

Mandatory Five Year Criminal Record Re-check Requirement

As a governing body, the COTBC is responsible under the *Criminal Records Review Act* to require registrants to comply with the act and authorize a Criminal Record Check as a condition of registration with the college. Changes to the act now require the college to submit criminal record checks for all registrants with criminal record check clearances older than five years.

Your COTBC Registration number starts with AA, AB, AC or AD. Your clearance letter is now older than five years and you must authorize a Criminal Record Re-check with your registration renewal. This is a mandatory requirement and your registration renewal cannot be finalized until the Authorization form and approved fee is provided to the College.

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 Criminal Record check to proceed. Please 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.

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 registration renewal form.**

PLEASE NOTE:

This is a **separate** cheque from the COTBC registration renewal fee and must be certified. Personal cheques will be returned to you and may delay renewal of your registration.

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 enclosed credit card payment form must be used. 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.