

## Dear Artist,

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/eCRC/>

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 7-10 business days for ArtStarts to receive your clearance letter after you have completed the online 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.



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

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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.

### **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 7-10 business days 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.

### **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.



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- 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.

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

- If you are unable to complete a criminal record check through the CRRP or the associated Electronic Identity Verification (EIV) process online, you will be directed to print your form from the website. 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.

#### **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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