

Revised: November 16, 2021

Dear Artist,

ArtStarts has been working through the changes we have recently learned about the Criminal Records Check (CRC) process. We are required by law to use the Criminal Records Review Process (CRRP) to do a Criminal Record Check for the purposes of working with children for all people who may come into contact with young people through their work with ArtStarts. That includes artists who receive grants through the Creative Spark Vancouver grant.

Previously that process was very well documented and explained on their website. The check was done only on offences that someone was charged with or convicted of and there was a set list of offences that included things like assault, abuse of a minor, and other violent crimes against a person. Now, they have changed the process to have much less strict rules and more RCMP freedom to make choices about when the check would be denied. For instance, the RCMP can now also look at arrests and accusations when making the decision about whether someone is allowed to work with youth. There also is no clear list of what kinds of arrests and accusations would be considered disqualifying. While we do not know how bad this is - the lack of transparency is troubling to say the least. The worst case scenario could be that someone who was arrested for protesting or using drugs or in a random police stop could be denied the opportunity to work with youth. Again, that is the worst case scenario but it is something we don't have any clarity or transparency on.

This change in process was communicated to ArtStarts on May 27th 2021 via email and we were told those changes were retroactive to April 1 2021. We asked for clarification on what kinds of offences would result in a check being disqualified and received unsatisfactory responses. We also asked why we weren't notified before the change and were told it was "Due to the rapid implementation of the PIC Guidelines for CRRU on April 1, 2021, it was not possible for the CRRP to amend and distribute the consent form in advance of the implementation."

ArtStarts does not want to work with this version of the check - it is not transparent and could harm the most vulnerable members of our community. We are unfortunately required to continue using this service for now. We are now in the process of connecting with other organizations and individuals and getting legal advice for what we can do to push back against these changes.

We understand that you may not want to complete a CRC under these conditions. You may of course still complete your CRC and do your project. If you already have a CRC on file with ArtStarts this does not apply to you. If you do not want to complete a CRC at this time, we can delay your project until we have more clarity and transparency from the RCMP to be able to fully endorse this process. We do not have a timeline right now of when we will have more information.

Please call me (Lily) at 604-336-0626 ext 111 or email me at lily@artstarts.com to share your feedback or concerns. I really appreciate your patience and understanding and want to hear your thoughts about this change and process. We can all work together to push back against unrestrained RCMP power and keep each other safe.

Thank you for your time
Lily Cryan
Program Manager - ArtStarts in Schools



ArtStarts in Schools provides innovative arts programs for young people, practical resources for teachers and artists, and leadership in advocacy for arts in education.

808 Richards Street
Vancouver, BC V6B 3A7

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toll-free 1.855.292.7826

fax 604.683.0501
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artstarts.com

ArtStarts requires artists follow this procedure in order to adhere to the requirement of having a criminal record check through the British Columbia Ministry of Justice’s Criminal Records Review Program (CRRP) and have no criminal record found for the purpose of working with children. We cannot disburse the grant funds until a Clearance Letter has been received.

How to access the Criminal Records Review Program (CRRP):

Visit the BC Ministry of Justice website at: <https://justice.gov.bc.ca/criminalrecordcheck>

On this website, you may either complete a new criminal record check or share the results of your previously completed criminal record check (if completed within the past 5 years). You will be asked to enter an access code unique to ArtStarts: **UQWSM8ZBQC**

Key information:

- Who?**
 - You, as the Creative Spark Vancouver applicant and emerging artist

- When?**
 - The sooner the better. It takes approximately 1-3 weeks for ArtStarts to receive your clearance letter after you have completed the online process or paid for the CRC after the paper process. You can expect to receive the grant funds within 2-3 weeks of when we receive the letter.
 - Criminal record checks through the CRRP are **valid for 5 years**, with the expiration date indicated on the clearance letter.

- How much?**
 - If you are completing a new criminal record check through the CRRP, **the cost per person is \$28, to be paid by the project** during the online application process.
or
 - If you are sharing results of your criminal record check through the CRRP (completed within the past 5 years), there is no cost.

FAQ:

Why do I have to follow this process?

