

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 done to complete your registration application.** The Ministry of Justice has an online process that streamlines the process for most of our applicants.

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. 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, you must use the following steps:

1. Print the [Criminal Records Consent Form](#) and fill in Part 1 & Part 2. Ensure that your email address is provided to receive payment options. In Part 2 (Section A) the organization name is COTBC and the ID number is 20. Leave Section B & Section C blank. Sign and date the form.
2. Obtain a notarized copy of two pieces of identification (ID). One of the IDs must include your photo and signature (e.g. your passport or driver's licence).
3. Mail, by Canada Post, the consent form and notarized documents to the COTBC office and we will forward the form to the criminal records review program on your behalf. The Criminal Records Review Program will then email you the payment options using the email address you provided on the consent form. (New this year.) Most applicants choose to pay online.
4. Once your online payment is made, a confirmation page appears. You must forward, by email, fax or regular mail, a copy of the payment confirmation to COTBC (e.g. screen snap, printed copy). Until COTBC receives the confirmation of payment, your registration cannot be completed.

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