

## Police Information Check Instructions

The Calgary Police Service processes Police Information Checks for employment and volunteer opportunities.

Police Information Check (PIC), information is searched from three databases and the results will be provided on a Calgary Police Service certificate letter. Disclosure will include Canada-wide Criminal Record History, Vulnerable Sector Search (if required) and Police History; this includes Local Police Information and Alberta Provincial court records.

### Obtaining a Police Information check

To obtain a Police Information Check you can apply online as long as your organization is registered: <https://policeinformationcheck.calgarypolice.ca/>

You can visit a [Calgary Police Service](#) location and remember to bring two valid pieces of government issued identification.

1. Photo identification can be one of the following:
  - Driver's Licence
  - Alberta Photo Identification Card (Issued through Registry Agent Offices)
  - Passport
  - Citizenship Card
  - Permanent Residence Card
  - Firearms License
  - Refugee Protection Claimant Document- Certified
  - Nexus Card
  - Aboriginal Status Card (Federally Issued)
  - Aviation Document Booklet
    - \*for minors between the ages of 12 to 15 years who do not have any of the above photo identification a Student Photo ID will be accepted.
  
2. Non-photo identification can be one of the following:
  - Provincial Healthcare Card
  - Birth Certificate
  - Marriage Certificate
  - Immigration Papers (Includes any VALID document issued by Citizenship and Immigration Canada with proper applicant descriptor information)
  - Citizenship Card
  - Citizenship Certificate

## **Cost and payment**

The costs for a Police information check are:

\$30.00 if required for employment; adoption, immigration, or other

\$15.00 if required for volunteer positions or an unpaid practicum only (with a letter from your organization)

To be eligible for the \$15 fee, applicants must obtain a letter issued from the organization stating the person's name and the capacity they will be involved with i.e. volunteering or an unpaid practicum and must be signed by designate from that organization. If the organization is on a VSPN, this number must be quoted on the letter; the \$15 fee will be waived.

\$0.00 if required for a volunteer position and the organization has a Volunteer Screening Program Number- VSPN (individual must have a letter from the organization with the agency information on it.)

If your volunteer organization has a 'Volunteer Screening Program Number (VSPN) issued by Volunteer Alberta, that number must be on a volunteer letter issued from the organization, along with the person's name and the volunteer capacity they will be involved with and must be signed by designate from that organization. For further info please contact Volunteer Alberta <http://volunteeralberta.ab.ca/vspn/>

Payment can be made by AMEX, Visa, MasterCard, or Interac/Debit. Cash is also accepted at the CPS Westwinds Campus only.

### **Police Information Check District Locations**

District Offices are located throughout the city, are open Monday to Sunday from 8:00am-8:00pm, closed statutory holidays.

- District 1 – Ramsay 1010, 26 Ave. S.E.
- District 2 – Rosscarrock 4506, 17 Ave S.W.
- District 3 - North Haven 4303, 14 St N.W.
- District 4 – Franklin 3207, 12 Ave N.E.
- District 5- Saddle Ridge 800, Saddletowne Circle N.E.
- District 6 – Fairview 8325, Bonaventure Drive S.E.
- District 7- Country Hills, 11955 Country Village Link NE
- District 8 – Midnapore 450, Midpark Way S.E.

- CPS Traffic Section 6528, 11 St. N.E. Monday to Friday 8 a.m. - 4 p.m. Closed weekends and statutory holidays
- Victoria Park Station 334, 11 Ave S.E. Monday to Friday 8 a.m. - 5 p.m. Closed Weekends

**Contact the Police Information Check Unit**

Phone: 403-428-2052

E-mail: [cps-picunit@calgarypolice.ca](mailto:cps-picunit@calgarypolice.ca)

Mail: Police Information Check Unit

5111 47 St. N.E. Mail code: #507

Calgary, Alberta T3J 3R2

In person at the address above: Monday to Wednesday, Friday 7:30 am - 4 pm,  
Thursday 10 am - 4 pm, closed on all weekends and statutory holidays