- The Criminal Records Review Act states that all individuals who work with children or have potentially unsupervised access to children in the ordinary course of their employment, or in the practice of an occupation, or receive regular ongoing operating funds for core programs from the provincial government are covered under the Criminal Records Review Act. ArtStarts uses the Criminal Records Review Program to manage criminal record checks in a fair and confidential manner.



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How much does it cost? Who is responsible for paying this fee?

- The cost to complete a criminal record check through the CRRP is \$28, to be paid during the online application process.
- This fee is an eligible expense and can be deducted from funds received for the project.
- In some instances people are asked by the CRRP to provide further proof of their identification, usually by getting fingerprinted at a local police station. This will require an additional fee which can also be deducted from the grant funds.

I've completed a criminal record check in the past, do I still have to take part in this process?

- The only criminal record check process that ArtStarts can accept is through the BC Ministry of Justice's Criminal Records Review Program (CRRP).
- If you have completed a criminal record check through the CRRP within the past 5 years, you do not need to complete a new one—you will simply need to share your results with ArtStarts via the CRRP website.
- If you have completed a criminal record check through the CRRP more than 5 years ago, it has expired and you will need to complete a new one.
- If you have already done a Creative Spark Vancouver Project and submitted a CRC for a previous project, you do not need to re-share your clearance letter with ArtStarts.

What happens if I don't complete this criminal record check process?

- If you do not complete the criminal record check process by the specified deadline, you will not receive the Creative Spark Vancouver grant funds.

How long does it take to complete the online CRRP check?

- Completing the online criminal record check through the CRRP check should take approximately 20 minutes. This time may vary.
- It takes approximately 1-3 weeks for ArtStarts to receive your clearance letter after you have completed the online process.

What happens to my results after I complete this process?

- Once you have completed the online process, the BC Ministry of Justice will share your clearance letter with an authorized staff member at ArtStarts. ArtStarts will not receive the details of your criminal record check, simply if you have or have not been successfully cleared to work with children. If you have not been cleared or further action is required, you will be contacted directly by the BC Ministry of Justice. ArtStarts will keep all personal information confidential and we will not share the results of your criminal record check with individuals or organizations.



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What happens if the results of my criminal record check indicate that I am not cleared to work with children?

- If the results of your criminal record check indicate that you are not cleared to work with children, you will not receive the Creative Spark Vancouver grant funds. You will be notified directly by someone from the Criminal Records Review Program. You are responsible for letting your group representative know.
- The BC Ministry of Justice has processes in place if you wish to request a reconsideration or appeal of CRRP results. Learn more about this process at <http://www.pssg.gov.bc.ca/criminal-records-review/results/index.htm>

I experienced an error message while on the BC Ministry of Justice's CRRP website. What do I do?

- If you experience an error message while on the BC Ministry of Justice's CRRP website, please call the phone number displayed on the screen to speak to a support person.
- If they are not helpful, contact an ArtStarts staff for a paper version of the check.

I am unable to complete the CRRP online. What do I do?

- In order to complete the CRRP online you need a BC Services Card and to have lived in BC for more than 6th months. Any BC Resident can get a BC Services card online, you can sign up through the CRRP website.
- If you are unable to complete a criminal record check through the CRRP and the BC Services Card Sign up, you will need to ask ArtStarts Staff for the paper option. Fill out the paper form provided to you by ArtStarts Staff. Bring this form, along with valid ID (e.g. driver's license) to ArtStarts or another location listed below to verify your ID in person and submit your printed form.
 - If you are located in the Lower Mainland, please call ahead to make an appointment to meet with a staff member at ArtStarts in Schools, 808 Richards Street, Vancouver.
 - If you cannot meet in person, we will set up a Google Meet call to verify your ID. Please do NOT send a photo of your ID via email.
 - ArtStarts will then submit your form on your behalf to the CRRP and cc you in the email.
 - The CRRP will email you with a payment link within 1 day-2 weeks of receiving your form. You must pay within 30 days of receiving their email or you will need to start the CRC process over again.

Where can I learn more about the CRRP?

