



## CRIMINAL RECORD CHECK

Purpose The British Columbia Amateur Hockey Association (“BC Hockey”) is committed to providing a high standard of service to all of its members. Carrying out Criminal Record Checks (“CRC”) and Vulnerable Persons Checks (“VPC”) of potential employees and volunteers helps to prevent the appointment of unsuitable candidates by our organization. CRCs and VPCs are also a part of a prudent and consistent approach to ensuring the safety of our current employees, volunteers, and players from unsuitable individuals.

BC Hockey requires all persons 18 years of age and older applying for employment or volunteer positions to complete a Consent for Criminal Record Search Form and VPC.

Failure to provide a CRC and VPC will prevent the individual from obtaining that position.

Criminal record checks can be submitted online:

1. Go to: <https://justice.gov.bc.ca/eCRC/home.htm>
2. Enter Access Code: 7B7LAWLX4C and follow submission instructions.

\* Be sure to keep your session ID number for your records.

**MOST SUBMISSIONS WILL BE COMPLETE AFTER STEP 2. HOWEVER, IN SOME SITUATIONS YOU MAY BE PROMPTED ONLINE OR BY MAIL THAT YOU ARE REQUIRED TO COMPLETE ONE (1) OF THE FOLLOWING:**

**UNABLE TO VERIFY – PLEASE PRINT OUT:** If you experience issues with the online program verifying your information, it may request you to print out the application. If this occurs please sign and email or mail, along with two scanned copies of two (2) pieces of government issued I.D. to [campbellriveminorhockey@telus.net](mailto:campbellriveminorhockey@telus.net)

**CONFIRMATION OF IDENTIFICATION:** If requested to provide proof of identification, please email legible scan or photo of two (2) pieces of government issued I.D. to [campbellriveminorhockey@telus.net](mailto:campbellriveminorhockey@telus.net) with your session ID Number.

**FINGER PRINTING:** If requested to complete Finger Printing, please do so at your local Police detachment ASAP. Send confirmation of your finger print submission to [campbellriveminorhockey@telus.net](mailto:campbellriveminorhockey@telus.net). There may be a charge for the finger printing service dependent upon the police station you visit. Please give your invoice to the Campbell River Minor Hockey Office for reimbursement.