



Police Information Check – Online Application Special Olympics BC’s Step-by-Step Guide

Step 1: Navigate to the Government of B.C. Criminal Record Check (Police Information Check) Website:

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

The screenshot shows the 'Criminal Record Check Application' page from the British Columbia government website. The page has a dark blue header with the British Columbia logo and the title 'Criminal Record Check Application'. The main content area is white and contains the following text:

Criminal Record Check

In British Columbia, if you work or volunteer with, or have the potential for unsupervised access to children and/or vulnerable adults, you are required to complete a criminal record check.

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.

Enter your code here

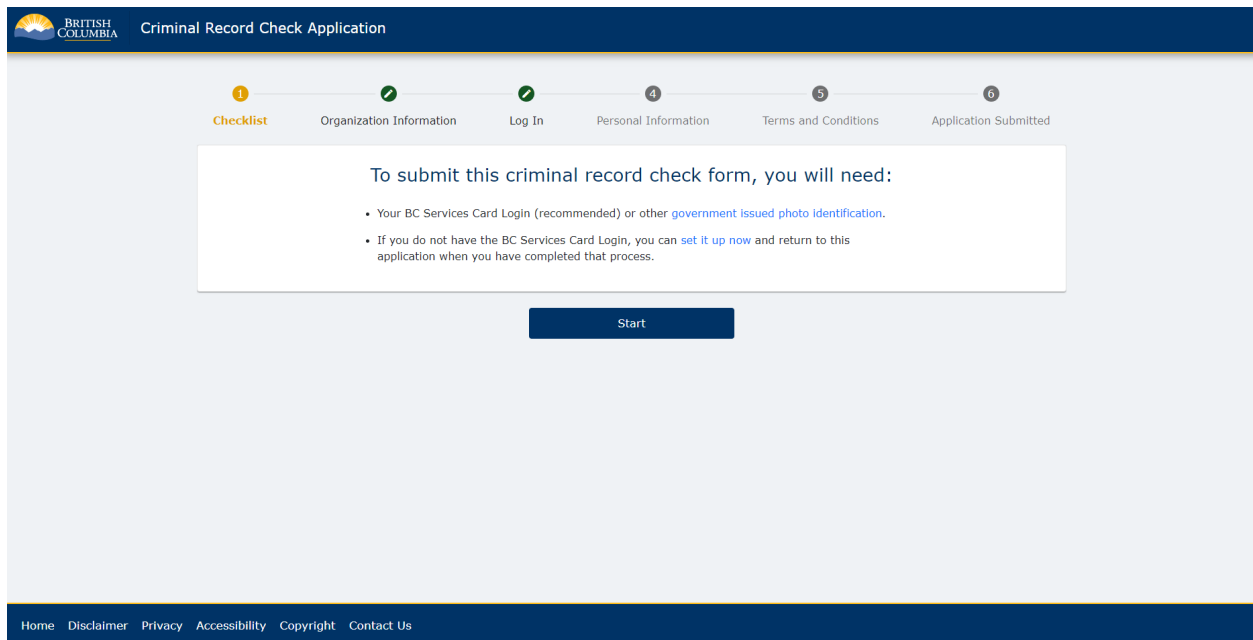
Need help?

For applicants, contact your organization for your access code.

For organizations, if you have a question about the online submission process or to register your organization, contact the Criminal Records Review Program (CRRP) at criminalrecords@gov.bc.ca or by phone at 1-855-587-0185 (option 2).

Step 2: Getting Started

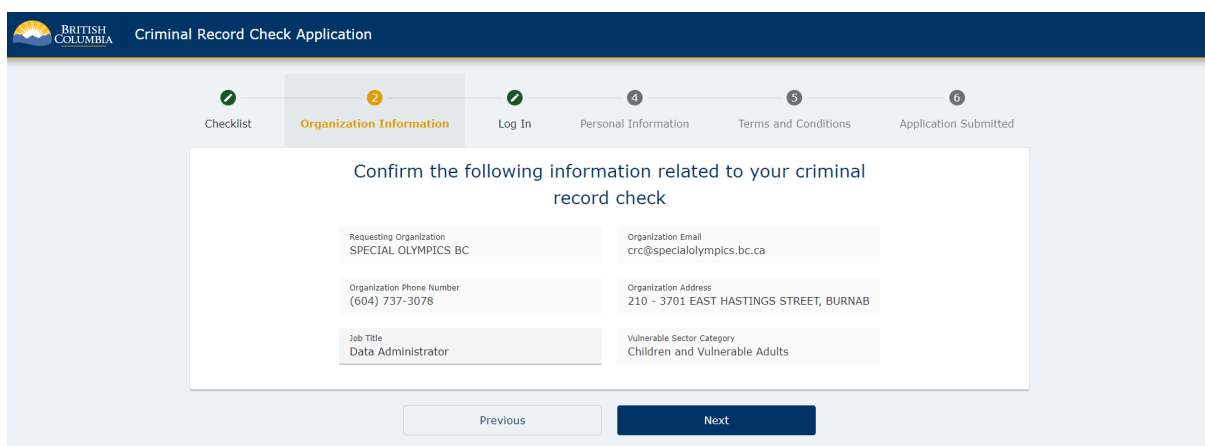
- You now have the option to use the BC Services Card App to access your Police Information Check application.
- If you do not have a BC ID or prefer not to use the app, you can proceed without the BC Services Card Login – see page 12 of this guide for more information.
- Note: If you choose not to use the BC Services Card Login, the Special Olympics BC Provincial Office will send you an online meeting request to verify your identity.