- For more information about the BC Ministry of Justice's Criminal Records Review Program, please visit <https://justice.gov.bc.ca/eCRC/>



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Overview

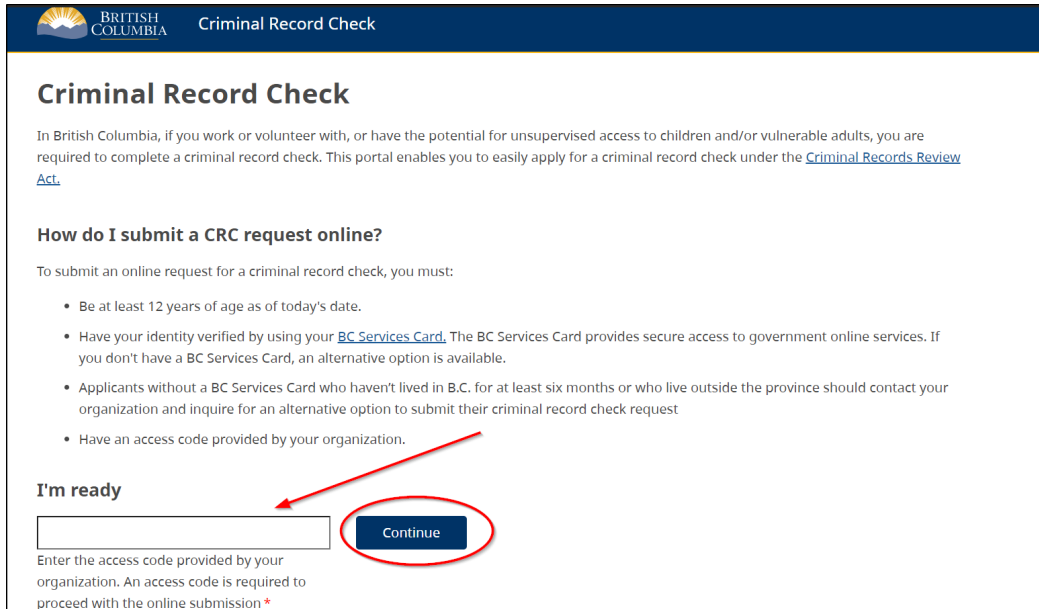
The [*Criminal Records Review Act*](#) ensures that people who work with or may have potential for unsupervised access to children or vulnerable adults undergo a criminal record check by the Criminal Records Review Program (CRRP).

Volunteers and employees who undergo criminal record checks in accordance with the *Criminal Records Review Act* will obtain a web link and unique access code from their registered volunteer or employer organization, to make their own Criminal Record Check submission.

An applicant can share the results of a previous valid criminal record check at no cost with other organizations enrolled or registered with the CRRP.

Criminal Record Check

From the [eCRC Launch Page](#), enter the unique access code provided by the organization. Select the **Continue** button.



Criminal Record Check

In British Columbia, if you work or volunteer with, or have the potential for unsupervised access to children and/or vulnerable adults, you are required to complete a criminal record check. This portal enables you to easily apply for a criminal record check under the [Criminal Records Review Act](#).

How do I submit a CRC request online?

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 by using your [BC Services Card](#). The BC Services Card provides secure access to government online services. If you don't have a BC Services Card, an alternative option is available.
- Applicants without a BC Services Card who haven't lived in B.C. for at least six months or who live outside the province should contact your organization and inquire for an alternative option to submit their criminal record check request
- Have an access code provided by your organization.

I'm ready

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

After the access code is entered, the system will display the Organization Information for review.



Organization Information

You have provided the access code of the organization that has requested you to complete a criminal record check. Below are the details of that organization. Please confirm that this is the organization. If it's not, please contact the organization that has requested you to complete a criminal record check.

Organization Information

Organization Name	VOLUNTEER DAYCARE FOR ASTRONAUTS
Address	1234 FAKE STREET VICTORIA BRITISH COLUMBIA V1V 1Q1 CANADA
Phone Number	

Role of Applicant (Employee or Volunteer) and working category (e.g. working with children):

Role	VOLUNTEER
Works with category	Children

Once the information on the page has been confirmed, select the **Continue** button.

To continue with your online request for a criminal record check, please note:

- You are requested to login with your BC Services Card. If you do not already have a BC Services Card, you can initiate the process on the BC Services Card website.
- If you are not eligible for a BC Services Card, an alternative online option may be available for you.
- Employee applicants must pay a fee by credit card (Visa, MasterCard, or AMEX). For volunteers completing a request for a criminal record check, no payment is required.

