

We're pleased to announce an exciting update that will enhance the efficiency of the Police Information Checks (PICs). Starting this week, the process is transitioning from paper-based to an online system. Paper copies will still be accepted until the end of June, but we encourage everyone to complete the process online moving forward. This change will benefit staff, volunteers, and families by streamlining the process, reducing administrative time, and ensuring quicker access to approved volunteer records. Once the PIC is completed online, the clearance letter will be sent directly to the Board office. This means applicants will no longer need to visit the RCMP office to drop off or pick up their documents, making the process more efficient for everyone.

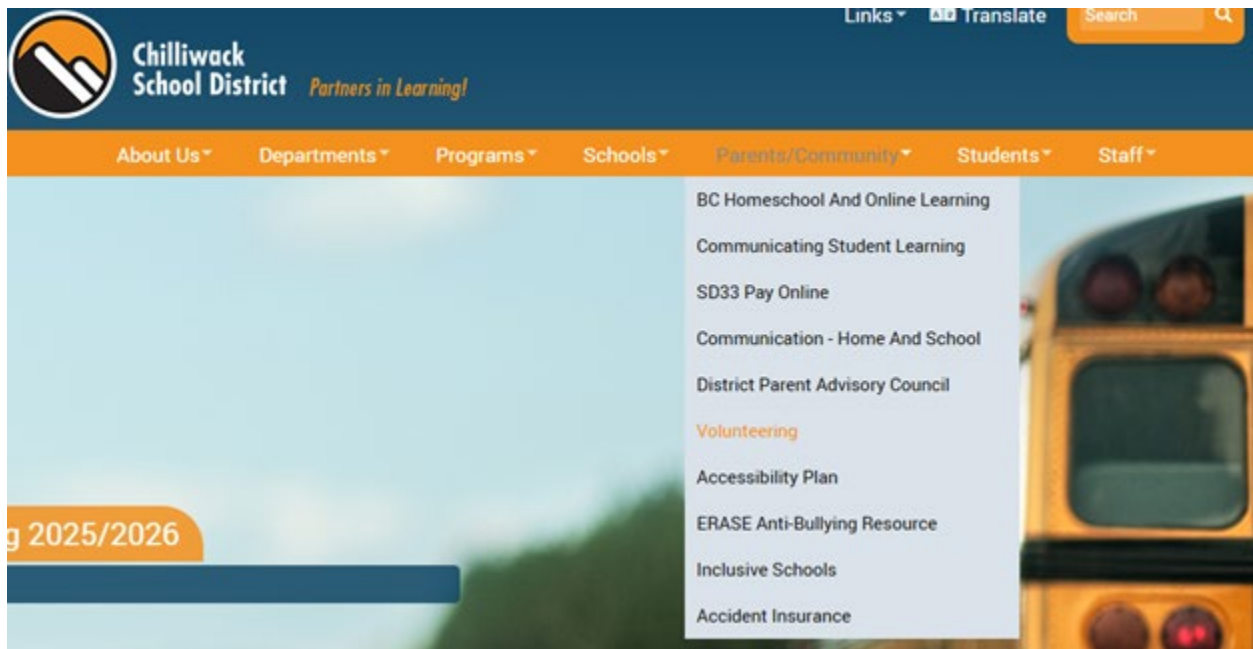
All volunteers with the Chilliwack School District are required to complete a Vulnerable Police Information Check (PIC) in accordance with the **Criminal Records Review Act**, applicants for volunteering are subject to Section 24.4 (1), which states:

“Before working with children or working with vulnerable adults as a volunteer with a registered specified organization, an individual must provide to the registered specified organization a criminal record check authorization or a criminal record check verification authorization, as applicable.”

The PICs completed through the new online platform, Criminal Records Review Program (CRRP), are effective for 5 years and there is no cost associated with the check. Volunteers and homestay parents can now complete their Police Information Check (PIC) using the link and access code below.

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

Access Code: **UKAGZSBMJ2**



Please refer to the information below for guidance:

- Staff Process: [Police Information Checks](#)
- How-to Guide: [Police Information Check - Applicant Guide](#)
- Watch the how-to video for guidance: [CRC Applicant Process](#)
- Please note that if applicants do not have or chose not to create a BCeID account, they will be required to make an appointment with the Board Office for an ID Verification by emailing volunteer@sd33.bc.ca or calling 604-792-1321. **Failure to do so will result in a delay to the PIC being processed. Applications will be discontinued after 90 days if an appointment is not scheduled.**

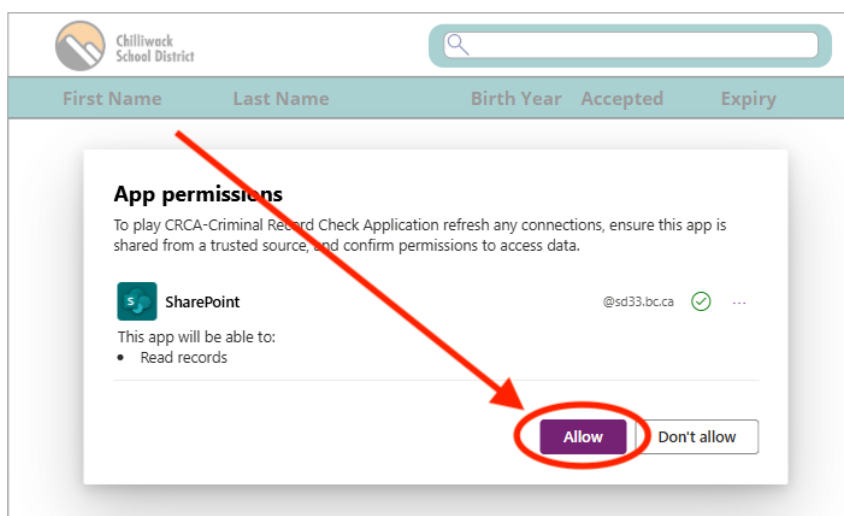
Benefits for Schools

Simplified Tracking

Principals, Vice Principals, and Clerical Staff will receive access to a shared [SharePoint page](#) that lists all approved PICs for volunteers and homestay parents across the district.

Please note when you enter the SharePoint page for the first time, you will need to click “Allow” on the app permissions pop up.

Approved Volunteer and Homestay Police Information Checks (PICs).



Real-Time Access

You'll be able to quickly search and confirm whether a volunteer has a current PIC on file. If not, simply refer them to the online link to complete it.

Historical Records Included

The spreadsheet will also include PICs from previous years for easy reference.

Recommendation

We also recommend keeping a list of active volunteers at your site to verify against the approved PIC records for added clarity and coordination.

Why This Matters

This transition will:

- Reduce paperwork and streamline the volunteer approval process.
- Provide quicker turnaround times for PICs.
- Ensure safer, more efficient coordination of volunteer involvement in schools.
- Eliminate the need for applicants to personally drop off or pick up document

We're excited about this improvement and the positive impact it will have on school operations and community engagement. You will find attached a newsletter if you so desire. The district will also provide support by communication the change through its channels. Thank you for your ongoing support as we implement this change.

If you have any questions or need further assistance, please don't hesitate to reach out to the Board Office at volunteer@sd33.bc.ca.

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