

Dear Applicant:

All volunteers with Mission Public Schools are required to complete a Vulnerable Criminal Record Check through the Criminal Records Review Program (CRRP). These CRCs are effective for 5 years and there is no cost associated with the check.

In accordance with the Criminal Records Review Act, Applicants for volunteering, section 24.4:

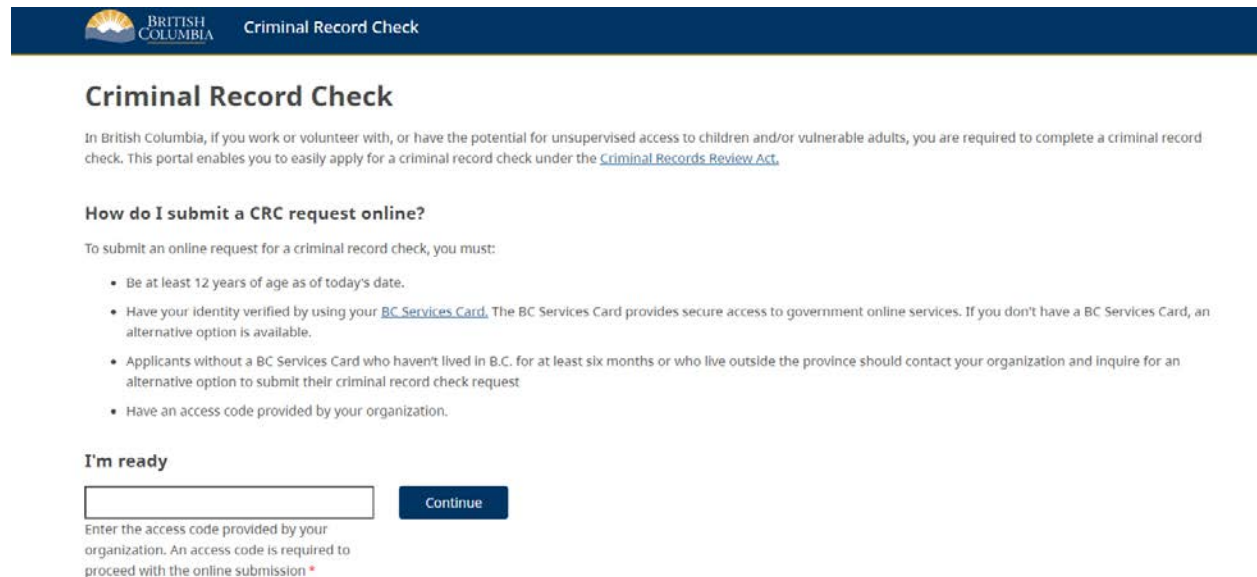
(1) Before working with children or working with vulnerable adults as a volunteer with a registered specified organization, an individual must provide to the registered specified organization a criminal record check authorization or a criminal record check verification authorization, as applicable.

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

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

Access Code: **HBQJCL7GSA**

1. When you access the link, you will see the page displayed below. Type in the access code provided above and click continue.



The screenshot shows the top of a web page with the British Columbia logo and the title "Criminal Record Check". Below the title is a heading "Criminal Record Check" followed by a paragraph explaining the purpose of the portal. A section titled "How do I submit a CRC request online?" lists requirements for submitting a request. At the bottom, there is a section titled "I'm ready" with a text input field and a "Continue" button. Below the input field is a note: "Enter the access code provided by your organization. An access code is required to proceed with the online submission *".

BRITISH COLUMBIA Criminal Record Check

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. This portal enables you to easily apply for a criminal record check under the [Criminal Records Review Act](#).

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 your identity verified by using your [BC Services Card](#). The BC Services Card provides secure access to government online services. If you don't have a BC Services Card, an alternative option is available.
- Applicants without a BC Services Card who haven't lived in B.C. for at least six months or who live outside the province should contact your organization and inquire for an alternative option to submit their criminal record check request
- Have an access code provided by your organization.

I'm ready

Continue

Enter the access code provided by your organization. An access code is required to proceed with the online submission *

2. Review the information provided on the page is correct and click continue.

Organization Information

You have provided the access code of the organization that has requested you to complete a criminal record check. Below are the details of that organization. Please confirm that this is the organization. If it's not, please contact the organization that has requested you to complete a criminal record check.

