







## MINISTRY OF JUSTICE CRIMINAL RECORD CHECK

You need to obtain the Criminal Record Check from the Ministry of Justice. Please do not go to your local police station as we no longer accept Criminal Record Checks from the RCMP for this program.

This part of the package is to inform you about the Health and Human Services Criminal Record Check process. The Criminal Records Review Program is part of the Ministry of Justice. The program is responsible for processing criminal record checks under the Criminal Records Review Act. Criminal record checks are done to protect the most vulnerable people in our society from and physical, social, economic or sexual abuse. This new Criminal Record Check is more extensive, increasing public safety and confidence in our institutions, while providing a professional and efficient administrative process.

Every post-secondary institution in British Columbia has been requested to have their students in a Health and Human Services Program complete this check. The Criminal Record Check is valid for five (5) years.

The following students are **not** eligible to apply online and must complete a paper application:

- People under 19 years of age
- People who have lived in Canada less than 2 years

### ONLINE REQUESTING SERVICE

1. Go to: <https://justice.gov.bc.ca/criminalrecordcheck>
2. Review the information to ensure you are able to use this service. If you are not able to use this online service, see information below titled **PAPER APPLICATION PROCESS**
3. If you are able to use this service, scroll to the bottom of the CRC website page and enter the Selkirk College access code: **ZWN7NCEP5C**
4. Enter in the characters you see in the security image and either click "Request a New Criminal Record Check" or "Share the results of a Completed Criminal Record Check".
  - a. Request a New Criminal Record Check – for those applicants who have never had a criminal record check done before or whose check has expired.
  - b. Share the results of a Completed Criminal Record Check – for those applicants who currently have a check and would like to share it with Selkirk College
5. Choose the correct options and review the next page. By selecting NEXT you are agreeing/consenting to a Criminal Record Check for Selkirk College. Review and agree to the terms on the next page
6. Enter in your personal information on the next page. Once you have entered your information you will be asked to review. Once you have reviewed the information, click Next to proceed with identity verification.
7. If the system cannot complete the request to initiate a criminal record check online, please print the page by clicking the "Print" button at the bottom of the page and scan and email the form to [hhsadmissions@selkirk.ca](mailto:hhsadmissions@selkirk.ca)

## MINISTRY OF JUSTICE CRIMINAL RECORD CHECK

### PAPER APPLICATION PROCESS

If you would prefer, or are required, to fill out the paper application contact the Enrolment Services Office at [hhsadmissions@selkirk.ca](mailto:hhsadmissions@selkirk.ca) and request the form. One will be sent to you. The form is electronically fillable – please use Adobe Acrobat to fill out the form.

Please read information and instructions on Page 1. To avoid processing delays, ensure all fields are complete. Providing your driver's licence number or BCID number may expedite the process. Some parts of the form are already auto-populated. Only fill out **Part 1: Applicant Information**, **Part 3: Position with Organization (Required)** - enter Student, and lastly **Part 5: Consent for Release of Information and Acknowledgments**.

Once the form is filled out, please print and sign the form. Scan the form plus two pieces of ID to the Enrolment Services Office at [hhsadmissions@selkirk.ca](mailto:hhsadmissions@selkirk.ca). Note: One piece of ID must be government issued (drivers license preferred) and displays applicant's name, date of birth, signature and photo. Please put drivers licence number on the consent form if it is being provided for ID.

After your application is received and reviewed by the Enrolment Services Office, it will be forwarded to the Ministry of Justice for processing. The Ministry of Justice will email directions to the email address provided for payment. Please be sure to check your spam/junk mail folders for this email. Once payment has been received your application will be processed. The cost of the criminal record check is \$28.

Read the full Criminal Records Review Act for specific information such as definitions, the use of information, the effects of finding an individual is a risk or fines that may be imposed for failure to comply with the act. (Note, this electronic version of the act is being updated and may not contain the recent changes.)

The Criminal Record Check will be sent directly to the College. You will only be contacted by the Governor General if there is a relevant offence found.

For any questions or assistance with this process, please contact the Enrolment Services Office at [hhsadmissions@selkirk.ca](mailto:hhsadmissions@selkirk.ca) or by phone at 250-365-1232.

Student Name:

Student Number:

**EARLY CHILDHOOD CARE  
& EDUCATION CERTIFICATE PROGRAM**

**APPLICANT DECLARATION**

**DECLARATION**

I certify that I have provided accurate and authentic information in this application. I understand that falsification or plagiarism of my application will result in the withdrawal of my application and/or the offer of admission.

The information on this form is collected under the general authority of the College and Institution Act 41.1 (2) a. It is directly related to and needed for the selection of applicants for the Early Childhood Care and Education program. The information will be used to make admissions decisions.

If you have any questions about the collection and use of this information please contact Tammie Clarke, Chair of the School of Health and Human Services at [tclarke@selkirk.ca](mailto:tclarke@selkirk.ca), call toll free at 1-888-953-1133 ext 21458

**I HAVE READ & UNDERSTAND THIS DECLARATION**

**I DO NOT AGREE / DO NOT UNDERSTAND THIS DECLARATION**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE SIGNED