You are receiving this letter, because you need to obtain the Criminal Record Check from the Ministry of Justice. Please do not go to your local police station as we no longer accept Criminal Record Checks from the RCMP for this program.

This letter is to inform you about the Health and Human Services Criminal Record Check process. The Criminal Records Review Program is part of the Ministry of Justice. The program is responsible for processing criminal record checks under the Criminal Records Review Act. Criminal record checks are done to protect the most vulnerable people in our society from physical, social, economic or sexual abuse. This new Criminal Record Check is more extensive, increasing public safety and confidence in our institutions, while providing a professional and efficient administrative process. Every post-secondary institution in British Columbia has been requested to have their students in a Health and Human Services Program complete this check. The Criminal Record Check is good for five years while at Selkirk College.

New Online Service! See website for more information: https://justice.gov.bc.ca/eCRC/
Enter the Access Code for Selkirk College ZWN7NCEP5C”
By selecting NEXT you are agreeing/consenting to a Criminal Record Check for Selkirk College.

The following students are not eligible to apply online and MUST complete a paper application:
- People under 19 years of age
- People who have lived in Canada less than 2 years

If you would prefer, or are required, to fill out the paper application please contact Rachel Walker at hhsadmissions@selkirk.ca; she will forward the required form.

1. Please print off the form and:
   a. Fill in box Schedule Type “B”
   b. Make sure to mark the box WORKS WITH: “children and vulnerable adults”
   c. Fill out the applicant information within Part 1: APPLICANT INFORMATION
   d. Fill out the Organization Type in SECTION C by marking the box: “College”

2. Photocopy two pieces of your personal identification. One piece of ID must be government issued (Driver license preferred) and displays applicant’s name, date of birth, signature and photo. Please put DL# on the consent form if DL is provided for ID.
3. **Please fill in your email address so the Ministry can email you payment options.** Please note payment is $28.

4. Mail in or drop off the above documents (application for Criminal Record Check, photocopies of personal ID) to:

Rachel Walker – Admissions Officer  
Selkirk College  
301 Frank Beinder Way  
Castlegar BC V1N 4L3

Note: After verifying your identity, I will mail your Criminal Record Check to the Ministry of Justice. It will take about 4-6 weeks for it to be processed. Your Criminal Record Check will be sent to my work email hhsadmissions@selkirk.ca

Read the full Criminal Records Review Act for specific information such as definitions, the use of information, the effects of finding an individual is a risk or fines that may be imposed for failure to comply with the act. (Note, this electronic version of the act is being updated and may not contain the recent changes.)

**YOU MUST** fulfill all the above steps and mail the documents to Selkirk College.

**The Record Check will be sent directly to the College. You will only be contacted by the Governor General if there is a relevant offence found.**

Sincerely,

Rachel Walker  
Enrolment Officer