Once the criminal record check is carried out, the organization noted above will be notified of whether:

- you have an outstanding charge or conviction relating to a relevant or specified offence(s), and that the matter has been referred to the Deputy Registrar for review; and
- the Deputy Registrar has determined that you present a risk or no risk of physical or sexual abuse to children and/or physical, sexual or financial abuse to vulnerable adults. The determination will include consideration of any relevant or specified offence(s) for which you have received a record suspension (formerly known as a pardon).

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

Acknowledge that the Terms of Use have been reviewed by scrolling to the bottom and selecting the check box. Select the **Continue** button to proceed.

Terms of Use

[Download](#) [Print](#)

In these Terms of Use, "you" or "your" includes the individual using or accessing the Electronic Criminal Record Check Portal (the "Site") on their own behalf to submit an online request for a criminal record check.

These Terms of Use are an agreement between you and Her Majesty the Queen in Right of the Province of British Columbia, represented by the Minister of Public Safety and Solicitor General (the "Province") and they govern your use of the Site and, where applicable, any associated service ("Associated Service" and, together with the Site, the "Services"). By clicking the box to indicate that you accept these Terms of Use, and in consideration of your use of the Services, you agree, to the terms and conditions set out below.

Your failure to abide by these Terms of Use may result in the suspension or cancellation of your use of or access to the Services. In addition, the Province reserves the right to pursue any remedy available at law or in equity.

Please print a copy of these Terms of Use for your records.


Disclaimer:

1. Reasonable efforts have been made to provide accurate, complete and timely information regarding the Services and the Site in general. However, you are encouraged to refer to the *Criminal Records Review Act*, any related Regulations, policy and other official information materials before submitting an online request for a CRC.
2. The services are provided "as is", without warranty of any kind including warranty of fitness for a particular purpose. Use of the services is entirely at your own risk and you will be liable for any failure to abide by these terms of use.
3. Without limiting the general nature of the foregoing, the province does not represent or warrant that:
 - a. The accuracy, completeness or currency of services or any associated information, or that any errors will be corrected;

Please scroll down to the bottom of the terms to continue.

I have read and accept the above terms of use.*

To continue in the eCRC system the applicant must have a BC Services Card.



BRITISH COLUMBIA Criminal Record Check

Apply for a Criminal Record Check

To apply for a criminal record check online, you must use your [BC Services Card](#).

If it's your first time using your BC Services Card to access an online service, you need to set up your account for use online. Completing a one-time security check to verify your identity.

Please select an option below:

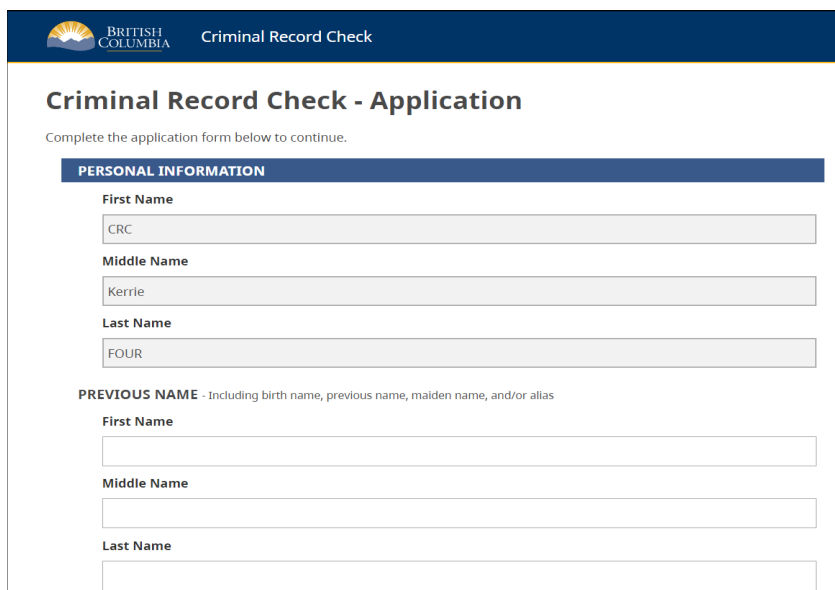
[I have a BC Services Card](#) **Login with a BC Services Card**

[I do not have a BC Services Card.](#)

After selecting the **Login with a BC Services Card** button, the applicant will be directed to the BC Services Card website to use their card to log into the eCRC system.

