

# **Electronic Submission Process Agreement**

**Between**

**Criminal Records Review Program,**

**And**

**(“Client”)**

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**Regarding the electronic process**

**2008**

## **Purpose:**

The purpose of this agreement is to formalize the roles and responsibilities governing the electronic submission of criminal record checks to the Criminal Record Review Program from clients.

### **A. Role of Client**

#### **Purpose**

The Client will gather personal information on all applicants requiring criminal record checks by functioning as the liaison between the applicant and the Criminal Records Review Program (CRRP).

The Client is committed to perform the following tasks:

#### **(i) Sending Information via Electronic Submission**

1. Receipt of data from clients must be provided as a tab-delimited text file, or as an Excel spreadsheet
2. Clients will provide personal data on all applicants requiring criminal record checks as outlined in Appendix A.
3. All data larger than field sizes will be truncated at import process to the maximum character type size, refer to Appendix A
4. Data will be converted to upper case on database upload
5. Mandatory export fields will be utilized by CRRP only; other clients export columns will not be utilized or uploaded.
6. Incomplete applicant data will remain at an incomplete status until corrections are received from client
7. The client agrees to return corrections in a timely manner
8. The client agrees to provide a primary and alternate email address for the electronic clearance return
9. The client agrees to follow the electronic submission instructions as outlined in Appendix C

## **(ii) Consent Forms**

1. The client agrees to use the criminal record consent form issued by the CRRP for purposes outlined under the *Criminal Records Review Act*, refer to Appendix B
2. The client agrees to retain the signed original consent form on file for a period of five years
3. The client agrees to produce a copy of the original consent form as and when required by CRRP.

## **(iii) Financial**

The client agrees to one of the following options:

1. To set up a draw down account, to monitor the balance of the account, and replenish the account when needed; or
2. To provide CRRP a credit card authorization form for each submission; or
3. To provide CRRP with a cheque or money order for each submission

## **(iv) Technical Support**

### **Client Inquiries will be addressed by CRRP with in 48 hours**

1. Client will document any relevant output errors and send them to the CRRP Business Analyst
2. CRRP agrees to respond to errors as soon as is practical.

Client Contact Person:

Phone Number:

Email:

Alternate Contact Person:

Phone Number:

Email:

## **B. Role of the Criminal Records Review Program (CRRP)**

### **(i) Purpose**

CRRP is responsible for the operation and maintenance of the generic interface including the activities listed below:

### **(ii) Receipt of Consent Form Information via Generic Upload**

1. Receipt of data sent from the client
2. Acknowledgment and verification of data to ensure completeness
3. Notifying client of incomplete data
4. Updating incomplete data as required
5. Uploading client file into Figaro database
6. Ensuring all applicant's criminal record checks are checked through the provincial (Cornet) and federal databases (CPIC) to review any outstanding charges, stay of proceedings, recognizances under Section 810, 810.1 and 810.2 of the Criminal Code of Canada, conditional discharges, charges diverted to alternate measures and convictions of the 62 relevant offences as identified in The *Criminal Records Review Act*. Relevant offences also include a relevant offence in a jurisdiction outside of Canada. In addition, the federal *Criminal Records Act* allows access to pardoned sexual offences.
7. Notification of applicant's clearance to work will be sent to the client if no relevant offence is identified.
8. Referred to an adjudicator for review if a relevant offence exists for an applicant; notification sent to client and applicant.

### **(iii) System Support**

1. To provide support and to assist client in resolving problems
2. To maintain the electronic submission system
3. To quickly respond to client queries

### **(iv) Financial**

1. CRRP will produce financial account reports monthly and as required to clients

## **(v) Consent Form**

1. The CRRP will provide any updates to clients for the purposes of this MOU
2. The consent form is available on our website in PDF format
3. CRRP will not retain originals

CRRP Contact Person: Lorraine Martin, Program Analyst

Phone Number: 250-387-2896

Email: [lorraine.3.martin@gov.bc.ca](mailto:lorraine.3.martin@gov.bc.ca)

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**Dennis Verge  
Deputy Registrar  
Criminal Records Review**

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**Client Representative**

## **List of Appendixes**

- A. Generic Upload Field Specifications (GUFS)
- B. Consent to a Criminal Record Check form
- C. Electronic Submission Instructions

## Appendix A

### Generic Upload Field Specifications (GUFS)

Column #	Field Name	Sample Field Description	Max Field Size	Mandatory?	Data Location
1	Last Name	Doe	40	Y	HR_EMPLOYEE_HIRE
2	First Full Name	John	25	Y	HR_EMPLOYEE_HIRE
3	Middle Full Name	James	25	Y	HR_EMPLOYEE_HIRE
4	Alias 1 Last Name	Doer	40	N	
5	Alias 1 First Full Name	John	25	N Y if Column 4 - Alias 1 Last Name provided, even if it is the same name in Column 2 – First Full Name.	
6	Alias 2 Last Name	Doe-Smith	25	N	
7	Alias 2 First Full Name	John	40	N Y if Column 6- Alias 2 Last Name provided, even if it is the same name in Column 2 – First Full Name.	
8	Address Line 1	555 Wood Road	40	Y	HR_EMPLOYEE_DEMOGRAPHICS
9	Address Line 2	PO Box 555	80	Y	HR_EMPLOYEE_DEMOGRAPHICS
10	Address City	Vander hoof	25	Y	HR_EMPLOYEE_DEMOGRAPHICS
11	Address Province	BC	25	Y	HR_EMPLOYEE_DEMOGRAPHICS
12	Address Country	Canada	25	Y	HR_EMPLOYEE_DEMOGRAPHICS
13	Address Postal Code	V9A5G5	10	Y	HR_EMPLOYEE_DEMOGRAPHICS

