



Applicant Guide Police Information Check

All volunteers and homestay parents with the Chilliwack School District are required to complete a Vulnerable Police Information Check (PIC) through the Criminal Records Review Program (CRRP). PIC's are effective for 5 years and there is no cost associated with the online form.

In accordance with the Criminal Records Review Act, Applicants for volunteering, section 24.4 (1) *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.*

Please visit the link below to complete your Police Information Check (PIC). The access code is also required when proceeding with the online submission. In order to assist in successful completion, please read the guide below and have all your documents ready before clicking on the link.

Link To CRC Applicant Process Video: <https://youtu.be/RP58Vipb-hI?si=KrpXorgtJPFUFxIk>

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

Access Code: **UKAGZSBMJ2**

1. When you access the link, you will see the page displayed below. Type in the access code provided above and click continue.

A screenshot of the 'Criminal Record Check Application' page from the British Columbia government website. The page has a blue header with the BC logo and the title 'Criminal Record Check Application'. The main content area is white and contains the following text: 'Criminal Record Check', 'In British Columbia, if you work or volunteer with, or have the potential for unsupervised access to children and/or vulnerable adults, you are required to complete a criminal record check.', 'How do I submit a CRC request online?', 'To submit an online request for a criminal record check, you must:', a bulleted list of requirements (be at least 12 years of age, have an access code, have identity verified), and a link 'Learn how to set up the BC Services Card Login'. Below this is the 'Access code:' section, which says 'Enter the access code provided by your organization. An access code is required to proceed with the online submission.' and features a text input field labeled 'Enter your code here' and a blue 'Continue' button. A red arrow points to the input field. At the bottom, there is a 'Need help?' section with contact information for applicants and organizations.

BRITISH COLUMBIA Criminal Record Check Application

Criminal Record Check

In British Columbia, if you work or volunteer with, or have the potential for unsupervised access to children and/or vulnerable adults, you are required to complete a criminal record check.

How do I submit a CRC request online?

To submit an online request for a criminal record check, you must:

- Be at least 12 years of age as of today's date.
- Have an access code provided by your organization.
- Have your identity verified by using the BC Services Card Login. If you choose not to use the BC Services Card Login, your organization will verify your ID after you submit your criminal record check.

[Learn how to set up the BC Services Card Login](#)

Access code:

Enter the access code provided by your organization. An access code is required to proceed with the online submission.

Enter your code here

Need help?

For applicants, contact your organization for your access code.

For organizations, if you have a question about the online submission process or to register your organization, contact the Criminal Records Review Program (CRRP) at criminalrecords@gov.bc.ca or by phone at 1-855-587-0185 (option 2).



2. Review the information provided on the page is correct and click Next. Under "Job Title" enter VOLUNTEER or HOMESTAY.

The screenshot shows the 'Criminal Record Check Application' interface. At the top, a progress bar indicates the current step is 'Organization Information' (step 2). Below the progress bar, a form titled 'Confirm the following information related to your criminal record check' contains several input fields. A red arrow points to the 'Job Title' field. At the bottom of the form, there are 'Previous' and 'Next' buttons. The 'Next' button is circled in red.

3. Review the Terms of Use, scroll to the bottom and check off that you have read and accepted the Terms of Use, then click Next.

The screenshot shows the 'Terms of Use' page. The page title is 'Terms of Use'. Below the title, there is a scrollable area containing the text of the terms. At the bottom of the scrollable area, there is a checkbox labeled 'I have read and accept the above Terms of Use'. A red arrow points to this checkbox. Below the checkbox, there are 'Previous' and 'Next' buttons. The 'Next' button is circled in red.



4. Please select one of the options.

*Please note: if you do not have or chose not to create a BCeID account **you will need to make an appointment to come in to the Board Office (8430 Cessna Drive) 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.** If continuing without BC Services Card Login proceed to step 5.*

- a. BC Services Card Login steps. Once confirmed on the app it will take you to the Application Page (Step 5).



5. Enter the requested fields and click next.

The screenshot shows the 'Criminal Record Check Application' interface. A progress bar at the top indicates the current step is 'Personal Information' (step 4), with previous steps 'Checklist', 'Organization Information', and 'Log In' marked as complete. The main form area is titled 'Confirm your information' with the instruction 'Legal name must match your government-issued identification'. It contains input fields for 'Legal Given Name', 'Middle Name 1 (optional)', 'Middle Name 2 (optional)', 'Legal Surname', 'Email', and 'Phone Number'. Below these fields is a checkbox labeled 'I have only a given name OR a surname'. At the bottom of the form are 'Previous' and 'Next' buttons. The footer includes links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

6. Enter the requested field and click next.

The screenshot shows the 'Criminal Record Check Application' interface. The progress bar indicates the current step is 'Personal Information' (step 4). The main form area is titled 'Your personal information' with the instruction 'Date of birth must match your government-issued identification'. It contains input fields for 'Date of Birth' (with a calendar icon), 'Birthplace', 'BC Drivers Licence # (optional)', and 'Sex (optional)' (a dropdown menu). At the bottom of the form are 'Previous' and 'Next' buttons. The footer includes links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.



7. Enter alias information, if applicable. Select next to proceed.

BRITISH COLUMBIA Criminal Record Check Application

Checklist Organization Information Log In **Personal Information** Terms and Conditions Application Submitted

Have you ever had a previous name?

☐ No

☒ Yes

Previous Names

Given Name (optional)

Middle Name 1 (optional)

Middle Name 2 (optional)

Surname

[Add Another Name](#)

[Previous](#) [Next](#)

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8. Enter your address. Select the Next button.

BRITISH COLUMBIA Criminal Record Check Application

Checklist Organization Information Log In **Personal Information** Terms and Conditions Application Submitted

What is your mailing address?

