

BC Criminal Record Check Process

Effective December 17, 2021



The Criminal Record Check (CRC) is a mandatory requirement under the Criminal Records Review Act (CRRRA) for registrants of a regulated profession. It must be done at initial registration and every five years thereafter.

The CRC program is a government-driven process that regulators like COTBC are required to enforce. Not having a current CRC is in contravention of the CRRRA. For more information on the Criminal Record Check, visit [Criminal Record Check BC](#).

Please note that the CRC must be completed through the BC Ministry of Public Safety and Solicitor General (“the Ministry”) and NOT through the police department.

The police criminal record check (or police information check) is not equivalent to the CRC required by the CRRRA. The CRC applies to all applicants and registrants of professional regulatory bodies governed by the Health Professions Act.

COTBC is streamlining its operational processes to make it easier for registrants to meet the CRC requirement set by the Ministry. Change for registrants will include:

Consent

- During initial application or renewal, registrants are asked to provide consent as required by the Ministry for CRC checks
- This will allow the College to initiate the CRC checks on registrants’ behalf, omitting this step for registrants
- The Ministry/CRRP will notify the College of CRC results
- Some people will need to provide fingerprints; the Ministry will contact you directly if this is required
- Please download and complete the [consent form](#) and return to the College.

Identification (ID)

- The Criminal Record Review Program requires that ID be verified before the criminal record is requested.
- New Applicants: As part of the application process, a new applicant must submit notarized ID with your application to meet the CRC requirement. Identification must be notarized by a notary public or a lawyer.

- Former Registrants (Inactive): As part of reinstating registration with COTBC, Former (Inactive) registrants must provide two pieces of notarized identification to meet the criminal record check requirement.
- The Ministry requires that one piece of ID must be an acceptable primary identification (government issued and include the applicant's name, date of birth, signature and photo). Visit [Identity verification - Criminal Record Checks](#) for information on acceptable pieces of primary and secondary identification.
- To find a local notary, please internet search the term "notary" and your location. In BC, please see the regulatory body for notaries [Society of Notaries Public of BC](#) which provides Information on [Choosing Notary](#).

Payment

- The CRC fee is \$28.00. You will be invoiced upon receipt of the consent form through Alinity.

For more information on the Criminal Record Check, visit [Criminal Record Check BC](#).

If you have specific questions related to your registration, please contact the COTBC Registration Team at registration@cotbc.org or call the College at 250-386-6822, toll free in BC at 1-0866-386-6822