



# Consent to a CRIMINAL RECORD CHECK

For working with children and / or vulnerable adults

**IMPORTANT:** Please read information and instructions on Page 2. To avoid processing delays, ensure all relevant fields are complete and payment is included with the form.

**RETURN ADDRESS:** COLLEGE OF DIETITIANS OF BC, SUITE 409, 1367 WEST BROADWAY, VANCOUVER, BC V6H 4A7

**Schedule Type\*:**  A  B  C  D  E  F

**WORKS WITH (choose one):**  children  vulnerable adults  children and vulnerable adults

If you are unsure which 'works with' category to check, please contact your organization.

## PART 1 – APPLICANT INFORMATION – To be completed by all schedule types.

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Birth Date: \_\_\_\_\_ (yyyy/mm/dd) Gender:  Male  Female Birth Place: \_\_\_\_\_ (City, Province/State, Country)

**OTHER NAMES USED OR HAVE USED:** (e.g., maiden name, birth name, or previous married name)

Surname: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Surname: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Surname: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Phone: (\_\_\_\_\_) \_\_\_\_\_ BC Driver Licence #: \_\_\_\_\_

## PART 2 – ORGANIZATION INFORMATION – To be completed by all, except Schedule F.

### Section A Complete this section if you have been provided with an ID number from Criminal Records Review Program.

Organization Name: COLLEGE OF DIETITIANS OF BC

*Employer / Childcare Resource Referral Program (CCRRP) / Health Authority / Governing Body / Education Institution / Office of Independent Schools*

Organization Contact Name or Title (the person to receive the result of the check): FERN HUBBARD, REGISTRAR

ID Number (provided by the Criminal Records Review Program): 50

### Section B If you are unable to provide an ID Number please complete ALL of Section B.

Organization Name: \_\_\_\_\_

Organization Contact Name or Title (the person to receive the result of the check): \_\_\_\_\_

Mailing Address (result of the check is sent here): \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Office Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Applicant's Position / Job Title with Organization: \_\_\_\_\_

Governing Body Licence or Registration # (if applicable): \_\_\_\_\_

## CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGEMENTS:

I have read and understand the Consent for Release of Information and Acknowledgements on Page 2. I hereby consent to these terms as indicated by my signature below:

Applicant Signature \_\_\_\_\_

Parent or Guardian Signature for Applicant Under 19 Years of Age \_\_\_\_\_

Date Signed \_\_\_\_\_



# Consent to a Criminal Record Check (Schedule A, B, C, D, E or F)

## INFORMATION and INSTRUCTIONS

Page 1 is set up with 'form fields' so you may complete it at your computer then print the number of copies required. You may also complete the form by hand, but please print clearly using dark ink. Processing delays will result if form is submitted incomplete, incorrect or if information cannot be read clearly. For information contact the Criminal Records Review Program at (250) 387-6981 or toll-free 1-800-663-7867.

### **SCHEDULE TYPES (including specific instructions for each schedule type)**

**Schedule A:** use if the individual is an employee working with children and / or vulnerable adults and does not meet any description of schedules B, C, D or E. The employer retains the original signed consent form.

**Schedule B:** use if the individual is a) applying for membership or is a registered member of a B.C. governing body, or b) is applying for, or has certification, or a letter of permission to teach through the Office of Inspector of Independent Schools, B.C. Ministry of Education, or c) is a registered student in a post-secondary program with a practicum component involving work with children and / or vulnerable adults. See website [www.pssg.gov.bc.ca/criminal-records-review/who-qualifies/index.htm](http://www.pssg.gov.bc.ca/criminal-records-review/who-qualifies/index.htm) for a complete list of Governing Bodies covered under the Criminal Records Review Act. Either the governing body, Office of Inspector of Independent Schools or the post-secondary institution retains the original form.

**Schedule C:** use if the individual is a volunteer, a resident age 12 or older, or a manager or owner / operator of a licence-not-required child care facility. The child care facility must apply for registration or be registered with their regional provincial Child Care Resource and Referral program. The local Child Care Resource and Referral Program must complete PART 2 of this form and retains the original signed consent form.

**Schedule D:** use if the individual is a manager or owner operator applying for or already holds a child care or adult care (vulnerable adults) facility licence, or is the manager's or owner operator's family member age 12 or older living in the facility. The local Health Authority, Community Care and Assisted Living facilities licensing office must complete PART 2 of this form and retains the original signed consent form. Individuals must also complete PART 3.