The screenshot shows the 'Criminal Record Check Application' page. At the top, there is a progress bar with six steps: Checklist (1), Organization Information (2), Log In (3), Personal Information (4), Terms and Conditions (5), and Application Submitted (6). The 'Checklist' step is highlighted in orange. Below the progress bar, a white box contains the text: 'To submit this criminal record check form, you will need:' followed by two bullet points: 'Your BC Services Card Login (recommended) or other government issued photo identification.' and '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.' A blue 'Start' button is centered below the text. At the bottom of the page, there is a dark blue footer with links: Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

Step 3: Organization Information

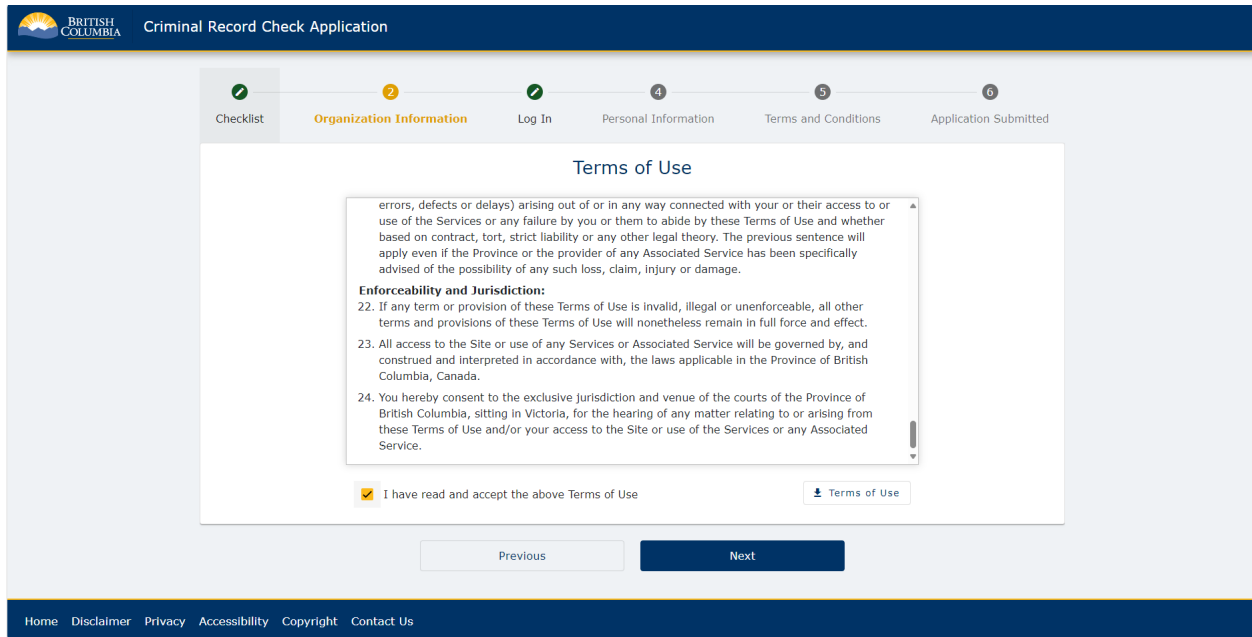
- This page will be pre-populated. Simply click "Next."



The screenshot shows the 'Criminal Record Check Application' page at the 'Organization Information' step. The progress bar at the top shows steps 1 through 6, with step 2 'Organization Information' highlighted in orange. Below the progress bar, a white box contains the text: 'Confirm the following information related to your criminal record check'. Below this text are six pre-populated input fields arranged in two columns: 'Requesting Organization' (SPECIAL OLYMPICS BC), 'Organization Email' (crc@specialolympics.bc.ca), 'Organization Phone Number' ((604) 737-3078), 'Organization Address' (210 - 3701 EAST HASTINGS STREET, BURNAB), 'Job Title' (Data Administrator), and 'Vulnerable Sector Category' (Children and Vulnerable Adults). At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

Step 4: Terms of Use

- Read the terms of use carefully, check the box to agree, and then click "Next."



BRITISH COLUMBIA Criminal Record Check Application

Checklist Organization Information Log In Personal Information Terms and Conditions Application Submitted

Terms of Use

errors, defects or delays) arising out of or in any way connected with your or their access to or use of the Services or any failure by you or them to abide by these Terms of Use and whether based on contract, tort, strict liability or any other legal theory. The previous sentence will apply even if the Province or the provider of any Associated Service has been specifically advised of the possibility of any such loss, claim, injury or damage.

Enforceability and Jurisdiction:

22. If any term or provision of these Terms of Use is invalid, illegal or unenforceable, all other terms and provisions of these Terms of Use will nonetheless remain in full force and effect.

23. All access to the Site or use of any Services or Associated Service will be governed by, and construed and interpreted in accordance with, the laws applicable in the Province of British Columbia, Canada.

24. You hereby consent to the exclusive jurisdiction and venue of the courts of the Province of British Columbia, sitting in Victoria, for the hearing of any matter relating to or arising from these Terms of Use and/or your access to the Site or use of the Services or any Associated Service.

