



## **School Volunteers – Criminal Record Checks**

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**Any volunteers in your schools (coaches, drivers, etc.) that will be unsupervised at any time with students are required to have a Criminal Record Check completed before they are allowed to volunteer with your school.**

### **Online Process (eCRC):**

*There is no charge for Volunteers to use the Online Process as we are a registered volunteer organization.*

1. Provide volunteer with the following link and access code:

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

Access Code: [REDACTED] *(please email school coach for access code)*

**This access code is unique to our organization and is not to be posted publicly.**

2. Provide volunteer with the link (preferred) or a printed copy of the eCRC Online Service Walk-through Guide.

[https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/ecrc\\_online\\_service - user guide 2021.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/ecrc_online_service_-_user_guide_2021.pdf)

3. If the online process is successful, the request for a Criminal Record Check will be submitted to the Criminal Records Review Program for processing.  
Completed Criminal Record Checks will be sent directly to the District's Authorized Contact once they are complete.

- a. **Primary Authorized Contact:** Veronica Deacon  
*Executive Assistant to the Secretary-Treasurer*
- b. **Secondary Authorized Contact:** Erin Gorman  
*Executive Assistant to the Superintendent*

4. The Authorized Contact will then share the results of the volunteer's Criminal Record Check with the schools and will advise whether the volunteer can begin volunteering with the district, depending on if a review indicates that a record "may or may not exist".