

To apply for a CRC, please use the following link and access code:

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

NLPS access code - **UQ4T7XXBHE**

**CRIMINAL RECORD CHECKS (CRC)** This is needed to help on field trips, help coach, volunteer in classrooms, help with PAC etc...

All school districts in B.C. will be following Provincial Guidelines for the Criminal Record Check Process.

- **Schools will need to provide the information below when a member of your community wants to volunteer for your school.**

***STEP 1:*** *By completing the online application you agree to the terms and conditions for the CRRP Applicant Based Online Service to facilitate a criminal record check and to share the completed criminal record check information with Nanaimo Ladysmith Public Schools.*

- *Only need your BC Services Card for identity verification*
- *First time users will be directed to activate their card by video or in person through Service BC*
- *No cost to apply (but for some there may be a cost for the actual check, more details at the bottom)*
- *To activate and use your BC Services Card, you must verify your identity. Available options include Verify Your Identity by Video (through a video call or by sending a video) or Verify Your Identity in Person.*

**Have your identity verified by using your [BC Services Card](#).** (this can take a 3-5 days)

- *If individuals do not have a BC Services Card, they will be re-directed to the current Equifax process (during transition period only, as this will be phased out) or to fill out manually*

**STEP 2: Once you have verified your identity in step 1 above, eCRC Online service, begin the application process:**

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*Once you have completed the online application, the Ministry of Justice will forward a copy to our District office where it will be put into our district database of volunteers. Your school has access to view this database and will be able to confirm that your criminal record check has been approved and completed.*

**This step can take up to three or EVEN MORE weeks (15 business days) or more in some cases.**

**In total (both steps) can take up to 20 (or more business) days....please tend to this, ASAP to avoid disappointment.**