



CCRP - Criminal Record Check

Option 1: Online submission

Online Link: <https://justice.gov.bc.ca/eCRC/home.htm>

PGYVC Access Code for online submission VY2BT69KN4

To submit an online request for a NEW 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.
Please 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 (see below).
- Please use a laptop or desktop computer, some applicants have experienced difficulties using a mobile device.
- Always use the navigation buttons as indicated in the application
- Internet Explorer 11 or later is required, other types of browsers or older versions may experience problems
- You will receive a session ID number, please forward to deniseinpg@gmail.com so I can send confirmation of the completed Criminal Record Check to you so it can be forwarded to your team manager.

To use the EIV:

Failure to pass the EIV twice will lock the user out for up to 72 hours.

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.

If this is not available to you, please do Option 2: Manual submission of the documents. See below.

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 Public Safety and Solicitor General 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.
Please 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: Please see requirements outlined above.

Option 2: Manual Submission of the documents

If you need to do a manual submission, the PDF files are attached whether you need to do a NEW criminal record check or share a previously submitted criminal record check done for another organization that was done in this system. Do not submit both to me.

- Email the completed document to me at deniseinpg@gmail.com
- Attach a copy or picture of your Driver's License for verification before I submit the document for you.
- After submission and once I receive confirmation, I will send you the result to share with your team manager.

****If you receive notice from CCRP requesting fingerprints, this will be a different process involving the RCMP.**