

Every employer/governing body covered by the Criminal Records Review Act (CRRA) must have all applicants, employees or registered members complete an original authorization form to allow a criminal record review to be performed on that person.

The applicant, employee, or registered member then returns the original form to their employer/governing body or Licensing officer. A photocopy or fax of the original form is forwarded by the employer/governing body or licensing officer to Criminal Records Review who conducts the Criminal Record check. Criminal Records Review will not accept original authorization forms.

A letter advising of completion of the criminal record check is mailed back to the individual's employer/governing body or licensing officer, where it is retained with the individual's original authorization form for five years. There is no fee for the criminal record check. If fingerprints are required for a new applicant, he/she is responsible for any associated fee.