

# OPERATION TRACKSHOES

## CRIMINAL RECORD/POLICE INFORMATION CHECK PROCESS

For security reasons, and in keeping with various government regulations and Operation Trackshoes policies, we require **all** counsellors to have a criminal record/police information check.

Operation Trackshoes has registered with the Ministry of Public Safety and Solicitor General, Criminal Record Review Program to enable many of you to do your criminal record/police information check on-line. Using the on-line service will help us receive your criminal record/police information check in timely manner and prior to OT weekend. It will save you time, as the results are sent directly to us meaning you will no longer need to go to the police station to pick up your results.

However, if you are under the age of 19, if you do not meet the on-line service criteria mentioned below or if you have any difficulties completing the on-line service:

1. Email us at [info@trackshoes.ca](mailto:info@trackshoes.ca) and we will send you a criminal record check/police check request letter.
2. Take the letter to your local police station as soon as you can to complete your check.
3. Once you receive your check back from the police, email us a copy and bring the original to OT.

It should be noted that that we cannot accept shared checks from the Criminal Records Review Program unless the original check was completed in the current year.

### **Who can use the on-line service?**

You must have a validated BC Driver's License and Services Card, or a photo BC Services Card or a non-photo BC Services Card. Here is a link to validate the card, (it requires a mobile device)  
<https://www2.gov.bc.ca/gov/content/governments/government-id/bcservicescardapp>

### **To use the on-line service:**

Click on the following link: <https://justice.gov.bc.ca/criminalrecordcheck> to access the webpage to start the criminal record check.

The access code you will require is: **HXLDDNMJNA**

**Questions?** Contact us at [info@trackshoes.ca](mailto:info@trackshoes.ca)