



ELECTRONIC CRIMINAL RECORD CHECK (eCRC)

Each Rotarian is required to have a criminal record check completed as part of their membership.

This is mandatory for volunteers taking part in activities, programs and projects involving children or youth. Below are some frequently asked questions regarding the Electronic Criminal Record Check (eCRC) process for Rotary District 5040.

I RECENTLY HAD A CRIMINAL RECORD CHECK DONE FOR MY EMPLOYER. DO I NEED TO DO ONE FOR ROTARY?

If the criminal record check was an eCRC certificate through the Ministry of Justice Criminal Record Review Program (CRRP) and includes sector checks for both children and vulnerable adults, no you do not. In that case, it just needs to be shared with Rotary District 5040 through our dedicated web portal to the CRRP program site. This address is provided below.

HOW IS THE ELECTRONIC SYSTEM DIFFERENT FROM THE PAPER SYSTEM ADMINISTERED THROUGH THE RCMP?

It is fast, centrally-controlled, shareable with other registered organizations, and does not require physical presence at a police or RCMP office in most cases. Applications are free, and can be accessed at any time. Response is generally within seven (7) business days.

WHY DO ROTARIANS HAVE TO DO THIS?

Rotary International and Rotary District 5040 strive to create and maintain a safe environment for all youth and vulnerable adults who participate in Rotary activities. To the best of their ability, Rotarians, their spouses, partners, and other volunteers must safeguard the children and vulnerable adults they come in to contact with, and protect them from physical, sexual, and emotional abuse.

IF THE eCRC CANNOT BE PROCESSED FOR WHATEVER REASON, DOES THAT PRECLUDE ME FROM BEING A ROTARIAN?

No. But it may place some restrictions on activities that involve youth and vulnerable adults. In some cases, you may be requested to attend your local police or RCMP office for further verification.

HOW OFTEN WILL I HAVE TO COMPLETE AN eCRC?

Every four (4) years, as per Rotary International regulations.

WHEN WILL I NEED TO RENEW MY eCRC?

If you have a valid paper criminal record check currently on file with Rotary District 5040, you and your Club will be notified at the beginning of the year it is to expire.

I DID A PAPER CRIMINAL RECORD CHECK THROUGH THE RCMP LESS THAN FOUR (4) YEARS AGO. DO I NEED TO DO IT AGAIN?

No. If you completed a paper criminal record check and it is currently on record with Rotary District 5040 after December 31st, 2012, you will not need to do one this year. You and your Club will be contacted at the beginning of the year it is to expire.

I HAVE BEEN A ROTARIAN AND VOLUNTEERED FOR MANY YEARS, AND HAVE NEVER HAD TO DO A CRIMINAL RECORD CHECK BEFORE. DO I HAVE TO COMPLETE ONE?

You are strongly encouraged to do so. This allows you to volunteer for any activity that comes your way as a Rotarian. The added benefit is that you may be capable of volunteering with other registered organizations without having to apply for an additional eCRC.

I HAVE RECEIVED A PAPER COPY OF A PAPER CRIMINAL RECORD CHECK FORM TO COMPLETE. SHOULD I COMPLETE IT OR APPLY ONLINE USING THE eCRC SYSTEM?

If you do not currently have a criminal record check on file with Rotary District 5040, we ask you to utilize the eCRC process made available through the Rotary District 5040 web portal. It is now the preferred method, but does not preclude you from using the paper system. It is just more labour-intensive and time-consuming, and divulges more information than the eCRC process.

WILL I REMAIN A ROTARY MEMBER WHILE THE CRIMINAL RECORD CHECK IS BEING COMPLETED?

Absolutely, as long as your membership dues are up-to-date. Having a background check is not a function of being a Rotarian, but is an expectation.

HOW DOES MY CLUB KEEP TRACK OF MY STATUS?

Currently, semi-annual reports are provided to Club Secretaries by the Rotary District 5040 Compliance Archivist, and Clubrunner allows you to check your own status on your Member Profile once logged in.

IS THERE A COST TO HAVING THE eCRC COMPLETED?

No. The eCRC process is provided free-of-charge to Rotarians, unless additional verification is requested. Local police or RCMP offices may require payment in certain cases. Fees are generally waived when there is certainty that the applicant is a volunteer. To ensure that, take a copy of a letter signed by your Club President or Secretary identifying you personally as a volunteer.

HOW LONG WILL THE eCRC PROCESS TAKE?

The online application takes less than five (5) minutes, and notification to the Rotary District 5040 Compliance Archivist is typically given within seven (7) business days.

WHAT IS THE DEADLINE FOR COMPLETING A CRIMINAL RECORD CHECK?

There is no deadline, however there is an expectation that Rotarians have a criminal record check completed to become a volunteer with their Club.

HOW IS THE APPROVAL INFORMATION LETTER RETURNED TO THE MEMBER?

There is no such thing. The Rotary District 5040 Compliance Archivist will receive a "Notice of Criminal Record Check Results" e-mail indicating that no record was found for the purpose of working with children or vulnerable adults. Once confirmation of a negative result is received, the member will then be notified by e-mail, as will their Club Secretary. The Club will not receive a copy of any correspondence regarding the Ministry of Justice CRRP, just a notice of clearance.