Address Completed by Canada Post 12345

Country: Canada

12345 Blvd. St. Laurent, Montreal, QC, H4C 2G6

12345 Country Rd. NE Calgary, AB, T2B 5M1

12345 Highway 100, Skutumpah, ON, L4A 1C3

12345 20th St. Maple Ridge, BC, V2X 1M1

12345 Dr. Tecumseh, ON, N9K 1B2

City: Edson

Province/State: Alberta

Postal/Zip Code: T7B 1B2

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- Review and confirm the information entered. At the bottom of the page, complete the declaration confirming that the information is correct, and click Next.

The screenshot shows the 'Criminal Record Check Application' form. The progress bar at the top indicates the following steps: Checklist (completed), Organization Information (completed), Log In (completed), Personal Information (current step, highlighted in orange), Terms and Conditions (pending), and Application Submitted (pending). The main content area is titled 'Review the following information' and contains two sections: 'Organization Information' and 'Contact Information'. The 'Organization Information' section includes fields for 'Requesting Organization' (Brown Daycare), 'Organization Phone Number' (250-555-5555), 'Organization Address' (123-150 Tyus Dr, North York, Ontario, Canada, M8B 1W8), and 'Job Title' (Assistant). The 'Contact Information' section includes fields for 'Contact Given Names' (George), 'Contact Surname' (Costanza), 'Email' (joe.elliott@brown daycare.ca), 'Phone Number' (250-555-5555), 'Date of Birth' (1996-02-06), 'Birthplace' (Victoria, Canada), 'BC Drivers License' (Yes), 'Sex' (M), 'Previous Names' (—), and 'Mailing Address' (67047 Alderbrook Cres, Surrey, BC, Canada, V4N 1C6). At the bottom of the form, there are 'Previous' and 'Next' buttons. The footer contains links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

- Certify that the information provided is complete and accurate. Verify the CAPTCHA and click Submit.

The screenshot shows the 'Criminal Record Check Application' form. The progress bar at the top indicates the following steps: Checklist (completed), Organization Information (completed), Log In (completed), Personal Information (completed), Terms and Conditions (current step, highlighted in orange), and Application Submitted (pending). The main content area is titled 'Consent to a Criminal Record Check' and contains a 'Declaration' section. The declaration text reads: 'I certify that, to the best of my knowledge, the information I have provided and will provide as necessary is complete and accurate.' Below the declaration, there is a checkbox that is checked, a 'I'm not a robot' checkbox, and a CAPTCHA image. At the bottom of the form, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red circle. The footer contains links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.



11. Tick each checkbox to consent to the criminal record check, digitally sign, and submit.

The screenshot shows the 'Criminal Record Check Application' form from the British Columbia government. The form has a progress bar at the top with steps: Checklist, Organization Information, Log In, Personal Information, Terms and Conditions, and Application Submitted. The 'Terms and Conditions' step is currently active. The main content area is titled 'Consent to a Criminal Record Check' and contains several paragraphs of text with checkboxes for consent. The text includes statements about consenting to a criminal record check, a Vulnerable Sector search, and the collection and disclosure of personal information. The checkboxes are currently unchecked.

Consent to a Criminal Record Check

Please read and agree to each of the following statements:

☐ I hereby consent to a criminal record check pursuant to the *Criminal Record Review Act* (CRRA) to determine whether I have a conviction or outstanding charge for any relevant or specified offence(s) as defined under that Act (CRRA check). I hereby consent to a check of available law enforcement systems as further described below, including any local police records.

☐ I hereby consent to a Vulnerable Sector search to check if I have been convicted of and received a record suspension (formerly known as a pardon) for any sexual offences as per the *Criminal Record Review Act*. For more information on Vulnerable Sector searches, please visit the Royal Canadian Mounted Police (RCMP) website: <http://www.rcmp.gc.ca/en/types-criminal-background-checks>. I understand that as part of the Vulnerable Sector search, I may be required to submit fingerprints to confirm my identity. In addition, where the results of a check indicate that a criminal record or outstanding charge for a relevant or specified offence(s) may exist, I agree to provide my fingerprints to verify any such criminal record.

My organization and I will be notified that I have an outstanding charge or conviction for a relevant or specified offence(s), and that the matter has been referred to the Deputy Registrar for review. The Deputy Registrar will determine whether or not I present a risk of physical or sexual abuse to children and/or physical, sexual, or financial abuse to vulnerable adults as applicable; the determination will include consideration of any relevant or specified offence(s) for which I have received a record suspension (formerly known as a pardon).

☐ If I am charged with or convicted of any relevant or specified offence(s) at any time subsequent to the criminal record check authorization herein, I agree to report the charge(s) or conviction(s) to my organization, in a timely manner, with a new criminal record check authorization.

For the purpose of completing my CRRA check as described above, I authorize the collection and/or consent to the disclosure of my personal information within Canada, as follows:

☐ Pursuant to the *Freedom of Information and Protection of Privacy Act* (FIPPA), I hereby consent to the disclosure by the Ministry of Attorney General to the Deputy Registrar of my name(s), aliases, if available, Correctional Service Number (CSN), history of contact with BC Court System, and my date of birth as found in the Justice Information System (JIS/19).

☐ Pursuant to FIPPA, I hereby consent to the disclosure by the Ministry of Public Safety and Solicitor General to the Deputy Registrar of my name(s), aliases, CSN, history of contact with BC Corrections, and my date of birth as found on the BC Corrections' client management software.

Once you have successfully completed the online authorization, the PIC result will be sent directly to the Chilliwack School District Board Office (8430 Cessna Drive) after the check is finished.

Please do not hesitate to contact the Board Office at volunteer@sd33.bc.ca or call 604-792-1321 if you have any questions or concerns.