



## WISHART ELEMENTARY SCHOOL

3310 Wishart Road

Victoria, BC V9C 1R1

Phone: (250)478-9528 Fax: (250)474-5023

Website: [sd62.bc.ca/wishart](http://sd62.bc.ca/wishart)

### **Criminal Record Checks for Volunteers**

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: N4L6QDRC7L

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, you may be asked by the Ministry of Justice to provide fingerprints and there is a fee for this. The fee varies depending on where you are required to have them done. The clearance letters can take from a few days to several months to process.