



GW Graham Secondary School Volunteer and Driver Authorization Process

To ensure student safety, all volunteers and homestay parents must complete a Vulnerable Police Information Check (PIC) through the Criminal Records Review Program (CRRP). *PICs are valid for 5 years* and are free for volunteers. In accordance with the Criminal Records Review Act, individuals must complete this check before working with children or hosting vulnerable individuals.

To complete your PIC online, please use the link below. You will need the **access code** provided below. Be sure to review the step-by-step guide and prepare all required documents before starting the submission.

Processing Time: It can take up to 10 business days for RCMP to process your request. Once your request has been processed and received at the School District office, it can take an additional 7 business days to be entered into the system.

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

Access Code: **UKAGZSBMJ2**

****this link can also be found on the SD33 website. [SD33 – Parents/Community - Volunteering](#)**

Volunteer Drivers

Note: Volunteer drivers must also submit a **Volunteer Driver Authorization Form 371A** (obtained from school) accompanied by a [driving record](#).

[Driving records](#) are accessed online from [ICBC.com](https://www.icbc.com) or call 1.800.950.1498. *Have your driver's license ready as are required to input info from it.*

When on the site you select the **Personal Driving Record** (*2nd box*) and for the number of years, use the drop-down menu and select **10 year**.

Please bring the completed [Volunteer Driver Authorization](#) form and [Personal Driving Record](#) to the GWG office.

****the Volunteer Driver Authorization and Personal Driving Record are valid for ONE YEAR****

If you have questions, please contact G. W. Graham School at 604-847-0772.

Chuck Lawson
Principal

Sept 2025



**STUDENT FIELD EXPERIENCE
VOLUNTEER DRIVER AUTHORIZATION FORM**

School: _____

Driver's Name: _____

Driver's Address: _____

Driver's Telephone Number: _____

Driver's Licence Number: _____ Expiry Date: _____

Vehicle Owner's Name: _____

Vehicle Owner's Telephone Number(s): (H) _____ (C) _____ (W) _____

Vehicle Licence Number: _____

Year, Make and Model of Vehicle: _____

Insurance Certificate Expiry Date: _____

Insured Limit (3rd party liability – **minimum of \$1 million**): \$ _____

Driver Abstract/Driver Record Submitted (10 year Drivers Abstract): ☐ yes

(To obtain a copy of your Driver Abstract, please request online from [ICBC.com](https://www.icbc.com) or call 1.800.950.1498. Have your driver's license number ready.)

Number of Seat Belts in Vehicle: _____ Booster Seats: ☐ yes ☐ no

I hereby affirm that to the best of my knowledge the vehicle identified above is in safe, roadworthy condition and my driver's licence is in good standing. I also affirm that I have never been convicted of impaired driving or any other criminal driving offence and acknowledge the requirement that all vehicle occupants must use seatbelts and booster seats as required. **I acknowledge that booster seats are mandatory for children over 18 kg (40 lb) until their 9th birthday, unless they have reached the height of 145 cm (4' 9").** I will not allow any child under the age of 12 to sit in the front seat of the vehicle if it is equipped with a passenger side airbag, unless it can be legally deactivated.

Driver's Signature

Date

Principal's Signature

Date



Applicant Guide Police Information Check

All volunteers and homestay parents with the Chilliwack School District are required to complete a Vulnerable Police Information Check (PIC) through the Criminal Records Review Program (CRRP). PIC's are effective for 5 years and there is no cost associated with the online form.

In accordance with the Criminal Records Review Act, Applicants for volunteering, section 24.4 (1) *Before working with children or working with vulnerable adults as a volunteer with a registered specified organization, an individual must provide to the registered specified organization a criminal record check authorization or a criminal record check verification authorization, as applicable.*

Please visit the link below to complete your Police Information Check (PIC). The access code is also required when proceeding with the online submission. In order to assist in successful completion, please read the guide below and have all your documents ready before clicking on the link.

Link To CRC Applicant Process Video: <https://youtu.be/RP58Vipb-hI?si=KrpXorgtJPFUFxIk>

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

Access Code: **UKAGZSBMJ2**

1. When you access the link, you will see the page displayed below. Type in the access code provided above and click continue.

Criminal Record Check Application

Criminal Record Check

In British Columbia, if you work or volunteer with children, 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 17 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](#) app or by using the BC Services Card.

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

Access code:

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

Enter your code here

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@bc.ca or by phone at 1-855-587-0153 (toll-free).