CAN I HAVE A COPY OF THE NOTIFICATION ONCE ROTARY DISTRICT 5040 RECEIVES IT?

Although the Ministry of Justice frowns on documents of this nature being distributed, Rotary District 5040 can, and will, provide it to you and only you upon request. **Please note that the notification will not apply to any other organization, as it is expressly provided to Rotary District 5040 to meet Rotary International's legal obligation of ensuring that the member does not present a risk to children or vulnerable adults.**

WHERE CAN I FIND MORE INFORMATION ABOUT CRIMINAL RECORD CHECKS?

More information can be found at www.pssg.gov.bc.ca/criminal-records-review/.

WILL I BE TOLD IF ANYTHING SHOWS UP ON MY CRIMINAL RECORD CHECK?

Yes. If the criminal record check reveals any offence related to working with children or vulnerable adults, a letter will be sent to you directly explaining the adjudication process. Adjudication is a review of your file to determine whether you pose a risk to vulnerable people. You will also be asked to provide a written submission with more information about the offence(s). If you do not respond, a decision about your application will be made based solely on the information available to the CRRP. Rotary District 5040 will only be notified that your file will be adjudicated.

WHO ELSE MAY REQUEST, OR BE GIVEN, INFORMATION REGARDING MY eCRC FROM ROTARY DISTRICT 5040?

No one. Rotary District 5040 will not disclose your eCRC information to any third party. Internally (within Rotary), your Club will be notified of your status from time-to-time in an effort to ensure compliance and eligibility for Club and District activities. It is for the sole use of Rotary District 5040 activities, and the safety of youth and vulnerable adults that we volunteer for, and with. If you wish to share your eCRC status with another organization registered with the CRRP, you can complete an online sharing request through that organization's specific web portal.

I DON'T WANT TO DO THE CHECK ONLINE, OR I DO NOT QUALIFY AS PER THE ABOVE. WHAT ARE THE ALTERNATE METHODS TO AUTHORIZE THE CRIMINAL RECORD CHECK?

There is a longer form available on the same Ministry of Justice website, but you can also contact the Rotary District 5040 Compliance Archivist for a copy of the form.

HOW DO I GET A PASSWORD TO LOG IN TO THE SYSTEM?

The link that will take you to the CRRP website is www.justice.gov.bc.ca/eCRC/. The access code to reach Rotary District 5040 is: **AVW2L4AG7L**.

CAN ROTARY DISTRICT 5040 ACCEPT A PAPER CRIMINAL RECORD CHECK FROM THE POLICE OR RCMP IF IT WAS DONE RECENTLY?

Yes. But we are encouraging members to use the eCRC process, because it is the most expedient way to complete a criminal record check and discloses less private information. If you are in the process of arranging a paper criminal record check, the original (not a copy) must be sent to the Rotary District 5040 Compliance Archivist when it is received.

WHAT DO I NEED TO HAVE IN ORDER TO COMPLETE THE eCRC?

You will need to confirm your name and contact details with the CRRP, and will require your Driver's License number (if you have one). You must be a resident of Canada for at least two (2) years, and have a credit history of at least six (6) months. The Ministry of Justice uses this information to verify identities in cases where there may be duplicate names. A set of security questions unique to your personal credit history will be asked. If you do not meet these requirements, you will need to submit a criminal record check through the paper system.

WHAT HAPPENS IF I AUTHORIZE THE eCRC BUT RECEIVE A LETTER FROM THE MINISTRY OF JUSTICE ADVISING THAT I AM REQUIRED TO HAVE FINGERPRINTS TAKEN TO COMPLETE A VULNERABLE SECTOR (VS) CHECK?

Rotary District 5040 recommends that you complete the fingerprinting process, as it is part of the Vulnerable Sector (VS) check requirement related to your individual eCRC. When attending the police or RCMP office to have your fingerprints taken, please make sure to take a copy of a letter signed by your Club President or Secretary identifying you personally as a volunteer. Fees are generally waived when there is certainty that the applicant is a volunteer.

WILL ROTARY DISTRICT 5040 COVER THE COST OF FINGERPRINTING?

No. However, fees are generally waived when there is certainty that the applicant is a volunteer. To ensure that, take a copy of a letter signed by your Club President or Secretary identifying you personally as a volunteer.

HOW IS CONFIDENTIALITY RESPECTED?

The Rotary District 5040 Compliance Archivist is bound by the confidentiality required by the District bylaws and the British Columbia Ministry of Justice. The electronic system is operated on a secure server and data is fully encrypted. Disclosure of any data by the CRRP is only done on request from the member involved, not by Rotary, the Rotary District 5040 Compliance Archivist, or any third party organization as required by law.

WHAT IF I JUST MOVED BACK TO BRITISH COLUMBIA?

No problem, as long as you have lived in Canada for at least two (2) years, and have a credit history of at least six (6) months. A set of security questions unique to your personal credit history will be asked. You will also need to have a current Canadian address.