

How to Apply for a Criminal Record Check

Download Consent to a Criminal Record Check Form

- Download the [Criminal Record Check Consent Form](#) – instructions for completing the form are included on the form.
- <http://www.pssg.gov.bc.ca/criminal-records-review/shareddocs/consent-form.pdf>

Who keeps the original signed consent form is important. As a general rule, the applicant is to complete, sign and date the consent form and then **give it to their organization for submission**. The organization makes a copy of each completed consent form and keeps the original, sending a copy to the Criminal Records Review Program along with the appropriate payment.

Tip: the applicant should follow the 'Checklist for Applicant' found on page two of the form to ensure the form is completed correctly.

Schedule Type

The single consent form offers six schedule types. You will be applying for "**Schedule B**".

Schedule B	<p style="text-align: center;">If the individual is:</p> <p style="text-align: center;">applying for membership or is a registered member of a B.C. governing body, or is applying for, or has certification, or a letter of permission to teach through the Office of Inspector of Independent Schools, B.C. Ministry of Education, or is a registered student in a post secondary program with a practicum component involving work with children and / or vulnerable adults.</p> <p style="text-align: center;">Either the governing body, Office of Inspector of Independent Schools or the post secondary institution retains the original form.</p> <p style="text-align: center;">NOTE: effective January 1, 2012, the registered student requirement will be expanded to include any students registered in any certificate, diploma, or degree program that has a practicum involving working with children or vulnerable adults and will not be limited to those leading to membership in a governing body.</p>
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Payment

There is a \$20.00 non-refundable processing fee for each criminal record check and the payment must be submitted with the completed and signed consent form. Consent forms received without payment will be returned, unprocessed.

Payment is accepted in one of the following formats:

Certified cheque – made payable to the Minister of Finance.

Money order – made payable to the Minister of Finance.

VISA or Mastercard – Use the [Application for Pre-Authorized Credit Card Usage](http://www.pssg.gov.bc.ca/criminal-records-review/shareddocs/creditcard.pdf)
(<http://www.pssg.gov.bc.ca/criminal-records-review/shareddocs/creditcard.pdf>).

IMPORTANT NOTES:

1. **Personal cheques are not accepted.**
2. **Credit card information must not be e-mailed.** Mail or fax the completed [Application for Pre-Authorized Credit Card Usage](http://www.pssg.gov.bc.ca/criminal-records-review/shareddocs/creditcard.pdf).
3. (<http://www.pssg.gov.bc.ca/criminal-records-review/shareddocs/creditcard.pdf>).