
Schedule E Criminal Record Checks

One of the requirements for doing duty days at our Preschool is that you must submit a Criminal Record Check. This was previously done by the Saanich Police Department for free, but it is now a VICPA requirement for all duty parents to submit a **Schedule E Criminal Record** Check which is obtained through the Ministry of Public Safety and Solicitor General.

The cost is \$20.00 which is to be paid by you, the parent. The links are provided below. It would be appreciated if this could be done as soon as possible (preferably by the last week in August). This gives them time to be processed and returned to the Preschool as the ones that are on file will need to be replaced.

We need these on file for when you do your first duty day at the preschool. These criminal record checks cannot be done in person and should be mailed to the address found on the bottom of the form.

They do not accept personal cheques and will only accept either a money order or a certified cheque. You can also pay with a Visa/MasterCard by printing off the Pre-Authorized credit card form and faxing it along with your application, the fax number is on the bottom of the form as well.

Please fill out part 1 (make sure you select schedule type "E" at the top) and for part 2 please just fill in Cordova Bay Preschool and the following ID #100231.

<http://www.pssg.gov.bc.ca/criminal-records-review/index.htm>

Link for the Ministry of Public Safety and Solicitor General Website

<http://www.pssg.gov.bc.ca/criminal-records-review/shareddocs/consent-form.pdf>

Application for criminal record check (can be filled out online then printed)

<http://www.pssg.gov.bc.ca/criminal-records-review/shareddocs/creditcard.pdf>

Pre- Authorized credit card form (Visa/MasterCard Payment)