

## **Criminal Record Checks for KCS Volunteers**

A Volunteer who needs Criminal Record Check is anyone who is NOT PAID and helps in a classroom or anywhere in the school (i.e. hot lunch), drives for a field trip, and has any one-on-one contact with students in our school.

We have signed up with the Ministry of Justice as a volunteer organization. The Criminal Record Checks ( CRC) for volunteers are free of charge. If you fall into this description of a volunteer, you will need to have a CRC done every 5 years. If you currently have a CRC that is less than 5 years old, you can forward it to the school in person or by email. If your CRC is expired or about to expire, please follow the steps below:

If you volunteer with us and do not have a CRC please follow these simple steps:

1. Go to this website: <https://justice.gov.bc.ca/criminalrecordcheck>
2. At the bottom of the page that comes up, there is a box for your Access Code: **Z426GWVXZB**
3. Enter the verification code
4. Fill out the form.

Your CRC will be forwarded to the school once it is processed. The school receives confirmation of your accepted application. Please contact us after approximately 3 weeks and we will let you know the status of your application.

Here is some information on how to use the BC Services Card login:  
<https://www2.gov.bc.ca/gov/content/governments/government-id/bcservicescardapp>

Any further questions - email [connie.zwolfer@kelownachristian.ca](mailto:connie.zwolfer@kelownachristian.ca)