



If you are 19 or older criminal record checks can be submitted online:

1. Go to: <https://justice.gov.bc.ca/eCRC/>
2. Enter Access Code: **FY4HH6R6BN** and follow submission instructions.

*** Be sure to keep your session ID number for your records.**

MOST SUBMISSIONS WILL BE COMPLETE AFTER STEP 2.
HOWEVER, IN SOME SITUATIONS YOU MAY BE PROMPTED ONLINE OR BY MAIL THAT
YOU ARE REQUIRED TO COMPLETE ONE (1) OF THE FOLLOWING:

UNABLE TO VERIFY – PLEASE PRINT OUT: If you experience issues with the online program verifying your information, it may request you to print out the application. If this occurs please sign and email or mail, along with two scanned copies of two (2) pieces of government issued I.D. to crc@bchockey.net / 6671 Oldfield Road, Saanichton BC V8M 2A1. BC Hockey will then forward these copies to the Ministry of Justice.

CONFIRMATION OF IDENTIFICATION: If requested to provide proof of identification, please email legible scan or photo of two (2) pieces of government issued I.D. to crc@bchockey.net with your session ID Number. BC Hockey will forward these copies to the Ministry of Justice and issue a 'Temporary' CRC approval, which will allow for HCOP clinic registration.

FINGER PRINTING: If requested to complete Finger Printing, please do so at your local Police detachment ASAP. Send confirmation of your finger print submission to crc@bchockey.net. There may be a charge for the finger printing service dependent upon the police station you visit. Should you wish to be provided a letter of reference that identifies you as a volunteer with BC Hockey to assist in a waiving of this fee please send your request to info@bchockey.net.

If you are 18 or younger criminal record checks must be manually:

1. Fill out the form [CRC form for 18 or younger](#) , ensure all areas are completed and signed.
2. Then email or mail the signed form along with scanned copies of two (2) pieces of government issued I.D. to crc@bchockey.net / 6671 Oldfield Road, Saanichton BC V8M 2A1. BC Hockey will then forward these copies to the Ministry of Justice.

You will receive an email confirmation that the forms have been received. As well as a confirmation when the completed and approved forms have been received back from the Ministry of Justice. This process can take 4-6 weeks.