14	Contact Number	Number where applicant maybe reached	80	Y	HR_EMPLOYEE_DEMOGRAPHICS
15	Birthplace	Should contain: <ul style="list-style-type: none"> <li>City and Province/State (if North America). Format: <b>City&lt;space&gt;Province/State Abbreviation, e.g. “Vancouver BC” or “Chicago IL”</b></li> <li>or Country (if non-North America)</li> </ul>	40	Y If this value is not known or stored then “Unknown” will suffice.	
16	Birthdate	YYYY-MM-DD format	20	Y	HR_EMPLOYEE_DEMOGRAPHICS
17	Gender	May be Male, Female, or Unrecorded	1	Y	HR_EMPLOYEE_DEMOGRAPHICS
18	Client Registration Number	ID number assigned by the client to the Applicant	80	N	HR_EMPLOYEE_DEMOGRAPHICS
19	Driver’s License Number	BC only, out-of-province are not uploaded	80	N	

## Appendix C

### **Criminal Records Review Program**

#### Electronic Submission Instructions

An electronic submission process was implemented in January, 2006. This process was developed to provide organizations and stakeholders with an alternate method of submitting criminal record checks.

The electronic submission process is beneficial to all governing bodies, organizations, and stakeholders that process multiple criminal record checks throughout the year. Utilizing this service will provide organizations with an audit trail, eliminate postage and paper, and provide quicker results.

Organizations can submit personal data on each applicant requiring a criminal record check electronically to the Criminal Records Review Program (CRRP) in the form of a tab-delimited text file or excel spreadsheet attachment. Data will be uploaded and proceed through the criminal record check process. Once complete, the CRRP will return clearance results to organizations electronically with the date the clearance was issued or by the usual clearance letter process, depending on the client's wishes. The following items must be completed prior to sending electronic files:

1. An Electronic Submission Agreement (see Appendix 1)
2. A successfully completed test submission
3. An agreed payment process (most often a drawdown account)

The instructions are outlined below with an attachment outlining the field specifications for each applicant requiring a criminal record check. Please contact the CRRP directly at (250) 387-6981 or Enquiry BC at 1-800-663-7867 should you require further information or clarification.

#### **FIELD SPECIFICATIONS**

- Generic Upload Field Specifications (GUFS) to be completed for each applicant, see Appendix A
- Data sent to the CRRP to be provided as a tab-delimited text file or Excel spreadsheet as outlined on GUFS in column order
- Column 1 – 17 – mandatory fields
- Column 14 – enter organization contact number for out-of-country applicants
- Column 4 – 7 – may be blank
- Column 18 – ID number assigned by an organization to the applicant. May be blank
- Column 19 - BC Only, leave blank for out-of-province driver's license numbers
- Data larger than field sizes will be truncated at maximum character size, refer to GUFS
- Data will be converted and returned in upper case
- Other fields used by clients will not be utilized or uploaded by CRRP

## INSTRUCTIONS

- Send email to [lorraine.3.martin@gov.bc.ca](mailto:lorraine.3.martin@gov.bc.ca) with cc to [teresa.mcgregor@gov.bc.ca](mailto:teresa.mcgregor@gov.bc.ca), with tab-delimited text file or excel spreadsheet attachment, refer to Generic Upload Field Specifications (GUFS)
- Name the attachment in the format: upload\_YYYY-MM-DD.txt, where YYYY, MM, and DD represent the year, month, and day when the file is created.
- Complete applicant data will generate a service and will proceed through criminal record check process
- Incomplete applicant data will generate a service, however, will remain at an incomplete status until corrections are received from client
- An “Upload Results Report” is sent by email indicating an applicant(s) missing fields. Write corrections on report and return by fax to CRRP
- To avoid delays, please ensure corrections are returned in a timely manner
- When corrections are received, applicant data is updated and will proceed through criminal record check process
- If no relevant offence is found, on a weekly basis, CRRP will return applicant(s) clearances electronically to client contact(s) with the date the clearance was issued

Please note: Electronic clearance returns are done weekly, depending on the day of submission, clearance results may be returned the following week

- If a relevant offence is found, CRRP refers the matter to the Adjudicator for review. Written correspondence is sent to the applicant and organization explaining the adjudication process
- Once the adjudicator’s review is complete and determined to be “no risk”, written correspondence is sent to the applicant and organization
- If an applicant is determined to be a “at risk” written correspondence is sent to the applicant and organization indicating the applicant represents a risk to children, pursuant to Section 4 of the *Criminal Records Review Act*

## PAYMENT

- \$20 processing fee per electronic criminal record check required
- Payment by certified cheque or money order, VISA or MasterCard
- Submit list of names with payment
- Draw down account to be established
- Monthly account statement provided

Although the generic upload processes is easy to use, if you uncover errors or problems with any of the instructions or require further assistance, please contact the Program Supervisor at (250) 387-6981.