Instructions for Applying Online for a Criminal Record Check

The Criminal Records Review Program is a free service provided for volunteer organizations so that their volunteers have a convenient option to submit their Criminal Record Check (CRC) requests electronically. This online service is available 24 hours a day, seven days a week. Everything is absolutely confidential. A Clearance Letter is emailed back to ONE TO ONE Literacy. No personal information is included in the letter, other than your name and when your CRC expires.

How to apply for a NEW Criminal Record Check:

1. Go to the link: https://justice.gov.bc.ca/eCRC/home.htm
2. Read the information provided. Enter the ACCESS CODE: **AJK5NUBK4H**
3. Enter the red characters shown in the image, i.e. bby32. If for some reason your session has expired, a new set of characters will appear.
4. Select **Request for a New Criminal Check**
5. The ONE TO ONE Literacy information will be displayed
6. Click **Next**
7. Read the Consent Information
8. Where it says "I have read and understand the above", click on **Yes**. There should be two of these questions.
9. Select **Next** to proceed.
10. Fill in your personal information. Please provide your valid or expired driver's licence number if you have one as this may assist in expediting the criminal record check process.
11. Select **Next**
12. The next page will display all of the information that you have entered. Please review carefully.
13. Select **Next**
14. *Another page will appear that asks identity verification questions based on your Canadian credit history. This is to confirm that it's you filling in the form. There are 4 questions that only you will be able to answer. Each question will have 5 choices. Please read carefully before clicking on your answer. **If you answer wrong, your application may not go through. Please try again if this is the case. Sometimes the online system requires a couple of tries! If you are not successful the first time, you will be asked different credit questions next time. The online system allows you to make up to 3 tries. If still not successful, you can make another 2 tries after waiting 48 hours.***
15. Select **Next** when completed.
16. If your Criminal Record Check application has gone through, the next screen will show you a receipt of your application. Please print and retain the receipt for your records.
17. *After you print off your receipt, your request for a criminal record check has been submitted to the Criminal Records Review Program and is in progress. The result will be sent directly to ONE TO ONE Literacy once completed.*

Please complete your criminal record check application as soon as possible, as it can take several weeks to process.

We strongly encourage you to complete your criminal record check <u>online</u>, as the process is much faster. If, however, you are unable to complete the application online, please bring the form, along with government-issued photo ID, to your training session, or arrange to come to our office. Manual submissions take several weeks (it has been up to 7 weeks), delaying your start in your school.

<u>How to SHARE your Criminal Record Check:</u>

If you had a Criminal Record Check done within the past year, you can choose to simply share your existing Criminal Record Check. The request must be for the same type of check as previously completed, <u>*in this case to volunteer with children*</u>.

Please follow these steps:

1) Go to the link: https://justice.gov.bc.ca/eCRC/home.htm
2) Read the information provided. Enter the ACCESS CODE: **AJK5NUBK4H**
3) Next step is to enter the red characters shown in the image. i.e. bby32. If for some reason your session has expired, a new set of characters will appear.
4) Select **Share the Result of a Completed Criminal Record Check**
5) Follow Steps 5 to 17 as mentioned above. If a matching criminal record check is found, you will be required to verify your identity by answering credit history questions. If the system cannot find a match, you will be prompted to print the page and bring it to ONE TO ONE Literacy to verify your ID.