

CRIMINAL RECORD CHECK PROCESS

ONLINE APPLICATION INSTRUCTIONS FOR SCHOOL VOLUNTEERS:

1. Go to or click on the Screening Application
Portal: <https://justice.gov.bc.ca/screening/crrpa/org-access>
2. Input or copy and paste this unique access code: CKG38J6OFN
3. Ensure your BC Services Card is activated online before beginning your application
(do not choose other options, BC Services card must be used)
4. Follow the steps in the online process
5. You will receive an email indicating your application has been received, **type your name on the email**, print the email and bring it with you to re-registration night
6. The results will be sent directly to the Office Manager, Mrs. Angela D'Elia who is the designate. She will manage the receipt of the CRC's and keep the files confidential and secure. You will be notified when complete.

Thank you for helping us maintain a safe, caring, and secure environment for everyone in our school community.