

# OPERATION TRACKSHOES

## CRIMINAL RECORD 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 check.

Operation Trackshoes has registered with the BC Ministry of Justice to enable many of you to do your criminal record check on-line. Using the on-line service will help us receive your criminal record 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 request letter.
2. Take the letter to your local police station as soon as you can to complete your criminal record check.
3. Once you receive your criminal record check back, email us a copy and mail the original to us.

It should be noted that that we cannot accept shared criminal record checks from the Ministry of Justice unless the original check was completed in the current year.

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

You:

- Must have a minimum Canadian credit history of at least six months
- Must have been residing in Canada for two years or longer
- Must correctly answer a set of security questions unique to their personal credit history
- Must have a current Canadian address (*Foreign addresses are not accepted through the on-line service*)

### To use the on-line service:

Click on the following link: <https://justice.gov.bc.ca/eCRC/> to access the webpage to start the criminal record check. The access code you will require is: **HXLDDNMJNA**

Your identity will be verified by EIV (an electronic verification process). It uses personal information collected by the credit reporting agency [Equifax](#). EIV is not a credit report and is used only to ensure that the information contained in an applicant's criminal record consent form is accurate. The Criminal Records Review Program does not keep the information provided by Equifax.

**Attention: Due to regulatory requirements, we are no longer able to do criminal record checks at our Victoria orientation sessions.**

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