

Guide to Police Information Checks (PICs) Verification for Edmonton Parish Volunteer Coordinators

Once each volunteer has completed the PIC form, they will submit it to you as the Parish Volunteer Coordinator or to a designate you have assigned.

1. For the section entitled “To be Completed by Agency”, the volunteer’s two (2) pieces of identification should be verified and marked by the Parish Volunteer Coordinator or designate. For appropriate pieces of original identification, please refer to the reverse side of Guide to PICs for Volunteers in Edmonton Parishes labeled **ID Verification for Police Information Checks**. Please note, photocopies of the identification are not required to be submitted with the PIC form.
2. Once Police Information Check forms have been collected from designates, please list the names of all volunteer applicants who have completed the PIC form on the “Applicant List” form. Under the Agency, you should put “The Catholic Archdiocese of Edmonton (Parish Name)”, put the parish mailing address, and under “Attention: Volunteer Services”, write our VOAN number which is **VOAN5904Re2098**.
3. The completed Police Information Check forms and Applicant Lists are then to be sent with necessary cheques to:

Police Information Check Section
Edmonton Police Service
9620 – 103A Avenue
Edmonton, AB T5H 0H7
4. When the Police Information Check is completed by the Edmonton Police Service and results of the information check are recorded by the Parish Volunteer Coordinator the PIC form will be returned to the volunteer applicant.
5. The \$15 PIC fee for volunteers whose main role is working directly with persons under the age of 18, over age 65 or those with a disability, will be covered by the Volunteer Police Information Check Program provided by Volunteer Alberta. If submitting applications for those not working with the vulnerable sector (eg: money handlers, managers of parish property/confidential information, etc.), please be sure to enclose a cheque for a total amount equal to \$15 times the number of volunteers not working directly with the vulnerable sector made payable to **Edmonton Police Service**.

When verifying completed Police Information Checks, please double check that all areas of the form are fulfilled properly. If not done properly, the forms will return to you unprocessed. Common reasons why forms are returned are as follows:

- Incorrect/out of date form(s) used. Any forms signed over 90 days previous will be returned.
- Payment not received. \$15.00 per application due for each volunteer not working directly with the vulnerable sector. VOAN number not written on Applicant List.
- Verification of Applicant’s Identification not signed by a representative of your agency.
- Two (2) pieces of acceptable identification not recorded.

- No applicant list attached to package and/or updated applicant list not used.
- Vulnerable Sector not completely filled out (signature, date and details of vulnerable sector, i.e. children under 18, elderly, people with disabilities, language barrier, circumstances of dependency).
- Waiver not signed and/or dated. Family member cannot witness applicant signature.
- Form(s) written in pencil or not completely filled out or not legible. Please print clearly.
- Original form(s) not received (Photocopy(s) are not acceptable). No whiteout allowed.

