



Criminal Record Check Instructions

Course Applicants:

1. Complete the Criminal Record Check form (see below for detail information).
2. **Provide two copies of your personal government photo ID (i.e. passport, driver's license, BC ID) 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. Cover Page: must complete section 2 – checklist for consent to a criminal record check and release of information and acknowledgements.
 2. 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, 3, 4 Do not fill in this part.** It will be completed by the Montessori Training Centre of BC.
 - c. Sign and date. Electronic signature will not be not accepted.
 3. Submit the Consent to a Criminal Record Check Form and the Cover Page (including two pieces of government photo ID) to the Montessori Training Centre of BC along with your completed Application Package.
 4. **DO NOT FAX/E-MAIL 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.
 5. The Montessori Training Centre of BC will e-mail your Consent package 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.
 6. 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 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 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 Care Card 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..."