**INSTRUCTIONS FOR COMPLETING THE POLICE INFORMATION CHECK**

 **APPLICATION FORM**

* Check appropriate box identifying whether the application is for employment, post-secondary or volunteer purposes.

**PART 1**

* Fill in all necessary fields that apply to the applicant. These fields are used as filters in conducting searches on our databases. Failure to provide the accurate information will result in a delayed processing time.
* **Full legal names must be written in the Surname, First Name & Middle Name fields.** All other Surnames & First Names/Aliases ever used must be written in the appropriate box. Full legal name & Date of Birth **must** be verified and compared with two pieces of acceptable identification.
* **Requesting Agency, Contact Name and Information, and Position Description must be completed.** Failure to do so will result in the Police Information Check not being processed and returned to the Agency for correction. Labels with all the required information may be used for this section.

**PART 2;**

* Determine whether the applicant requires a Vulnerable Sector search completed as defined by the Vulnerable Person definition in this section. If a Vulnerable Sector search is not required, **do not** complete this section.
* If a Vulnerable Sector search is required, please answer the questions, sign and provide the description of vulnerable persons
* **Please note that the Edmonton Police Service cannot provide Vulnerable Sector searches for any applicants who do not reside in the City of Edmonton.**

**PART 3**

* Have applicant read, sign & date the bottom. Followed by a witness which is usually the volunteer coordinator of the agency. A witness cannotbe a family member.

**PART 4**

* Please do not fill out this section. This is required to be completed by Police agency members only. If an applicant has outstanding criminal record, please send them to our office directly to complete their Police Information Check.

**PART 5: Agency Use Only**

* This part **must** be completed by the volunteer coordinator. Please check off and initial what ID’s have been verified.
* **Do not** send photocopies of identification. Refer to the Acceptable Identification list if you are unsure of the acceptable identification. If you have any further questions about this section, Program & Public Relations Coordinator at 780-391-4803

**Ensure that the “*Consent for Third Party Notification*” form is signed and dated by the applicant.** If this is not provided, results will automatically be mailed directed to the applicant

 **IDENTIFICATION INFORMATION**

An applicant is required to provide 2 pieces of current government issued identification. Identification presented must contain the full name and date of birth of the applicant. One piece of photo identification must be obtained. At least one form of identification must be a primary one. The following forms of identification will be accepted

**PRIMARY**

* Provincial Driver’s licence or Identification Card
* Passport
* Nexus Card
* Permanent Residence Card
* Indian/Metis Status Card

**SECONDARY**

* Provincial Health Care Card
* National Defence Card
* Birth Certificate
* Social Insurance Card
* Canadian Blood Services Card
* WIN Card
* CNIB ID Card
* Citizenship Card
* Firearm Acquisition Card
* Immigration Papers (ex. Work or study permit)

 **UNACCEPTABLE ID**

* Interim Driver’s License
* Edmonton Police Service ID Card
* Student ID
* Credit Cards
* City of Edmonton License Card
* Blue Cross Card
* Hospital Card

Police Information Check Section reserves the right to accept or refuse any other forms of identification. Expired identification or photocopies of identification cannot be accepted.