

Police Information Check/Vulnerable Sector Search – VOLUNTEER

Volunteers applying for a PIC/VSS are required to contact the office prior to beginning their application. The office will provide you with a letter that includes a Voluntary Organization Authorization Number (VOAN). On the *Reason for Application* page you will be prompted to upload the letter given to you by the office.

There are two ways to obtain a Police Information Check/Vulnerable Sector Search. You can apply electronically or in-person. Instructions for both are included in this document.

Instructions for Electronic Police Information/Vulnerable Sector Search (ePIC)

- Go to <https://policeinformationcheck.calgarypolice.ca>.
- Click the green “Perform a Personal Police Information Check” button near the bottom of the page.
- When prompted, include a “Vulnerable Sector Search” with your ePIC.
- You must be 18 years of age or older and have a current Calgary address to apply for an ePIC.

PROCESS

Step 1 of 13 - Checklist

The *Checklist* page summarizes the information and documents required to successfully submit an application. Be sure to read through the checklist thoroughly. When you have read through the checklist, you can advance by clicking the green “Continue” button.

Step 2 of 13 - Getting Started

All questions on the *Getting Started* page must be answered. Ensure you select **Volunteer** when asked, “What are you applying for?”.

Once you answered the questions and your answers have been verified, you can advance by clicking the green “Continue” button.

If you provide an answer that is considered not valid, you will not be able to continue with the ePIC application. An error message will appear indicating the reason your answer is considered not valid and you will be required to go to a CPS location to complete an in-person PIC/VSS.

Step 3 of 13 - Agency Information

The Agency you are applying for is **Master's Academy Educational Society**.

Step 4 of 13 - Consent to Search and Disclose Personal Information

The *Consent to Search and Disclose Personal Information* page will prompt you to review and agree with terms and conditions prior to advancing. Once you agree, you can advance by clicking the green “Continue” button.

Step 5 of 13 - Create Account

You must create an account and password. Your account and password will allow you to return to your application in the future. You will be able to check the status of your application, view and print your application results, and share your application results with Master's Academy Educational Society.

Account Email Confirmation

Once you have received the automated email notification confirming that you have created an account, click the link in the email to verify your email address. You will automatically be redirected to the ePIC online system to continue.

Step 6 of 13 - Supporting Documentation

The *Supporting Documentation* page collects the required identification. You will be required to upload two pieces of government identification, one of which must be photo identification.

Step 7 of 13 - Your Personal Information

The *Your Personal Information* page will prompt you with questions required to verify your identity. Equifax and the eIDVerifier will verify the information you provide.

Step 8 of 13 - Verify Your Identity

The *Verify Your Identity* page is populated with the results from Step 7 and is subject to change based on the requirements identified by Equifax and the eIDVerifier.

If your identity was successfully verified, you will be advanced to Step 9.

If your identity is not successfully verified, an error message will appear. If you receive an error message you must exit the application. You will be required to go to a CPS location to complete an in-person PIC/VSS. The personal information you have entered will be automatically deleted from the ePIC system.

Step 9 of 13 - Applicant Information

The *Applicant Information* page will collect personal information, i.e. birth date, place of birth, telephone numbers, current residing address.

Step 10 of 13 - Reason for Application

Volunteers are required to upload the letter provided by the office with the VOAN in order to have the cost of the ePIC application covered.

The *Reason for Application* page will collect information regarding why you are completing an ePIC. The questions displayed on the page are dynamic and change based on your answers.

Step 11 of 13 - Summary of Payment and Payment

The *Summary of Payment and Payment* page will only appear if you are required to pay a fee. If this page is displayed, return to the *Reason for Application* page and upload the letter provided by the office with the VOAN.

Step 12 of 13 - Success

The *Success* page will be displayed once the application has been successfully submitted.

Step 13 of 13 - Sharing Application Results

You will receive an email when your ePIC results are ready. Log in to your account to view your results. **Once you have viewed your results; click the "Share" button, click the dropdown arrow and type "Master's Academy Educational Society", and click "Share Results"**. A window will open indicating you have successfully shared your results.

Instructions for In-Person Police Information/Vulnerable Sector Search

- You are required to bring the letter provided to you by the office with the VOAN in order to have the cost of the PIC/VSS application covered.
- You are required to bring two pieces of government issued identification to support your application, one of which must be photo identification.
- Remember to include a Vulnerable Sector Search with your PIC.
- State **Volunteer** when asked, "What are you applying for?"
- The Agency you that are applying for is **Master's Academy Educational Society**.
- You will receive your PIC/VSS results in the mail. Please bring the original document to the office.
- There are 10 CPS locations that provide PIC services. Information on these locations can be found at: <https://www.calgary.ca/cps/Pages/Public-services/Police-information-checks-locations.aspx>.