

DELTA CHRISTIAN SCHOOL VOLUNTEER CRIMINAL RECORD CHECK



Ministry of Justice's Criminal Record Review Program **UPDATED SEPT 27, 2024**

All Delta Christian School volunteers aged 19 years or older must have a completed Criminal Record Check (CRC) and/or Vulnerable Sector Check on file with DCS in order to volunteer.

All volunteers are required to complete a CRC if they are serving Delta Christian School on or off school property. Volunteers include, but not limited to,

- Parent lunch supervision
- Member of a DCS committee and/or Board of Directors
- Assisting in classrooms and/or classroom parent
- Driving and/or attending school field trips
- Assisting with DCS events, including coaching sports teams

Criminal Record Check (CRC) Process:

DCS is enrolled in the Ministry of Justice's Criminal Records Review Program for volunteers. Under this program there is no need to go to your local police station, you can complete your own CRC online free of charge using the website and access code provided below.

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

Access Code: **9FDHC5PBB9**

Electronic Identity Verification (EIV) uses the BC Services card to verify an applicant's identity. Individuals, who are eligible BC residents, will be required to use their BC Services Card to authenticate their identity as part of the criminal record check application process. Once your CRC has been completed a copy will be sent to Delta Christian School's office and kept on file for 5 years.

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

- Have your identity verified by using your BC Services Card - online and through the app on your phone. The BC Services Card provides secure access to government online services.
- You are requested to login with your BC Services Card. If you do not already have a BC Services Card, you can initiate the process on the BC Services Card website and it will give you step by step instructions. *You will need a smartphone to download the BC Services Card app.
- Once you have downloaded the app the above website link will give you a new code to enter into your app.
- **The criminal record process was updated this past summer (2024). In order to obtain your criminal record check in a timely manner (roughly 1 week), volunteers are asked to sign up to up WITH a BC SERVICES CARD. Please complete your criminal record check WITH a BC SERVICES CARD. It will take roughly 25 business days to get criminal record checks back when volunteers request a criminal record check without a BC Services Card.**
- **In the Job Title section please enter: Parent Volunteer**
- The Ministry of Justice will contact anyone if a manual CRC or fingerprinting are required.

If you have any questions about the Criminal Record Check process, please contact Courtney Mawhorter at courtney@deltachristianschool.org.

September 27, 2024