

CRC Instructions

Applications are completed online

Criminal Record Checks must be done by anyone wanting to volunteer with the Abbotsford School District. Once approved, they are valid for 5 years. If you have already completed a CRC with the Abbotsford Police Department, you will still need to complete one using the following process. If you are unsure if you have completed a CRC or if yours is still valid, please speak to your school's office.

How to apply for a Volunteer CRC –

1. Send an email to criminal.check@abbyschools.ca Please include:

- ☐ Applicant's full LEGAL name
- ☐ Applicant's formal request – "Can you please forward me the online CRC application for volunteers?"
- ☐ Whether or not you have BC Services Card account/app

2. Complete the online criminal record check application

If you do not have a BC Services Card account/app, you are not done!

After completing the online application, please report to reception at the School Board Office with two pieces of ID as soon as possible to avoid your application link expiring

Abbotsford School Board Office
2790 Tims Street
Abbotsford BC V2T 4M7
604-859-4891

The volunteer master list will be updated periodically. If your Criminal Record Check status is pending, your CRC has not been processed. The CRC process can take up to 6 weeks during peak times. If you have any questions regarding the criminal record check process, please contact your child's school, the school board office at 604-859-4891 or email criminal.check@abbyschools.ca

CRC Process

The applicant will send an email to **criminal.check@abbyschools.ca** to request the online *CRC application link*. They will also need to provide their full name, whether they need an employee or volunteer application, & whether they have a BC Services Card account



The applicant completes the online CRC application



Does the applicant have a BC Services Card Account?



NO:

The applicant must report to the
Abbotsford School Board office
(2790 Tims St.) with two pieces of ID



YES:

The applicant confirms their
identity through the BC Services
Card Account



Once the CRC is processed and
approved, the applicant will be added
to the district's master volunteer list

Search the App or Google store for the BC Services Card app:



BC Services Card
Productivity