

Guide to Interventions Record Check (IRC) for Volunteers in All Parishes

The Interventions Record Check is applicable in all communities, both within and outside of Edmonton, and is a check conducted through the Government of Alberta. The process may vary slightly from location to location. As such, Volunteer Coordinators should check with the local office to ensure the proper steps to have the Intervention Record Check completed.

The following instructions are to assist applicable volunteers and Parish Volunteer Coordinators to provide the accurate information necessary for the Child and Family Services authority to process the IRC application.

Obtaining the Application Form:

Pick up the “Intervention Record Check” form either from the parish office or directly from your local Child and Family Services Authorities (CFSAs) office. The location of the office can be found at this website: http://www.child.alberta.ca/home/local_offices.cfm

Completing the Application Form:

Section 1 – Fill in all fields in this section and sign and date at the bottom of the section.

Section 2 – Check only the first box, labeled “I am applying to work directly with children for the following organization(s)...” and list the different positions in within the parish in which you would be working directly with persons under the age of 18. Your parish should be put under the organization label.

Again, sign and date at the bottom of section 2.

Submitting the Application:

Once completed, you will need to make a **photocopy of 2 pieces of government issued ID** (one with a picture) and attach it to your application. The complete application should then be sent or dropped off to your local Child and Family Services Authorities (CFSAs) office.

Reporting to Parish:

The results of the record check will subsequently be **mailed to you at the address provided** in the application. When received, the results of the record check should be provided to your Parish Volunteer Coordinator for verification.