



CRIMINAL RECORD CHECKS

The Criminal Records Review Act ensures that people who work with or may have potential for unsupervised access to children or vulnerable adults undergo a criminal record check by the Criminal Records Review Program (CRRP).

Q: Who needs a criminal record check in the Abbotsford School District?

A: Any employee/contractor/volunteer who comes near or works around children and/or vulnerable adults must complete a criminal record check through the Criminal Records Review Program (CRRP), regardless of the time spent working near or around students, i.e., 1 hour or 1 month.

Q: What is the difference between a Criminal Record Check (CRC) and a Police Information Check (PIC)?

A: A Criminal Record Check is through the Ministry of Public Safety and Solicitor General in Victoria, BC, and includes a vulnerable sector (children and vulnerable adults) search and focuses on criminal files associated with sexual offences. The Ministry of Public Safety and Solicitor General determines if an employee/volunteer has clearance to work for our School District. A Police Information Check is through a local RCMP/Police Detachment office and focuses on offences and conviction information. WE DO NOT ACCEPT THESE.

Q: How long does a Criminal Record Check clearance last?

A: A CRC is valid for 5 years. *If a volunteer or employee is charged or convicted of an offence within the 5-year period, they are required to report those changes and/or convictions immediately to their supervisor. You would then need to complete a new criminal record check consent form.

Q: How much does a Criminal Record Check cost?

A: A volunteer CRC is free of charge. When an employee is first hired by the district, the cost of the first CRC will be deducted from the employee's first pay cheque. All subsequent CRC's will be paid for by the district.

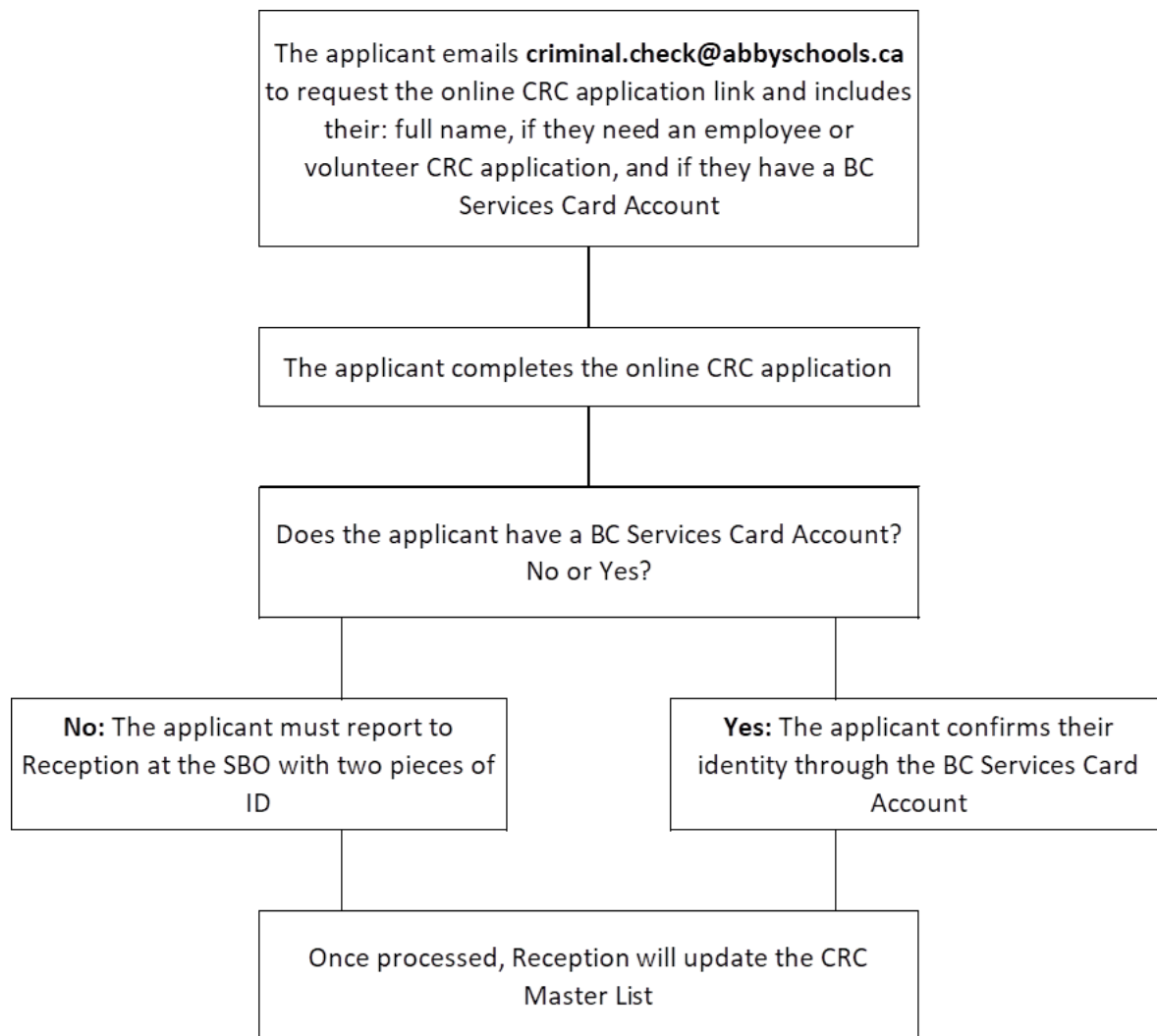
Q: Do volunteers need to get a CRC done for every different school or department they work in?