I have read and accept the above Terms of Use [Terms of Use](#)

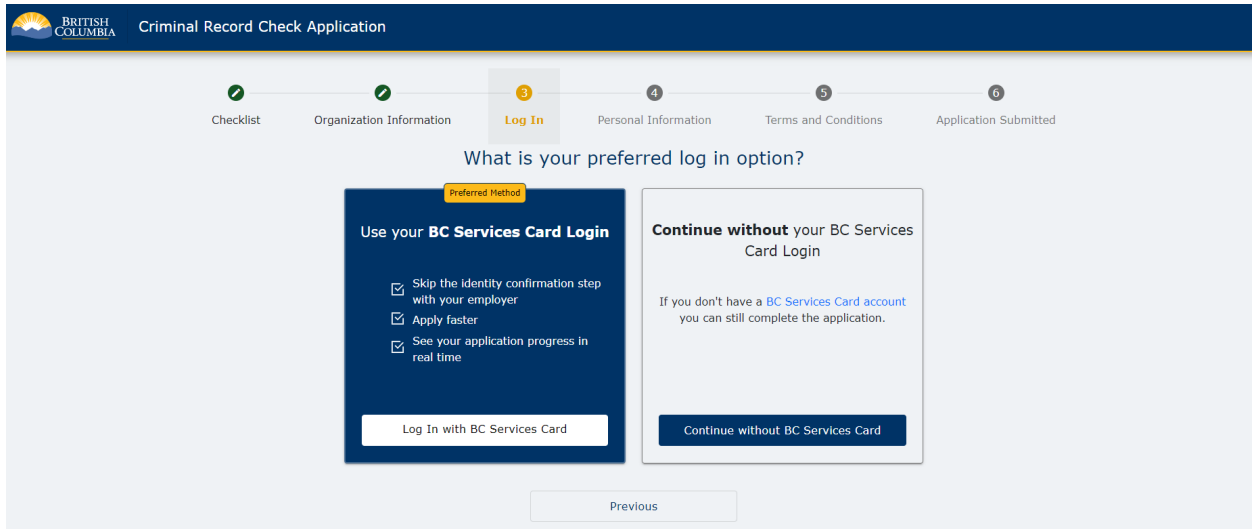
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Step 5: Choosing Your Login Method

- If you decide to use the BC Services Card to log in, follow the instructions provided within the app.
- If you decide not to use the app, proceed to page 12.

Step 6-With App: Proceed Using the BC Services Card App



BRITISH COLUMBIA Criminal Record Check Application

Checklist Organization Information Log In Personal Information Terms and Conditions Application Submitted

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

Previous

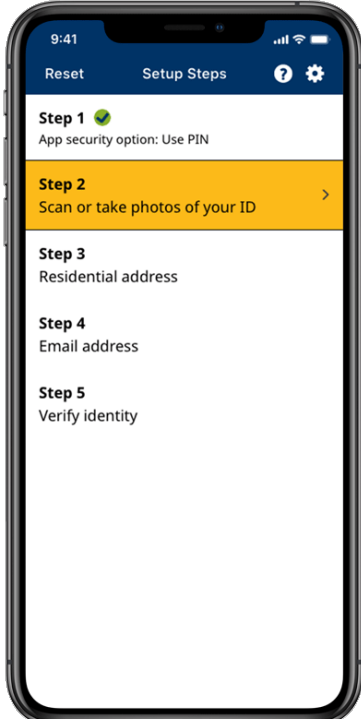
Step 6-1: BC Services Card app Setup (if you don't have it)

- Download BC Services Card app on your mobile device
- Follow the step by step set up guide below:

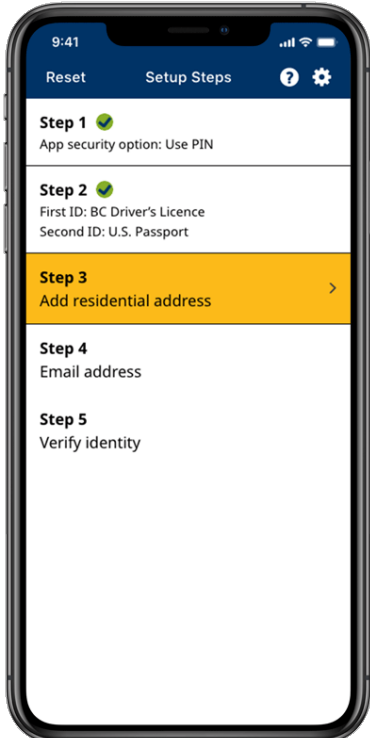
Choose how to secure the app

	<p>It protects your identity. For example, if you lose your phone or it's stolen.</p> <p>There are 2 ways:</p> <ul style="list-style-type: none"> - Use the same security as your phone - like a passcode, fingerprint or Face ID, or - Use a 6-digit PIN <p>Both are never shared with us and never leave your device.</p>
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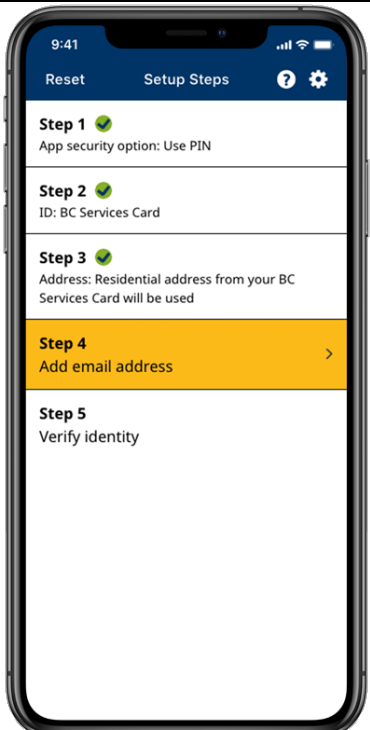
Scan or take photos of ID

