

# Online Criminal Background Check Service

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## Options for Completing a Background Check for Class B or E Upgrades

### Online (Electronic)

SBO Online Background Check Service -  
<https://schoolbusontario.ca/on-line-criminal-background-check-service/>

NOTE: Online Background Check **should not** be used if the applicant has **any criminal conviction history.**

### Local Police Service + Mail

*Ministry of Transportation  
Driver Improvement Office, Driver  
Control Section  
Attn: Class B or E CRJM  
77 Wellesley St. W. Box 671  
Toronto, Ontario M7A 1N3*

# Online Criminal Background Check Service

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## Criminal Record & Judicial Matters (CRJM)

- Canadian Police Information Centre (CPIC)
- Local Police Databases



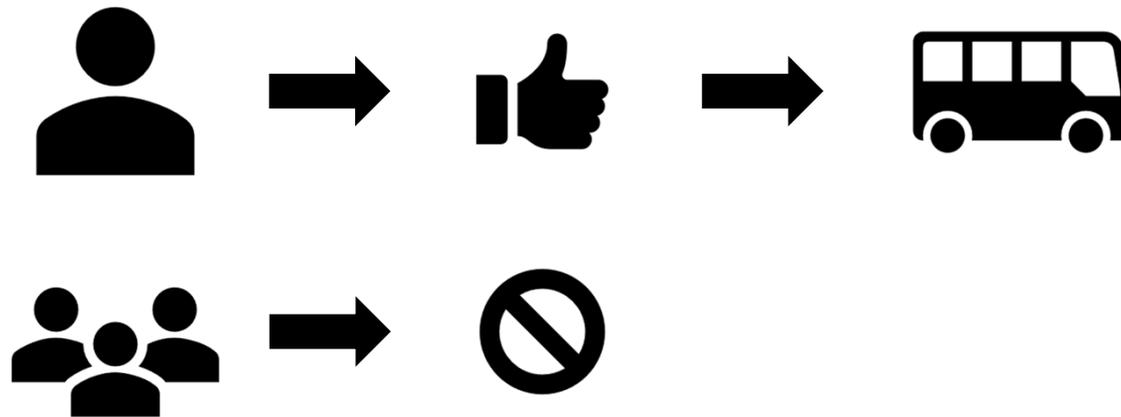
NOTE: SBO online background check is equivalent to a **CRJM check, not a VSS.**

## Vulnerable Sector Search (VSS)

- Canadian Police Information Centre (CPIC)
- Local Police Databases
- Pardoned Sex Offender Database

# Online Criminal Background Check Service

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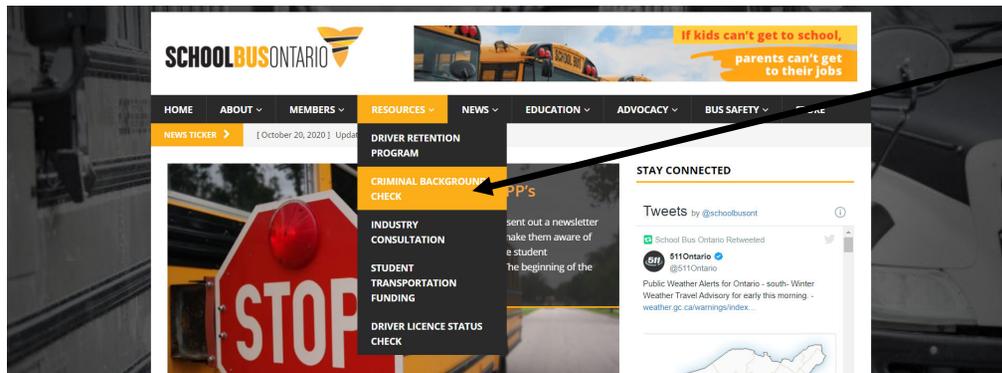


The service is designed for completion by the individual applicant.

**NOTE: Entering personal data on behalf of an applicant to initiate a background check is not permitted.**

# Online Criminal Background Check Service

<https://schoolbusontario.ca/>



Access through SBO website  
(note: old OSBA/ISBOA access links no longer functional)

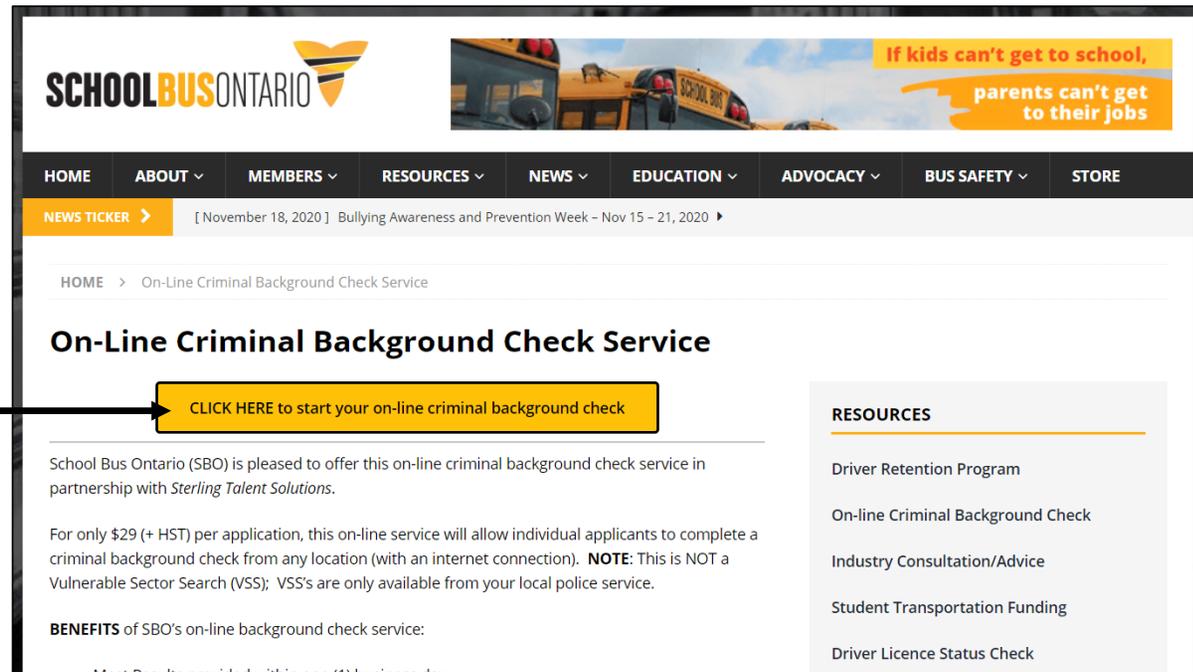
**OR**

If you have a company account, invites can be sent directly to applicant via email

