



HOW TO SUBMIT A CRIMINAL RECORD CHECK TO VOLUNTEER FOR CONNECTION CHURCH?

First Step:

You will need to access to the following website and enter the code provided. The access code provided below is unique to Connection Church. This code will be required when submitting an online request by all our volunteers/parents/staff:

• **Online Link:** <https://justice.gov.bc.ca/criminalrecordcheck>

• **Access Code:** [U8AJE7N28A]

The access code provided below is unique to your organization. This code will be required when applicant's submitting an online request with their BC Services Card:

Criminal Record Check Application

Criminal Record Check

In British Columbia, if you work or volunteer with, or have the potential for unsupervised access to children and/or vulnerable adults, you are required to complete a criminal record check.

How do I submit a CRC request online?

To submit an online request for a criminal record check, you must:

- Be at least 12 years of age as of today's date.
- Have an access code provided by your organization.
- Have your identity verified by using the [BC Services Card Login](#). If you choose not to use the BC Services Card Login, your organization will verify your ID after you submit your criminal record check.

[Learn how to set up the BC Services Card Login](#)

Access code:

Enter the access code provided by your organization. An access code is required to proceed with the online submission.

Need help?

For applicants, contact your organization for your access code.

For organizations, if you have a question about the online submission process or to register your organization, contact the Criminal Records Review Program (CRRP) at criminalrecords@gov.bc.ca or by phone at 1-855-587-0185 (option 2).

Second Step:

1. You will need to follow these six (6) points displaying here and clic on the bottom start:

1 Checklist 2 Organization Information 3 Log In 4 Personal Information 5 Terms and Conditions 6 Application Submitted

To submit this criminal record check form, you will need:

- Your BC Services Card Login (recommended) or other [government issued photo identification](#).
- If you do not have the BC Services Card Login, you can [set it up now](#) and return to this application when you have completed that process.

Start

2. You will need to fill out the blank where it says **Job Title**, then check the checkbox of **Terms of use** and click on the next bottom. There you can write down the role you will perform in the Ministry you will be serving for. **For example:** Kids Teacher, Kids helper/auxiliary, Production volunteer, Worship volunteer, Hospitality Volunteer.

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Confirm the following information related to your criminal record check

Requesting Organization
CONNECTION LIFE CENTRE Volunteer

Organization Email
office@ourconnection.ca

Organization Phone Number
(250) 686-2501

Organization Address
101 - 3946 QUADRA ST, VICTORIA, BRITISH C

Job Title
Kids Teacher/Auxiliary

Vulnerable Sector Category
Children and Vulnerable Adults

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Terms of Use

Terms of Use for Submitting a Criminal Record Check Online

In these Terms of Use, "you" or "your" includes the individual using or accessing the Electronic Criminal Record Check Portal (the "Site") on their own behalf to submit an online request for a criminal record check.

These Terms of Use are an agreement between you and His Majesty the King in Right of the Province of British Columbia, represented by the Minister of Public Safety and Solicitor General (the "Province") and they govern your use of the Site and, where applicable, any associated service ("Associated Service" and, together with the Site, the "Services"). By clicking the box to indicate that you accept these Terms of Use, and in consideration of your use of the Services, you agree, to the terms and conditions set out below.

Your failure to abide by these Terms of Use may result in the suspension or cancellation of your use of or access to the Services. In addition, the Province reserves the right to pursue any remedy available at law or in equity.

I have read and accept the above Terms of Use

Terms of Use

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3. You will need to log in. Choose your case. I will do it without services card:

Checklist Organization Information **Log In** Personal Information Terms and Conditions Application Submitted

What is your preferred log in option?

Preferred Method

Use your BC Services Card Login

- ✓ Skip the identity confirmation step with your employer
- ✓ Apply faster
- ✓ See your application progress in real time

Log In with BC Services Card

Continue without your BC Services Card Login

If you don't have a [BC Services Card account](#) you can still complete the application.

Continue without BC Services Card

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4. You will need to confirm your information and click on the next bottom:

Checklist Organization Information Log In **Personal Information** Terms and Conditions Application Submitted

Confirm your information

Legal name must match your government-issued identification

Legal Given Name Middle Name 1 (optional) Middle Name 2 (optional)

Legal Surname Email Phone Number

I have only a given name OR a surname

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Checklist Organization Information Log In **Personal Information** Terms and Conditions Application Submitted

Your personal information

Date of birth must match your government-issued identification

Date of Birth 1961-10-08 Birthplace This is required

BC Drivers Licence # (optional) Sex

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Before going to the next point, you will need to review that all information typed in is correct and click on the next bottom:

5. You can give your consent checking all the check boxes and click on the next bottom:

6. Lastly, you will receive in your personal email a notification that you have submitted a criminal record check.