Applicant Guide Police Information Check

2. Review the information provided on the page is correct and click Next. Under "Job Title" enter VOLUNTEER or HOMESTAY.

BRITISH COLUMBIA Criminal Record Check Application

1 Checklist 2 **Organization Information** 3 Login 4 Personal Information 5 Terms and Conditions 6 Application Submitted

Confirm the following information related to your criminal record check

Requesting Organization Barnett Daycare	Organization Name Barnett Daycare Inc.
Organization Phone Number (250) 555 5555	Organization Address 1234 Main Street, Vancouver, BC V6A 1A1
Job Title	Volunteer/Temporary Child care
Contracted Company / Entity Name	

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3. Review the Terms of Use, scroll to the bottom and check off that you have read and accepted the Terms of Use, then click Next.

BRITISH COLUMBIA Criminal Record Check Application

1 Checklist 2 Organization Information 3 Login 4 **Personal Information** 5 Terms and Conditions 6 Application Submitted

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.

Please print a copy of these Terms of Use for your records.

☐ I have read and accept the above Terms of Use

Previous **Next**

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4. Please select one of the options.

Please note: if you do not have or chose not to create a BCeID account you will need to make an appointment to come in to the Board Office (8430 Cessna Drive) for an ID Verification by emailing volunteer@sd33.bc.ca or calling 604-792-1321. Failure to do so will result in a delay to the PIC being processed. Applications will be discontinued after 90 days if an appointment is not scheduled. If continuing without BC Services Card Login proceed to step 5.

The screenshot shows the 'Criminal Record Check Application' page. At the top, there is a progress bar with steps: Checklist, Organization Information, Log In (highlighted), Personal Information, Terms and Conditions, and Application Submitted. Below the progress bar, the heading 'What is your preferred log in option?' is displayed. A red arrow points to the 'RECOMMENDED' section, which contains a box titled 'Use your BC Services Card Login'. This box lists three benefits: 'Skip the identity confirmation step with your employer', 'Apply faster', and 'See your application progress in real time'. Below this list is a button labeled 'Log In with BC Services Card'. To the right of this box is another box titled 'Continue without your BC Services Card Login', which states 'If you don't have a BC Services Card account you can still complete the application.' and has a button labeled 'Continue without BC Services Card'. A 'Previous' link is located at the bottom center of the main content area. The footer contains links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

- a. BC Services Card Login steps. Once confirmed on the app it will take you to the Application Page (Step 5).

The screenshot shows the BC Services Card app login process. On the left, a box titled 'Continue with:' contains two options: 'BC Services Card app' (selected) and 'Username/password + BC Token'. Below this, a section titled 'No account?' provides instructions on how to get the app and a link to 'Set up a BC Services Card account'. On the right, a box titled 'Enter this pairing code in the BC Services Card app.' displays the code 'TGD FGR' with the label 'Pairing Code'. A red arrow points from the code to the text 'Your unique pairing code.' Below this, a section titled 'Need Help?' explains that the code is only used once and provides a link to 'Log in on this computer, you can use the app you've set up on your mobile device.' A diagram shows a laptop and a smartphone. Below the diagram, three numbered steps are listed: 1. 'Open the BC Services Card app on your mobile device', 2. 'Enter the pairing code provided above in the mobile app and follow the directions in the app', and 3. 'Come back to this device to get to the website'. At the bottom, a section titled 'Don't have the app?' provides a link to 'Get the BC Services Card app'.



5. Enter the requested fields and click next.

The screenshot shows the 'Criminal Record Check Application' form at the 'Confirm your information' step. The progress bar at the top indicates that 'Personal Information' is the current step. The form contains the following fields:

- Legal Given Name
- Middle Name 1 (optional)
- Middle Name 2 (optional)
- Legal Surname
- Email
- Phone Number

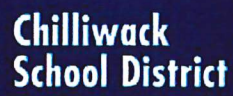
Below the fields is a checkbox labeled 'I have only a given name OR a surname'. At the bottom are 'Previous' and 'Next' buttons. The footer includes links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

6. Enter the requested field and click next.

The screenshot shows the 'Criminal Record Check Application' form at the 'Your personal information' step. The progress bar at the top indicates that 'Personal Information' is the current step. The form contains the following fields:

- Date of Birth
- Birthplace
- BC Drivers License # (optional)
- Sex (dropdown menu)

Below the fields are 'Previous' and 'Next' buttons. The footer includes links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.



Applicant Guide

Police Information Check

8. Enter your address. Select the Next button.

BRITISH COLUMBIA

Criminal Record Check Application

- Checklist
- Organization Information
- Log In
- Personal Information
- Terms and Consent
- Application Submitted

What is your mailing address?

Address Suggested by Canada Post 	Country Canada
☒ Home Address 12345 St. John's Ave., Vancouver BC V6T 1A5 ☐ Business Address 12345 Industrial Blvd., Richmond BC V6V 1K1 ☐ Rental Property 12345 Maple Ridge Rd., Surrey BC V4N 1M2	
City Edson	Postal Code E7D 1G8
Province Alberta	Country Canada

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9. Review and confirm the information entered. At the bottom of the page, complete the declaration confirming that the information is correct, and click Next.