Cost for SBO online check is \$29 +HST

# Online Criminal Background Check Service

Links at the top and bottom of the page will launch the service



**SCHOOLBUSONTARIO**

If kids can't get to school, parents can't get to their jobs

HOME ABOUT MEMBERS RESOURCES NEWS EDUCATION ADVOCACY BUS SAFETY STORE

NEWS TICKER [ November 18, 2020 ] Bullying Awareness and Prevention Week - Nov 15 - 21, 2020

HOME > On-Line Criminal Background Check Service

## On-Line Criminal Background Check Service

[CLICK HERE to start your on-line criminal background check](#)

School Bus Ontario (SBO) is pleased to offer this on-line criminal background check service in partnership with *Sterling Talent Solutions*.

For only \$29 (+ HST) per application, this on-line service will allow individual applicants to complete a criminal background check from any location (with an internet connection). **NOTE:** This is NOT a Vulnerable Sector Search (VSS); VSS's are only available from your local police service.

**BENEFITS** of SBO's on-line background check service:

- Most Results provided within one (1) business day.

**RESOURCES**

- Driver Retention Program
- On-line Criminal Background Check
- Industry Consultation/Advice
- Student Transportation Funding
- Driver Licence Status Check

# Online Criminal Background Check Service

**SCHOOLBUSONTARIO**

**Sterling**  
Backcheck

## School Bus Ontario (SBO) Criminal Background Check Service

Have you been convicted of a sexual offence AND received a pardon or record suspension?

- **Yes** - Please DO NOT complete this online process. It is suggested that applicants who have received a pardon or record suspension will need to request a Vulnerable Sector Verification (VSV) from their local police service. For more instructions on how to obtain a VSV, please contact your employer.
- **No** - Please proceed with the Criminal Background Check Service by clicking the start button below. By checking this box I hereby certify that I have never received a pardon or record suspension for a sex offence. A deceptive answer could have an impact upon continued employment or volunteering. The databases queried and the potential results of this check will be identified in the application and consent forms to be completed.

**Start My Check!**

Qualifying question regarding sexual offence pardons

# Online Criminal Background Check Service



No – Please proceed with the Criminal Background Check Service by clicking the start button below. By checking this box I hereby certify that I have never received a pardon or record suspension for a sex offence. A deceptive answer could have an impact upon continued employment or volunteering. The databases queried and the potential results of this check will be identified in the application and consent forms to be completed.

**Please Note:**

1. This is NOT a Vulnerable Sector Verification (VSV). This process is a criminal background check ONLY for Ministry of Transportation Class B and E licence purposes. Please contact your employer if you need to obtain VSV.
2. Once you have received your criminal background check results for driver's licensing purposes, you will need to electronically share your results with the Ministry of Transportation and your employer. For more information regarding sharing of results, please [click here](#). This link is available at any time through the SBO website.

For help or questions on the completion of this background check process, please contact the mybackcheck/Sterling Backcheck team at [1-877-455-6730](tel:1-877-455-6730).

To begin, please click on the "Start my check" button below, register for an account and follow the on-screen prompts.

[Start My Check!](#)



Once the applicant is deemed eligible, a note advising that this is **NOT a VSS** will appear and to advise that the **results will need to be shared with the MTO**

# Online Criminal Background Check Service



you will need to electronically share your results with the Ministry of Transportation and your employer. For more information regarding sharing of results, please [click here](#). This link is available at any time through the SBO website.

For help or questions on the completion of this background check process, please contact the mybackcheck/Sterling Backcheck team at [1-877-455-6730](tel:1-877-455-6730).

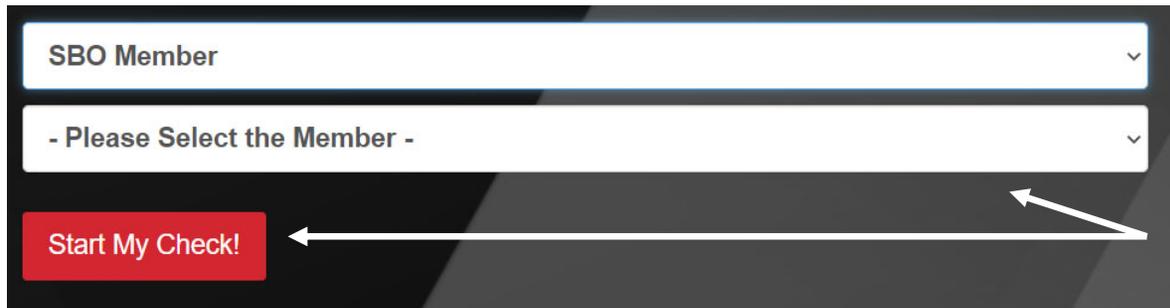
To begin, please click on the "Start my check" button below, register for an account and follow the on-screen prompts.

A screenshot of a web form showing a dropdown menu. The menu is open, displaying the following options: "- Please Select an Organization -", "SBO Member", "OMCA Member", and "Other". A white arrow points to the dropdown menu. The first option is highlighted in blue.

The applicant will be given the option to select an organization. **NOTE: SBO members who have not set up an account with STS should select "other". They will still receive the discounted rate.**

# Online Criminal Background Check Service

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SBO Member

- Please Select the Member -

Start My Check!

If your organization has set up an account with STS, you will be able to select your company name under the “Select the Member Menu”. This will provide tracking and options to have the check shared with your company.

# Online Criminal Background Check Service

myBackCheck.com  
Order • Store • Manage & Share your background check  
myBackCheck.com Registration

Company : School Bus Ontario

Location :

Role : Licensing - E-PIC

New to myBackCheck.com?

