

Step 1: Volunteer to Complete the Initial Form

- Volunteer to use link or QR code to access and complete the form: [CRC volunteer form](#)



- Once submitted, the form is sent to the Human Resources (HR) department, and your school site is copied.
- HR will then submit criminal record check request to the Criminal Records Review Program (CRRP).

Step 2: Complete the Online Criminal Record Check

- Volunteer will receive an email from the PSSG Security Programs Division with instructions to complete their CRC online.
- Volunteer will be prompted to choose a login method.
Preferred Method: Using the BC Services Card Login
Volunteers must have the BC Services Card App to verify your identity and complete the process this way

If they don't have the BC Services Card App it can be downloaded: [BC Services Card Setup Guide](#)

- The app is compatible with: • iPhone/iPad (iOS 13 or later)
- Android devices (version 6.0 or later)

Step 3: If the Volunteer Cannot Use the BC Services Card

- They may continue the application online, however, will be required to visit the HR department in person
- Once submitted, the volunteer will receive an email from SD36 HR advising them to come to the District Office in person to verify your ID.

*District Education Centre
14033 92nd Ave, Surrey, BC V3B 1X7
Hours: Monday–Friday, 8:00 AM – 4:00 PM*

Volunteer will need to bring two pieces of government-issued ID for verification (list of acceptable ID is in the Volunteer Package)

Step 4: Confirmation

- Once the CRC is complete, HR will send a confirmation email to volunteer and copy school site.

Step 5: Annual Volunteer Check-In

- Each year, HR will email all volunteers to confirm if they plan to continue volunteering.
- This will automatically update the shared spreadsheet so on those active will show
- Note: Criminal Record Checks are valid for five years.

In the fifth year, HR will contact volunteer to confirm if a new check is needed and initiate the process if required.