



# Guide to Applying for a Criminal Record Check

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## Criminal Record Check (CRC) Requirement

New licensing applicants must complete an online CRC through myRECA to be eligible to apply for a licence. Online CRCs are completed by Mintz Global.

This requirement also applies to existing licensees who have not been registered with a licensed Alberta brokerage for over one year.

RECA will receive the results of your online CRC directly from Mintz Global (Mintz). You must disclose your full criminal history during the online application process through Mintz. If you don't, or if the results of your CRC are unclear, the registrar may require you to supply a current, original fingerprint-based Certified Criminal Record Check (CCRC).

Your CRC must be less than six months old at the time you apply for your licence.

### Did you know?

RECA recently amended the *Real Estate Act* Rules to allow applicants to complete an online CRC in lieu of the previous requirement to provide an original fingerprint-based Certified Criminal Record Check (CCRC).

This red-tape reduction effort will reduce:

- the cost associated with meeting the criminal record check requirement for applicants
- wait times and in-person attendance time associated with applicants having their fingerprints digitally scanned and sent to the RCMP in Ottawa by private fingerprinting agencies
- processing and mailing time associated with the RCMP's hard copy CCRC

## Steps for applying for a CRC



### **Before you apply!**

If you are a new prospective licensee, you should wait to apply for your Criminal Record Check (CRC) until you have completed your pre-licensing education courses.

Step 1

Log in to your [myRECA](#) account

Step 2

Go to the My Applications page and select *Start a New Application* from the menu on the left side of the screen

Step 3

Click on the *Criminal Record Check* link at the bottom of the page – this will add a CRC application to the table on the Current Applications page of your myRECA account

Step 4

Click the *Complete* link beside the CRC application in the Current Applications table - this will redirect you to the Mintz Global website, where you can complete your CRC request

Once you have provided all the required information to Mintz Global, RECA will automatically receive your CRC within about two days. You will receive a system-generated email when your CRC has been approved.

## FAQs

### When to apply

**Q Do I need to complete the Criminal Record Check (CRC) as part of my eligibility application?**

**A** No. The CRC is a requirement for **licensing** eligibility. It is not a requirement for eligibility to enroll in education.

**Q I just received my approval email to enroll in pre-licensing courses. Should I apply for my CRC now?**

**A** No. You should wait until you have completed your pre-licensing Practice course to complete your CRC. Your CRC will only be valid for licensing purposes for six months from the date it is completed by Mintz. If you are not licensed by that date, your CRC will expire, and you will have to complete another one.

**Q I am planning to apply for labour mobility as a Canadian or an international applicant. Should I apply for my CRC now?**

**A** No. You should wait until your labour mobility application has been approved by RECA before applying for your CRC. You will receive an email with instructions for applying for your CRC when your labour mobility application is approved.

### Positive criminal record

**Q What if I have a criminal record?**

**A** You must disclose your complete criminal history through the Mintz online application process. If what you disclose does not match your criminal record, your CRC will be returned with a result of "Not Clear" or "Incomplete", and the registrar may require that you supply a fingerprint-based Certified Criminal Record Check (CCRC). The registrar will not issue your licence until we receive and review this additional criminal check.

The registrar may refuse to issue you a licence if your criminal history indicates you are not of good character. Refer to the following guides for more information.

- [Good Character Guide for Licensing Applicants](#)

- [Good Character Policy - Licensing](#)

### Certified Criminal Record Check (CCRC) requirement

**Q Do I have to supply a CCRC?**

A Maybe. If your CRC results indicate that you have a criminal record that you did not fully disclose during the application process, the registrar may require to you supply a CCRC. We will notify you by email if this is required.

**Q What is a CCRC?**

A A CCRC is a certified fingerprint-based criminal record search conducted by the Royal Canadian Mounted Police (RCMP) in Ottawa, in which digital fingerprints are compared against the central repository of Canadian criminal records. If you are required to supply a CCRC, we will email you with further instructions for applying for and submitting it.

### General

**Q Why does RECA require me to complete a Criminal Record Check (CRC)?**

RECA's mandate is to protect the public and the reputation of the profession, and to protect against and suppress mortgage fraud.

RECA requires new and reinstating licensing applicants to confirm their identity and criminal background. If an applicant has had a criminal conviction, this may indicate they are not of good character, may place the public at risk, harm the integrity of the profession or bring the integrity of other licensees into disrepute.

**Q How long does it take Mintz to complete my CRC?**

A It typically takes Mintz about two days to complete a CRC and send the results to RECA.

**Q How long will it take RECA to review my completed CRC?**

A Registration Services typically reviews and processes incoming CRCs and Certified Criminal Record Checks (CCRCs) the same day they are received. You will receive a system-generated email when your CRC is approved.

**Q How do I find out the status of my CRC?**

A Log into your Mintz dashboard to complete a CRC you've already started or track the status of your application. You can also download a copy of your CRC [here](#).

**Q What if I don't have a copy of my identification?**

A You must provide identification to complete the online application with Mintz. If you no longer have your identification document, you must order a replacement before applying.

**Q What happens after my CRC is received and processed?**

A You will receive a system-generated email when your CRC is approved. If you have already completed your education or been approved for labour mobility, you will also receive an email that confirms you are eligible for licensing, and your broker can start your New Licence application. If your CRC is returned with a result of "Not Clear" or "Incomplete", the registrar may require that you supply a fingerprint-based Certified Criminal Record Check (CCRC). The registrar will not issue your licence until we receive and review this additional criminal check.

**Q How long is my CRC valid?**

A Your CRC is valid for licensing purposes for six months. If you do not get your licence before your CRC expires, you'll have to complete another CRC.

**Q Will RECA accept the digital criminal record check I completed through a provider similar to Mintz?**

A No. RECA considered multiple factors when selecting Mintz Global as the provider for CRCs. We will only accept online CRCs initiated through myRECA. We will not accept online criminal record checks requested directly from any provider, including Mintz Global CRCs requested via their consumer website.

**Q I got a hard-copy criminal record check through a community police detachment. Can I provide that?**

A No. RECA will accept your **original** hard-copy criminal record check if it was obtained from a police detachment. Please courier or mail it to [our office](#), or drop it off at your convenience. We cannot accept a copy. **Do not send your CRC by Registered Mail or by any method that requires a signature on delivery, because it may be returned to you.**

**Q What happens to the results of my CRC (or Certified Criminal Record Check if I'm required to provide one)?**

A Your Mintz-generated CRC is available for download via your Mintz dashboard for 7 years?

When RECA receives your CCRC your fingerprints are immediately removed and destroyed. Your CCRC, with fingerprints removed, is held securely by RECA in accordance with the Personal Information Protection Act and RECA's Privacy Policy. For more information on RECA's Privacy Policy, contact RECA's Privacy Officer.