

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 CRC's 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: <u>https://justice.gov.bc.ca/eCRC/</u> Access Code: **HBQJCL7GSA**

Once you type in the link, the screen below will be displayed:

Criminal Record Check
PLEASE DO NOT USE YOUR BACK BUTTON ON YOUR INTERNET BROWSER
ALWAYS USE THE NAVIGATION BUTTONS AS INDICATED IN THE APPLICATION.
Request a New Oriminal Record Check
To Submit and 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 through the Electronic Identity Verification (EIV) process. Rease hoten tot all individuals will be able to use the EIV process and may be required to submit the request for a criminal record check through the menual paper process.
To use the EIV :
Individuals must have a minimum Canadian credit history of at least six months. Individuals must have been residing in Canada for two years or longer. Individuals must correctly answer a set of security quations unique to their personal credit history. Must have a current Canadian address. (Rease do not enter a foreign address through the on-line service)
Share the Result of a Completed Criminal Record Check
To submit an online request to share the result of a completed criminal record check:
 The criminal record check must have been completed within the last 5 years through the Ministry of Justice Griminal Records Review Program. Note: A criminal record check is considered complete once the result of the check has been issued to an organization
 The request must be for the same type of check as previously completed, either for children, vulnerable adults, or both children and vulnerable adults
 Hare your identity verified through the Electronic Identity Verification (ED) process. Beaue Model total dividuals will be able to use the EUV process and may be required to submit the request for a criminal record check through the manual paper process.
Enter the access code provided by your organization. An access code is required to proceed with the online submission
If you cannot read the text above dick on the image to regenerate the text.
Please type in the characters shown above.
Request a New Criminal Record Check.

Enter in the access code that was provided above. Then enter the characters shown in the image. Once this is complete, select "Request for a New Criminal Record Check".

Important note: Please do not use the back buttons on your browser.

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Select "Next" to proceed.

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Please accurately and truthfully complete the applicant information on the data entry form.

All mandatory fields are marked with a red asterisk (*).

Note: Please provide your valid or expired driver's license number if you have one as this may assist in expediting the criminal record check process.

Check over the information you have entered for accuracy. Make any corrections that are necessary. If for any reason you wish to cancel the request for criminal record check, you may select the Cancel button.

To proceed, select "Next".

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Select "Next" to proceed to identity verification (EIV).

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If any corrections are required to the information presented above, select the Back button below. Select to proceed with identity verification.

This page will display identity verification questions (based on your Canadian credit history).

Questions will be written in a way that only you will know the answer.

Please answer all the questions to proceed.



If for some reason you are unable to complete the EIV portion of your application - this screen will appear.

It will list all the information you entered and prompt you to print off the page and submit your application manually.

Remember to sign and date the bottom of the form.

You are required to take this form to your associated school and have your ID checked manually. You must provide a primary ID (BC Driver's License, BC Services Card, Passport, etc.) and a secondary ID (Bank card, credit card, school identification card, etc.).

10 Varification - To be completed by the requ uting Organization

I certify that I. have verified the applicant's Primary and Secondary ID as outlined in the CRRF ID Verification Requirements (for a complete list of acceptable ID and organization naibilities, please visit http://www.prog.gov.bc.ca/

at Information

For volunteers completing a request for a criminal record check, no payment is required. For all other applicants, \$28 fee payable by credit card (Visa or MasterCard) is required. If payment is required, please submit an Application for Pre-Authorized Credit Card Usage with this form. The Application for Pre-Authorized Credit Card usage is available online at http://www.peeg.gov.bc.ca/to Consent to a Criminal Record Check

- To be every common the a check for records of criminal convictions to determine whether I have a conviction or outstanding charge for any network or specified offences under the Criminal Records Review Act; I hereby authorites the release to the Deputy Registrar any documents in the custody of the police, the oport and crimin counsel relating to an outstanding charge or conviction of any network or specified offence as defined under the Criminal Records Review Act. Where the results of the click indicate that a criminal record or outstanding charge for a relevant or specified offence may exist, I agree to provide my fingerprints to verify any such criminal record. The head headship with business results and the click indicate the specified biotection and other second.
- - The Deputy Registrar will notify me and my organization that I have an outstanding charge or conviction for any netwant or specified offence(s) and the matter has been referred to the Deputy Registrar;
- The Deputy Registrar will determine whether or not 1 present a risk of physical or sexual abuse to children and/or physical, sexual or financial abuse to vulnerable abuts as applicable. The Deputy Registrar's determination will be discussed to my organization and it will include consideration of any relevant or specified offence for which 1 have resulted a particult.
 - If I am charged with or convicted of a relevant or specified offence at any time subsequent to the or record check authorized herein; I further agree to report the charge or conviction to my organization, in provide my organization, in a timely manner, with consent to conduct a Criminal Record Check form. and to the crit

FREEDOM OF INFORMATION AND PROTECTION OF PROVACY ACT (FODPRA): The Information requi is collected under the authority of the Criminal Records Review Act section 4(1) and section 26(c) of the Freedom of Information and Protection of Privacy Act (FODPA). The information provided will be used to fulfil the requirements of the Otminal Records Review Act for the release of oriminal records information and is in compliance with the FODFRA. If you have any questions about the collection of your personal information, ple contact Oriminal Records Review Program, PO Box 9217 Stn Prov Govt, Victoria, BC VBV 931 or by phone at (250) 387-2896.

Applicant Signature: ____ . 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.

Thank for you volunteering at Mission Public Schools!