



School Volunteers – Criminal Record Checks

Any volunteers in your schools (coaches, drivers, etc.) that will be unsupervised at any time with students are required to have a Criminal Record Check completed before they are allowed to volunteer with your school.

Online Process (eCRC):

There is no charge for Volunteers to use the Online Process as we are a registered volunteer organization.

1. Provide volunteer with the following link and access code:

Online Link: <https://justice.gov.bc.ca/criminalrecordcheck>

Access Code: 6TQTFUJGQP

This access code is unique to our organization and is not to be posted publicly.

2. Provide volunteer with the link (preferred) or a printed copy of the eCRC Online Service Walk-through Guide.

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/ecrc_online_service_-_user_guide_2021.pdf

3. If the online process is successful, the request for a Criminal Record Check will be submitted to the Criminal Records Review Program for processing. Completed Criminal Record Checks will be sent directly to the District's Authorized Contact once they are complete.

- a. **Primary Authorized Contact:** Veronica Deacon
Executive Assistant to the Secretary-Treasurer
- b. **Secondary Authorized Contact:** Erin Gorman
Executive Assistant to the Superintendent

4. The Authorized Contact will then share the results of the volunteer's Criminal Record Check with the schools and will advise whether the volunteer can begin volunteering with the district, depending on if a review indicates that a record "may or may not exist".

Manual Process:

If the Online Process is not an option for the volunteer, they will be required to have their application form and their I.D. verified manually by either the School Secretary or Principal.

1. Ensure that the volunteer has completed the following sections of [Form CRR026 – Volunteer Consent to a Criminal Record Check](#):
 - i. First Page – SECTION 2: FOR VOLUNTEER USE – all boxes are checked
 - ii. Second Page – PART 1: APPLICANT INFORMATION
 - iii. Second Page – PART 4: CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGEMENTS – signed and dated by the volunteer
2. Have the volunteer provide you with two pieces of I.D. for verification.
****one of the pieces of identification must be government-issued and include the volunteer's name, date of birth, signature, and photo****
3. Verify the volunteer's I.D. and the corresponding applicant information on their completed form.
4. Complete, sign and date the [CRRP – Accountability & Acknowledgement Letter](#). Acceptable forms of Primary and Secondary Identification are noted on page 2.
5. Submit all of the following original documents to the District's Authorized Contact:
 - a. All pages of Form CRR026
 - b. Signed CRRP – Accountability & Acknowledgement Letter

The original documents must be submitted to the Authorized Contact for the criminal record check request to be processed. Email scans or copies can't be accepted.

6. The Authorized Contact will sign off on the Volunteer's Form CRR026 and submit to the Criminal Records Review Program for processing.
Completed Criminal Record Checks will be sent directly to the District's Authorized Contact once they are complete.
5. The Authorized Contact will then share the results of the volunteer's Criminal Record Check with the schools and will advise whether the volunteer can begin volunteering with the district, depending on if a review indicates that a record "may or may not exist".