

Criminal Records Consent Form Instruction Guide



RC/07-05.01/03 Criminal Records Form Guide

1. You must complete Part 1 of this form.
 - Use dark ink to enable copy process
 - Use numbers and capital letters only
 - Names: Provide your full name. Do not use initials. If you have more than 4 surnames, attach an additional Consent Form listing the additional names in full.
 - Address: Use mailing address.
 - Numbers: Give numbers as numerals. For example 2, not two
 - Birth Date / Gender / Birth Place
2. The form must be signed, dated and all information must be complete in order for the record check to proceed.

The payment of \$20.00 (**Criminal Records Consent credit card authorization form, certified cheque, or money order**) must accompany the consent form or the criminal record check will not be conducted and the form will be returned to you. **Please return to the COTBC college office with your application form.**

PLEASE NOTE:

This is a **separate** cheque from the COTBC application and registration fee and must be certified.

The payment of \$20.00 can be made by:

- Certified cheque payable to the '**Minister of Finance**'
- Money order payable to the '**Minister of Finance**'
- Visa or Mastercard. The credit card payment form must be used (is enclosed) and is available on the website: www.pssg.gov.bc.ca/criminal-records-review
Consent forms sent with a credit card payment form will then be faxed directly to the Criminal Records Review Program.

Please note that no receipt will be issued. Please retain a copy of the money order or bank record of the certified cheque. Credit card payments will appear on your statement once processed.

3. Please then include your completed Criminal Records Consent Form and payment and return it with your application form to the College of Occupational Therapists of BC for processing.

College of Occupational Therapists of BC
Suite 219, Yarrow Building, 645 Fort Street
Victoria, BC V8W 1G2