

BC Criminal Records Review Program FAQs

June 2026

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What is the Criminal Records Review Program (CRRP)?

- The CRRP is the provincial program in British Columbia responsible for processing criminal record checks (CRCs) under the **Criminal Records Review Act (CRRA)**, including the **Vulnerable Sector Check** for those working with children or vulnerable adults.
- Under CRRA, organizations whose **staff or volunteers have unsupervised access to children (under 19) or vulnerable adults must screen those individuals via the CRRP**. The CRRP is operated by the Ministry of Public Safety and Solicitor General in B.C.
 - The CRRP is the only legally recognized system for these positions.
 - Contractors are accepted to be "staff" for the purposes of this program

Does the BC CRRP process include the Vulnerable Sector Check (VSC)?

Yes, the CRRP does provide vulnerable sector screening for eligible applicants.

- The CRRP is legally responsible for completing Vulnerable Sector Checks required under the CRRA.
- A **vulnerable sector check** is essentially a police information check **plus** an added check for record suspensions (pardons) for sexual offences.

- Note: In some cases, applicants may be required to provide **fingerprints** to complete the Vulnerable Sector Check (for identity verification).

When is fingerprinting required, and how does it work?

- The CRRP may require fingerprint submission if the name, date of birth, or gender of the applicant **matches a pardoned sexual offender record** or where additional identity confirmation is needed.
- If fingerprinting is required, the CRRP notifies the applicant and gives instructions.
- The results from fingerprint-based checks (via the RCMP's CCRTIS) may take up to **12 weeks** to return to the CRRP. If an applicant has already previously done fingerprinting under CRRP, those results **may** be reused, subject to CRRP / RCMP policies.

Do sport organizations need to screen both staff (paid) and volunteers?

Yes — in nearly all cases, both paid staff and volunteers who meet the criteria (i.e. will have unsupervised access to children or vulnerable adults) fall under the CRRA and must be screened.

- The CRRP site states: "The Criminal Records Review Act applies to some types of organizations. These organizations must screen people who work with children or vulnerable adults through the CRRP." In the "Applicants / Apply" page, it is clear that the CRC application process is designed for both volunteer and paid roles: organizations either send the applicant a secure link / invitation or they may manually verify identity.
- The CRRP's "organization account" allows authorized contacts to manage all applicants (staff or volunteer) through one consolidated organizational account.

Can an individual share an existing clearance so organizations don't have to re-run the check?

Yes, under certain conditions.

- The CRRP supports a “share clearance” function: applicants who had a prior CRRP check may share their clearance with a new organization instead of doing a fresh check, *if* the clearance is still valid and eligible.
- Conditions to share:
 1. The prior check was done through CRRP.
 2. The clearance is still active (i.e. not expired or void). The type of “works with” designation matches (children, vulnerable adults, or both).
- Sharing can be done via the online platform or via paper (manual) sharing forms.
- Organizations must verify ID and consent as part of the sharing process.
- Timelines for shared clearance: Immediate if done through the BC Services Card app. If done using the form (link below), they are done within 5 business days.

Form to request a clearance be shared:

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/crr022_sharing.pdf

Using sharing helps reduce duplication and administrative burden — especially useful for applicants who move between organizations or roles.

What is the timeline to get a CRC / VSC via CRRP?

- The standard processing time is **5 business days**, assuming no complications.
- However, delays can occur if:
- The paperwork is incomplete or contains errors.
 - The applicant needs to submit fingerprints (see Q3). The check reveals an offence and enters adjudication.
- Organizations are notified of clearance status; applicants themselves are not given the clearance letter.
 - If the applicant used the BC Services Card app to verify their identity for their application in the online portal, they can see if the check is in progress or completed in the BC Services Card app.
- Note: The CRRP website warns about possible delays (e.g. due to labour disruptions).

How long is a clearance valid? When must re-checks occur?

- CRRA / CRRP ordinarily expect criminal record checks to be valid for up to **five years**, unless triggered earlier by a change in charges or convictions.
- Applicants must inform their organization of any new charges or convictions between checks.
- If a new charge or conviction occurs, a re-check may be required earlier.

What roles and responsibilities does the organization have?

- Register your organization as a CRRP organization (via BCeID) and set up your online account. This lets you send invitations to applicants, manage checks, and track status centrally.
- Manage authorized contacts (up to 7) who can initiate, monitor, and manage checks.
- Send invitation links or access codes to applicants to initiate their checks.
- Verify applicant identity if needed (especially for shared clearances or offline applications).
- Handle the consent and sharing forms appropriately. Update the organization's contact information or account as needed.
- Maintain internal policies determining how to act on clearances, adjudications, and re-check triggers.

How to Use the Criminal Records Review Program

1. **Register your organization** with CRRP via a Business BCeID and configure your authorized contacts.
2. **Clarify your organization's Screening Policy** on frequency (e.g. every 5 years), re-screening triggers (new charges/convictions), and applicant responsibilities (e.g. updating new convictions).
3. **Train your authorized contacts** to handle identity verification, consent, and recordkeeping in a consistent manner.
4. **Invite each new applicant (staff or volunteer)** One of your authorized contacts will issue a secure invitation / link / access code through the Portal

5. **Applicant completes application**, optionally shares prior CRRP clearance (if eligible).
6. **CRRP processes the request** (5 business days, unless fingerprinting or adjudication needed). **Organization receives notification** of clearance or adjudication.
7. **If adjudication or risk found**, follow your internal policy for further action.
8. **Repeat / re-check** every 5 years (or earlier if a triggering event).
 - Use “sharing” of existing clearances (when eligible) to reduce re-check overhead. (See below for more information)

For complete onboarding instructions, visit

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/org_reg_package_authenticated.pdf

What if the organization wants to screen all staff and/or volunteers?

Some organizations choose to screen everyone (for consistency and risk management), even those who do not legally require a CRRP check.

The CRRP can only be used for eligible staff/volunteers/contractors - those with either direct access to children or vulnerable adults, or the potential for unsupervised access to children or vulnerable adults.

For people who don't meet these requirements, you can do online Criminal Records Checks through various online software or ask people to go to their local police station to request a Police Record Check.

What contact information is available if organizations have trouble or need assistance?

- CRRP main contact:
 - **Toll-free (within Canada):** 1-855-587-0185 (select option 2)
 - **Outside Canada:** 1-778-747-3205 (option 2)
 - **Email:** criminalrecords@gov.bc.ca
- Note: The CRRP does **not** accept consent forms via arbitrary contact methods

- If organizations have struggles with BCeID or account access, they may need to liaise with BCeID Help Desk (per BCeID / BC government processes).

If your organization is having trouble getting timely responses via the standard contact, you (or your authorized contacts) can escalate via the general provincial government contact channels or inquire via your sport's provincial governing body to seek an intermediary.