Organization Information

Organization Name	SCHOOL DISTRICT 75
Address	33046 FOURTH AVENUE MISSION BRITISH COLUMBIA V2V 1S5 CANADA
Phone Number	604-814-3709

Role of Applicant (Employee or Volunteer) and working category (e.g. working with children):

Role	EMPLOYEE
Works with category	Children

To continue with your online request for a criminal record check, please note:

- 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.
- If you are not eligible for a BC Services Card, an alternative online option may be available for you.
- Employee applicants must pay a fee by credit card (Visa, MasterCard, or AMEX). For volunteers completing a request for a criminal record check, no payment is required.

*Under "Role" yours will say VOLUNTEER

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 continue.

Terms of Use

[Download](#) [Print](#)

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 Her Majesty the Queen 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.

Disclaimer:

1. Reasonable efforts have been made to provide accurate, complete and timely information regarding the Services and the Site in general. However, you are encouraged to refer to the *Criminal Records Review Act*, any related Regulations, policy and other official information materials before submitting an online request for a CRC.
2. The services are provided "as is", without warranty of any kind including warranty of fitness for a particular purpose. Use of the services is entirely at your own risk and you will be liable for any failure to abide by these terms of use.
3. Without limiting the general nature of the foregoing, the province does not represent or warrant that:
 - a. The accuracy, completeness or currency of services or any associated information, or that any errors will be corrected;
 - b. That the services will function in a timely manner or will be available without error, failure or interruption; or
 - c. That the services will meet your expectations or requirements.

Please scroll down to the bottom of the terms to continue.

I have read and accept the above terms of use. *

Cancel and Exit

Continue

4. Open up your BC Services Card and follow the steps on the app.

Apply for a Criminal Record Check

To apply for a criminal record check online, you must use your [BC Services Card](#).

If it's your first time using your BC Services Card to access an online service, you need to set up your account for use online. Completing a one-time security check to verify your identity.

Please select an option below:

I have a BC Services Card

Login with a BC Services Card

[I do not have a BC Services Card.](#)


5. You will see the screen below (with your Phone's name).

Log in to: Criminal Record Check

This service will receive your: name, date of birth, sex, street address, city/town, state or province, postal code, country ⓘ

Continue with:

App on LISA
Last Used: October 26, 2021

 BC Services Card app

[Set up BC Services Card app](#)

Additional Information

- [What is a BC Services Card](#) ⓘ
- [Services you can access with your card](#) ⓘ

6. Once confirmed on the app, it will take to the Application page. Fill in the information and press continue.



Criminal Record Check - Application

Complete the application form below to continue.

PERSONAL INFORMATION

First Name

Middle Name

Last Name

PREVIOUS NAME - Including birth name, previous name, maiden name, and/or alias

First Name

Middle Name

Last Name

If you have more than one previous name, please [click here to add them](#)

City and Country of Birth *

Date of Birth

7. On the next page you will review all the information you provided. At the bottom of the page, complete the declaration confirming that the information is correct, and press submit.

8. Check off all the boxes and press continue.



Consent for Criminal Record Check

I, [REDACTED] consent to the following:

CONSENT

I hereby consent to a criminal record check pursuant to the *Criminal Records Review Act* (CRRRA) to determine whether I have a conviction or outstanding charge for any relevant or specified offence(s) as defined under that Act (CRRRA 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 Records Act*. For more information on Vulnerable Sector searches, please visit the Royal Canadian Mounted Police (RCMP) website: <http://www.rcmp-grc.gc.ca/en/types-criminal-background-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. *

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 CRRRA 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* (FoIPPA), 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), Correctional Service Number (CS#), history of contact with BC Corrections, and my date of birth as found on the BC Corrections' client management software, CORNET. *

Pursuant to FoIPPA, I hereby consent to the disclosure by the Deputy Registrar to the Criminal Records Review Unit of the RCMP (CRRU) of my name(s), alias(es), CS#, date of birth, gender, driver's licence/ BCID#, and history of contact with BC Corrections. I also authorize the collection, by the CRRU and other federal government institutions under the *Privacy Act*, of the same information and of any and all personal information relating to this CRRRA check in support of my application, for the purpose of conducting a check of criminal investigations, charges, convictions and information in police databases, including incidents that did not result in conviction. For the same purpose, I also authorize the provision to the CRRU of my personal information by all queried federal, provincial and municipal Law Enforcement Agencies in Canada as well as other authorized public bodies under FoIPPA. *

10. Ensure you get a confirmation number.

If you successfully complete the online authorization, the CRC result will be sent directly to our HR department.

Please do not hesitate to contact Human Resources at HR@mpsd.ca if you have any questions or concerns.