	<p>Use a BC Services Card if you can. It'll let you:</p> <ul style="list-style-type: none"> • Skip some steps to set up faster • Have more ways to verify your identity • Access the most services <p>If you live in B.C. then you likely have a BC Services Card</p> <p>It replaced the CareCard in 2013. Some people combine it with their driver's licence.</p> <p>Not sure if you have one? Check if you have a BC Services Card</p>
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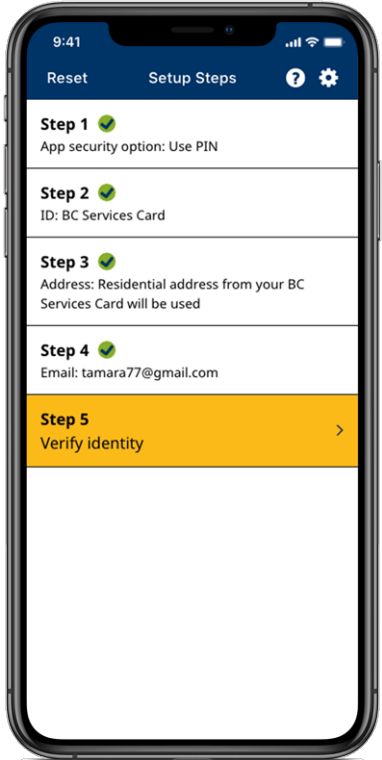
Add residential address


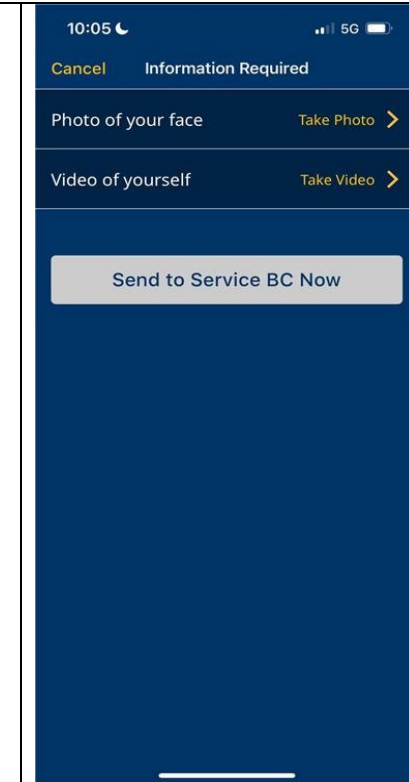
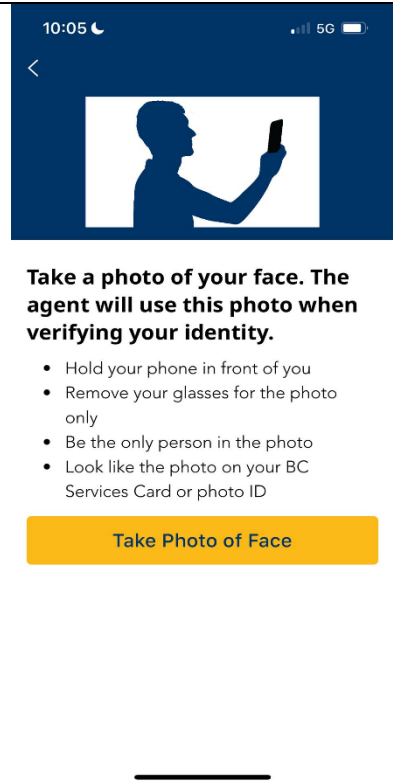
	<p>You'll skip this step if you provided a BC Services Card in step 2. Your account will automatically use the address on your card.</p> <p>Otherwise, enter the address of where you live in Canada.</p>
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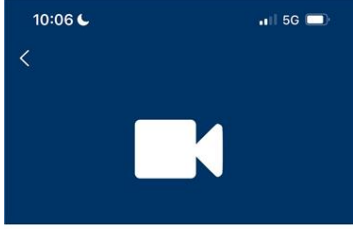
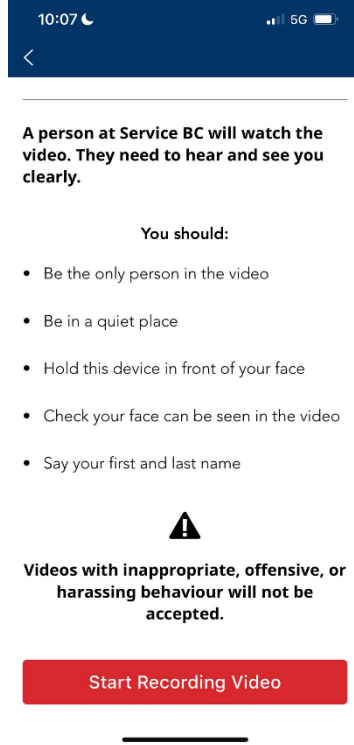
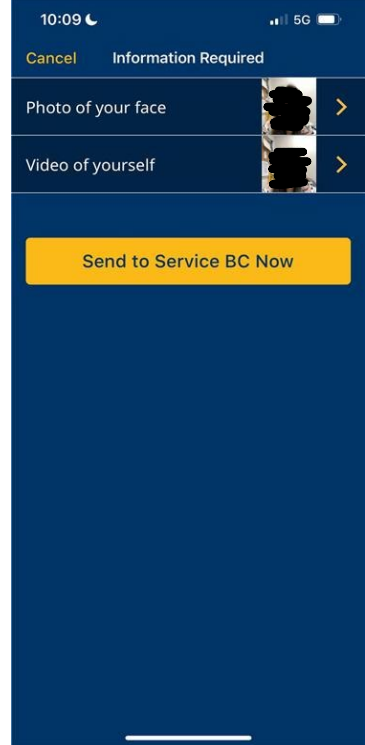


