



## What You Can Expect During the Process

### Fingerprinting

Some individuals are required to submit fingerprints as part of their vulnerable sector check. It is important to note that this request for fingerprints is not an implication of any criminal involvement or guilt. Fingerprinting is a standard procedure when undergoing a criminal record check for positions involving work with vulnerable populations.

NOTE: We recommend promptly informing employees or volunteers of the potential need for fingerprinting during the criminal record check process, encouraging them to respond to any requests without delay.

#### **Why fingerprints may be required:**

The [RCMP Dissemination of Criminal Record Information policy](#) provides direction about when a vulnerable sector check requires fingerprints to identify a person. During the process of conducting a criminal record search, if an applicant shares a resemblance in their name, and/or sex, and/or date of birth to an individual with a history of sexual offenses, the submission of fingerprints becomes necessary. This step is taken to verify the applicant's identity and ensure they are not mistaken for someone else.

#### The Fingerprint Request Process

- **Notification:** If required, applicants will receive a fingerprint request letter from the CRRP, which includes detailed instructions on how to proceed.
- **Completion timeline:** Applicants have 90 calendar days from the date of the initial fingerprint request letter. A reminder letter is sent to the applicant after 60 days if the CRRP does not hear back from the applicant. If the CRRP does not receive any communication from the applicant or fingerprint results within this 90-day period, a notification will be sent to the organization, and the applicant's file will be closed.
- **Processing time:** On average, it takes two to eight weeks from the completion of fingerprinting for results to be received. Delays in postage and processing can affect this timeline.
- **Privacy measures:** To address privacy considerations, the organization is not informed when an applicant is asked to undergo fingerprinting.
- **Reusing previous fingerprint results:** Applicants who have previously submitted fingerprints for the CRRP might have the option to reuse their existing fingerprint results for their new criminal record check. We recommend that the applicant get in touch with the CRRP to verify this possibility.



## Notice of Adjudication

The CRRP will send a letter informing the organization that a record has been identified and the case needs more time to complete the adjudication process. This letter does not include any information about the applicant's record.

The CRRP sends the applicant a letter asking for more information and details about the identified outstanding charge or conviction. Other information that could be reviewed during this process includes:

- Police documents
- Court documents
- Interviews with the victim or others

After adjudication, the CRRP sends the organization a Determination of No Risk or Determination of Risk letter. If the individual disagrees with the CRRP's decision, they can request a reconsideration.

## Criminal Record Check Results

After an applicant gets a criminal record check, the CRRP sends your organization a letter that explains if they can work with children and/or vulnerable adults.

## Notice of Clearance

A notice of clearance means the criminal record check didn't show any relevant or specified offences. The applicant may work or volunteer with children and/or vulnerable adults. Please note, the organization **cannot** share the clearance letter with the applicant under any circumstance.

## Determination of No Risk

A determination of no risk means the criminal record showed a relevant or specified offence and the file was adjudicated, however no risk was found, and the person can work or volunteer with children and/or vulnerable adults.

## Determination of Risk

A determination of risk means the criminal record showed a relevant or specified offence and the adjudication process concluded that the person **cannot** work or volunteer with children and/or vulnerable adults. The letter provides more information.



**Ministry of Public Safety  
And Solicitor General**

## General Contact Information for Applicants and Organizations

Telephone Toll free: 1-855-587-0185 (option 2)

Website: <https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>

Email for inquiries: [criminalrecords@gov.bc.ca](mailto:criminalrecords@gov.bc.ca)

Mailing Address:

Criminal Records Review Program

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