



Edmonton Ultimate Players Association

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Youth Volunteer Police Check Application Process

Latest revision: 2019/06/16.

Thank you for choosing to spend your time volunteering with the EUPA Youth Program. With the goal of protecting youth, a Vulnerable Sector Police Check is required by all adult volunteers and staff working with the youth.

This document will guide you through the steps involved and present the options available when obtaining a check.

1. Print off a [Volunteer Confirmation Form](#).

This will confirm that you are eligible for the reduced volunteer fee for your check (\$15.00). Indicate the position(s) you are applying to work in.

2. Gather the following for presentation at the police station:
 - a. Two (2) pieces of government issued ID, one having a photo.
 - driver's licence
 - passport
 - Alberta health card
 - indian/metis status card
 - permanent residence card
 - Nexus card

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

- b. [Police Information Check Application](#). These may also be obtained at the police station.
- c. Payment: check with your police station of choice to confirm the payment options accepted. Nexus accepts cash, debit, credit, certified cheque and money order (payable to the City of Edmonton).

3. Obtain check:

- a. To obtain a record immediately, attend the Nexus Police Station located at [#108, 14315-118 Avenue Nexus Business Park](#) and present your information. People typically spend 30 minutes to 1 hour there. Hours of operation and other information are available on their [website](#).
- b. To have your check process within the next three weeks, you may submit your application at any Edmonton Police Service divisional station. It will be mailed to your home address.
- c. To have your check clearance sent directly to EUPA, fill out the following form and submit with your application. [Consent for Third Party Notification of PIC Application Results](#)

The EUPA mailing address is:

P.O. Box 52180

Edmonton, AB T6G 2T5

4. Fill out the [EUPA Reimbursement Form](#) and give to a Youth Program Leader within six (6) weeks. This can be a coach, committee member or EUPA board member. A cheque will be issued to you within the month.