Once the applicant has logged in successfully with their BC Services Card, they will be redirected back to the eCRC system to fill out the Criminal Record Check – Application form.

The applicant must fill out the form accurately and truthfully. Greyed out fields are pulled directly from BC Services Card and cannot be edited. If changes are required to these fields, the applicant can update their personal information with [BC Services Card](#), [ICBC](#) or [AddressChangeBC](#).



BRITISH COLUMBIA Criminal Record Check

Criminal Record Check - Application

Complete the application form below to continue.

PERSONAL INFORMATION

First Name
CRC

Middle Name
Kerrie

Last Name
FOUR

PREVIOUS NAME - Including birth name, previous name, maiden name, and/or alias

First Name

Middle Name

Last Name

Once the application form is completed and all the required fields have been filled out, select the **Continue** button to proceed.

Street *
123 Fake Ave

City *
Victoria

Province *
BRITISH COLUMBIA

Postal Code *
V1V 1V1

Country
CANADA

Entering your mailing address in this application will not update your BC Services Card Address. To update your BC Services Card information you must contact [Service BC](#), [ICBC](#) or [AddressChangeBC](#).

Cancel **Continue**

Review and confirm that the information entered on the Application form is correct. If any errors are noticed, there is an option to Edit the Application. If the information is accurate, check the declaration checkbox and select the **Submit** button to proceed.

Country	CANADA
Primary Phone Number	250 555-5555
Personal Email Address	doyouwanttobuild@snowman.com

Mailing Address

Mailing Address	123 Fake Ave
City	Victoria
Province	BRITISH COLUMBIA
Postal Code	V1V 1V1
Country	CANADA

DECLARATION

I certify that, to the best of my knowledge, the information I have provided and will provide as necessary is complete and accurate. *

Edit Application **Submit**

Review and select each check box on the Consent Page. at the bottom of the page.



BRITISH COLUMBIA Criminal Record Check

Consent for Criminal Record Check

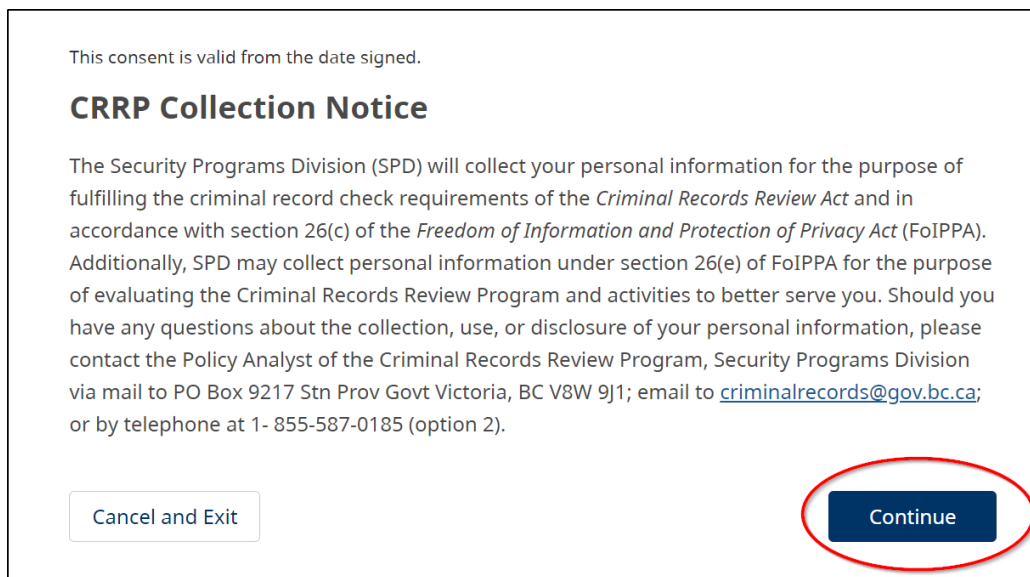
I, CRC FOUR, consent to the following:

CONSENT

I hereby consent to a criminal record check pursuant to the *Criminal Records Review Act* (CRRRA) to determine whether I have a conviction or outstanding charge for any relevant or specified offence(s) as defined under that Act (CRRRA check). I hereby consent to a check of available law enforcement systems as further described below, including any local police records. *

