Review Act"; "I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the court and crown counsel relating to an outstanding charge or conviction of any relevant or specified offence as defined under the Criminal Records Review Act"; and "Where the results of this check indicate that a criminal record or outstanding charge for a relevant or specified offence may exist, I agree to provide my fingerprints to verify any such criminal record." Below these are three more bullet points regarding notification, risk assessment, and reporting. There are two "I have read and understand the above:" sections, each with "Yes" and "No" radio buttons. The first section is for "Consent to Release Personal Information" and the second is for "FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA)". A detailed privacy notice follows, explaining that information is collected under the Criminal Records Review Act and used to fulfill requirements of the FOIPPA. It provides contact information for the Policy Analyst: "Criminal Records Review Program, PO Box 9217 Stn Prov Govt, Victoria, BC V8V 0T1 or by phone at: (250) 387-2896." At the bottom, there are "Cancel" and "Next" buttons.

This page contains the consent information. You must select “Yes” in both places indicated on this screen to give your consent to do the criminal record check and to give your consent to releasing personal information to Equifax for the purpose of confirming your identity only. The Equifax service is called EIV (electronic identify verification).

Select “Next” to proceed.

Criminal Record Check

All fields marked with a red asterisk () are required.*

Applicant Information

Surname: [Text Field]

First Name: [Text Field]

Middle Name: [Text Field]

Date of Birth: [Date Picker]

Gender: [Male/Female Radio Buttons]

Driver's License: [Text Field]

Driver's License Province of Issue: [Dropdown Menu]

Applicant's Profession/Job Title: [Text Field]

Category of Offense: [Dropdown Menu]

Other Records Check (By clicking 'Next' you will not be able to return to this section.)

Surname: [Text Field]

First Name: [Text Field]

Middle Name: [Text Field]

Surname: [Text Field]

First Name: [Text Field]

Middle Name: [Text Field]

Surname: [Text Field]

First Name: [Text Field]

Middle Name: [Text Field]

Surname: [Text Field]

First Name: [Text Field]

Middle Name: [Text Field]

Please accurately and truthfully complete the applicant information on the data entry form.

All mandatory fields are marked with a red asterisk (*).

Note: Please provide your valid or expired driver's license number if you have one as this may assist in expediting the criminal record check process.

Check over the information you have entered for accuracy. Make any corrections that are necessary. If for any reason you wish to cancel the request for criminal record check, you may select the Cancel button.

To proceed, select "Next".

Contact Information (If you do not have an address in your province, please include at least 1 previous address.)

Current Address Information

Mailing Address: [Text Field]

City: [Text Field]

Country: [Canada Dropdown]

Province: [Alberta Dropdown]

Postal Code: [Text Field]

Time at Address: [Months Dropdown]

Contact Phone: [Text Field]

Previous Address Information

Mailing Address: [Text Field]

City: [Text Field]

Country: [Canada Dropdown]

Province: [British Columbia Dropdown]

Postal Code: [Text Field]

Time at Address: [Months Dropdown]

Mailing Address: [Text Field]

City: [Text Field]

Country: [Canada Dropdown]

Province: [British Columbia Dropdown]

Postal Code: [Text Field]

Time at Address: [Months Dropdown]

[Cancel] [Next]

This page will display all the information that you have entered. Please review carefully.

Criminal Record Check Home Page > Organization Details > Contact > Data Entry Form > Review Details

Criminal Record Check

Applicant Information

Surname:	TESTWRET
First Name:	ROFLINE
Middle Name:	
Date of Birth:	04/10/1972
Gender:	F
Birth Place (City, Province/State, Country):	VANCOUVER
Driver's License #: (United States):	5123456
Driver's License Province of Issue:	BRITISH COLUMBIA
Applicant's Fulltime/Id Title:	Senior
Category of Offense:	0462000

Other Names Used
(i.e. maiden name, birth name, or previous married names)

Surname:	
First Name:	
Middle Name:	
Surname:	
First Name:	
Middle Name:	
Surname:	
First Name:	
Middle Name:	

Contact Information

Mailing Address:	333 ALBERT ST W
City:	VANCOUVER
Country:	CANADA
Province:	BRITISH COLUMBIA
Postal Code (XXX #X#):	V6B 3K9
Time at Address (Months):	25

Select "Next" to proceed to identity verification (EIV).

Time at Address (Months): 25
Contact Phone #: (XXX-XXX-XXXX) 410-221-0046

Previous Address Information

Mailing Address:

City:

Country:

Province:

Postal Code (XXX #X#):

Time at Address (Months):

Mailing Address:

City:

Country:

Province:

Postal Code (XXX #X#):

Time at Address (Months):

Organization Information

Organization Name:	BARRIS IN TOWNLAND
Address Line 1:	301 8VE
Address Line 2:	1-20799 BARKLEIGH CREST
City:	LANGLEY
Province:	BRITISH COLUMBIA
Country:	CANADA
Postal Code:	V3A 4C3
Role:	EMPLOYEE

If any corrections are required to the information presented above, select the Back button below. Select Next to proceed with identity verification.

