



# Palliser Regional Schools

**Palliser Centre**

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## CALGARY POLICE SERVICE – VOLUNTEER E-PIC INSTRUCTIONS

*Only residents of the City of Calgary are eligible to use this service. If your residence is outside of Calgary city limits, you must take the volunteer letter with you to your local RCMP detachment and, once received, hand your completed Criminal Record Check/Police Information Check to your school.*

Before beginning this process, you should scan or take a picture of the letter provided to you by your school, which includes the Volunteer Organization Authorization Number (VOAN). You should also scan or take pictures of 2 pieces of valid government issued ID, with at least one being a piece of photo ID. Pictures or scans of both sides of the identification are required.

Acceptable valid government issued non-photo ID includes:

- Provincial Healthcare Card
- Birth Certificate
- Marriage Certificate
- Immigration Papers
- Citizenship Card (issued within last 5 years)
- Citizenship Certificate

Acceptable valid government issued photo ID includes:

- Driver's License
- Alberta Photo Identification Card
- Passport
- Permanent Residency Card
- Firearms License
- Nexus Card
- Secure Certificate of Indian Status Card
- Aviation Document Booklet

You will need to upload copies of these files to the Police Information Check (PIC) system for identification verification purposes.

STEP 1: Access the Calgary Police Service E-PIC system - <https://policeinformationcheck.calgarypolice.ca/>

STEP 2: Click on “PERFORM POLICE INFORMATION CHECK” at the bottom of the page.

STEP 3: Follow the instructions on the page. Use “PALLISER REGIONAL SCHOOLS – VOLUNTEERS” as the agency name that you are applying for.

The Calgary Police Service has instructions and videos on this website to help applicants with any issues or questions.

STEP 4: Once you receive notification that your completed E-PIC is ready to view, you must log into the system and share it with the agency, “PALLISER REGIONAL SCHOOLS – VOLUNTEERS”. Your school will be notified once a completed E-PIC has been shared.

Thank you for willingness to volunteer in our schools!