

# 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 renewed every 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/sharing-results>

## The Criminal Record Check Process

1.) To obtain a CRC you will need go to the Abbotsford School District Office during operating hours. NO NEED TO CALL OR BOOK AN APPOINTMENT.

**\*\*important: Please bring 2 pieces of valid ID. \*\*** (See [below](#) for a list of approved primary and secondary identification.)

We are located at:

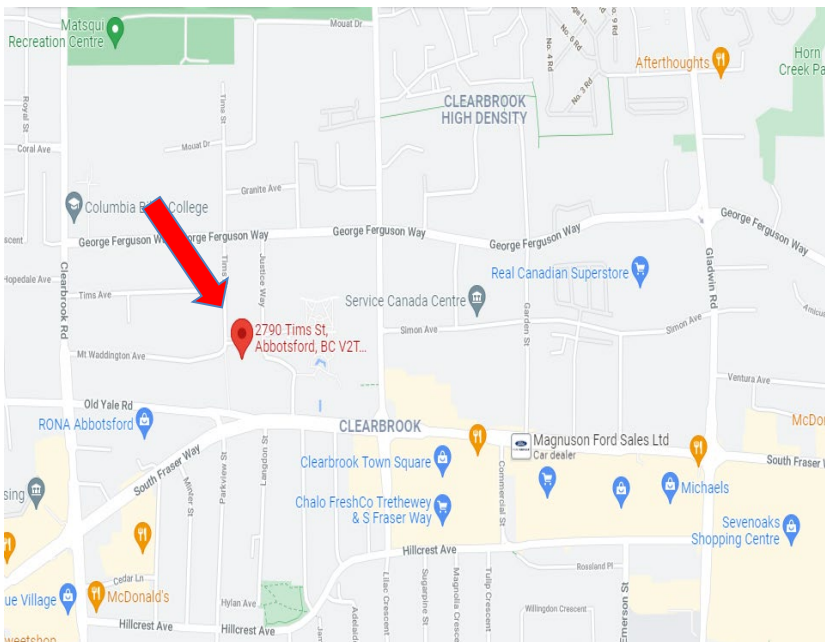
2790 Tims st.  
Abbotsford, BC V2T 4M7  
Phone: (604)859-4891  
Fax: (604)852-8587

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



2.) Once the form is complete, the Abbotsford School District's authorized contact submits the form to the Criminal Records Review Program for processing.

**Volunteers:** You will then be entered into our district's Volunteer CRC spreadsheet as "PENDING". (Meaning you have handed in your paperwork and provided ID for processing)

**Q: How long does it take to process and receive a clearance?**

**A:** Employee and Volunteer CRC's take approximately 4-6 weeks to process. CRCs requested using the *Sharing Consent Package* have a processing time of 10 business days. *\*Volunteers: Due to the high volume of CRC's, it is recommended that you come in at least 6 weeks prior to the date you are expected to volunteer.*

**Q: Will I need to provide my fingerprints?**

**A:** The CRRP conducts a check on every employee and volunteer processed through the program; however, only those who share a similar combination of name, gender, or date of birth as a record suspended sex offender are requested to provide fingerprints. If the individual is flagged for fingerprinting, the CRRP issues a Fingerprint Request Letter directly to the applicant. The applicant's organization is not notified of the fingerprint request.

The Fingerprint Request Letter directs the applicant to attend their local police or RCMP detachment to complete the fingerprint requirement. Note: Police and RCMP detachments have varying requirements for completing and submitting fingerprints. If an applicant has indicated that they require fingerprinting for a criminal record check, please have them contact their local police or RCMP detachment prior to attending.

3.) The district's authorized contact receives the CRC results back from the CRRP.

**Q: How will I be notified when my criminal record check has cleared?**

**A: Volunteers:** You will then be entered into our district's Volunteer CRC spreadsheet as "CLEARED". (Meaning we have received a children and vulnerable adult clearance from the CRRP, and you are now able to volunteer in the Abbotsford School District's schools.) You can call the school you are hoping to volunteer at after 6 weeks to find out if you have clearance.

**Employees:** Your clearance will be entered into our employee database.

**Q: Can I get a copy of my criminal record check?**

**A:** As per the Criminal Records Review Program we cannot hand out copies of the criminal record checks. If another organization that is apart of the CRRP is requesting a copy of your CRC, you can ask them to provide you a *Sharing Consent Package*. The CRRP will provide a copy directly to that organization's authorized contact at no charge. **Please note:** This does not include Police Information Checks; that is a separate program.

\*Please see link below for all the details on the CRRP's sharing program.

<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/sharing-results>

## List of Approved Identification

### Primary Identification

- B.C. Driver's License or learner's license (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 license
- 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 License (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