



New Online Criminal Record Check Process for NLPS School Volunteers

Dear prospective school volunteer,

Thank you, on behalf of Nanaimo Ladysmith Public Schools (NLPS), for supporting your school and the district through your volunteerism. It is with your support that district schools are able to expand curricular and extra-curricular opportunities for children.

The Ministry of Justice, through their Criminal Records Review Program (CRRP) will conduct a vulnerable sector check **at no cost to you** through a streamlined online format. Vulnerable sector checks are used by prospective volunteers who are requesting clearance to work with children and/or vulnerable adults in the school district. This online process is to determine if you have any record suspensions (formerly known as pardons) for sexual offences. Once you are provided clearance through the CRRP, **the criminal record check clearance is good for a period of five (5) consecutive years** from the date of issue, unless a criminal offence should occur.

We must inform you that if you happen to have the same combination of gender and date-of-birth as a known sex offender whose record has been suspended, you must then be fingerprinted to confirm your identity. This is a federal RCMP requirement that applies to all Canadians. Most people who are fingerprinted in a vulnerable sector check do not have a sexual offence record. However, fingerprinting is necessary to eliminate the possibility that an offender has changed their name in order to pass a criminal record check.

Therefore, if you happen to have the same combination of gender and date-of-birth as a known sex offender, you will receive a letter from the CRRP informing you that your fingerprints are required. The letter will include forms and instructions on what to do. You will be required to visit your local police agency for fingerprinting. Your fingerprints will then be submitted to the RCMP's Canadian Criminal Real Time Identification Services to confirm whether or not they match those of a person with a record suspension for a sexual offence. The fee for this process will be your responsibility.

By completing the online application you agree to the terms and conditions for the CRRP Applicant Based Online Service to facilitate a criminal record check and to share the completed criminal record check information with the Nanaimo Ladysmith Public School district.

Please use the following web address to complete and submit the form for your criminal record check to become a school volunteer: <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/forms/volunteer-forms>. You will be prompted for the NLPS access code which is as follows: **Access Code: UQ4T7XXBHE**

Applications made on the old forms will no longer be accepted. Volunteers should complete the form on their computer and print. They must be signed before submitting. The forms are in PDF and will require Adobe Reader to use them. Completed forms can then be scanned and emailed to criminalrecords@gov.bc.ca or faxed to 250 953-0408.

Once you have completed and submitted the form for the online criminal record check, **please provide your school principal with your full name and date of birth**. Your results, once approved will be added to the district's database of volunteers. The district will then inform the school principal of your approved criminal record check and he/she will inform you.

Please note: Sharing Form (following page)- use this form if you want to have the option to accept a volunteer's current criminal record check results, or to share your volunteer's results with another organization. The check needs to have been done by the CRRP within the past five years, and both organizations must be registered with the CRRP.

Additional information about the CRRP is available on their website at www.pssg.gov.bc.ca/criminalrecords-review/index.htm or by contacting a client services representative at 1-855-587-0185.