I hereby consent to a Vulnerable Sector search to check if I have been convicted of and received a record suspension (formerly known as a pardon) for any sexual offences as per the *Criminal Records Act*. For more information on Vulnerable Sector searches, please visit the Royal Canadian Mounted Police (RCMP) website: <http://www.rcmp-grc.gc.ca/en/types-criminal-background-checks>. I understand that as part of the Vulnerable Sector search, I may be required to submit fingerprints to confirm my identity. In addition, where the results of a check indicate that a criminal record or outstanding charge for a relevant or specified offence(s) may exist, I agree to provide my fingerprints to verify any such criminal record. *

After ticking the check boxes in the Consent. Select the **Continue** button.



This consent is valid from the date signed.

CRRP Collection Notice

The Security Programs Division (SPD) will collect your personal information for the purpose of fulfilling the criminal record check requirements of the *Criminal Records Review Act* and in accordance with section 26(c) of the *Freedom of Information and Protection of Privacy Act* (FoIPPA). Additionally, SPD may collect personal information under section 26(e) of FoIPPA for the purpose of evaluating the Criminal Records Review Program and activities to better serve you. Should you have any questions about the collection, use, or disclosure of your personal information, please contact the Policy Analyst of the Criminal Records Review Program, Security Programs Division via mail to PO Box 9217 Stn Prov Govt Victoria, BC V8W 9J1; email to criminalrecords@gov.bc.ca; or by telephone at 1-855-587-0185 (option 2).

Cancel and Exit **Continue**

If the application is for a Volunteer, the application is complete, and the applicant is provided with confirmation.



Application Submitted

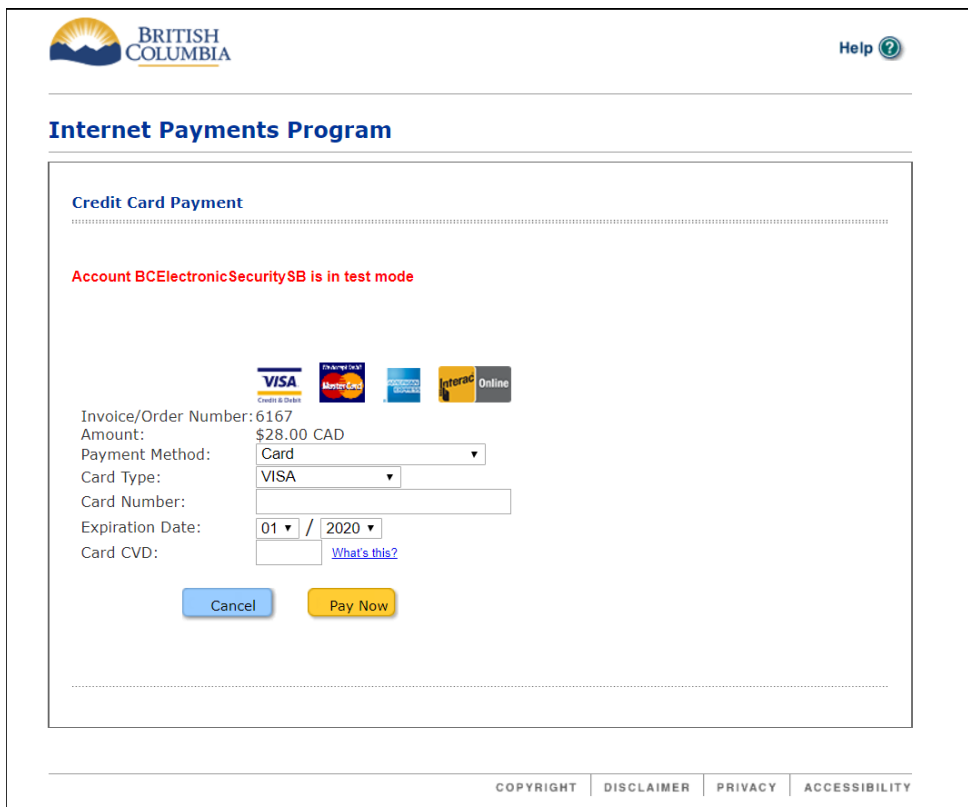
Thank you for submitting your application to the Criminal Records Review Program.

