



## Criminal Record Check Instructions

### Course Applicants:

1. Complete the Criminal Record Check form (see below for detail information).
2. **Provide a copy of your Birth Document (not a Baptismal Certificate) and a copy of your personal government photo ID (i.e. passport, driver's license) for verification purposes.**
3. Include the above-noted documents in your Application Package.

### Criminal Record Check form:

(This is a fillable form, please type in the information whenever possible)

1. Consent to a Criminal Record Check Form:
  - a. **Part 1:** Fill in your personal information. If you have a Canadian Driver's License, your Driver's License number must be provided in Part 1. If you are filling in by hand, please print your information VERY CLEARLY.
  - b. **Part 2 Do not fill in this part.** It will be completed by the Montessori Training Centre.
  - c. **Part 3:** Sign and date.
  - d. Submit the Consent to a Criminal Record Check form to the Montessori Training Centre along with your completed Application Package.
  - e. **DO NOT FAX THE FORM TO THE MINISTRY OF JUSTICE.** The Montessori Training Centre is required to submit the form and retain the completed Consent form in your student records file.
  - f. The Montessori Training Centre will fax/e-mail your Consent form to the Ministry of Justice and receive your Criminal Record Check results letter. A copy of the results letter will be provided to you for Practicum and Observation purposes.
  - g. After your Consent form is submitted to the Ministry of Justice by the Montessori Training Centre of BC, you will receive an e-mail from the Ministry of Justice asking for your payment of \$28 by credit card. (Please be sure to print your e-mail clearly on the application form.)
2. The Ministry of Justice requires that the Training Centre verify each applicant's ID before we are able to fax/e-mail the forms to the Ministry. Applicants are required to provide **two (2)** pieces of ID. One piece of ID must be government issued and must display the applicant's name, date of birth, signature and photo. The following is a list of acceptable ID:

**Acceptable ID:** driver's license, learner's license, passport, BCID card, Canadian birth certificate, Permanent Resident Card, Canadian Citizenship Card or Canadian Record of Landing/Canadian Immigration Identification Record, foreign birth certificate (not a baptismal certificate), foreign driver's license, naturalization certificate, BC CareCard or native status card.

**NOTE: A minimum of one piece of Government Issued ID, displaying the applicant's date of birth, signature and photo must be provided.**

*Please contact us if you have questions regarding the Criminal Record Check process.*

*"Follow the Child..."*