

Criminal Record Check for VCS Volunteers

A volunteer who needs a Criminal Record Check is anyone who is NOT PAID and helps in a classroom or anywhere in the school (ie. hot lunches, One-To-One Reading, etc.), drives for a field trip, and has any one-on-one contact with students at our school.

We have signed up as an organization with the Ministry of Justice as a volunteer organization. The Criminal Record Checks (CRC) for volunteers are now free of charge. If you fall in to this description of a volunteer, you will need to have a CRC done every 3 years. If you currently have a CRC that is less than 3 years old, you can forward it to the school in person or by email or fax. If your CRC is expired or about to expire, please follow the steps below.

If you volunteer with us, and **do not** have a CRC, please follow these simple steps:

1. Go to this website:

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

2. At the bottom of the page that comes up there is a box for your Access Code: 8FRSU5JEQA

3. Enter the verification code

4. Fill out the form.

Your CRC will be forwarded to the school once it is processed.