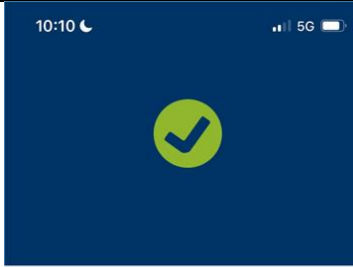
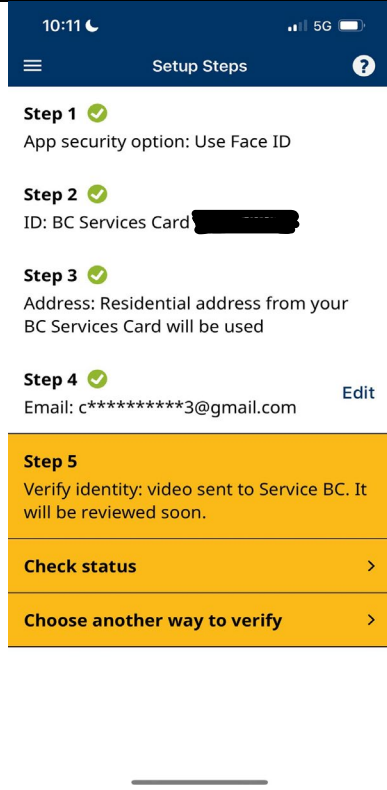





Add email address

	<p>We'll only email you about your account.</p> <p>You need to verify your email address to:</p> <ul style="list-style-type: none"> • Prove you have access to the email account • Confirm you entered your email address correctly <p>Get help to verify your email address</p>
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Verify identity

	<p>When you verify your identity, it:</p> <ul style="list-style-type: none"> • Proves you are who you say you are • Makes sure no one else can set up the app with your ID • Helps protect your privacy • Makes the app more secure with enhanced levels of security <p>You only need to do this to set up the app. It's not needed each time you log in.</p>
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 <p>Record a short video.</p> <p>You'll be asked to:</p> <ol style="list-style-type: none"> 1 Point to your eyes with your finger 2 Read this out loud: "Want" 3 Say your full name on your ID <p>A person at Service BC will watch the video. They need to hear and see you clearly.</p>	 <p>A person at Service BC will watch the video. They need to hear and see you clearly.</p> <p>You should:</p> <ul style="list-style-type: none"> • Be the only person in the video • Be in a quiet place • Hold this device in front of your face • Check your face can be seen in the video • Say your first and last name <p>Videos with inappropriate, offensive, or harassing behaviour will not be accepted.</p> <p>Start Recording Video</p>	 <p>Cancel Information Required</p> <p>Photo of your face  ></p> <p>Video of yourself  ></p> <p>Send to Service BC Now</p>
 <p>We've received your request to verify your identity.</p> <p>We review requests:</p> <ul style="list-style-type: none"> • Monday to Friday, 9 am to 5 pm • In the order they're received <p>Usually, we review requests within 2 business days.</p> <p>You'll get an email after we review your request. You can also check the status in this app.</p> <p>Ok</p>	 <p>Setup Steps</p> <p>Step 1  App security option: Use Face ID</p> <p>Step 2  ID: BC Services Card </p> <p>Step 3  Address: Residential address from your BC Services Card will be used</p> <p>Step 4  Email: c*****3@gmail.com Edit</p> <p>Step 5 Verify identity: video sent to Service BC. It will be reviewed soon.</p> <p>Check status ></p> <p>Choose another way to verify ></p>	<p>You will get an email when the BC Services Card app is set up on your mobile device.</p>




Step 6-2: Log in using the BC Services Card app (if you already have it)


- Select “Continue with BC Services Card app”
- Follow the instruction on the website to pair and log in

 **BC Services Card Login**

Log in to: SPD Screening Portal
This service will receive your: name, date of birth, street address, city/town, state or province, postal code, country, email address ⓘ

Continue with:


 **BC Services Card app**

 **Username/password + BC Token**

No account?
Find out how to get the mobile app. Or, how to get a BC Token to use a username and password.
[Set up a BC Services Card account](#) ↗

Privacy Information
Your personal information is collected for the purpose of accessing government services online under sections 26(c), 26(e) and 26(h) of the Freedom of Information and Protection of Privacy Act. Learn more about [BC Services Card privacy](#).

◀ [Cancel and return to SPD Screening Portal](#) Need Help? [Contact us](#)

 **BC Services Card Login**


Log in to: SPD Screening Portal

Enter this pairing code in the BC Services Card app.

VCM CGJ
Pairing Code

This code is only used one time. You don't need to remember it.

Need Help?
To log in on this computer, you can use the app you've set up on your mobile device.



To continue on this device, you need to:

- 1** Open the BC Services Card app on your mobile device
- 2** Enter the pairing code provided above - in the mobile app and follow the directions in the app
- 3** Come back to this device to get to the website

Step 7: Verify Your Personal Information

- Make any necessary edits.

