

Steps to Complete the Criminal Record Check Form

Be sure to complete the following steps when filling out the Ministry of Public Safety and Solicitor General Consent to a Criminal Record Form

1. Fully complete *Part 1 – Applicant Information*
2. Sign and date the bottom of the CRC form
3. Return it in person to any CMTN [campus location](#) with two pieces of ID (one primary and one secondary - see below list)
4. Staff will photocopy both front and back of ID, date stamp and sign it to confirm originals were seen
5. The cost is \$28 and can be paid by credit card, debit, cash, cheque, money order or bank draft
6. Allow up to 6 weeks for processing

Primary and secondary ID's required

Primary ID

- BC Driver's License and Services card (combined card)
- BC Services card (photo card)
- BC Identification card (BCID)
- Canadian driver's license
- Secure Certificate of Indian Status (SCIS) issued by Aboriginal Affairs and Northern Development Canada (AANDC)
- Original citizenship papers or immigration documents — these include: Record of Landing (IMM1000), Sponsorship Undertaking: Confirmation of Permanent Residence (IMM5292), Permanent Resident Card, Canadian Citizenship Certificate (after February 1, 2012), and a refugee protection claim or Temporary Resident Permit (IMM1442). See note below.
- Canadian Citizenship Certificate issued prior to February 1, 2012 (wallet sized card issued and includes photo)
- Offender identification card issued by Correctional Service Canada

Secondary ID

- BC Services card (non-photo card)
- Birth certificate
- Citizenship papers or immigration documents (without photo)
- Credit cards
- BC CareCard
- Older versions of the Certificate of Indian Status (CIS) issued by AANDC (Laminated Certificate of Indian Status, Certificate of Indian Status "All-in-One," or Certificate of Indian Status "Pilot Project")
- Other documents that, by themselves or in conjunction with other documents, would be considered acceptable identification for cheque cashing purposes at banks or other financial institutions

For students outside of the CMTN college region that cannot bring this form to campus before July 31, 2019:

1. Complete the form and email to: info@coastmountaincollege.ca
2. Photocopy 2 pieces of acceptable ID: **FRONT and BACK of the ID** and attach to email
3. Include a phone number you can be reached at and registration staff will contact you once they have received the completed form and ID to collect the \$28 fee.
4. Payment over the phone must be made by credit card (visa debit cards not accepted over the phone)
5. Completed forms and copied ID can also be mailed to: ATTN NURSING ADMISSIONS, 5331 MCCConnell Avenue, Terrace BC V8G 4X2 with a check, money order or bank draft for \$28
6. Criminal record checks will not be submitted to the Ministry for processing until the \$28 payment has been received. This criminal record check is required for admission into the program and those students that do not complete this step will not be able to attend clinical.
7. **Make sure that you bring 2 pieces of ID when you arrive on campus for verification on the first day of class**