

Glynis Finer, Payroll
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Memorandum

To: Volunteers
From: Glynis Finer, Payroll
Date: March 2019
Re: **Volunteer Criminal Record Checks**

We are enrolled with the Criminal Records Review Program (CRRP) Applicant Based Online Service. Volunteers can now complete their own criminal record request and the results will be forwarded to the school board office. They will be relevant for 5 years and there is no charge to the applicant.

To access the online request

Online link: <https://justice.gov.bc.ca/eCRC/home.htm>

Access Code: DNW8SBGDPQ

To use the EIV (electronic identification verification):

- Individuals must have been residing in Canada for two years or longer.
- Individuals must correctly answer a set of security questions unique to their personal credit history.
- Must have a current Canadian address. (Please do not enter a foreign address through the on-line service)
- Minimum Canadian credit history of at least six months.

Please use a laptop or desktop computer, some applicants have experienced difficulties using a mobile device. Internet Explorer 11 or later is required, other types of browsers or older versions may experience problems.

If you are not eligible to use the EIV process to submit the request for a criminal record check please contact Glynis at gfiner@sd64.org or (250)537-5548 ext. 211.