



AP A7 Volunteers Criminal Record Checks

Legislative References: *Criminal Record Review Act*

Policy Reference: 2.60 Volunteers

Collective Agreement References: None

Date: August 29, 2024

The *Criminal Records Review Act* ensures people who work with or may have potential for unsupervised access to children or vulnerable adults undergo a criminal record check. Individuals wishing to volunteer at any Gulf Islands School District school, must complete a vulnerable sector criminal record check through the Criminal Record Review Program (CRRP) prior to commencing volunteer activities or working in a school as a volunteer.

Processes

Volunteers can now complete their own criminal record check requests online. Once complete, the request results will be forwarded to the school board office for review.

Use the link and code below to access the online Criminal Record Check (eCRC) request:

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

Access Code: DNW8SBGDPQ

Identity verification is a requirement of the eCRC application process. Applicants have two options for ID verification when completing an eCRC request:

1. **BC Services Card Login (Recommended):** Applicants that live in British Columbia, and have a physical BC Services Card can choose to use the [BC Services Card Login](#) as a secure and easy way to prove their identity online and submit an application. Or,
2. Applicants that live in another Canadian province or territory and do not have a BC Services Card can submit an online Criminal Record Check request using the link and code provided above and selecting the option '*Continue without your BC Services Card Login*'. After completing the online form, applicants will need to bring their [government-issued photo ID](#) to the School Board office (112 Rainbow Road) to verify their identity.

Applicants who do not have a physical BC Services Card and are otherwise ineligible to use the EIV process to submit the eCRC request can visit their catchment school office to complete a 'Volunteer Consent to a Criminal Record Check' form.

Criminal Record Reviews are valid for five (5) years and there is no charge to the applicant.