

BC Criminal Record Check Process



COTBC is legally required to have a current criminal record check on file for every registrant. **The criminal record check must be redone every five years.** If your registration was **cancelled** you must provide a new criminal record check. The Ministry of Justice has an online process that streamlines the process for most of our registrants.

Please follow these steps:

1. Logon to <https://justice.gov.bc.ca/eCRC/> a secure and confidential website, to complete the Consent to a Criminal Record Check.
2. Enter the following access code **V24TG493JN**.
3. Pay a fee of \$28.00 payable using Visa, MasterCard or AMEX.

You must print the **Criminal Record Check - Confirmation Receipt** page and submit this page to the College, **prior to reinstating your registration.**

Please note that the criminal record check must be submitted through the Ministry of Justice and not your local police department.

If you are unable to use the online process, please contact the COTBC office for further instructions on how to proceed.

Questions regarding the Criminal Record online process can be directed to the Criminal Records Review program at: 1-855-587-0185 option number 2.