

## **CRIMINAL RECORD CHECK PROCEDURES**

By completing the online application you agree to the terms and conditions for the CRRP Applicant Based Online Service to facilitate a criminal record check and to share the completed criminal record check information with Nanaimo Ladysmith Public Schools.

- Only need your BC Services Card for identity verification
- First time users will be directed to activate their card by video or in person through Service BC
- No cost to apply
- To activate and use your BC Services Card, you must verify your identity. Available options include Verify Your Identity by Video (through a video call or by sending a video) or Verify Your Identity in Person.
- If individuals do not have a BC Services Card, they will be re-directed to the current Equifax process (during transition period only, as this will be phased out) or to fill out manually

Once you have verified your identity, eCRC Online service, begin the application process:

- Website: <https://justice.gov.bc.ca/criminalrecordcheck>
- Access Code: UQ4T7XXBHE

Once you have completed the online application, the Ministry of Justice will forward a copy to the School District office where it will be put into our district database of volunteers. The school has access to view this database and will be able to confirm that your criminal record check has been approved and completed. This process can take up to three weeks or more in some cases. If you are having any problems with your submission, please contact the school for assistance.