



**St  
Joseph's  
School**

Please be advised in order to be a parent volunteer / chaperone / volunteer, the school **must** have the following three pieces of information from you:

1. Current Criminal Record Check (valid for 5 years)

*May be obtained through: Criminal Records Review Program (CRRP)  
Applicant Based Online Services.*

*May be obtained through:*

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

*Access Code: KWX8WTSZE4*

*Enter the link and the access code. It asks "would like to go through the BC Services Card?" If you choose to use the BC Services card, you have to download the app on your phone, if you don't already have it. Apparently, this is a less complicated form to fill out.*

*There is an option if you choose not to download the BC Services app, click on the "I do not have a BC Services card" and it will send you to a more complicated form.*

*Once you have completed the process, the Criminal Record Report is emailed to the office. There is no charge for this service.*

2. Current Driver's Abstract (must be renewed every September) (needs to show the **last 6** years)

*May be obtained through The Access Centre, Smithers*

*Phone # 1 800 663 3051, or*

*online at: <https://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>*

*and Emailed to [stj@cispg.ca](mailto:stj@cispg.ca)*

3. Copy of current valid vehicle insurance for the vehicle you will be driving to ensure third party liability insurance is in place.

We appreciate your support for these field trips and thank you for your time in fulfilling these requirements.

*One family, one hope in Christ*

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