Please complete and submit the following form to advance to registration and begin your check.

Step 1 - Enter Required Information

Driver's Licence Number

Register Here

The applicant will start the process by creating a user account. The first piece of required information will be their Driver's Licence number. This is required in the event the MTO needs to contact SBO to confirm an applicant's identity.

**Failure to enter the licence number may result in the check being rejected by MTO.**

# Online Criminal Background Check Service

[Account Registration for Individuals](#)

Welcome to myBackCheck.com! The following form will allow you to create a personal account with us. All fields marked with \* are mandatory. If you have questions about our website or services, please refer to the [FAQ](#) or [contact us](#).

**General Preferences**

Language  
English

**Your Profile Information**

First Name \*

Last Name \*

Province \*

Date of Birth (YYYY/MM/DD) \*

Email \*

Verify Email Address \*

Phone Number (including Area Code) \*

Phone Extension

Choose a User Name \*

For your security, please ensure your password has at least 8 characters containing the following; one uppercase letter, one lowercase letter, and one number.

Password \*

Confirm Password \*

The applicant will then be required to enter all their personal and contact information to create the account. **An email address is required.** If the applicant does not have an email, they can create a free account through an online provider (gmail, outlook, etc.).

# Online Criminal Background Check Service

The applicant will be asked to select a number of security questions to complete the account setup process. Once complete, selecting "Register" will create the account

Security Questions ?

Who was your childhood hero? ▼

What high school did you attend? ▼

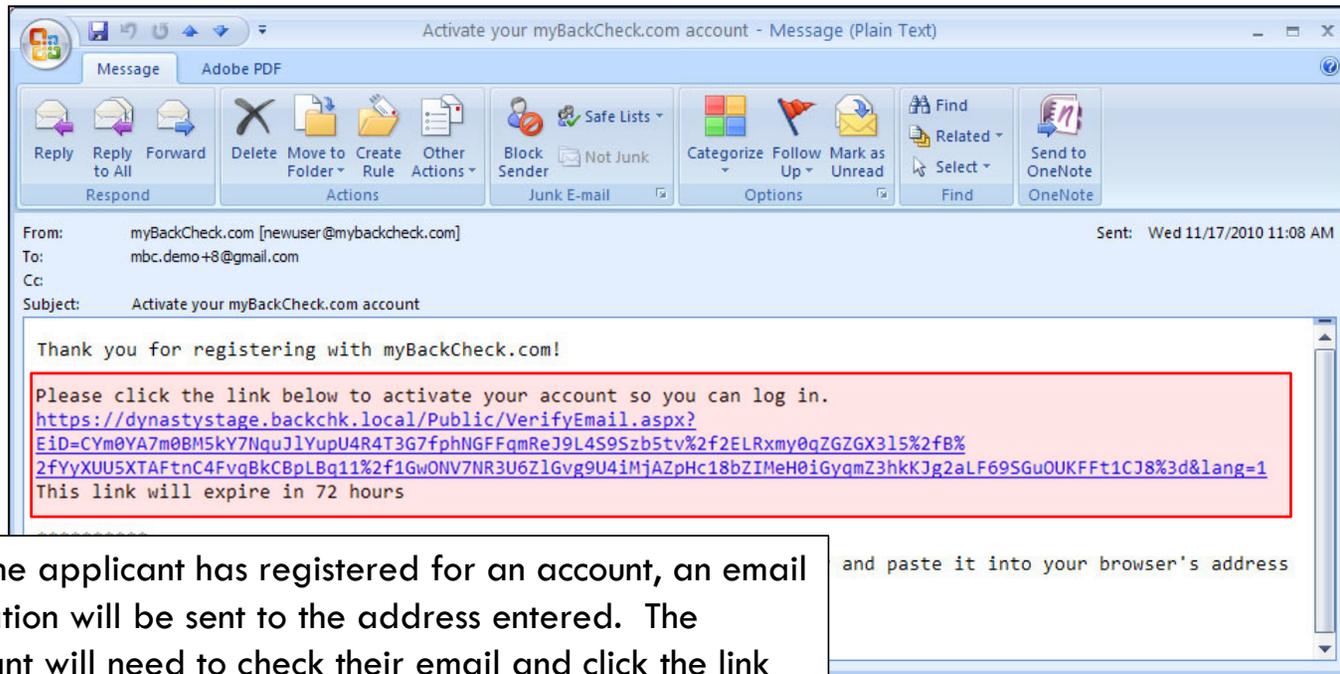
What is your favourite song? ▼

What is your favorite sport? ▼

What is your mothers maiden name? ▼

Register

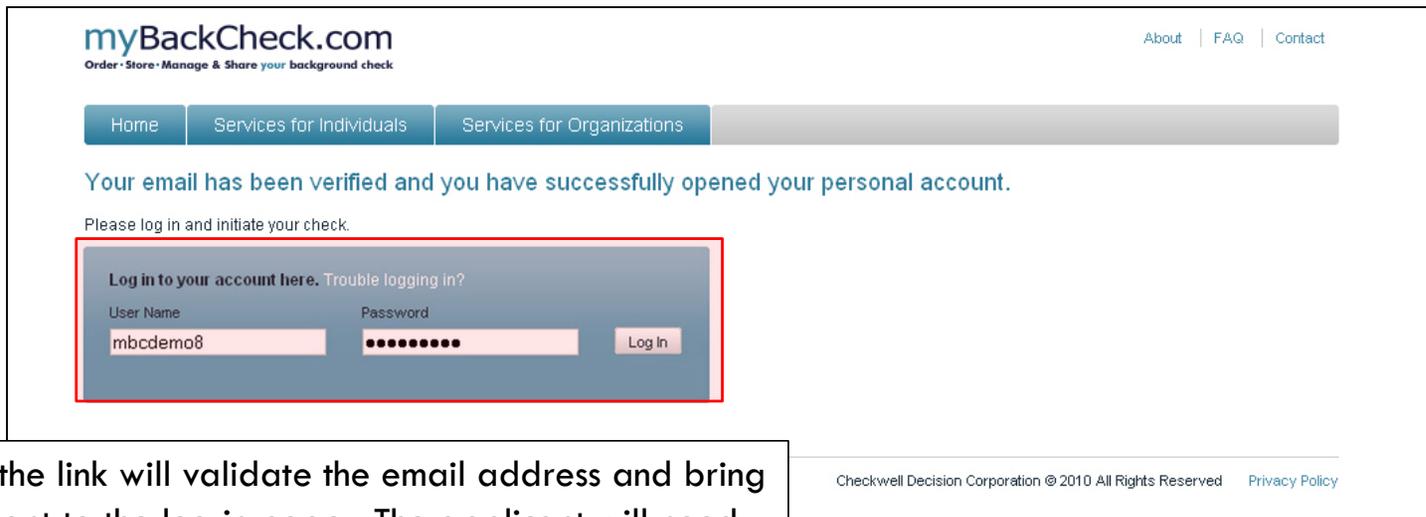
# Online Criminal Background Check Service



