

Criminal Record Checks

BVCCSC-NSDP

Who needs Record checks:

ADP- Coaches

Skool Ski Instructors

(Rabbit coaches do not need it)

Ministry of Justice Online Process takes only a few minutes to do:

(Note local police office is \$25/request. So not an option, must go through Ministry of Justice for free option)

Here are the steps for online:

1. go to this site:
<https://justice.gov.bc.ca/eCRC/home.htm>
2. Put in access code: FGDC9R98WD (all capitols)
3. Request new criminal record check.
4. Fill out information--- you will need your drivers licence and your title is coach
5. follow the directions from there. They will ask you 4 questions about banking info to verify who you are--- at least that is what they asked me about.

Once you complete it, it will take 7-10 days to be reviewed and then results will be sent to the chair of the Club. These will be kept on file for 5 years.

Please Everyone coaching this season do this asap. It takes no time at all. :) so much easier then before :)

IF for some reason this does not work for you then follow these steps:

1. Print out Form CRR026
Find it on this site: <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/forms>
2. You will need BVCCSC Account number is 1773504 and The Chair of the Club is who is to receive it.
3. Fill out the form and mail it to Ministry of Justice. Address is on the form.
4. To Note: if you are an employee of the club then you will need to print out Form CRR010 and CRR012 (visa form for \$28). Mail or Fax it to Ministry of Justice. Address is on the form. The Club will reimburse. (The local police station costs \$50 to do this)