**Schedule E:** use if the individual is an employee or a volunteer at a child care or adult care (vulnerable adults) facility, licensed under the Community Care and Assisted Living Act which is administered by local health authority community care facility licensing offices. The manager or owner / operator of the facility keeps the original signed consent form.

**Schedule F:** use if the individual is a student (ECE college level or high school) on work placement at a child care facility, or a child care substitute, or a child care worker working at multiple facilities applying for registration on the Short-term Registry or an adult care facility licensed under the Community Care and Assisted Living Act. The applicant keeps the original form. NOTE, effective January 1, 2012 ECE students will be considered Schedule B and Schedule F will be discontinued.

### **CHECKLIST for Applicant**

- I understand which 'schedule type' and which 'works with' category pertains to me (if this is not clear, please contact your organization).
- I have checked off which Schedule Type (A,B,C,D,E or F) I am submitting for a Criminal Record Check and indicated which 'works with' category.
- I have completed all the applicable sections clearly and legibly.
- I have read and understand the Consent for Release of Information and Acknowledgements and information regarding the Freedom of Information and Privacy Act (FOIPPA) — (outlined below).
- I have signed and dated the Consent for Criminal Record Check form.
- Payment: I have provided the \$20 processing fee (non-refundable) by:
  - Visa or MasterCard – and have completed the Credit Card Usage Form – [www.pssg.gov.bc.ca/criminal-records-review/shareddocs/credit-card.pdf](http://www.pssg.gov.bc.ca/criminal-records-review/shareddocs/credit-card.pdf)
  - Certified cheque or money order made payable to the Minister of Finance
  - My organization will pay the \$20.00 processing fee
  - I have not completed payment, but have completed the Fee Waiver (attached) – see [www.pssg.gov.bc.ca/criminal-records-review/apply/index.htm](http://www.pssg.gov.bc.ca/criminal-records-review/apply/index.htm)
- I understand that my employer or organization will retain the originals of the forms I have completed and will forward a copy with the processing fee to the Criminal Records Review Program on my behalf unless I am a Schedule F then I am to retain the original signed consent form.

### **CHECKLIST for Organization(CDBC)**

- The employee/applicant will provide you with the original, completed and signed consent form and applicable attachments.
- Retain the original form(s).
- Forward a copy of the form(s), along with payment, to the Criminal Records Review Program by either method below:
  - 1) **MAIL** : Criminal Records Review, Ministry of Public Safety and Solicitor General, PO Box 9217 Stn Prov Govt, Victoria BC V8W 9J1
  - 2) if the fee is being paid by credit card, you have the option to **FAX** the credit card authorization form with the completed form to: 250 356-1889.

### **CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGEMENTS PURSUANT TO THE B.C. CRIMINAL RECORDS REVIEW ACT**

- I hereby consent to a check for records of criminal convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offence(s) under the Criminal Records Review Act;
- I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the court and crown counsel relating to an outstanding charge or conviction of any relevant or specified offence(s) as defined under the Criminal Records Review Act.
- Where the results of this check indicate that a criminal record or outstanding charge for a relevant or specified offence(s) may exist, I agree to provide my fingerprints to verify any such criminal record.
- The Deputy Registrar will notify me and my organization that I have an outstanding charge or conviction for any relevant or specified offence(s) and the matter has been referred to the Deputy Registrar;
- The Deputy Registrar will determine whether or not I present a risk to physical or sexual abuse to children and / or physical, sexual or financial abuse to vulnerable adults as applicable.
- The Deputy Registrar's determination will be disclosed to my organization and it will include consideration of any relevant or specified offence(s) for which I have received a pardon.
- If I am charged with or convicted of a relevant or specified offence(s) at any time subsequent to the criminal record check authorized herein, I further agree to report the charge or conviction to my organization and provide my organization, in a timely manner, with a new signed Consent to a Criminal Record Check form.

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**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA):** The information requested on this form is collected under the authority of the Criminal Records Review Act and in the case of child care facilities, the Community Care Facility Act, and the regulations which govern both these acts. The information provided will be used to fulfill the requirements of the Criminal Records Review Act for the release of criminal records information and is in compliance with the FOIPPA.