Once the applicant has registered for an account, an email verification will be sent to the address entered. The applicant will need to check their email and click the link provided to confirm their email address.

and paste it into your browser's address

# Online Criminal Background Check Service

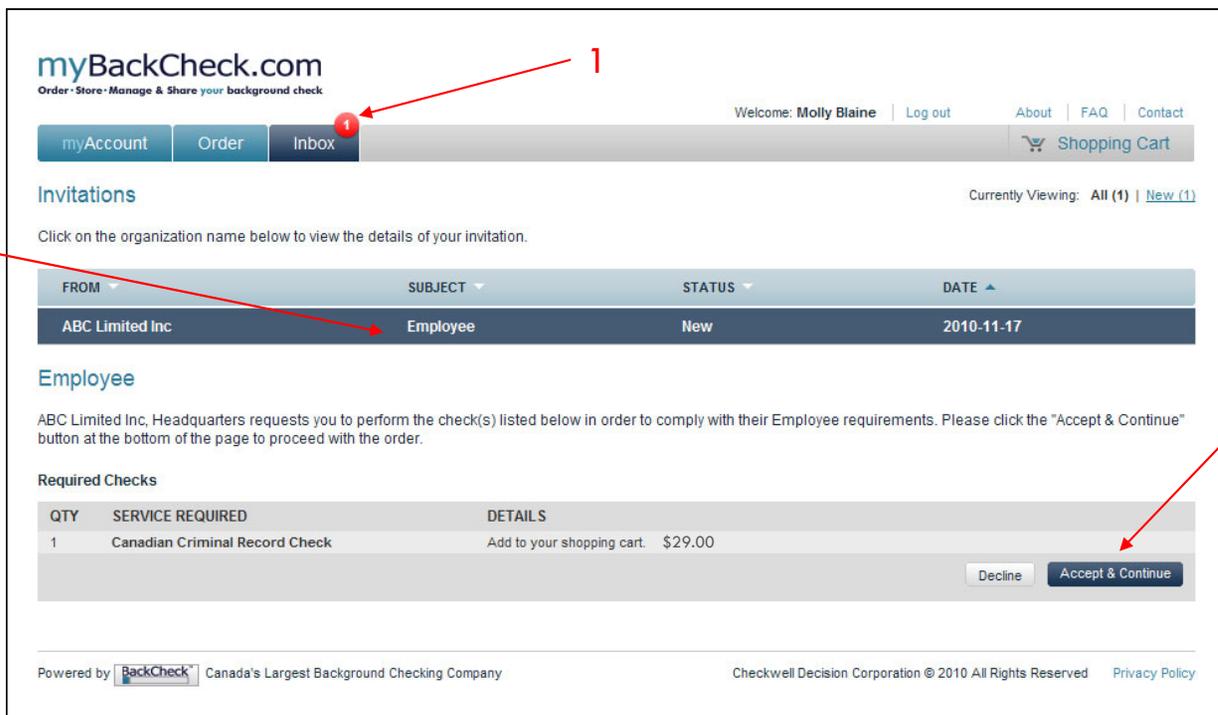


The screenshot shows the myBackCheck.com website. At the top left is the logo "myBackCheck.com" with the tagline "Order • Store • Manage & Share your background check". To the right are links for "About", "FAQ", and "Contact". Below the logo is a navigation bar with buttons for "Home", "Services for Individuals", and "Services for Organizations". A blue message box states: "Your email has been verified and you have successfully opened your personal account." Below this, it says "Please log in and initiate your check." A red box highlights a login form with the text "Log in to your account here. Trouble logging in?". The form has fields for "User Name" (containing "mbcdemo8") and "Password" (masked with dots), and a "Log In" button. At the bottom of the page, there is a footer with "Checkwell Decision Corporation © 2010 All Rights Reserved" and a "Privacy Policy" link.

Selecting the link will validate the email address and bring the applicant to the log in page. The applicant will need to log in with the user name and password they created.

After validating the account, the applicant can log back in at any time by going to <https://mybackcheck.com/Public/Login.aspx>

# Online Criminal Background Check Service



myBackCheck.com  
Order • Store • Manage & Share your background check

Welcome: Molly Blaine | Log out | About | FAQ | Contact

myAccount | Order | **Inbox** | Shopping Cart

### Invitations

Currently Viewing: All (1) | [New \(1\)](#)

Click on the organization name below to view the details of your invitation.

FROM	SUBJECT	STATUS	DATE
ABC Limited Inc	Employee	New	2010-11-17

### Employee

ABC Limited Inc, Headquarters requests you to perform the check(s) listed below in order to comply with their Employee requirements. Please click the "Accept & Continue" button at the bottom of the page to proceed with the order.

#### Required Checks

QTY	SERVICE REQUIRED	DETAILS
1	Canadian Criminal Record Check	Add to your shopping cart. \$29.00

Decline | **Accept & Continue**

Powered by  Canada's Largest Background Checking Company | Checkwell Decision Corporation © 2010 All Rights Reserved | [Privacy Policy](#)

Once logged into their account, the applicant will need to select the "Inbox" icon at the top. There they will see an invitation to complete a "Licencing – E-PIC". They will need to select the invitation for details and then select "Accept and Continue".

