



**WEST
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INSTRUCTIONS FOR CRIMINAL RECORD CHECK

In accordance with the Criminal Records Review Act, and Board Policy 4.70, a current Criminal Record Check (CRC) is required for all employees.

You may complete the CRC application online. You will be required to cover the \$28 fee, via credit card, and be subject to identification verification via EIV.

If you have a CRC from the Criminal Record Review Program that is less than a year old, you may request your previous employer to share the results of the prior CRC. This step will save you the \$28 processing fee, and this option is also available by following the steps in the link provided below.

To request a new CRC, or have the results of a completed CRC shared with the West Vancouver School District HR Department, please follow this link:

Online Link: <https://justice.gov.bc.ca/eCRC/home.htm>

Access Code: RPNAPBNAHP

If you are unable to complete the above step for any reason, please contact the Human Resources Department, at 604-981-1000.

Please note that your Criminal Record Check must be completed prior to commencement of your appointment

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