



## Greater Victoria Minor Ball Hockey Online Criminal Record Check Process

To complete our online process please click on this link: <https://justice.gov.bc.ca/eCRC/>

You will need the following code to complete your application

Access Code: M7MVYQB7EF

The following pages have screenshots to guide you through the process.

- Enter the access code from GVBHBA
- Enter the characters displayed in the image box
- Choose if you are requesting a new Criminal Record Check or if you have one for another association you can opt to share it with GVBHBA

**Criminal Record Checks**

Criminal Record Check Home Page

- Who Must Have a Criminal Record Check under the Criminal Records Review Act
- Organization and Applicant Responsibilities
- Apply for a Criminal Record Check and Processing Policies
- Volunteer Information
- Vulnerable Sector Checks
- Electronic Identity Verification (EIV)
- Portability of Results
- Criminal Record Check Results, Reconsiderations and Appeals
- Offences Reviewed Under the Act

**Resources**

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## Criminal Record Check

**PLEASE DO NOT USE YOUR BACK BUTTON ON YOUR INTERNET BROWSER**  
**ALWAYS USE THE NAVIGATION BUTTONS AS INDICATED IN THE APPLICATION**

### Request a New Criminal Record Check

To Submit an online request for a criminal record check, you must:

- Be at least 12 years of age as of today's date.
- Have your identity verified through the Electronic Identity Verification (EIV) process.  
**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:

- 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. (Please do not enter a foreign address through the on-line service)

### Share the Result of a Completed Criminal Record Check

To Submit an online request to share the result of a completed criminal record check:

- The criminal record check must have been completed within the last 5 years through the Ministry of Justice Criminal Records Review Program. Note: A criminal record check is considered complete once the result of the check has been issued to an organization
- The request must be for the same type of check as previously completed, either for children, vulnerable adults, or both children and vulnerable adults
- Have your identity verified through the Electronic Identity Verification (EIV) process.  
**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: **Please see requirements outlined above.**

Enter the access code provided by your organization. An access code is required to proceed with the online submission:

M7MVYQB7EF

Insert GVBHBA provided code here



If you cannot read the text above, click on the image to regenerate the text.

Please type in the characters shown above, f8ne4

Request a New Criminal Record Check

Share the result of a Completed Criminal Record Check

Version: 1.0.4

**Criminal Record Checks**  
 Criminal Record Check Home Page > Organization Details

- » Who Must Have a Criminal Record Check under the Criminal Records Review Act
- » Organization and Applicant Responsibilities
- » Apply for a Criminal Record Check and Processing Policies
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## Criminal Record Check

**Organization Information**

Organization Name:	GREATER VICTORIA MINOR BALL HOCKEY ASSOCIATION
Address Line 1:	2233 GOLDENEYE WAY
Address Line 2:	
City:	VICTORIA
Province:	BRITISH COLUMBIA
Country:	CANADA
Postal Code:	V9B 6V6
Role:	VOLUNTEER

If the information above does not appear to match the organization that has requested that a criminal record check be completed, please do not proceed and contact the organization that has requested the criminal record check.

For volunteers completing a request for a criminal record check, no payment is required. For all other applicants, a fee payable by credit card (Visa, MasterCard or AMEX) is required. Please have your credit card information ready.

Once the criminal record check is complete, the organization noted above will receive the results.

By selecting Next, you are consenting to have your information released to this organization.

Choose Next

- Chose Yes in both places
- Choose Next

**Criminal Record Checks**  
 Criminal Record Check Home Page > Organization Details > Consent

- Who Must Have a Criminal Record Check under the Criminal Records Review Act
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## Criminal Record Check

All fields marked with a red asterisk (\*) are required.

