



## Obtaining Your Criminal Record

Dear Homestays, Potential Homestays, Family Members...

Thank you all for volunteering your time, experience and enthusiasm to host young international students visiting or staying in the Oceanside area.

In accepting the role as a homestay for Qualicum International Student Program, it is necessary to have a criminal record check as you are working with children and/or teens. The process has changed and we no longer go through the RCMP as most of you have done in the past.

Qualicum International Student Program also requires that homestays have a current criminal record check (CRC) and that it must be re-done every three years. All homestay families with persons in the home over the age of 18 need to have a CRC.

### You may obtain your Criminal Record Check free (as a volunteer) online

1. Go to the BC Government Ministry of Justice website at:  
<https://justice.gov.bc.ca/criminalrecordcheck>
2. Read the instructions carefully. To submit an online request for a criminal record check, you must:
  - a. Be at least 12 years of age as of today's date.
  - b. Have an access code provided by your organization.
  - c. Have your identity verified by using your BC Services Card.
3. Enter the access code **AXZSP7JYM5** where prompted
4. Enter the characters shown and requested
5. Click "Start" – Job Title: Homestay / Follow the prompts
6. Preferred Login Option
  - a. BC Services Card – Faster and you skip Identity Confirmation
  - b. Continue Without BC Services Card – You will need to come into our office with your drivers licence to confirm identity
7. After submitting, you may be asked by the CRC for more information.
8. Your CRC will then be automatically sent to Qualicum International Student Program

\*Note: You are responsible for any extra costs that may be associated if you are required to have fingerprints done, or a more in depth search, or if you choose another way to obtain your CRC.