

# How to Apply for a Criminal Record Check

There are two ways to apply:

## Apply Online

- <https://justice.gov.bc.ca/eCRC/>

*Contact Admissions for your online Access Code.*

Or,

## Download the Consent to a Criminal Record Check Form

- <http://www.pssg.gov.bc.ca/criminal-records-review/shareddocs/consent-form.pdf>

*Who keeps the original signed consent form is important.* The applicant is required to complete, sign and date the consent form and forward it to WCCMT's admissions department along with the credit card usage form.

WCCMT will fax your criminal record check to the Ministry of Justice on your behalf and the Ministry will forward your clearance letter directly to the college.

How to complete the CRC form:

- Schedule Type: B
- Complete Part 1
- Sign and date the consent form (bottom of page 1)
- WCCMT will complete Part 2
- Complete the credit card usage authorization form and return to WCCMT along with your ORIGINAL CRC consent form and a photocopy of 2 pieces of ID.

Students will be required to show and have copies made of 2 pieces of ID (1 must be government issued) once they have started the program.

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## Payment

There is a \$28.00 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>)

## IMPORTANT NOTES:

1. Personal cheques are not accepted
2. Credit card information cannot be e-mailed. Please mail or fax the completed credit card usage form