BRITISH COLUMBIA Criminal Record Check Application

1 Checklist 2 Organization Information 3 Log In 4 **Personal Information** 5 Terms and Conditions 6 Application Submitted

Confirm your information

Legal name must match your government-issued identification

Legal Given Name Yi Wan	Middle Name 1 (optional)	Middle Name 2 (optional)
Legal Surname Kong	Email rkong@specialolympics.bc.ca	Phone Number

I have only a given name OR a surname

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BRITISH COLUMBIA Criminal Record Check Application

1 Checklist 2 Organization Information 3 Log In 4 **Personal Information** 5 Terms and Conditions 6 Application Submitted

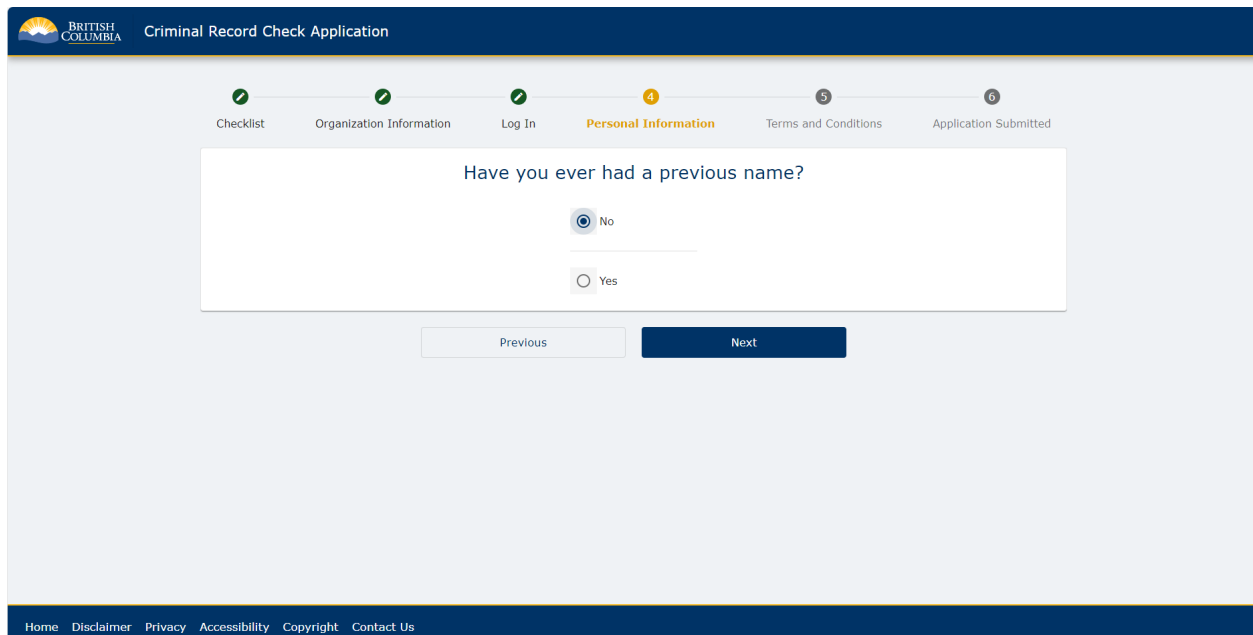
Your personal information

Date of birth must match your government-issued identification

Date of Birth 2012-08-08	Birthplace Vancouver, BC
BC Drivers Licence # (optional)	SEX (optional)

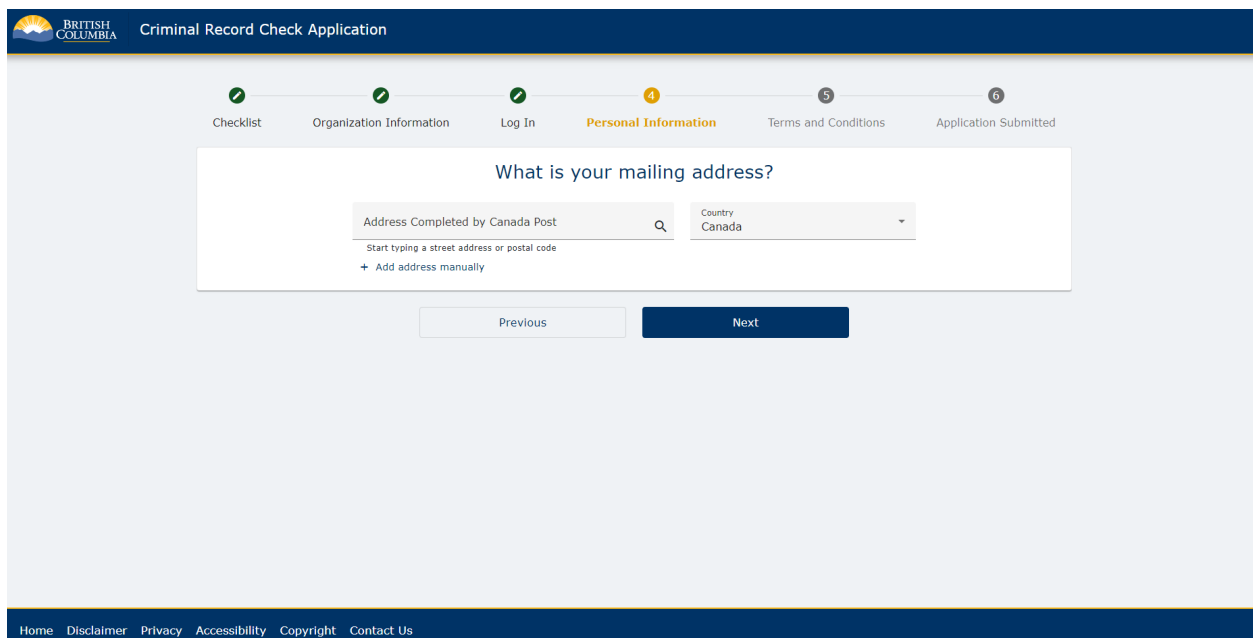
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Step 8: If you have used a previous name, ensure you include it in the application.



