

**Chilliwack Minor Hockey Association**

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Criminal Record Checks

BC Hockey, Pacific Coast Amateur Hockey Association (PCAHA) and Chilliwack Minor Hockey Association requires every Coach, Assistant Coach, Manager and Safety Person on every team to complete a Criminal Record Check (CRC). A completed CRC will stay valid on your Hockey Canada Registry profile for 3 years, at which point you will need to re-certify. This is a mandatory requirement implemented by BC Hockey and we cannot roster you with a team if a completed CRC is not on your Hockey Canada Registry profile.

There are two ways to complete your Criminal Record Check (CRC). They are as follows:

1. Complete your CRC online:

- Go to <https://justice.gov.bc.ca/criminalrecordcheck>
- Enter CMHA unique access code: QLRTRGDHVE
- Prove you are not a robot and complete all online questions & verifications.
- Your completed CRC will sent to CMHA via email from the Minister of Public Safety & Solicitor General in 3 – 14 days.
- **Please Note:** Not all individuals will be able to use the EIV process and may be required to submit the request for a criminal record check through the manual paper process.

To use the EIV:

- Failure to pass the EIV twice will lock the user out for up to 72 hours.
- Individuals must have a minimum Canadian credit history of at least six months.
- Individuals must have been residing in Canada for two years or longer.
- Individuals must correctly answer a set of security questions unique to their personal credit history.
- Must have a current Canadian address. (You cannot enter a foreign address through the online service)

2. Complete your CRC by manual paper process:

- Contact CMHA by phone or email info@chilliwackminorhockey.com and request a CRC letter. You will be required to provide your full name and birth date.
- Visit your local Police Detachment and request an application. Be sure to submit with your signed CRC letter CMHA provided.
- Once completed the Police Detachment will contact you to pick up the completed CRC
- Contact CMHA by phone or email and arrange a time to drop off your completed CRC
- Fingerprints may be required, and your will be contacted directly by RCMP. You will have to set up an appointment and will be required to pay if you do not provide a signed CRC letter so be sure to request prior to your fingerprinting appointments as well

Please Note: You must have the personalized CMHA approved CRC letter to receive a free Criminal Record Check. If you do not request a letter in advance, you will be responsible for the \$50 fee and you will not be reimbursed.