Your application will be reviewed shortly. We will contact you if further information is required.

[Print](#)
[Download](#)

Service Number	648823
First Name	CRC
Last Name	FOUR
Organization	VOLUNTEER DAYCARE FOR ASTRONAUTS


If the application is for an employee, the applicant will be taken to another page to complete payment.



Internet Payments Program

Credit Card Payment

Account BCElectronicSecuritySB is in test mode



Invoice/Order Number: 6167
 Amount: \$28.00 CAD
 Payment Method:
 Card Type:
 Card Number:
 Expiration Date: /
 Card CVD: [What's this?](#)

COPYRIGHT | DISCLAIMER | PRIVACY | ACCESSIBILITY

Once payment is approved, the applicant will be provided with their confirmation and service number. It is recommended to print or download and save the confirmation page.



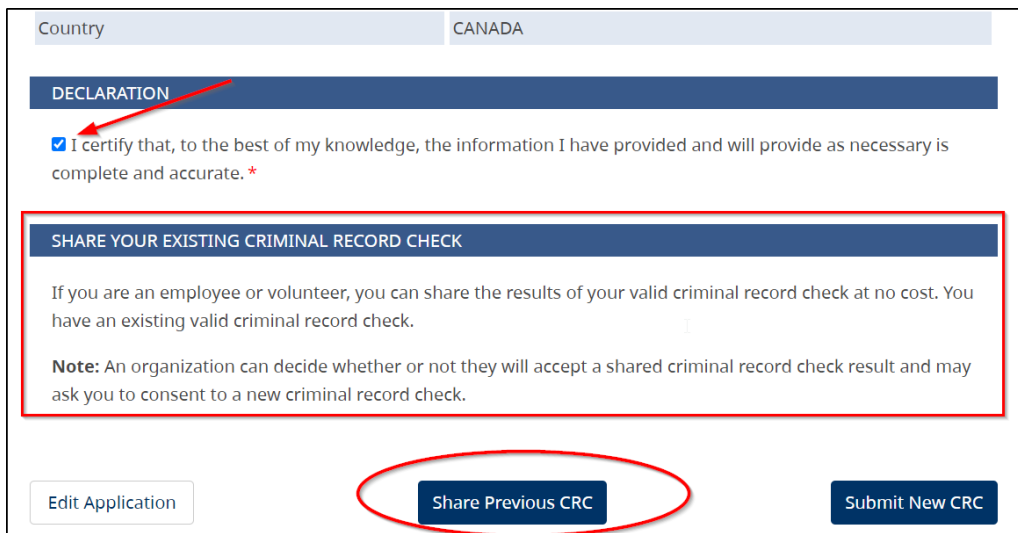
The screenshot shows a confirmation page titled "Payment Approved" from the British Columbia Criminal Record Check system. It includes a thank you message, a note about payment receipt, and a table of application details. The "Print" and "Download" links are circled in red.

Service Number	648825
First Name	CRC
Last Name	FOUR
Organization	BUMPER CROP FARM
Amount	\$28.00
Date/Time	3/25/2021 8:52:40 AM
Transaction ID	6464

Sharing a Criminal Record Check

An applicant may be able to share a previous criminal record check with a new organization if they have a valid check that was completed by the CRRP within the last 5 years for the same "works with" category. If this option exists to the applicant, it will be presented at the Information Review page.

Note: It is important to contact the organization to confirm if they will accept a previous criminal record check clearance. An organization can decide whether it will accept a shared criminal record check result and may ask the applicant to consent to a new criminal record check.



The screenshot shows a form section for sharing an existing criminal record check. It includes a declaration checkbox, a red arrow pointing to it, and a red box around the "SHARE YOUR EXISTING CRIMINAL RECORD CHECK" section. The "Share Previous CRC" button is circled in red.

Country: CANADA

DECLARATION

I certify that, to the best of my knowledge, the information I have provided and will provide as necessary is complete and accurate. *

SHARE YOUR EXISTING CRIMINAL RECORD CHECK

If you are an employee or volunteer, you can share the results of your valid criminal record check at no cost. You have an existing valid criminal record check.