The screenshot shows the 'Criminal Record Check Application' interface. At the top, there is a progress bar with six steps: Checklist, Organization Information, Log In, Personal Information (highlighted in orange), Terms and Conditions, and Application Submitted. The main content area contains a question: 'Have you ever had a previous name?'. Below the question are two radio button options: 'No' (which is selected) and 'Yes'. At the bottom of the form are two buttons: 'Previous' and 'Next'. The footer contains links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

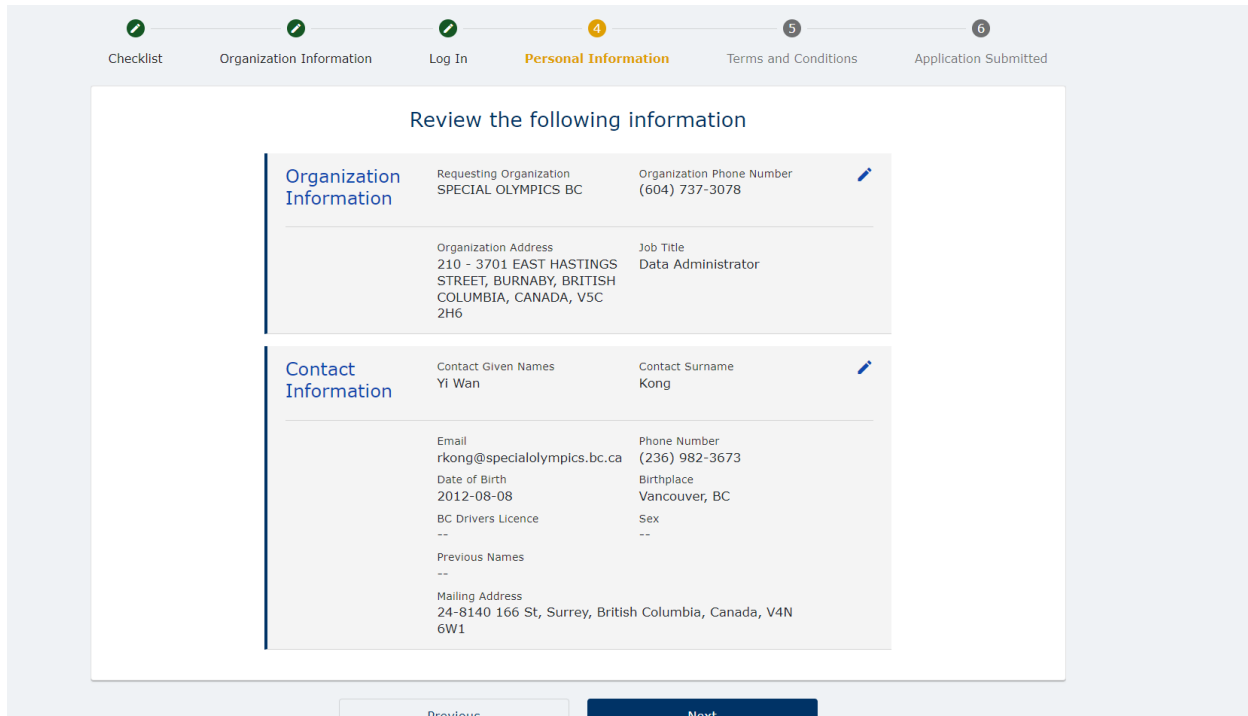
Step 9: Provide Your Mailing Address



The screenshot shows the 'Criminal Record Check Application' interface. At the top, there is a progress bar with six steps: Checklist, Organization Information, Log In, Personal Information (highlighted in orange), Terms and Conditions, and Application Submitted. The main content area contains a question: 'What is your mailing address?'. Below the question is a search box with the text 'Address Completed by Canada Post' and a magnifying glass icon. To the right of the search box is a dropdown menu labeled 'Country' with 'Canada' selected. Below the search box, there is a small text prompt: 'Start typing a street address or postal code' and a link: '+ Add address manually'. At the bottom of the form are two buttons: 'Previous' and 'Next'. The footer contains links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.


Step 10: Review the Information


- Ensure it is accurate before submitting your application.