Back Cancel Next

This page will display identity verification questions (based on your Canadian credit history).

Questions will be written in a way that only you will know the answer.

Please answer all the questions to proceed.

The image shows a screenshot of a web form titled "Criminal Record Check". On the left side, there is a navigation menu with links such as "Home", "About Us", "Contact Us", "Application Process", "Application Fees", "Schedule Types and Payment", "Application Processing Policies", "Criminal Record Check Results, Recommendations and Appeals", "Resources", "Application and Release", "About Us", and "Contact Us". The main content area is titled "Criminal Record Check" and "Identity Verification Questions". It contains several sections of questions with radio button options:

- Your credit file indicates you may have a gov card or account which was opened approximately September 2012. Please choose the credit provider for this account from the following options.**
 - EQSD Correct: No
 - BMOB 08 Correct: No
 - 0513 Correct: No
 - BANCOR 08001 BC Correct: No
 - NONE OF THE ABOVE Correct: No
- Which of the following is currently or has been in the past one of your phone numbers?**
 - 780326474 Correct: No
 - 780326369 Correct: No
 - 780323266 Correct: No
 - 780314303 Correct: No
 - NONE OF THE ABOVE Correct: No
- Identify your business line extension in the following list?**
 - 2689 Correct: No
 - 6699 Correct: No
 - 9437 Correct: No
 - 6673 Correct: No
 - NONE OF THE ABOVE Correct: No
- Which of the following is your mobile or home number?**
 - 23843 Correct: No
 - 23944 Correct: No
 - 23930 Correct: No
 - 2372 Correct: No
 - NONE OF THE ABOVE Correct: No

If for some reason you are unable to complete the EIV portion of your application – this screen will appear.

It will list all the information you entered and prompt you to print off the page and submit your application manually.

Remember to sign and date the bottom of the form.

You are required to take this form to your associated school and have your ID checked manually. You must provide a primary ID (BC Driver's License, BC Services Card, Passport, etc.) and a secondary ID (Bank card, credit card, school identification card, etc.).

The image shows a screenshot of a form titled "ID Verification - To be completed by the requesting Organization". The form contains the following sections:

- I certify that I _____ have verified the applicant's Primary and Secondary ID as outlined in the CRRP ID Verification Requirements (for a complete list of acceptable ID and organization responsibilities, please visit <http://www.pseg.gov.bc.ca/criminal-records-review/responsibilities/index.htm>)**
- Signature: _____ Date: _____**
- Payment Information**

For volunteers completing a request for a criminal record check, no payment is required. For all other applicants, a \$28 fee payable by credit card (Visa or MasterCard) is required. If payment is required, please submit an Application for Pre-Authorized Credit Card Usage with this form. The Application for Pre-Authorized Credit Card usage is available online at <http://www.pseg.gov.bc.ca/criminal-records-review/shareddocs/creditcard.pdf> Consent to a Criminal Record Check.
- Consent to a Criminal Record Check**
 - I hereby consent to a check for records of criminal convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offences under the Criminal Records Review Act;
 - I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the court and crown counsel relating to an outstanding charge or conviction of any relevant or specified offence as defined under the Criminal Records Review Act;
 - Where the results of this check indicate that a criminal record or outstanding charge for a relevant or specified offence may exist, I agree to provide my fingerprints to verify any such criminal record;
 - The Deputy Registrar will notify me and my organization that I have an outstanding charge or conviction for any relevant or specified offence(s) and the matter has been referred to the Deputy Registrar;
 - The Deputy Registrar will determine whether or not I present a risk of physical or sexual abuse to children and/or physical, sexual or financial abuse to vulnerable adults as applicable;
 - The Deputy Registrar's determination will be disclosed to my organization and it will include consideration of any relevant or specified offence for which I have received a pardon;
 - If I am charged with or convicted of a relevant or specified offence at any time subsequent to the criminal record check authorized herein, I further agree to report the charge or conviction to my organization and provide my organization, in a timely manner, with consent to conduct a Criminal Record Check form.
- FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP/PA):** The information requested on this form is collected under the authority of the Criminal Records Review Act section 4(1) and section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIP/PA). The information provided will be used to fulfil the requirements of the Criminal Records Review Act for the release of criminal records information and is in compliance with the FOIP/PA. If you have any questions about the collection of your personal information, please contact Criminal Records Review Program, PO Box 9217 Stn Prov Govt, Victoria, BC V8V 9J1 or by phone at (250) 387-2896.
- Applicant Signature: _____**
- Date: _____**

If you successfully complete the online authorization, the CRC result will be sent directly to our HR department.

Please do not hesitate to contact me if you have any questions or concerns.

Yours truly,

A handwritten signature in black ink, appearing to read "J. Boutilier". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Jane Boutilier, CPHR, SHRM-SCP
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