

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.*

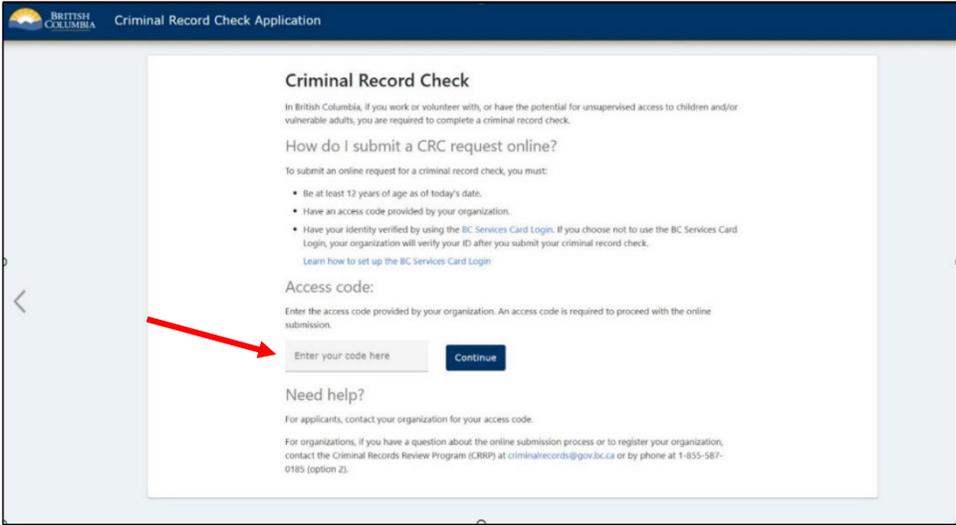
Please visit the link below to complete your Police Information Check (PIC). The access code is also required when proceeding with the online submission. In order to assist in successful completion, please read the guide below and have all your documents ready before clicking on the link.

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.



**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](mailto: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.

**Criminal Record Check Application**

Checklist: 1. Checklist, 2. Organization Information, 3. Log In, 4. Personal Information, 5. Terms and Conditions, 6. Application Submitted

Confirm the following information related to your criminal record check

Requesting Organization Brown Daycare	Organization Email @brown daycare bc.ca
Organization Phone Number (250) 555-5555	Organization Address 1234 Main Street, North Vancouver, British Columbia, V8L 1A1
Job Title	Volunteer Sector Category Children
Contracted Company / Facility Name	

Previous Next

Home Disclaimer Privacy Accessibility Copyright Contact Us

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.

**Criminal Record Check Application**

Checklist: 1. Checklist, 2. Organization Information, 3. Log In, 4. Personal Information, 5. Terms and Conditions, 6. Application Submitted

Terms of Use

**Terms of Use for Submitting a Criminal Record Check Online**

In these Terms of Use, "you" or "your" includes the individual using or accessing the Electronic Criminal Record Check Portal (the "Site") on their own behalf to submit an online request for a criminal record check.

These Terms of Use are an agreement between you and His Majesty the King in Right of the Province of British Columbia, represented by the Minister of Public Safety and Solicitor General (the "Province") and they govern your use of the Site and, where applicable, any associated service ("Associated Service") and, together with the Site, the "Services". By clicking the box to indicate that you accept these Terms of Use, and in consideration of your use of the Services, you agree, to the terms and conditions set out below.

Your failure to abide by these Terms of Use may result in the suspension or cancellation of your use of or access to the Services. In addition, the Province reserves the right to pursue any remedy available at law or in equity.

Please print a copy of these Terms of Use for your records.

