

NIC - Applying for a Criminal Record Check by Paper Form Submission

If you are unable to apply for a Criminal Record Check through the online system you can apply by paper by completing a CRR010 employer consent paper form. Follow the step outlined below. Allow 4 to 6 weeks for this process.

Complete the Consent to a Criminal Record Check form, CRR010. [Click here for form](#)

Steps:

Page 1

Start in Section 2 FOR EMPLOYEE/APPLICANT USE:

Consent to a Criminal Record Check – Employee/Applicant Checklist - **Complete this section**

Consent for Release of information and Acknowledgement - **Complete this section**

Page 2

Schedule Type = A

WORKS WITH = children and vulnerable adults

Part 1 – Applicant Information – **Complete this section**

Part 2 – Organization Information – **Complete this section**

Organization Name: North Island College

Organization Contact Name or Title: HR Manager, Danean Gray

ID Number: 1143613

City: Courtenay, Province: BC, Country: Canada, Postal Code: V9N

8N6 Office Area Code & Phone No: 250-334-5000 x 4221

Part 3 - Position with organization – **Complete this section**

Part 4 – Scheduled only must provide – **DO NOT COMPLETE THIS SECTION**

Part 5 – Consent for Release of Information and Acknowledgments. Sign and date the bottom of the consent form. To prevent processing delays, refer to the *checklist for applicants* on the back of the consent form to ensure all information is completed.

3. You will then need to contact Human Resources and provide both primary and secondary ID verification. Contact HR@nic.bc.ca to set up an appointment to provide your identification.

4. You will be contacted by the Ministry of Justice by email with a link to complete the payment process to pay online with a credit card or pay by printing the attached form and returning it by mail along with certified cheque or money order.