# Online Criminal Background Check Service

myBackCheck.com  
Order • Store • Manage & Share your background check

Welcome: Molly Blaine | Log out | About | FAQ | Contact

myAccount | Order | **Inbox** | Shopping Cart

### Purchase myBackCheck.com Service

Review your order and click 'Purchase'

Quantity	Service	Price	Sponsorship Amount	Line Item Total
1	Canadian Criminal Record Check	\$29.00	\$0.00	\$29.00

Sub Total: \$29.00  
Tax: \$3.77  
Order Total: \$32.77  
All Amounts in CAD

Clear Cart | Purchase

The applicant will be taken to a payment page where the \$29 plus HST fee will be collected by credit card. The fee can be paid with either a card belonging to the applicant or the company.

Companies who send an invite to an applicant with a “organization paid” account will bypass this step.

# Online Criminal Background Check Service

The driver's **names, gender, and date of birth** must be an **EXACT match** to what appears on the driver's licence.

A failure to match what is on the licence will result in the check being rejected by MTO.

**Canadian Criminal Record Check**

Step 1 - Enter your Identity Information  
To fulfill the requirements for a Canadian Criminal Record Check, you must provide the necessary personal information below.

**Identity and Contact Details**

First Name \* [REDACTED] Middle Name(s) [REDACTED]  
Last Name \* [REDACTED] Alias/Maiden/Other Name(s) [REDACTED]

**Personal Information**

Gender: \*  Female  Male Eye Colour \* [Brown]  
Height: ft. in. \* Imperial [5] [3]

**Birth Information**

Date of Birth (YYYY / MM / DD) \* [REDACTED] / Jul / 5 Country of Birth \* [Canada]  
City of Birth \* [REDACTED] Province/State of Birth \* [Ontario]

Following payment, the applicant will begin the background check by entering the required personal information:

- Names
- Gender
- Eye Colour
- Height
- Birth Information
- 5 year residence history
- SIN (Optional although this will assist in narrowing the identify confirmation questions later in the application)

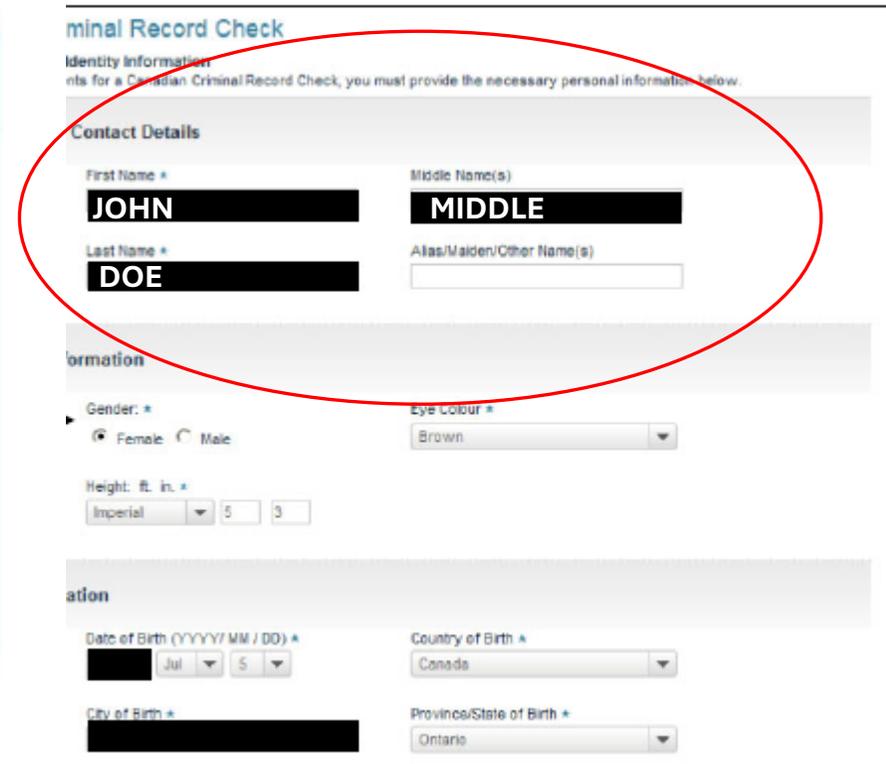
# SBO Online Checks – Drivers with Middle Names



## First and Middle Name Example

Note the comma between the names

# SBO Online Checks – Drivers with Middle Names



A screenshot of a "Criminal Record Check" form. The "Contact Details" section is circled in red. The form includes the following fields:

- Identity Information: (text)
- Contact Details:
  - First Name \*: JOHN
  - Middle Name(s): MIDDLE
  - Last Name \*: DOE
  - Alias/Maiden/Other Name(s):
- Personal Information:
  - Gender: \* (Female selected, Male unselected)
  - Eye Colour: \* (Brown)
  - Height: ft. in. \* (Imperial, 5, 3)
- Location:
  - Date of Birth (YYYY/ MM / DD) \*: (Jul, 5)
  - Country of Birth: \* (Canada)
  - City of Birth: \*
  - Province/State of Birth: \* (Ontario)

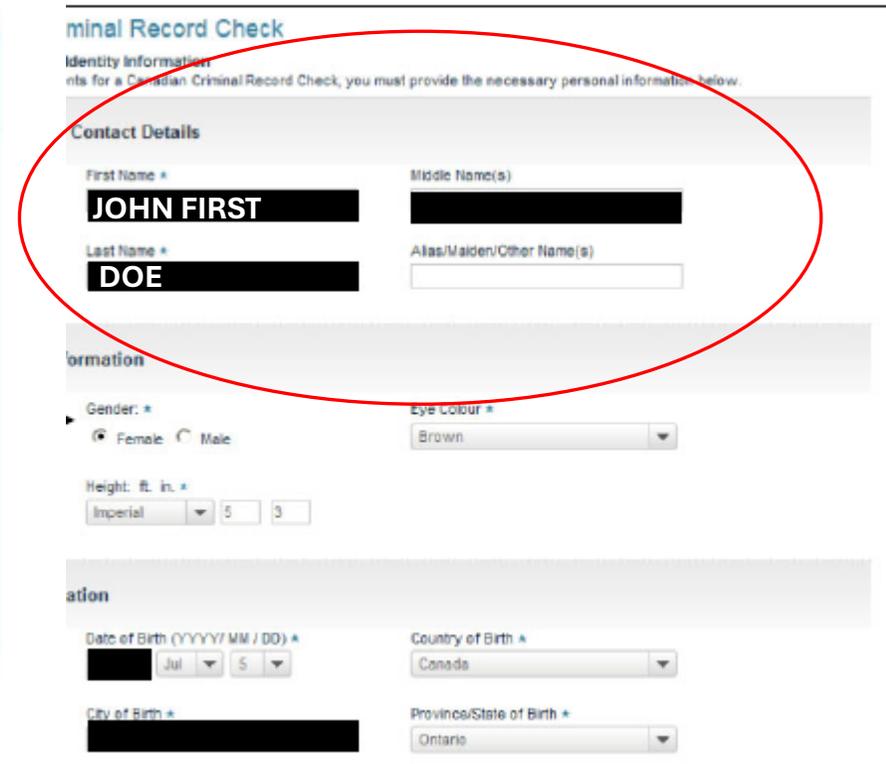
# SBO Online Checks – Drivers with Two First Names



