

# How to complete a PRC via Ministry of Justice – Criminal Record Review Program.

Go to: <https://justice.gov.bc.ca/criminalrecordcheck>

## How do I submit a CRC request online?

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 BC Services Card Login, your organization will verify your ID after you submit your criminal record check.

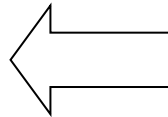
[Learn how to set up the BC Services Card Login](#)

## Access code:

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

BPMXBZZ8B9

Continue



**Please make sure you use the BC Services Card Login. Click on Start (if you have a BC Services Card Login, if not, skip to How to create a BC Services Account)**

## To submit this criminal record check form, you will need:

- Your BC Services Card Login (recommended) or other [government issued photo identification](#).
- If you do not have the BC Services Card Login, you can [set it up now](#) and return to this application when you have completed that process.

Start

## Confirm the following information related to your criminal record check

Requesting Organization  
SCOUTS CANADA

Organization Email  
bcycrrp@scouts.ca

Organization Phone Number  
(403) 283-4992

Organization Address  
1345 BASELINE RD, OTTAWA, ONTARIO, CANA

Job Title  
Scouter

Vulnerable Sector Category  
Children

Previous

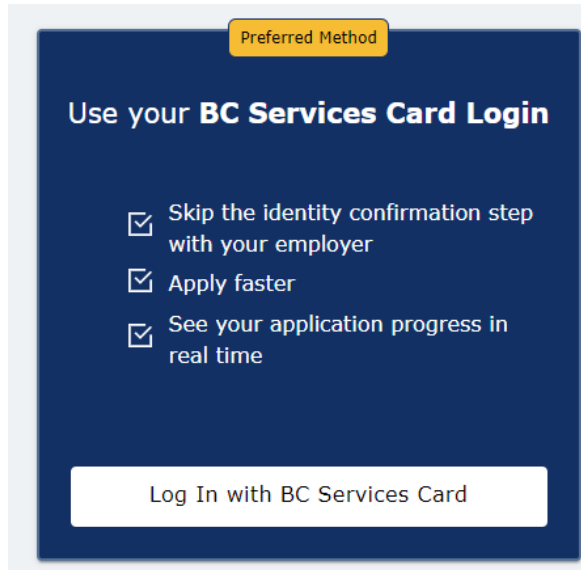
Next

## Read the Terms of Use (scroll to the bottom of Terms of Use) and check off box:

I have read and accept the above Terms of Use

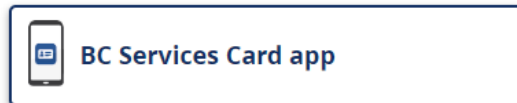
Next

**MAKE sure you select the BC Services Card Login.**



**If you have a BC Services Card account already set up:**

**Continue with:**



**Enter this pairing code in the BC Services Card app.**

**Go to your Mobile App or computer log in and enter in your code.**

## Do you want to skip pairing next time?

**Send notification to my mobile device instead of entering pairing code**

This will remember the pairing between this device and your mobile device. It will store a cookie on this computer for identification purposes.

Instead of entering a pairing code, you will tap on the notification sent to your mobile device. ⓘ

**Name your mobile device**

You'll see this when you log in next time.

**Pair again next time**

Choose this option if you're using a shared computer - like at a library.

**Continue**

**It will ask you to confirm your information.**

**It will ask you to provide further personal information.**

**Provide your mailing address**

**It will provide you with a review of your application.**

**Check off your declaration.**

Consent to a Criminal Record Check

Declaration

I certify that, to the best of my knowledge, the information I have provided and will provide as necessary is complete and accurate.

Previous

**Next**

**Give Consent to a Criminal Record Check. Check off all boxes and submit.**

## Consent to a Criminal Record Check

Please read and agree to each of the following statements

### Application Submitted

Thank you for submitting your application to the Criminal Records Review Program. A confirmation email has been sent to

Your application will be reviewed shortly, and we will contact you if further information is required.

Close

**Allow 10 - 20 business days for the Ministry of Justice to process and forward to Scouts Canada.**

# What do I do If I don't have a BC Services Account?

To set up a BC Services Account, click the link: <https://id.gov.bc.ca/account/setup-instruction>

## Option 1: Use a mobile app

You will need to:

1. Have [government-issued ID](#)
2. Live in Canada
3. Have a smartphone, iPad or tablet
4. Get the BC Services Card app

The BC Services Card app is free. Only download it from the official app stores listed below. If you need help, [read the step-by-step guide](#).

### For iPhone or iPad



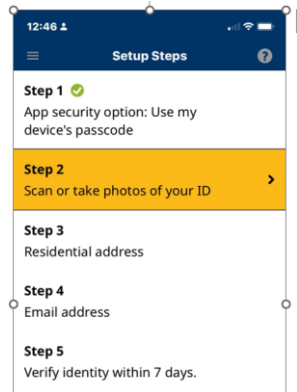
Requires iOS 13/iPadOS 13 or later.  
You can not use a beta version of iOS or iPadOS.

### For Android



Requires Android version 6.0 or later.  
You can not use a beta operating system.

## Log in using your app.



## Scan bar code and enter in birthdate

### How to verify?

- Send a video (please allow 2 - 7 business days for the Ministry of Justice to review)
- Set up video call
- Or In person confirmation

**Once you have access to your account, please go to the beginning of process to start your PRC.**

## How to see progress of your CRRP.

- Once you have successfully completed online application, you will be sent an email from [SPDOUTGP@gov.bc.ca](mailto:SPDOUTGP@gov.bc.ca)  
It will have a link to your account  
Use the link to log into your account and you will see the following information:

Organization Name	Submitted On	Case ID	Paid By	Application Status	Your Action Required
SCOUTS CANADA	2024-	CRV- <input type="text"/>	Organization	In Progress	<a href="#">Detail</a>

- Once Scouts Canada receives the results, please allow our team time to update your myscouts account accordingly.  
Expect delays in peak seasons.