

# Information on how to register for a Criminal Record Check (CRC) for school volunteering opportunities:

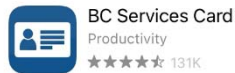
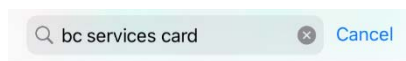
**NOTE:** There is **NO CHARGE** for the CRC application.

**NOTE:** The school office **DOES NOT** automatically get notified when your CRC has been approved, so please notify the school if you have completed a CRC, and we will know to look for it.

## New eCRC Online Service using your BC Services Card

Applicants will have the flexibility to submit their CRC online with two convenient options (you will need your BC Services Card for identification verification purposes):

- Download the BC Services Card App on your mobile phone or apply for a BC Token online (see instructions on this website: <https://www.id.gov.bc.ca/account/setup-instruction> )



OPEN

OR

A BC Token is a small device that looks like this:



- First time users will be directed to activate their card by a short video or in-person through any Service BC location
- Applicants who live in another Canadian province or territory and do not have a physical BC Services Card, can still set up the BC Services Card Login and submit an online CRC using two pieces of government-issued ID to verify their identity.
- Organization Verification: Alternatively, applicants can submit online, but choose to have their identity verified directly by their organization.

- Once you have verified your identity, begin the CRC application process:

- Visit the Website: <https://justice.gov.bc.ca/criminalrecordcheck>

- Use Access Code: **UQ4T7XXBHE**

## Applying for CRC using the manual method

- Please complete the school provided form called:
  - "VOLUNTEER – CONSENT TO A CRIMINAL RECORD CHECK"
  - Provide along a copy of your ID/Driver's License
  - Submit to the school office for processing

\*\*\*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 process can take up to three weeks or more in some cases. If you are having any problems with your submission, please contact your school for assistance.