## Two First Names Example

Note there is no comma between the names

# SBO Online Checks – Drivers with Middle Names



A screenshot of a "Criminal Record Check" form. The "Contact Details" section is circled in red. The form includes the following fields:

- Identity Information: For a Canadian Criminal Record Check, you must provide the necessary personal information below.
- Contact Details:
  - First Name \*: JOHN FIRST
  - Middle Name(s): [Redacted]
  - Last Name \*: DOE
  - Alias/Maiden/Other Name(s): [Empty field]
- Personal Information:
  - Gender: \* (Female selected, Male unselected)
  - Eye Colour: \* (Brown selected)
  - Height: ft. in. \* (Imperial selected, 5, 3)
- Location:
  - Date of Birth (YYYY/ MM / DD) \*: [Redacted] Jul 5
  - Country of Birth: \* (Canada selected)
  - City of Birth: \* [Redacted]
  - Province/State of Birth: \* (Ontario selected)

# SBO Online Checks – Drivers with a Family Name Only



## Family Name Only Example

Note the names are all on the upper line

# SBO Online Checks – Drivers with a Family Name Only



**Personal Record Check**

Identity information  
For a Canadian Criminal Record Check, you must provide the necessary personal information below.

Contact Details

First Name *	Middle Name(s)
JOHN	
Last Name *	Alias/Maiden/Other Name(s)
DOE	JOHN DOE

Personal Information

Gender: \*  
 Female  Male

Eye Colour \*  
Brown

Height: ft. in. \*  
Imperial 5 3

Personal Information

Date of Birth (YYYY / MM / DD) \*  
Jul 5

Country of Birth \*  
Canada

City of Birth \*  
[Redacted]

Province/State of Birth \*  
Ontario

# Online Criminal Background Check Service

**Canadian Criminal Record Check**  
Step 2 - Disclosure of Criminal Records

I understand that failing to provide information or omission of facts may disqualify me from consideration or placement with ABC Limited Inc. Note: This statement may not be applicable to you if not for employment purposes.

**Previous Offenses**

If you have any existing Canadian Criminal Offenses, please list them below. If you have ever been convicted of criminal offense(s) for which you have not been pardoned, please provide ALL details below. By entering no details you are indicating that you have never been convicted of a criminal offense for which you have not been pardoned.

Approx. Date (YYYY/MMM)	Offense
2008 Jul	theft under \$1000
Location	Penalty
Burnaby, BC	<input type="text"/> Add

The applicant will select an acknowledgement that they must disclose all of their criminal history.

The applicant must then enter the details of ALL criminal convictions for which they have not been pardoned. Leaving this section blank indicates the applicant has no criminal conviction history.

**Remember: Applicants with a criminal history should not use the online system. The check will be rejected by MTO.**

# Online Criminal Background Check Service

Please confirm that the information that you have provided is accurate

Details

[Redacted]

Residence

[Redacted]

Offense	Location	Penalty	Date
theft under \$1000	Burnaby, BC	fine	July 2008

Terms & Conditions

This request is made in compliance with the applicable provincial or municipal public sector privacy legislation in the province in which I am residing which allows a public body or municipality

By typing your name below and selecting the "I agree to the Terms and Conditions" checkbox, you confirm that you have read and consented to the terms and conditions described above.

First Name [Redacted] Last Name [Redacted]

I agree to the Terms and Conditions

The applicant will need to review and confirm their personal information as well as their criminal history

The applicant must then review the terms and conditions and accept them to proceed. With these terms, the applicant will be notified that results will be shared with the SBO and the account holder (if applicable). Sharing results with SBO is to allow us to provide the drivers licence number to the MTO if a record confirmation is required.

# Online Criminal Background Check Service

## Canadian Criminal Record Check

### Step 4 - Verify Your Identity

myBackCheck.com is proud to offer TransUnion Authentication. Verify your identity online by answering multiple choice questions generated from your credit history that only YOU should be able to answer.

Provide consent below and click "Continue to Identity Challenge Questions" to complete ID verification online. ID verification is mandatory for all Criminal Record Checks in Canada.

**Please keep in mind:**

- This is not a credit check and will not affect your credit rating in any way.
- Some or even all of the questions may not be related to your credit file. TransUnion does this on occasion as a fraud protection measure.
- Only you are able to view your questions. myBackCheck.com and TransUnion do not view the automatically generated questions or any of your responses.
- Should you be unable to confirm your identity online, additional identity verification options will be presented.

For information on your credit file, please call TransUnion at 1-877-559-5585.



\* I understand that continuing to the next page implies consent to TransUnion Authentication, which includes accessing information held in my personal consumer credit file for the purpose of identity verification.

Back to Step 3

Continue to Identity Challenge Questions

The applicant will proceed through an electronic identity verification. This is provided by TransUnion and will ask the applicant questions about their credit history. This has no effect on the applicants credit score. The questions and answers are not shared with SBO, Sterling Talent Solutions or TransUnion.

# Online Criminal Background Check Service

## Step 4 - Verify Your Identity - ID Challenge Questions

**!** The time you take to provide your answers could potentially impact your score. You will not be able to change your answer or return to a previous question.

