

## ArtStarts in Schools – Criminal Record Check Instructions for Members of the Artists in the Classroom Directory (AICD)

January 12, 2017

Dear Artist,

This letter contains important information about ArtStarts' criminal record check process for artists. **Your action is required by February 15, 2017.**

It is a requirement for artists who will be entering schools to work with or perform for children to complete a criminal record check. ArtStarts must receive a clearance letter indicating no criminal record found for the purpose of working with children.

As an individual artist or the representative of your group, **you are responsible** for transmitting this information to all other members of your group and ensuring that they also complete the requirements by **February 15, 2017.**

**IMPORTANT:** All criminal record checks **must** be completed through the **Criminal Records Review Program (CRRP)** via the BC Ministry of Justice. All other forms of criminal record checks will **NOT** be accepted.

### Key Information

Who?	<ul style="list-style-type: none"><li>All artists, including all members of a group, must complete the criminal record check process. This includes artists/performers, including alternate members, as well as those in support roles (e.g. Director, Stage Manager, etc.) who will be entering schools to work with or perform for children. All individuals aged 12 and over must complete the criminal record check process.</li></ul>
When?	<ul style="list-style-type: none"><li>Individuals must complete or share a criminal record check through the CRRP by February 15, 2017.</li><li>Criminal record checks through the CRRP are valid for 5 years, with the expiration date indicated on the clearance letter.</li></ul>
How much?	<ul style="list-style-type: none"><li>If you are completing a new criminal record check through the CRRP, the cost per person is \$28, to be paid by the artist during the online application process. If you are a member of a group, each individual must complete a criminal record check.</li></ul> <p><i>or</i></p> <ul style="list-style-type: none"><li>If you are sharing results of your criminal record check through the CRRP (completed within the past 5 years), there is no cost.</li></ul>



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

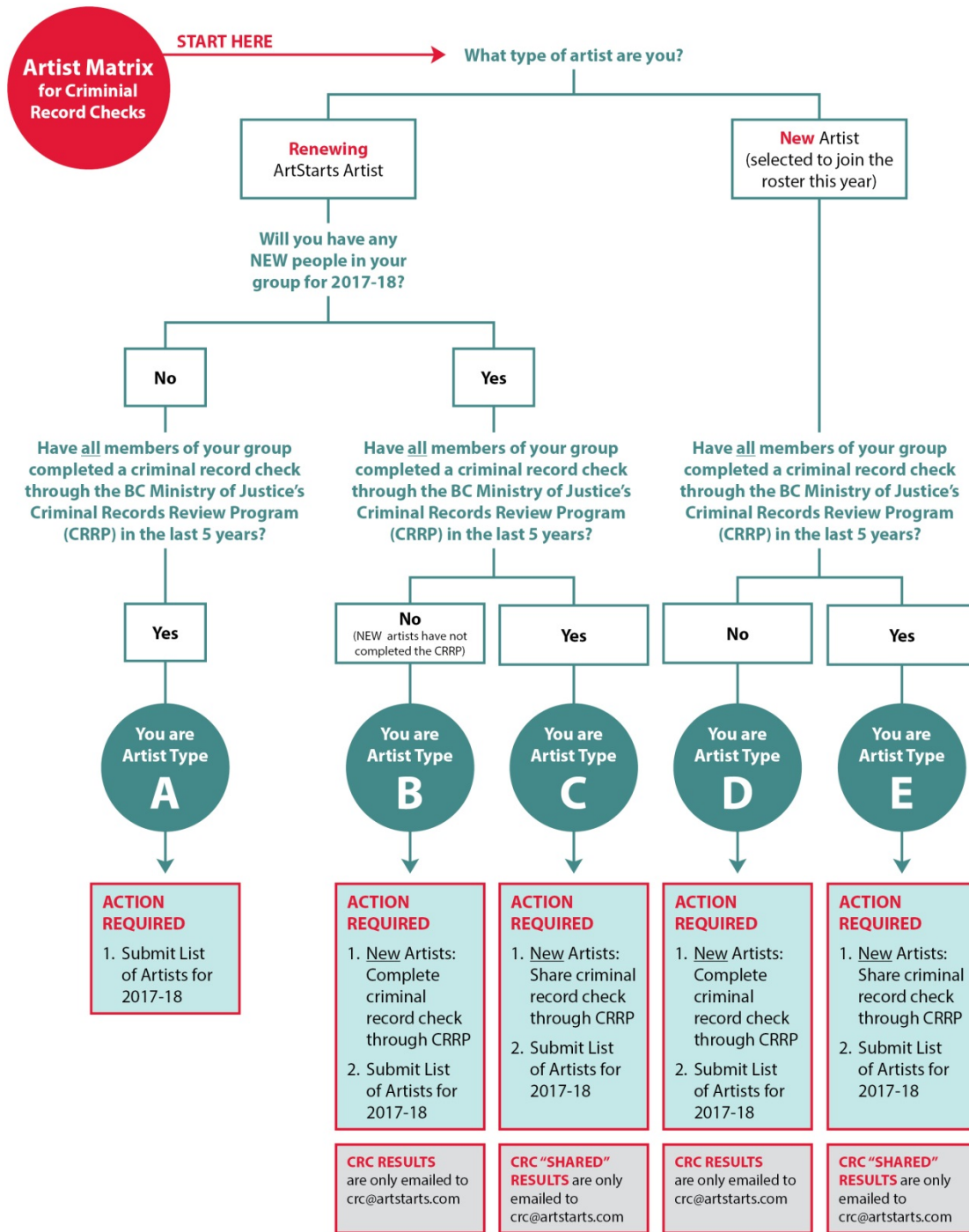
808 Richards Street  
Vancouver, BC V6B 3A7

