

Steps to complete the Criminal Record Check (CRC)

To be a volunteer driver for the Okanagan Dream Rally CRC's are completed through the Central Okanagan Hospice Association. A clear Criminal Record Check through BC Ministry of Justice, for working with vulnerable children and adults, must be completed every five years and can be done online. Any questions regarding the process can be directed to Bonnie or Nica at COHA (250) 763-5511.

To complete the CRC online:

To submit an online application, you must be over 19 years of age, have a Canadian credit history of at least six months and lived in Canada for the past two years. If you do not meet these criteria skip to how you can complete the application with a COHA staff member.

Go to the following link: <https://justice.gov.bc.ca/eCRC/>

Enter the access code: **BKPWE9XC2G**

Enter: the characters shown in the image on the screen to verify you are a real person.

Select: Request for a “**New Criminal Record Check**”.

- After selecting the request for a new CRC, the organization's information will be displayed.
- Confirm that the organization showing is Central Okanagan Hospice Association (please note that the organization's information may show our old address and a previous staff member as contact person, this is in process of being changed) select “**Next**”.
- The next page contains consent information. You must select “**YES**” in two places to give your consent for
 1. the criminal record check to be done and
 2. To release personal information to Equifax to confirm your identity. The Equifax Service is called EIV (Electronic Identity Verification). This service allows the program to securely identify that you are who you say you are.
**Please note you only get two tries to answer each question and then the program will lock you out for 72 hours.*
- Select **Next** to continue to the next page.
- Complete as accurately and truthfully as possible the applicant information on the data entry form. Mandatory fields are marked with an (*), be sure to enter information in these spaces.
- You will provide your valid or expired driver's licence number if you have one. A driver's license number may assist in expediting the CRC process.
- Check over all your information for accuracy. Make any necessary corrections. If you wish to cancel the CRC you may select the cancel button. To proceed, select **Next**.
- The next page will display the information you have entered. Please review this page carefully to ensure accuracy. Select **Next** to proceed to Identity Verification (EIV).

- The next page displays identity verification questions that are based on your Canadian credit history. Questions will be written in such a way that only you will know the answer. You must answer all the questions to proceed. **Please note you only get two tries to answer each question and then the program will lock you out for 72 hours.*
- The next step may take you to a payment page if this occurs do not pay as COHA is a registered charity and CRC's are completed free of charge.

If you are unable to complete the EIV online

If for some reason you are unable to complete the EIV portion of the application a screen will appear and will list the information you entered and prompt you to print off the page and submit your application manually. Sign and date the bottom of this form and take this form with to your meeting with one of our staff members who will check your ID manually and then submit your application by fax to the CRRP. If you have other questions regarding the CRC or EIV please contact the COHA Centre for assistance.

**Please be aware that results of the CRC are sent directly to COHA. Once these results are issued to the organization the check is considered complete. If you have any concerns regarding what your check will show please speak with one of our staff. All information received is treated as confidential and private.*

Note regarding finger printing

Please know that there are times when the CRC process requires an applicant to be fingerprinted. This is not uncommon. If this occurs you will be notified and provided with instructions on how to complete the fingerprinting process. Do not worry if you are asked to be fingerprinted, it just means that someone who has the same birthdate and gender as yourself has a criminal record and this step is an additional process to make sure you are not that person using a new name. COHA will not be able to process your application to volunteer until we have a clear CRC for you. We will not receive the CRC clearance until the finger printing is done.

To complete the CRC through COHA staff:

If for some reason you are unable to complete the CRC online please bring your completed CRC to your interview with our staff. They will complete the steps to verify your identity and submit your application electronically. You will need to bring at least one piece of primary ID and at least one of secondary ID for us to complete the process:

Primary Identification	Secondary Identification
BC Driver's Licence or Learner's License. (Must have your photo); BCID; BC Services Card (must have photo); Canadian Birth Certificate; Passport; Canadian Citizenship Card; Permanent Resident Card; Canadian Record of Landing Canadian Immigration Identification Record.	School ID card; Band Card with name on the card; Credit Card with name on the card; Foreign birth certificate(a baptismal certificate is not acceptable); Canadian or US driver's license; Naturalization Certificate, Canadian Forces Identification; Police Identification; Foreign Affairs Canada or consular identification; Vehicle Registration if your signature is shown; Picture employee ID card; Canadian Firearms License (PAL); BC Care Card; BC Services Card; Secure Certificate of Indian Status; Parole Certificate ID; Correctional Service Conditional Release Card.