### Consent Information

Consent to a Criminal Record Check

- I hereby consent to a check for records of criminal charges and convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offences under the Criminal Records Review Act;
- I hereby consent to a check of all available law enforcement systems, including any local police records.
- I hereby consent to a vulnerable sector search to check if I have been convicted of and been granted a pardon for any sexual offences of the Criminal Records Act.
- I understand a criminal record check under the Criminal Records Review Act is required at least once every five years.  
Go to the RCMP website for additional details on vulnerable sector checks: <http://www.rcmp-grc.gc.ca/cr-cj/vulmer/index-eng.htm>
- I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the court and crown counsel relating to an outstanding charge or conviction of any relevant or specified offence as defined under the Criminal Records Review Act.
- Where the results of this check indicate that a criminal record or outstanding charge for a relevant or specified offence may exist, I agree to provide my fingerprints to verify any such criminal record.
- The Deputy Registrar will notify me and my organization that I have an outstanding charge or conviction for any relevant or specified offence(s) and the matter has been referred to the Deputy Registrar;
- The Deputy Registrar will determine whether or not I present a risk of physical or sexual abuse to children and/or physical, sexual or financial abuse to vulnerable adults as applicable.
- The Deputy Registrar's determination will be disclosed to my organization and it will include consideration of any relevant or specified offence for which I have received a pardon;
- If I am charged with or convicted of a relevant or specified offence at any time subsequent to the criminal record check authorized herein, I further agree to report the charge or conviction to my organization and provide my organization, in a timely manner, with consent to conduct a Criminal Record Check form.

I have read and understand the above:  Yes  No \*

Consent to Release Personal Information

I hereby consent to the release of my personal information to Equifax for the confirmation of the personal information I have entered in this form.

I have read and understand the above:  Yes  No \*

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA):** The information requested on this form is collected under the authority of the Criminal Records Review Act section 4(1) and section 26(c) of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. The information provided will be used to fulfil the requirements of the Criminal Records Review Act for the release of criminal records information and is in compliance with the FOIPPA. If you have any questions about the collection of your personal information, please contact the Policy Analyst, Criminal Records Review Program, PO Box 9217 Stn Prov Govt, Victoria, BC V8W 911 or by phone at 1-855-587-0185.

- Complete all Fields
- Choose Next

**Criminal Record Checks**

Criminal Record Check Home Page > Organization Details > Consent > Data Entry Form

- Who Must Have a Criminal Record Check under the Criminal Records Review Act
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## Criminal Record Check

All fields marked with a red asterisk (\*) are required.

**Applicant Information**

Surname: \*  
 First Name: \*  
 Middle Name:   
 Date of Birth: (MM/DD/YYYY) \*  
 Gender:  Female  Male\*  
 Birth Place: (City, Province/State, Country) \*  
 Driver's Licence #: (Current or Expired) Providing a Driver's Licence may expedite the criminal record check process   
 Driver's Licence Province of Issue: \*  
 Applicant's Position/Job Title: \*  
 Category of Offences: CHILDREN

**Other Names Used** (e.g. maiden name, birth name, or previous married name(s))

Surname:   
 First Name:   
 Middle Name:   
 Surname:   
 First Name:   
 Middle Name:   
 Surname:   
 First Name:   
 Middle Name:

**Contact Information** (If time at current address is less than 24 months, please include at least 1 previous address)

Mailing Address: \*  
 City: \*  
 Country: CANADA  
 Province: \*  
 Postal Code: (X#X #X#) \*  
 Time at Address: (Months) \*  
 Contact Phone #: (###-###-####) \*

**Previous Address Information**

Mailing Address:   
 City:   
 Country: CANADA  
 Province:   
 Postal Code: (X#X #X#)   
 Time at Address: (Months)

Mailing Address:   
 City:   
 Country: CANADA  
 Province:   
 Postal Code: (X#X #X#)   
 Time at Address: (Months)

- Confirm all information and click Next
- Complete “Identity Verification Questions” and click Next
- If the system is able to verify you it will complete. If any of your answers do not match you will be required to print the information. You will need to have an executive member of GVMBHA verify your primary & secondary ID and sign your form. It will then need to be mailed in to complete the process.