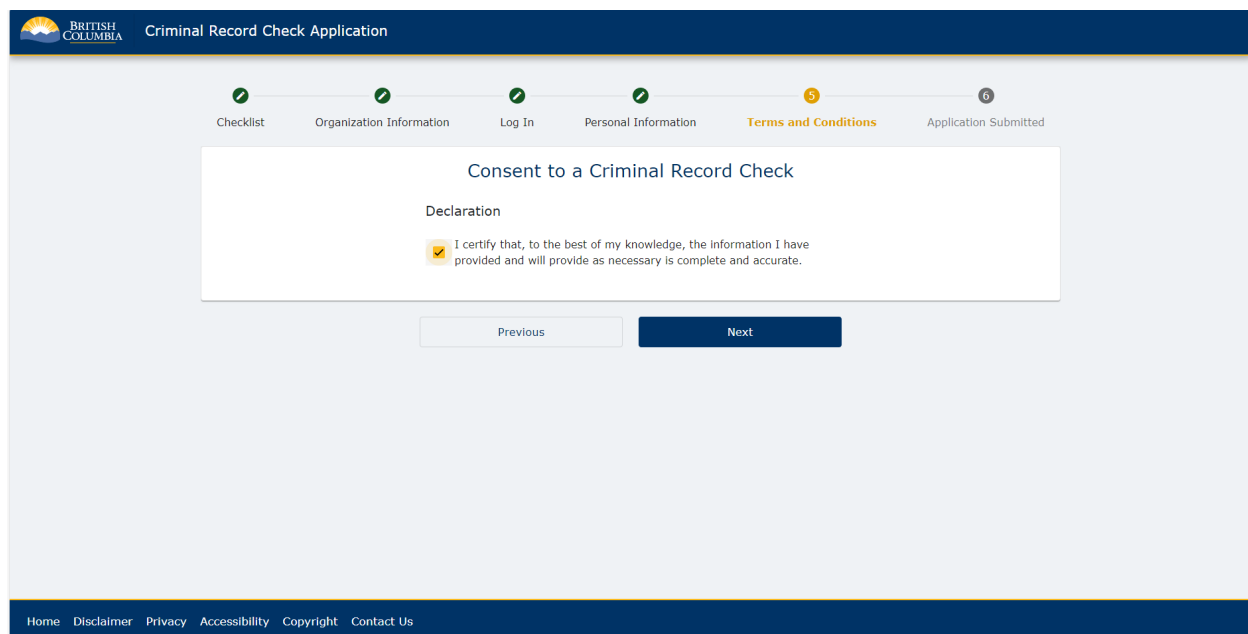
Checklist Organization Information Log In **Personal Information** Terms and Conditions Application Submitted

Review the following information

Organization Information	Requesting Organization	Organization Phone Number	
	SPECIAL OLYMPICS BC	(604) 737-3078	
	Organization Address	Job Title	
	210 - 3701 EAST HASTINGS STREET, BURNABY, BRITISH COLUMBIA, CANADA, V5C 2H6	Data Administrator	

Contact Information	Contact Given Names	Contact Surname	
	Yi Wan	Kong	
	Email	Phone Number	
	rkong@specialolympics.bc.ca	(236) 982-3673	
	Date of Birth	Birthplace	
	2012-08-08	Vancouver, BC	
	BC Drivers Licence	Sex	
	--	--	
	Previous Names		
	--		
	Mailing Address		
	24-8140 166 St, Surrey, British Columbia, Canada, V4N 6W1		

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BRITISH COLUMBIA Criminal Record Check Application

Checklist Organization Information Log In Personal Information **Terms and Conditions** Application Submitted

Consent to a Criminal Record Check

Declaration

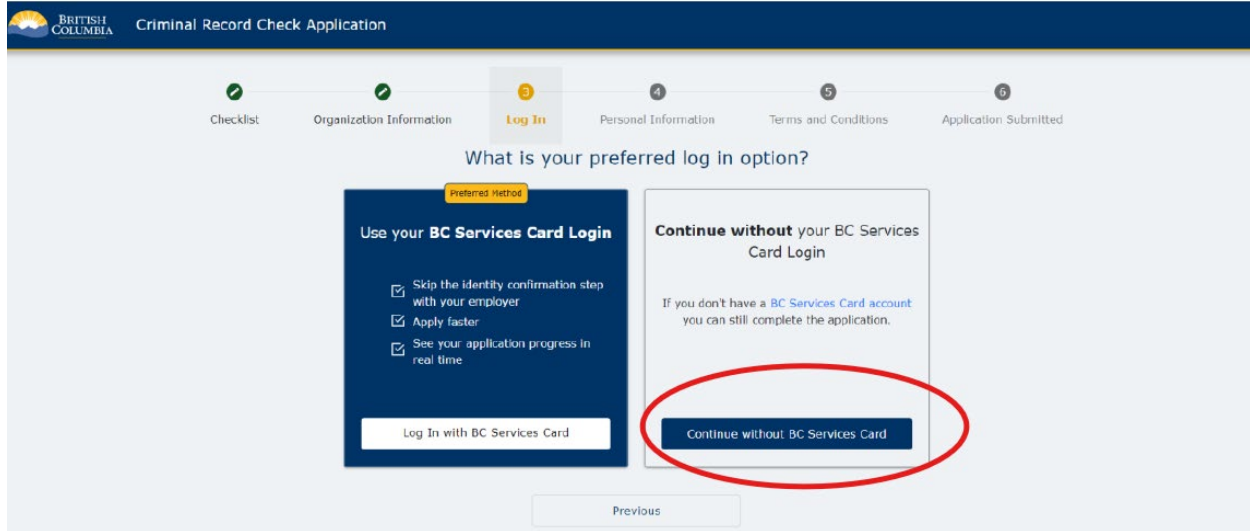
I certify that, to the best of my knowledge, the information I have provided and will provide as necessary is complete and accurate.

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Thank you for completing your application! If you have any questions, please reach out to screening@specialolympics.bc.ca

Step 6-No App: Proceed Without Using the BC Services Card App



BRITISH COLUMBIA Criminal Record Check Application

Checklist Organization Information **Log In** Personal Information Terms and Conditions Application Submitted

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

Previous

- When to choose not to use the BC Services Card:
 - You do not have a BC Services Card.
 - You are not able to use the app due to technical difficulties.
- Enter your personal information step by step, review and submit.

If you completed the Police Information Check application **without using the BC Service Card App:**

- Once your application is submitted, Special Olympics BC will contact you to arrange an ID verification online meeting.

Important Notes:

- SOBC will not record the video meeting.
- No personal information beyond what is already included in your Police Information Check form will be retained.
- This quick verification step ensures that we match the form with the correct individual. Please prepare 2 IDs for the meeting.

If you have any questions or would like assistance, please contact Special Olympics BC at screening@specialolympics.bc.ca