



BC Criminal Record Check Process

COTBC is legally obligated to have a current criminal record check for every registrant. This is required every five years and the College notifies registrants prior to registration renewal if their criminal record check must be redone. The new Criminal Record Check requirements announced by the Ministry of Justice will streamline the process for most of our registrants by providing an online process directly with the Ministry.

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** to proceed.
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 with your application forms to the College.

If you are not able to complete the online process, please print the [Criminal Records Consent form](#) and the [Credit Card Authorization form](#) and forward to the COTBC office along with a notarized copy of two pieces of identification (ID). An acceptable list of the primary and secondary ID is available at:

<http://www.pssg.gov.bc.ca/criminal-records-review/responsibilities/index.htm#primaryid>

Criminal Record online questions can be directed to the Criminal Records Review program at: 1-855-587-0185 option number 3.