



MEMO

To: Volunteers
From: Stella Weinert, Coordinator
Date: November 2021

Guidelines for obtaining Criminal Records Checks

As some of our learners are under the age of 18 or are considered to be vulnerable adults, we require all volunteers to complete a criminal records check. The check is completed free of charge.

To access the online request:

Online link: <https://justice.gov.bc.ca/criminalrecordcheck>
Access Code: P9WYTV9CG4

To use the EIV (electronic identification verification):

- Individuals must have been residing in Canada for two years or longer.
- Individuals must correctly answer a set of security questions unique to their personal credit history.
- Must have a current Canadian address. (Please do not enter a foreign address through the on-line service)
- Minimum Canadian credit history of at least six months.

If you are not eligible to use the EIV process to submit the request for a criminal record check please contact Stella Weinert at sweinert@saltspringliteracy.org (250)537-9717.