

JUNIOR LEAGUE OF CALGARY SECURITY REQUIREMENTS

All JLC Provisional and Active members require **TWO** security clearance checks:

- Police Information Check
- Child Intervention Record Check.

Sustaining members participating in community programs and certain Impact Events also require them. For JLC purposes, the checks are valid for three (3) years. **Please submit a hard or electronic copy of BOTH completed security checks to the Membership VP prior to volunteering for shifts where these checks are required.**

POLICE INFORMATION CHECK

The Police Information Check (PIC) is performed by the Police Information Check Unit of Calgary Police Services. Application can be made in person at any district office or online using the ePIC (Electronic Police Information Check) website. The cost for the information check is **\$15.00** when accompanied by a volunteer letter signed by the JLC president on letterhead stating you are a JLC volunteer. **Obtain a copy of this letter before beginning your application to ensure you pay the volunteer fee.** Without this letter the fee is \$30.00

Documents Required to complete the check: Two pieces of government-issued identification, **one** of which must have a photograph. These documents may include:

Driver's License Learner's License
Passport Citizenship Card

Some examples of identification without photos are:

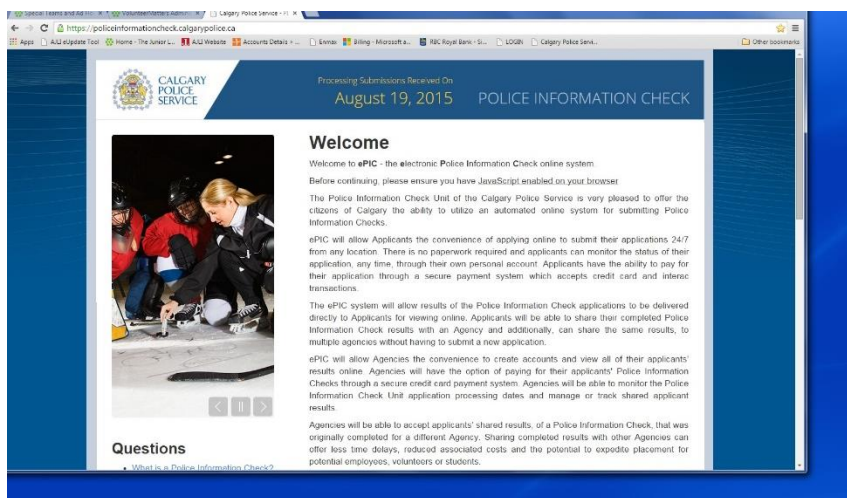
Birth Certificate, Alberta Personal Health Card or Social Insurance Card

Payment Options: Cash, debit and credit cards are all accepted at the Police Administration Building. All other districts accept payment by debit or credit card only. Processing time is 4 – 6 weeks, after which the PIC will be mailed to the requestor. With an online application notification is emailed to the applicant. As a registered agency the JLC can view processed online applications and download the required document. **The JLC needs a copy of the document for your volunteer file.**

Online Application

The easiest way to complete your Police Information Check is online using the ePIC website:

<https://policeinformationcheck.calgarypolice.ca/>



At this Welcome Screen scroll to the bottom and select the green box marked "Perform Personal Police Information Check" and follow the steps. The Junior League of Calgary is an authorized agency. You need to upload copies of your **two** required government documents and the signed volunteer letter from the JLC to complete the application. Ensure you have electronic versions of these documents available before beginning.

In Person

Go to a Police Station and complete the form. For those who live outside Calgary City Limits, obtain a Police Check from the local RCMP detachment. Costs vary and the JLC will reimburse the member the difference between the \$15.00 Calgary processing fee and the local RCMP fee.

District 1 – Ramsay 1010, 26 Ave. S.E.

Monday to Sunday 7 a.m - 9 p.m.

Closed statutory holidays

District 2 – Rosscarrock 4506, 17 Ave S.W.

Monday to Sunday 7 a.m. - 9 p.m.

Closed statutory holidays

District 3 - North Haven 4303, 14 St N.W.

Monday to Sunday 7 a.m. - 9 p.m.

Closed statutory holidays

District 4 – Franklin 3207, 12 Ave N.E.

Monday to Sunday 7 a.m. - 9 p.m.

Closed statutory holidays

District 6 – Fairview

8325, Bonaventure Drive S.E.

Monday to Sunday 7 a.m. - 9 p.m.

Closed statutory holidays

District 8 – Midnapore 450, Midpark Way S.E.

Monday to Sunday 7 a.m. - 9 p.m.

Closed statutory holidays

CPS Traffic Section 6528, 11 St. N.E.

Monday to Friday 8 a.m. - 4 p.m.

Closed weekends

Closed statutory holidays

Country Hills 11955, Country Village Link N.E.

Monday to Sunday 7 a.m. - 9 p.m.

Closed statutory holidays

Saddle Ridge 800, Saddletowne Circle N.E.

Monday to Sunday 7 a.m. - 9 p.m.

Closed statutory holidays

Victoria Park Station 334, 11 Ave S.E.

Monday to Friday 8 a.m. - 5 p.m.

Closed Weekends

CHILD INTERVENTION RECORD CHECK

A Child Intervention Record Check is performed by Child and Family Services (CFS) to check if a person has any record of causing harm to a child in the past. There is **no fee** for this check.

Volunteers apply at CFS **in person** with **two** pieces of ID, preferably a Driver’s License and an Alberta Personal Health Card. Again, the completed form will be mailed to the person requesting the check. **The JLC needs a copy of the completed record check.** Processing time is 3-4 weeks.

Address: 300, 1240 Kensington Rd NW
Phone: 403-297-8080

Hours: Office Hours: 8:15 - 4:30 Monday to Friday,
(Closed on weekends and statutory holidays)

Please note: The Police Information Check and the Child Intervention Check are two separate checks that both must be completed in order to be a volunteer for the JLC.