



COLQUITZ

MIDDLE SCHOOL

505 Dumeresq St. Victoria B.C. V8Z 1X3

Ph:250-479-1678 Fax:250-479-2752

Volunteers are an important part of our school community. By generously donating time and expertise to our school, volunteers support the learning environment for our students. Our school is committed to ensuring student safety. **With this in mind, anyone who will be working with our students is required to complete a Criminal Record Check (CRC).** Volunteers will have to follow the process outlined below to obtain a CRC free of charge.

- Apply online for a **Criminal Record Check** at <https://justice.gov.bc.ca/criminalrecordcheck> Use our school's access code: **7ZAHHYE8E6** Your Criminal Record Check will be sent directly to the school and it usually takes 10 days to 2 weeks.

Criminal Record Check applicants who do not have a credit history of at least six months or have not been living in Canada for at least two years will need to get a Volunteer Letter from the school office to take to the municipal police department to get a CRC from them.

The Criminal Record Review Program verifies identities through an Electronic Identity Verification (EIV) process. It is important to know that the criminal records review program is not funding a credit report; it is only using the eiv to verify the applicant's identity and to make sure the personal information contained in the criminal record check form is accurate. No information from this process is retained or stored by the criminal record check program.

If you are **not planning to drive** any of our students the only forms we require for volunteers are the CRC and the completion of a one page School Volunteer form that you can get from the office.

If you are planning to drive any child other than your own, you are required to complete a Criminal Record Check (CRC) and a Driver's Abstract. If you can help with driving students please:

- Complete our school's **Volunteer Driver Form** and provide us with a copy of your **Driver's License** and **Vehicle Insurance**. **\$1,000,000 Third Party Liability** is required to drive for the school.
- You can phone ICBC or go online to get a copy of your **Driver's Abstract**. The ICBC **phone number** is: 250-978-8300. It usually just takes a few minutes. Have your Driver's License handy and ask them to email results to: colquitz@sd61.bc.ca
- To get a Driver's Abstract **online**, have your driver's license in front of you and go to this website: <https://onlinebusiness.icbc.com/cli/>
- You will see the following page:

ICBC Driving Record and Insurance History


Identification

You must be the person named on the licence below in order to obtain a driving record or insurance and claims history record. If you're an employer trying to obtain an employee's driving record, see the application requirements and process for [National Safety Code \(fleet operators\)](#) and exit this online service.

Last name (family name)

BC driver's licence number

☐ I confirm that I am the person named (to whom this request pertains) and that I have read and understand the [privacy statement](#) and the [statement of limitations](#) for the Driving Record and Insurance History application. I give ICBC permission to use the information that I provide as set out in the privacy statement.

☐ I'm not a robot 
 reCAPTCHA Privacy - Terms

[Continue](#)

DRIVER'S LICENCE
British Columbia CAN
 SAMPLE, TEST CARD DL: 2222222

Issued: 2015-Mar-02 Expires: 2020-Jun-07
 Restrictions: Endorsements: 21
 Class: S
 Wt: 59.0 kg Ht: 175 cm
 Sex: F Eyes: BLU Hair: BLO
 910 GOVERNMENT ST
 VICTORIA BC V8W 3Y8

- You will need to have the completed Driver's Abstract sent to colquitz@sd61.bc.ca for our records to complete your driver forms.

We appreciate your support and willingness to help Colquitz staff and students.