

## **Criminal Record Checks for Volunteers**

Effective Dec. 1, 2013, the Ministry of Justice has extended their criminal record check program to include volunteers. Because they check more offences than the RCMP, School District No. 62 (Sooke) will be using this service.

### **DISTRICT ACCOUNT**

Volunteers, please go to this website:

<https://justice.gov.bc.ca/eCRC/>

Access Code: WYW3PT2FSN

You have 2 options

- Enter your information online (quickest results, but there are eligibility requirements)  
OR
- Print a form, take it to the school office with 2 pieces of ID. They will sign and fax it to Human Resources at SD62, where it will be reviewed and faxed to Ministry of Justice.

There is no charge for the criminal record check, however, you may be asked by the Ministry of Justice to provide fingerprints and there is a fee for this. The fee varies depending on where you are required to have them done.

The clearance letters can take from a few days to several months to process. They are issued to Human Resources at the school board office and are then forward it to the school.

Note: larger schools with many volunteers may have their own account (and therefore a different access code). Please check with the school office staff.