The screenshot shows the 'Criminal Record Check Application' form at the 'Review' stage. The progress bar at the top indicates the following steps: Checklist (1), Organization Information (2), Log In (3), Personal Information (4), Terms and Conditions (5), and Application Submitted (6). The 'Review the following Information' section is divided into two columns: 'Organization Information' and 'Contact Information'. The 'Organization Information' section includes fields for 'Requesting Organization' (Edson-Parkway), 'Organization Phone Number' (604.555.0752), 'Organization Address' (123 180 Hwy 66, Northw., Ontario, Canada, L8B 1Y9), and 'Job Title' (Teacher). The 'Contact Information' section includes fields for 'Contact Name' (George), 'Contact Email' (GEOGE@EDSON-PARKWAY.COM), 'Phone Number' (604.555.0752), 'Business Hours' (9:00 AM - 5:00 PM), 'Business Address' (123 180 Hwy 66, Northw., Ontario, Canada, L8B 1Y9), and 'Business Phone Number' (604.555.0752). At the bottom of the form, there are 'Previous' and 'Next' buttons. The footer contains links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.

10. Certify that the information provided is complete and accurate. Verify the CAPTCHA and click Submit.

The screenshot shows the 'Criminal Record Check Application' form at the 'Consent to a Criminal Record Check' stage. The progress bar at the top indicates the following steps: Checklist (1), Organization Information (2), Log In (3), Personal Information (4), Terms and Conditions (5), and Application Submitted (6). The 'Consent to a Criminal Record Check' section includes a 'Declaration' box with a checkbox labeled 'I certify that, to the best of my knowledge, the information I have provided and will provide as necessary is complete and accurate.' Below the declaration box, there is a 'Print and Sign' button and a CAPTCHA image. At the bottom of the form, there are 'Previous' and 'Next' buttons. The footer contains links for Home, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us.



11. Tick each checkbox to consent to the criminal record check, digitally sign, and submit.

The screenshot shows the 'Criminal Record Check Application' form. The 'Terms and Conditions' tab is selected. The section 'Consent to a Criminal Record Check' contains the following text and checkboxes:

Consent to a Criminal Record Check

Please read and agree to each of the following statements:

I hereby consent to a criminal record check pursuant to the Criminal Records Review Act (CRAA) to determine whether I have a conviction or outstanding charge for any relevant or specified offence(s) as defined under the CRAA should I hereby consent to a check of available law enforcement systems as further described below, including any local police records.

I hereby consent to a Vulnerable Sector search to check if I have been convicted of and received a record suspension for any offence(s) as per the Criminal Records Review Act. For more information on Vulnerable Sector searches, please visit the Royal Canadian Mounted Police (RCMP) website: <https://www.rcmp.gc.ca/en/vulnerable-sector-search>.

I understand that as part of the Vulnerable Sector search, I may be required to submit fingerprints to confirm my identity in a location where the results of a check indicate that a criminal record or outstanding charge for a relevant or specified offence(s) may exist. I agree to provide my fingerprints to verify any such criminal record.

My organization and I will be notified that I have an outstanding charge or conviction for a relevant or specified offence, and that the matter has been referred to the Deputy Registrar for review.

This Deputy Registrar will determine whether or not I present a risk of physical or sexual abuse to children or the physical, sexual, or financial abuse to vulnerable adults as applicable; the determination will include an indication of any relevant or specified offence(s) for which I have received a record suspension (formerly known as a pardon).

If I am charged with or convicted of any relevant or specified offence(s) at any time subsequent to the criminal record check authorization herein, I agree to report the charge(s) or conviction(s) to my organization, in a timely manner, with a new criminal record check authorization.

For the purpose of completing my CRAA check as described above, I authorize the collection and/or consent to the disclosure of my personal information to the CRAA, as follows:

☐ Pursuant to the Access to Information and Protection of Privacy Act (ATIA/PIPA), I hereby consent to the disclosure by the Ministry of Attorney General to the Deputy Registrar of my name, all, at least if available, Conviction or Service Number (CSN), history of contact with EC Court System, and my date of birth as found in the Justice Information System (JIS/STIS).

☐ Pursuant to FOIPA, I hereby consent to the disclosure by the Ministry of Public Safety and Solicitor General to the Deputy Registrar of my name(s), at least, CSN, history of contact with EC Court System, and my date of birth as found in the BC Corrections' Client management software.

Once you have successfully completed the online authorization, the PIC result will be sent directly to the Chilliwack School District Board Office (8430 Cessna Drive) after the check is finished.

Please do not hesitate to contact the Board Office at volunteer@sd33.bc.ca or call 604-792-1321 if you have any questions or concerns.