



CENTRAL UNITED CHURCH



INSTRUCTIONS FOR OBTAINING POLICE INFORMATION CHECKS

Please review this Checklist to ensure you have everything required
BEFORE proceeding with your Online Application

Note: Online applications are ONLY for electronically sharing your Police Information Check result with registered agencies. You will **not** be provided with a [Hard Copy](#) letter.

Before continuing, please ensure you have **JavaScript enabled on your browser**

- You will need to provide the exact name of the Agency you are requesting a Police Information Check for.
- You will be required to supply a specific Agency name to whom you are making an application for, and this Agency must have created an account on ePIC to be able to apply online.
- You will be required to have your own personal unique email address for creating your account.
- If you require a Police Information Check for an unpaid practicum, you will be required to upload a copy of the UnPaid Practicum Letter provided to you by the Agency. (Letters must be on agency letterhead with the date, applicant's name, position for unpaid practicum and name/signature of authorized agency contact.)
- If you require a Police Information Check for a volunteer position, you will be required to upload a copy of the Volunteer Letter provided to you by the Agency. (Letters must be on agency letterhead with the date, applicant's name, position of volunteer, VSPN number if applicable and it requires the name/signature of the authorized agency contact.)
- Agency letters **must** be dated within **6 months** of you making a Police Information Check application.



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- **To apply online, you must have resided in Canada for greater than 1 year and be able to supply your Social Insurance Number (SIN)** as it is mandatory for your identification to be verified by Equifax eIDverifier. We recommend you do not attempt to create an account if you do not have an established and/or active credit history - i.e. no credit card, bank loans, mortgage, etc. as these are required to authenticate your identification using eIDverifier; a secure screening process which provides an online identification method by comparing secured personal information, provided by applicants' against their credit records. **It is not a credit check and does not affect credit scores or ratings.** Applicants are asked a series of questions based on their credit records and must be successful in answering before verification can be confirmed. If an applicant is not able to correctly answer their credit record questions, their identification verification will be unsuccessful and applicants will have to attend in person to a Calgary Police Service facility to make application. **This does not imply there is anything wrong with your credit record - the system is set up to protect your identity.**
- Payment method can be either Interac, Credit Card (VISA/Mastercard), and Visa Debit. ([BMO is no longer supporting Interac Online. Another method of payment will be required.](#)) Some Agencies may have chosen to pay for their applicants, please verify with the Agency.
- If applicable, you will have the option of Self-declaring any history of criminal conviction(s) and will require information including offence, date, court location and disposition/sentence.
- You will be required to upload a copy of two pieces of government-issued identification documents, **one must be a photo**. Listed below is the **only** acceptable government-issued identification for this application and cannot exceed 4MB in size. **EXPIRED IDENTIFICATION CAN NOT BE ACCEPTED.**

**Acceptable Valid Government Issued Photo Identification
One must be selected from this column**

- Driver's Licence (**Interim Operator's Licence NOT valid ID**)
- Alberta Photo Identification Card (Issued through Registry Agent Offices)
- Passport
- Permanent Resident Card (past expired date is acceptable)
- Firearms Licence
- Nexus Card
- Secure Certificate of Indian Status Card (Federally issued)
- Aviation Document Booklet
- Refugee Protection Claimant Document-Certified

Please ensure the photo portion with personal information is viewable



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To be able to apply online it **must** be for the following reasons:

- Employment
- Volunteering
- Adoption
- Paid / Unpaid Practicum

For Calgary Police Service Locations please visit the following page:

<http://www.calgary.ca/cps/Pages/Public-Services/Police-Information-Checks-Locations.aspx>

You will not be able to apply online if any of the following reasons apply to you.

- PIC request is for Immigration
- You are not a resident of Calgary
- You have not resided in Canada for greater than 1 year
- You do not have a specific Agency when requesting the police check
- You are under 18 years of age
- You do not have a credit history
- Your Agency has not yet registered with the ePIC online system
- You will require a hard copy of your Police Information Check Letter-**printing/saving/email options are not available online**

Note: If you cannot apply online or wish not to proceed online, or if you require a hard copy of your Police Information Check letter you must apply in person. Please visit our website to learn how to make application at any Calgary Police district office:

<http://www.calgary.ca/cps/Pages/Public-Services/Police-Information-Checks.aspx>

Personal information in this application is collected pursuant to the Freedom of Information and Protection of Privacy Act and the Police Act. Questions or concerns should be directed to: Calgary Police Service, Police Information Check Unit at 403.428.2052.

Appendix 10 ~ Duty of Care Policy and Procedures
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