Please complete this form in one sitting and do not click the 'back' button during the exam.

## Step 4 - Verify Your Identity - ID Challenge Questions

You have a loan (excluding auto loans) with which of the following financial institutions?

- HAMILTON MUNICIPAL EMPLOYEES
- CDN IMPERIAL BANK OF COM
- ATLAS & CIVIC CREDIT UNION
- ATB FINANCIAL
- NONE OF THE ABOVE

Continue

This is a sample of the type of question the applicant will be asked to validate their identity.

# Online Criminal Background Check Service

## Your Criminal Record Check is now Processing!

You will receive an email notification once your check is complete.

\*Remember: This is your personal account. You may log in at any time to view your check and share it with any additional organizations.

You have successfully verified your identity with TransUnion Authentication.

Please keep in mind:

- This is not a credit check and will not affect your credit rating in any way.
- Some or even all of the questions may not be related to your credit file. TransUnion does this on occasion as a fraud protection measure.
- Only you are able to view your questions. myBackCheck.com and TransUnion do not view the automatically generated questions or any of your responses.

For information on your credit file, please call TransUnion at 1-877-559-5585.



[Back to myAccount](#)

If the identity validation is successful, the application process is complete and will be processed. The typical completion time is one business day. In some cases, the check will be returned to the applicant in a couple of hours. The applicant will receive an email notifying them when the check is completed.

# Online Criminal Background Check Service

**The results of the exam were inconclusive.**  
**What can you do now?**

**Try Online ID Verification Again**  
If you wish to revise the information you provided, attempt the process again by clicking the **Try again** button. Note that providing your Social Insurance Number can improve TransUnion's ability to locate your file.

[Try Again](#)

OR

**Continue with In-Person ID Verification:**

**Your Option(s):**

**Canada Post ID Verification**  
Download and print the Canada Post Physical ID Verification Form by clicking on the button below. Present the form to a Canada Post Retail Clerk at a participating Canada Post location, along with two pieces of ID. One must be government-issued photo ID; the second ID must display your full name. See page 1 of the form for acceptable ID options.

The Canada Post Retail Clerk will verify your ID and fax the completed form to myBackCheck.com to proceed with your check.

To find a participating Canada Post location near you, [click here](#).

[Download Form](#)

If the applicant was unsuccessful in completing the ID verification, the applicant may try again or will need to download a form to conduct an in-person verification at a Canada Post location.

# Online Criminal Background Check Service

Dear/Chère Client,

Results for [REDACTED] have been published to your [www.myBackCheck.com](http://www.myBackCheck.com) account.

Les résultats pour [REDACTED] ont été publiés sur votre compte.

Once the background check is processed, the applicant will receive an email. The applicant will need to select the link provided and log back into their individual account.

<p><b>For Individuals</b></p> <p>Share your results where you work or volunteer... <a href="#">Read more</a></p> <p><a href="#">Start your background check now!</a></p> <p>Already have an account? Log in here. <a href="#">Trouble logging in?</a></p> <p>User Name <input type="text"/> Password <input type="password"/> <a href="#">Log In</a></p>	<p><b>For Organizations</b></p> <p>End-to-end background checking solutions... <a href="#">Read more</a></p> <p><a href="#">Start your screening program now!</a></p> <p>Already have an account? Log in here.</p> <p>User Name <input type="text"/> Password <input type="password"/> <a href="#">Log In</a></p>
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The applicant can also access their account at any time by going to [www.mybackcheck.com](http://www.mybackcheck.com). If needed, the applicant can also reset their password, get login info, etc.

# Online Criminal Background Check Service

**view&Share**

Once the check(s) below are updated with a Complete status, click on the **view&Share** button to share with other organizations.

SERVICE NAME	STATUS	DATE COMPLETED	REQUESTING ORGANIZATION	
Canadian Criminal Record Check with Local Police Information	Complete	2017-01-02	Ontario School Bus Association	<a href="#">view&amp;Share</a>

**Identity Information provided by the individual**

Legal Name  
Middle Name(s)  
Date of Birth  
Gender  
Other Name(s) Used

**Details provided by our police partners**

Result	Comments
✓ Clear	<b>Cdn. Criminal Record Check</b> Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did not identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
✓ Clear	<b>Local Police Information</b> A search based on the name and date of birth of the subject has identified no additional relevant information held within Local Police Records.

**Criminal Record Disclosure as entered by the individual**  
No disclosure provided.

After logging into the account, the applicant will see the completed criminal background check. Selecting "View & Share" will allow the applicant to view the results.

The results will appear on the left side of the screen. The option to share on the right.

# Online Criminal Background Check Service

**Prior** to sharing results with the MTO, the applicant **must** ensure the result returned qualifies for sharing with the MTO.

**Eligible** for sharing with the MTO

Details provided by our police partners

Result	Comments
✓ Clear	Cdn. Criminal Record Check Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did not identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
✓ Clear	Local Police Information A search based on the name and date of birth of the subject has identified no additional relevant information held within Local Police Records.

Criminal Record Disclosure as entered by the individual  
No disclosure provided.

A **Clear** result indicates no criminal conviction history was identified.

# Online Criminal Background Check Service

**Prior** to sharing results with the MTO, the applicant **must** ensure the result returned qualifies for sharing with the MTO.

## Details provided by our police partners

Result	Comments
✘ Not Clear	Cdn. Criminal Record Check
<p>Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records has resulted in a possible match to a registered criminal record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. As such, the criminal record information declared by the applicant does not constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.</p> <p>Criminal Record Disclosure – Confirmed: Based upon the offence and date information, the Criminal Record Disclosure provided is an accurate and complete representation of the releasable records in the RCMP National Repository of Criminal Records located using the subject's name and date of birth. Only a comparison of fingerprints can confirm or disprove this result.</p>	

## Criminal Record Disclosure as entered by the individual

Convicted Offence	Assault
Approx. Date of Conviction	1999 Jan
Location of Conviction	Coquitlam
Penalty/Disposition Received	Fine

**NOT Eligible** for sharing with the MTO

A **Not Clear – Confirmed** result indicates the applicant's self-declared criminal conviction history was confirmed as accurate.

