

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 (example below) 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.

Criminal Record Check

Receipt

Payment Approved. Thank you.

A request to conduct a criminal record check has been submitted to the Criminal Records Review Program at the Ministry of Justice. Please allow 7 to 10 business days for processing. Once complete, the results will be provided directly to the organization requesting the check.

The service number below can be used to help locate your file when contacting the Ministry and when submitting a request to share a completed criminal record check.

Session ID: 11111111

Service#	Surname	First Name	Date of Birth	Paid
11111111	Doe	Jane	Oct. 21 1993	\$28.00
Date	Oct 15, 2020	Transaction Type	Purchase	
Card Type	MC/Visa	Amount:	\$28.00	
Invoice Number:	00000000	Transaction ID:	0000000	
Host Date/Time:	10/15/2020 08:00.00 AM	Response Message:	Approved	

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.