

1. Go to Online Link: <https://justice.gov.bc.ca/eCRC/>
2. Scroll down to the field to put in access code.

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 an access code provided by your organization.
- Have your identity verified by using the [BC Services Card Login](#). If you choose not to use the Login, your organization will verify your identity after you submit your criminal record check.

[Learn how to set up the BC Services Card Login](#)

**Access code:**

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

Enter your code here

**Need help?**

For applicants, contact your organization for your access code.

3. **Access Code: S76SR7V4SL**
4. On the next page, click "Start"
5. Type in "Volunteer" in the "Job Title" Field. Click "Next"

2 Organization Information    3 Log In    4 Personal Information    5 Terms and Conditions    6 Application

Confirm the following information related to your criminal record check

Requesting Organization FAITH REFORMED CHURCH OF TELKWA	Organization Email frctclerk@gmail.com
Organization Phone Number (250) 846-9185	Organization Address BOX 504, TELKWA, BRITISH COLUMBIA, CANA
<b>Job Title</b>	Vulnerable Sector Category Children

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6. Read (should you so desire), and click "I have read and accept the above Terms of Use". Click "Next." (It won't let you click "Next" unless you scroll down to the bottom)
7. Click on the "Continue without BC Services Card" option, on the right. (If you already have the app and the BC Services Card set up, then it will be quicker, but it is a bit more of a hassle to set up the first time. Otherwise, select the right-side option).

anization Information   **Log In**   Personal Information   Terms and Conditions

### What is your preferred log in option?

**Preferred Method**

#### Use your BC Services Card Login

- Skip the identity confirmation step with your employer
- Apply faster
- See your application progress in real time

Log In with BC Services Card

#### Continue without your BC Services Card Login

If you don't have a [BC Services Card account](#) you can still complete the application.

Continue without BC Services Card

8. *Confirm Your Information*: type in requested information. Click "Next."
9. *Your Personal Information*: type in requested information. Click "Next."
10. *Have you ever had a previous name? Yes or No*. Click "Next."
11. *What is your mailing address?* Type in requested information. You will notice that it tries to auto-complete as you go. Click "Next."
12. *Review the following information*. Click "Next."
13. *Consent to a Criminal Record Check*. Declaration– check the box. Click "Next"
14. *Application Submitted*
15. At this point, the clerk email address will receive a confirmation request, requesting to confirm that you are who you say you are. The clerk will trust that you have double-checked the information when inputting it, and so will reply that the identity is confirmed. Then the check is underway and will be sent to the clerk's email address.