

CRIMINAL RECORD CHECKS FOR VOLUNTEERS -- DUNSMUIR MIDDLE SCHOOL

Effective Dec. 1, 2013, the Ministry of Justice has extended their criminal record check program to include volunteers. Because they check more offences than the RCMP, School District No. 62 (Sooke) will be using this service.

Volunteers, please go to this website:

Online Link: <https://justice.gov.bc.ca/eCRC/>

Access Code: JW7TJPQBGE

You have 2 options

- Enter your information online (quickest results, but there are eligibility requirements)
OR
- Print a form, take it to the school office with 2 pieces of ID. They will sign and fax it to Human Resources at SD62, where it will be reviewed and faxed to Ministry of Justice.

There is no charge for the criminal record check, however, if your gender and birthday happen to match that of a convicted sexual offender you will be asked by the Ministry of Justice to have fingerprints done. If this happens please contact the school first to obtain a letter confirming that you are a volunteer, this will allow you to get a discount on the fee.

The clearance letters can take from a few days to several months to process. They are issued to Human Resources at the school board office and are then forward it to the school.