Note: An organization can decide whether or not they will accept a shared criminal record check result and may ask you to consent to a new criminal record check.

Buttons: Edit Application, **Share Previous CRC**, Submit New CRC

If the applicant chooses to share their previous valid criminal record check, they will be directed to a page where they will be required to Consent to Share a Criminal Record Check.

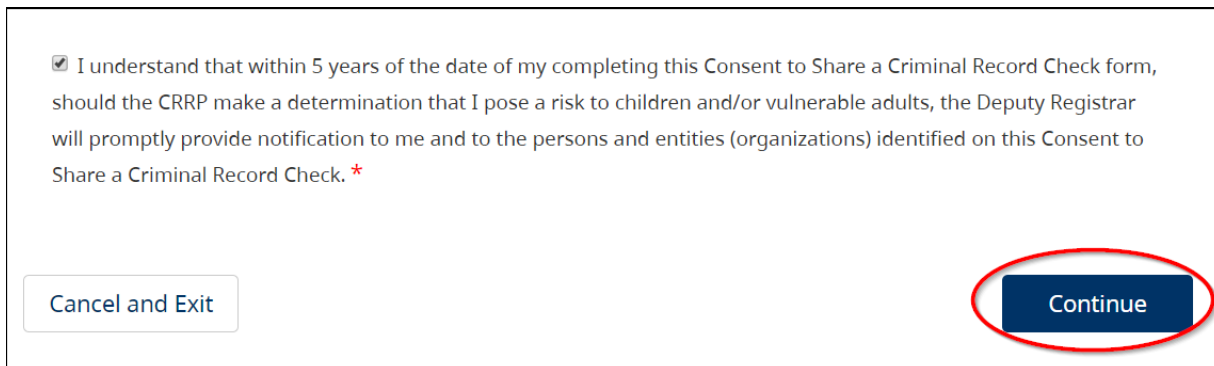


The screenshot shows a web form titled "Consent to Share a Criminal Record Check" from the British Columbia Criminal Record Check program. The form includes a header with the BC logo and the title. Below the header, it asks the user to consent to the following:

CONSENT

- I understand that to share the result of a criminal record check, I must have completed a criminal record check within the last 5 years through the Criminal Records Review Programs (CRRP) and the sharing request must be for the same type of check as previously completed, either for children, vulnerable adults, or both children and vulnerable adults. *
- I confirm I have completed a criminal record check within the past five years with the CRRP which did not result in a determination of risk to children and/or vulnerable adults as defined in the *Criminal Records Review Act*. I understand no details will be disclosed to the organization I am applying to, only the result. I hereby consent to share the result of the completed check with the organization I am applying to. *
- I understand that if the Registrar determines I do not have a criminal record check to share according to the above criteria, I will be promptly notified. *

After selecting the check boxes in the consent, select **Continue**.



The screenshot shows the final step of the consent form. It contains a single checked checkbox:

I understand that within 5 years of the date of my completing this Consent to Share a Criminal Record Check form, should the CRRP make a determination that I pose a risk to children and/or vulnerable adults, the Deputy Registrar will promptly provide notification to me and to the persons and entities (organizations) identified on this Consent to Share a Criminal Record Check. *

At the bottom of the form, there are two buttons: "Cancel and Exit" on the left and "Continue" on the right. The "Continue" button is highlighted with a red oval.

When a Criminal Record Check is shared, no payment is required.

Criminal Record Check

Application Submitted

Thank you for submitting your application to the Criminal Records Review Program.

Your application will be reviewed shortly. We will contact you if further information is required.

Service Number	648826
First Name	CRC
Last Name	TEN
Organization	VOLUNTEER DAYCARE FOR ASTRONAUTS

[Print](#)

[Download](#)

Contact the BC Services Card Help Desk

For information or assistance regarding the BC Services Card, contact the BC Services Card Help Desk Monday to Friday, 7:30 a.m. – 5:00 p.m.

Phone	1-888-356-2741
Website	BC Services Card
Email	servicebc@gov.bc.ca

Contact the Criminal Records Review Program

For questions about criminal record checks, contact the Criminal Records Review Program Monday to Friday, 8:30 a.m. – 4:30 p.m.

Phone	1-855-587-0185 (option 2)
Website	Criminal Records Review Program
Email	criminalrecords@gov.bc.ca