



electronic Police Information Check (ePIC) Frequently Asked Questions

Q: Who needs ePIC clearance?

A: All Head Coaches and Assistant Coaches require ePIC clearance from the Calgary Police Services (CPS).

Q: When should I apply for clearance?

A: As soon as you know you'll coach with Bow River South Basketball (BRSB).

Q: How do I apply?

A: Visit the CPS website [here](#).

Q: Can I recover the cost of my ePIC application?

A: Yes, once you have clearance, send your receipt and letter of clearance to your age group coordinator, they will kick off the refund process internally.

Q: I received ePIC clearance from CPS in the past, do clearance letters expire?

A: Yes, for BRSB, clearance is valid for 2 years from the issue date.

Q: I have ePIC clearance from another volunteer association in Calgary, will that work?

A: Yes, as long as the clearance letter is still valid.

Q: Is there anything I need from BRSB to accompany my CPS application?

A: Yes, download and fill out [this](#) reference letter, as it will significantly reduce your application fee. During the application process, you will be given the option to include a letter of support. Be sure to include your full legal name as it appears on your driver's license.

Q: I received my clearance letter, now what?

A: Upload the PDF copy to your profile in Ramp. See [here](#) for a walkthrough.

A: Email your Age Group Coordinator to inform them your Ramp profile has been updated.