



# MEMO

**TO:** ONE TO ONE TUTORS  
**FROM:** Salt Spring Literacy  
**SUBJECT:** Criminal Record Checks

*All volunteers working in SD 64 schools and classroom are required to complete a Criminal Record Check prior to volunteering. Please check the information below on how to complete this process.*

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## **Online process to complete a Criminal Record Check**

School District 64 is enrolled with the Criminal Records Review Program (CRRP) Applicant Based Online Service. ONE TO ONE volunteers can complete their own Criminal Record Request and the results will be forwarded to the school board office. Their results will be relevant for 5 years and there is no charge to the applicant. The following is a summary of the attached Memo from Cathy George at the school board office outlining their requirements for Criminal Record Checks.

### **To access the online request**

Use this Online link: <https://justice.gov.bc.ca/eCRC/>

Use this Access Code: DNW8SBGDPQ

### **Requirements 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.
- Individuals must have a current Canadian address. (Please do not enter a foreign address through the on-line service)
- Individuals must have a Canadian credit history of at least six months.

### **Alternative Application Process.**

If you are unable to use the EIV process to submit the online request for a criminal record check, a paper request form is available through the Salt Spring Literacy Office or website. The completed form must be delivered to the School Board Office at 112 Rainbow Road.

*Please inform the ONE TO ONE coordinator at Salt Spring Literacy when you receive an approval of your Criminal Record application as the Literacy office does not receive a copy, just the school board does.*

### **SD 64 Contact:**

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