A: No, once a CRC is done and there is clearance, the volunteer can work with children and vulnerable adults in any school/department within the Abbotsford School District.

Q: What if I have a Criminal Record Check from another organization?

A: If the organization that you have an existing criminal record check with is apart of the Criminal Record Review Program, we can give you a Sharing Consent Package. This form will give us permission to request a copy of the existing CRC you have on file with the CRRP. To be eligible to use the sharing program, your CRC must have been completed within the last 5 years and it has been screened with the “works with children and vulnerable adults” category. For all the details on the CRRP’s sharing program, please see link below.
<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/sharingresults>

The Criminal Record Check Process



Important:

Please bring 2 pieces of valid ID (If you don't have a BC Services Card Account)

** (See below for a list of approved primary and secondary identification.)**

We are located at:

2790 Tims St.

Abbotsford, BC V2T 4M7

Phone: (604)859-4891

Fax: (604)852-8587

Regular Hours of Operation:

Monday to Friday (excluding holidays) 8:00am - 4:00pm

Summer/Winter Break/ Spring Break Hours of Operation:

Monday to Friday (excluding holidays) 8:00am - 3:30pm

To learn how to set up the BC Services Card Account follow the link below

<https://id.gov.bc.ca/account/setup-instruction>

Primary Identification

- B.C. [Driver's Licence](#) or learner's licence (must have your photo)
- [BCID](#)
- [BC Services Card](#) (must have photo)
- Canadian [birth certificate](#)
- [Passport](#)
- [Canadian Citizenship Card](#)
- [Permanent Resident Card](#)
- Canadian Record of Landing/Canadian Immigration Identification Record

Secondary Identification

- School ID card (student card)
- Bank card (only if applicant's name is on the card)
- Credit card (only if applicant's name is on the card)
- Foreign birth certificate (a baptismal certificate is not acceptable)
- Canadian or U.S. driver's licence
- Naturalization certificate
- Canadian Forces identification
- Police identification
- Foreign Affairs Canada or consular identification
- Vehicle registration (only if applicant's signature is shown)
- Picture employee ID card
- [Canadian Firearms Licence](#) (PAL)
- [Social Insurance Card](#) (new style without signature strip not acceptable)
- [BC Care Card](#)
- [BC Services Card](#) (with or without photo)
- [Secure Certificate of Indian Status](#)
- Parole Certificate ID
- Correctional Service Conditional Release Card
- ✓ One piece of identification must be government-issued and include the applicant's name, date of birth, signature, and photo.
- ✓ The applicant's primary and secondary ID are in their original form, are valid and unexpired.