tel 604.336.0626  
toll-free 1.855.292.7826

fax 604.683.0501  
creativity@artstarts.com

[artstarts.com](http://artstarts.com)

## ArtStarts in Schools – Criminal Record Check Instructions for Members of the Artists in the Classroom Directory (AICD)



**IMPORTANT NOTE:** All criminal record checks must be completed through the Criminal Records Review Program (CRRP) via the Ministry of Justice. All other forms of criminal record checks will NOT be accepted.



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

## ArtStarts in Schools – Criminal Record Check Instructions for Members of the Artists in the Classroom Directory (AICD)

### How do I complete the criminal record check process?

Please note that everything is completed online. Google Chrome works best for this process.

#### INSTRUCTIONS FOR ARTIST TYPES: B, D

**Step 1:** Go to the CRRP website: <https://justice.gov.bc.ca/eCRC/>

**Step 2:** 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).

→ ENTER THIS CODE AT THE BOTTOM OF THE PAGE TO BEGIN: **UQWSM8ZBQC**

**NOTE:** If you experience technical or procedural difficulties while completing the online process, please contact the **Ministry of Justice** for immediate support by phone at 1-855-587-0185 or by email at [sgspdps@gov.bc.ca](mailto:sgspdps@gov.bc.ca)

**Duration:** Completing the online criminal record check through the CRRP website should take approximately 20 minutes. This time may vary. (It takes approximately 2 weeks for ArtStarts to receive your clearance letter after you have completed the online process. If you are experiencing technical difficulties, it might take 4-6 weeks for ArtStarts to receive your clearance letter. Extensions will be granted on a case by case basis if communicated ASAP to ArtStarts.)

#### INSTRUCTIONS FOR ARTIST TYPES: C, E

**Step 1:** Go to the CRRP website:

<http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/sharing-results>

**Step 2:** Download and complete the following form:

<http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/crr022-sharing.pdf>

This form can be sent to the CRRP via email or fax as noted on the bottom of the form.

#### IF MEMBERS OF YOUR GROUP ARE AGED 18 OR UNDER

- Artists aged 12-18 cannot complete the CRRP online. They will have to download and complete the manual process by downloading two forms from the CRRP website. Go to: <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/forms> and download the first 2 PDF forms on the webpage:
  - "Employee Criminal Record Check Consent Form" and
  - "Pre-Authorized Credit Card Usage Form".If you have questions, please contact the CRRP directly at 1-855-587-0185.
- Artists aged 11 and under do not need to complete the criminal record check process.



*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

tel 604.336.0626  
toll-free 1.855.292.7826

fax 604.683.0501  
[creativity@artstarts.com](mailto:creativity@artstarts.com)

[artstarts.com](http://artstarts.com)