I have read and accept the above Terms of Use

Terms of Use

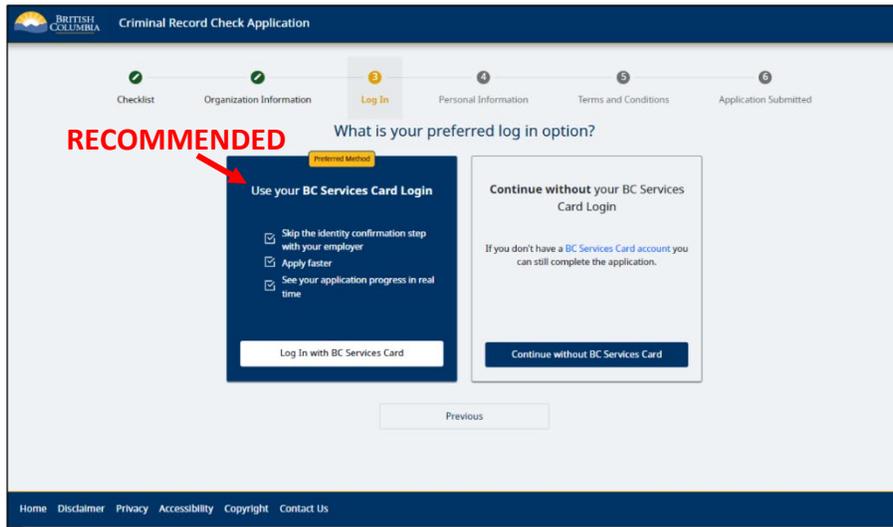
Previous Next

Home Disclaimer Privacy Accessibility Copyright Contact Us

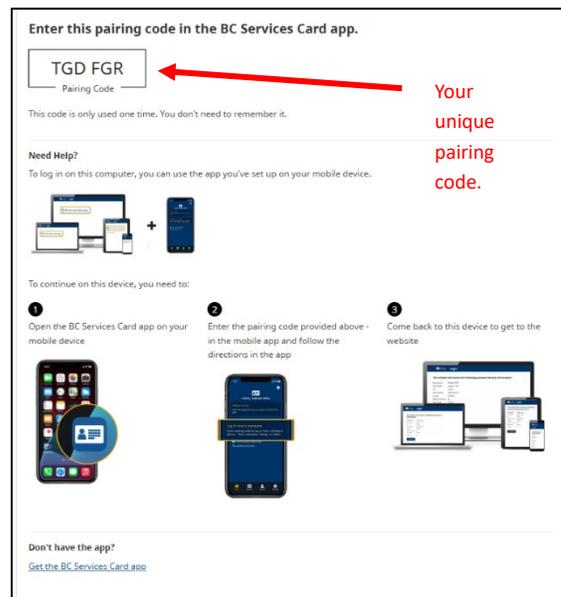
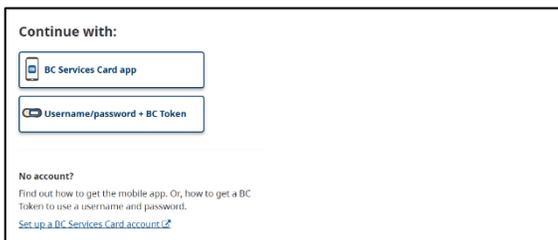


4. Please select one of the options.

*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](mailto: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. At the top, a progress bar indicates the current step is 'Personal Information' (4), with previous steps 'Checklist', 'Organization Information', and 'Log In' completed, and subsequent steps 'Terms and Conditions' and 'Application Submitted' pending. The main content area is titled 'Confirm your information' with the instruction 'Legal name must match your government-issued identification'. It contains several input fields: 'Legal Given Name', 'Middle Name 1 (optional)', 'Middle Name 2 (optional)', 'Legal Surname', 'Email', and 'Phone Number'. There is also 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' (4), with previous steps 'Checklist', 'Organization Information', and 'Log In' completed, and subsequent steps 'Terms and Conditions' and 'Application Submitted' pending. The main content area is titled 'Your personal information' with the instruction 'Date of birth must match your government-issued identification'. It contains several input fields: 'Date of Birth' (with a calendar icon), 'Birthplace', 'BC Drivers Licence # (optional)', and 'Sex (optional)' (with a dropdown arrow). 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

Home Disclaimer Privacy Accessibility Copyright Contact Us

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 Rue Notre-Dame-Ouest Montréal, QC, H3C 2B6

12345 Cummerby Hill NE Calgary, AB, T2B 5M6

12345 Hinchinboro Stouffville, ON, L4A 1E3

12345 26th St Maple Ridge, BC, V2R 1R8

12345 Dr Tecumseh, ON, N9K 1B2

City: Edson

Postal/Zip Code: T7B 1B7

Province/State: Alberta

Country: Canada

Home Disclaimer Privacy Accessibility Copyright Contact Us



- 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' interface. At the top, a progress bar indicates the current step is 'Personal Information'. 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 Tyous 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' (g.c@browndaycare.ca), 'Phone Number' (250-555-5555), 'Date of Birth' (1996-02-06), 'Birthplace' (Victoria, Canada), 'BC Drivers License' (—), 'Sex' (M), 'Previous Names' (—), and 'Mailing Address' (67047 Alameda-Cassarae Dr, Abbotsford, British Columbia, V2T 2B6). 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' interface at the 'Terms and Conditions' step. 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 is a CAPTCHA box with the text 'It's not a robot' and a 'RECAPTCHA' logo. At the bottom of the form, there are 'Previous' and 'Next' buttons, with the 'Next' button circled in red. 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 a web application titled "Criminal Record Check Application" with a progress bar at the top. The progress bar includes steps: Checklist (green), Organization Information (green), Log In (green), Personal Information (green), Terms and Conditions (yellow), and Application Submitted (grey). The main content area is titled "Consent to a Criminal Record Check" and contains several paragraphs of text with checkboxes for consent.

**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 offences 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/sujets/crime-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 (FIPPIA), I hereby consent to the disclosure by the Ministry of Attorney General to the Deputy Registrar of my name(s), alias(es), 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 FIPPIA, I hereby consent to the disclosure by the Ministry of Public Safety and Solicitor General to the Deputy Registrar of my name(s), alias(es), 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](mailto:volunteer@sd33.bc.ca) or call 604-792-1321 if you have any questions or concerns.