The MTO will require more information so **a CRJM or VSS must be mailed in.**

# Online Criminal Background Check Service

**Prior** to sharing results with the MTO, the applicant **must** ensure the result returned qualifies for sharing with the MTO.

Result	Comments
 Not Clear	Cdn. Criminal Record Check
	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could not be completed. Positive identification that a criminal record does or does not exist requires the applicant to submit fingerprints to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
	 Criminal Record Disclosure – Not Confirmed: Based upon the offence and date information, the Criminal Record Disclosure provided is NOT an accurate and complete representation of the releasable records in the RCMP National Repository of Criminal Records located using the subject's name and date of birth. Only a comparison of fingerprints can confirm or disprove this result.
<b>Criminal Record Disclosure as entered by the individual</b>	
Convicted Offence	Failed To Provide Sample And Drive While Ability Impaired
Approx. Date of Conviction	1999 Jan
Location of Conviction	Alberta
Penalty/Disposition Received	Fine

**NOT Eligible** for sharing with the MTO

A **Not Clear – Not Confirmed** result indicates the applicant's self-declared criminal conviction history was **not** confirmed as accurate.

The MTO will require more information so **a CRJM or VSS must be mailed in.**

# Online Criminal Background Check Service

**Prior** to sharing results with the MTO, the applicant **must** ensure the result returned qualifies for sharing with the MTO.

## Details provided by our police partners

Result	Comments
 Not Clear	<b>Cdn. Criminal Record Check</b> Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could not be completed. Positive identification that a criminal record does or does not exist requires the applicant to submit fingerprints to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
 Defer to Local Police	<b>Local Police Information</b> Based on the name and date of birth of the subject, a search of Local Police Records may have identified additional information that may or may not be relevant to the position applied for. Further information, if available, will be listed below.  The search could not be completed. The applicant must complete this check at their local police service.

**Criminal Record Disclosure as entered by the Individual**  
No disclosure provided.

**NOT Eligible** for sharing with the MTO

A **Defer to Local Police** or **Questionable** result indicates the record search identified results that may or may not be applicable to this applicant.

The MTO will require more information so **a CRJM or VSS must be mailed in.**

# Online Criminal Background Check Service

Canadian Criminal Record Check with Local Police Information Results

Issued: 2017-01-02

Identity Information provided by the individual

Legal Name  
Middle Name(s)  
Date of Birth  
Gender  
Other Name(s) Used

Details provided by our police partners

Result	Comments
Clear	Cdn. Criminal Record Check Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did not identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
Clear	Local Police Information A search based on the name and date of birth of the subject has identified no additional relevant information held within Local Police Records.

Criminal Record Disclosure as entered by the individual  
No disclosure provided.

Printable Version

Share This Check!

Type the name of the organization in the box below:  
Ministry of Transportation

Ministry of Transportation, Headquarters

I hereby grant and acknowledge \*\* selected organization \*\* to have access to view results of my check(s).

Send a personal message (optional):

Share Check!

Can't find your organization? [Click here to invite them](#)  
If you cannot find the organization you want to share your check with, invite them to join myBackCheck.com!

Sharing History

Organization / Location	Role	Shared Date
	Licensing - E-PIC	2017-01-02

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3

The results can be shared electronically with the MTO by typing in “Ministry of Transportation” in the search bar. The correct option will then appear in the drop down menu. Select the Share Check button to share with the MTO.

# Online Criminal Background Check Service

**Identity information provided by the individual**

Legal Name  
Middle Name(s)  
Date of Birth  
Gender  
Other Name(s) Used

**Details provided by our police partners**

Result	Comments
<input checked="" type="checkbox"/> Clear	<b>Cdn. Criminal Record Check</b> Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did not identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
<input checked="" type="checkbox"/> Clear	<b>Local Police Information</b> A search based on the name and date of birth of the subject has identified no additional relevant information held within Local Police Records.

**Criminal Record Disclosure as entered by the individual**  
No disclosure provided.

[Printable Version](#)

**Share This Check!**

Type the name of the organization in the box below:

Select your role with the organization:  
Please Select

I hereby grant and acknowledge \*\* selected organization \*\* to have access to view results of my check(s).

Send a personal message (optional):

[Share Check!](#)

**Can't find your organization?** [Click here to invite them](#)  
If you cannot find the organization you want to share your check with, invite them to join myBackCheck.com!

**Sharing History**

Organization / Location	Role	Shared Date
Ministry of Transportation of Ontario, Headquarters	Licensing - E-PIC	2017-05-10
	Org - Licensing - E-PIC	2017-05-10

To confirm the results have successfully been shared with MTO, look for the listing under the “Share History” section.

# SBO Online Checks – Avoiding Issues

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- Encourage drivers to share results with MTO as soon as they are returned from MyBackCheck. **Waiting to share results can make it very difficult for MTO to find the check after it is shared as results are sorted by check completion date, not share date.**

Sharing History		
Organization / Location	Role	Shared Date
Ministry of Transportation of Ontario, Headquarters	Licensing - E-PIC	2024-06-14
[REDACTED]	Licensing - E-PIC	2024-05-30



# SBO Online Checks – Avoiding Issues

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- If a driver has to have an online check corrected, they do not need to re-share as MTO can automatically see the corrected result. However, MTO should be notified that the correction has been made so they know to go into the system and look at the results again.

# Online Criminal Background Check Service

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- MTO has indicated that they will process “Clear” results within about 48 hours of when they are received.
- After processing, it takes one day for the driver record to update (updates only occur overnight).
- No notification is provided once the results are processed.
- Confirmation can be obtained by calling ServiceOntario at (416) 235-2999 or (800) 387-3445.

# Online Criminal Background Check Service

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## Company Account

- Applicants can continue to use SBO page but will be able to select the bus company and share results with them.
- You will be provided with an account and login.
- You will have the option manually invite applicants to complete the background check through your account page.
- The invite will be sent to the applicant via email. The applicant can pay, or the company can be invoiced for bulk checks.
- You must ensure the applicant enters their Drivers Licence number in the appropriate field.

## No Company Account

- Applicants access the service through the SBO page and proceed as outlined above.
- Applicant selects “Other” to proceed.
- Credit card must be used to pay for the check.
- No option to electronically share results with the bus company.