

Guide to Police Information Checks (PICs) for Volunteers in Edmonton Parishes

The following instructions are to assist applicable volunteers and Parish Volunteer Coordinators to provide the accurate information necessary for the Edmonton Police Service to process the PIC application. This form is applicable for volunteers residing in Edmonton and who are volunteering for parish ministries and programs that involve children, youth (under age 18) and vulnerable persons over age 65 or disabled adults. Volunteers residing outside of Edmonton are to complete the Police Information Check application form provided by their local RCMP detachment or other local police service.

Obtaining the Application Form:

- Pick up the "Volunteer, Student Police Information Check Information Sheet" either from the parish office or directly from the Edmonton Police Information Check Section. The full name of the form is Police Information Check (for Volunteer, High School Student).

Completing the Application Form:

Part 1 - Check the "Volunteer" box.

Part 2 - Provide full legal name in the surname, first name and middle name fields. This full legal name and date of birth will be verified and compared with two pieces of acceptable identification by the Parish Volunteer Coordinator or designate.

- Under Agency Requesting PIC, enter: **The Catholic Archdiocese of Edmonton (Parish Name)/** Phone **780.469.1010/** Fax **780.465.3003.**
- Under Contact Name, enter: **John Bergin.**
- Under Department enter: **Human Resources/** Phone **780.469.1010/** Fax **780.465.3003.**
- Under Description of Position enter: the name(s) of the ministry position(s).

Part 3 - Vulnerable Sector, check "Yes" box if working with those within the vulnerable sector.

Part 4 - **ONLY FILLED IF WORKING WITH VULNERABLE SECTOR** - List/describe the type of interaction and the ages of the children, and/or youth (under age 18) and/or vulnerable persons of all ages you will be working with.

- Your signature and date.

Part 5 - **TO BE SIGNED IN FRONT OF YOUR VOLUNTEER COORDINATOR OR DESIGNATE** - Your signature and witness (Parish Volunteer Coordinator/designate) signature and date.

Verifying the Application Form:

Once completed, please return the Police Information Check form to your Parish Volunteer Coordinator to have them verify your 2 pieces of government issued ID and sign for verification, as well as sign at Part 5 as your witness.

*Please see the reverse side to see details for the ID verification.

ID Verification for Police Information Checks

FOR VERIFICATION OF ID, PLEASE PROVIDE 2 PIECES CURRENT ORIGINAL GOVERNMENT ISSUED ID WITH FULL NAME AND DATE OF BIRTH REQUIRED

*1 PIECE MUST BE PHOTO ID

ACCEPTABLE ID

- ALBERTA MOTOR REGISTRIES ID (ie. DL, Learner's & Identification Card)
- CNIB ID CARD
- BIRTH CERTIFICATE
- INDIAN STATUS CARD/METIS STATUS CARD
- PASSPORT
- IMMIGRATION PAPERS
- CITIZENSHIP CARD
- PERMANENT RESIDENCE CARD
- FIREARM ACQUISITION CARD
- NATIONAL DEFENSE CARD
- WIN CARD
- AISH
- CANADIAN BLOOD SERVICES
- PROVINCIAL HEALTH CARE CARD with full name (not initials)

UNACCEPTABLE ID

- SOCIAL INSURANCE CARD
- INTERIM DRIVER'S LICENSE
- EDMONTON POLICE SERVICE ID CARD
- STUDENT ID
- CREDIT CARDS
- CITY OF EDMONTON LICENCE CARD
- BLUE CROSS CARD
- HOSPITAL CARD

In the case of persons under the age of 14 years and/or over the age of 55 years, Police Information Check Section personnel will review each case individually in regards to other acceptable identification and will reserve the right to accept or refuse other forms of identification in accordance with its' internal policy and guidelines.

Originals of identification are required to be provided. Identification that is expired will not be acceptable. Photocopies of identification are not acceptable.

For more information about the volunteer police information check program, you can visit the Edmonton Police Service website at www.edmontonpolice.ca