

**Cathy George, Payroll**  
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# Memorandum

**To:** Volunteers  
**From:** Cathy George, Payroll  
**Date:** July 2021  
**Re:** **Volunteer Criminal Record Checks**

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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/criminalrecordcheck>

Access Code: DNW8SBGDPQ

To use the EIV (electronic identification verification):

- Individuals must have been residing in Canada for two years or longer.
- Have your identity verified by using your [BC Services Card - Province of British Columbia](#), If you don't have a BC Services Card, an alternate option is available
- 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.

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