



Johnston Heights CHURCH

April 2024

Dear Volunteer,

We are so excited that you are going to be or continuing as a ministry volunteer at Johnston Heights Evangelical Free Church. The role that you are planning to volunteer in requires that you complete a criminal record check every three years. To help simplify this, we have moved to doing this online. Below is an online link and access code that are needed to begin the process.

- Online Link: <https://justice.gov.bc.ca/criminalrecordcheck>
- Access Code: 3JFF6XPVW

To submit your online criminal record check, you will first need to verify your ID. You need to do this on a mobile device, using the BC Services App (see attached information sheet below). If you have recently completed an online CRC with another organization and would like it shared with us, we can give you the correct paperwork to do so. If you are unable to complete the check using the BC services app, please let us know as soon as possible.

If you have any questions, please e-mail admins@hopetoyou.com.

We look forward to serving with you,

Vanessa Johnson & Cindy Orivolo
Administrative Directors
Johnston Heights Church

Online Criminal Record Check Instructions

2 STEP PROCESS

Step 1 – Verify Identification with the BC Services Card App

Step 2 – Fill out the online CRC Application

Step 1 – Verify Identification with the BC Service Card App

Download BC Services Card App on your mobile device (phone, tablet). (If you already have this App, and have verified your ID through it, you may skip this step. First open the App and ensure that your ID verification is still set-up, before going to step 2.)

- It is helpful to have the App on the device you are filling out the application form in Step 2 on, but not necessary.

Once App is downloaded, proceed through the steps to **set-up ID verification**.

- Follow these steps:
 - o Set-up
 - o Click Next after reading the following few slides
 - o Scan the barcode on the side of your BC Services Card (Driver's License, BC-ID Card)
 - o You can verify this by making a quick video, a video call, or in person. Making a quick video is the fastest, follow the simple instructions and send in video. Wait for approval.
 - o Once approved, confirm in the App you are signed in and verified, then go to Step 2

Step 2 – Fill out the online CRC Application

- Go to the online link : <https://justice.gov.bc.ca/criminalrecordcheck>
- Enter the Access Code provided by Johnston Heights Church – 3JFF6PXPVW
- Click on – 'Start my CRC' and proceed to follow the steps and fill out the information
- Verify the information is correct for Johnston Heights Church
- Sign in with BC Services Card App to verify Identification – Choose 'log-in with BC Services Card'
- It should take you to the BC Services Card App
- It will ask you if you want to log-in, click on the 'CRC'
- Will confirm your ID, once you have approved it through your phone code/face ID
- Once verified, return to CRC application website
- Complete the CRC Application Form – Volunteer Consent to a Criminal Record Check. (Confirm it says Johnston Heights Church, under position – "Children's Ministry Volunteer", you will need your Driver's License or BCID number for this portion)
- Review Information and if correct, hit submit

- Consent to the following privacy information, by checking the boxes
- Download or screenshot your completion Code