

Hello CADS Calgary Volunteers!

This is the link to do your electronic Police Clearance Check online:

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

Please allow yourself at least 15 minutes to answer the questions and fill out the appropriate information. You can save the form and return it to finish it off by exiting the application in upper right hand corner. There are approximately 15 steps to complete the Police Clearance Check.

For those who lives outside of Calgary, please use this link for more information:

<http://www.rcmp-grc.gc.ca/en/criminal-record-and-vulnerable-sector-checks>.

If you done ePIC (electronic Police Information Check) before from a different agency you can share the results with CADS Calgary also by typing in the box which agencies you like to share it with eg. "Boys and Girls Club Calgary".

INSTRUCTIONS:

Download the Police check letter from the website or registration system. Type your name into the text box and save your copy on your device. You will be uploading that letter to the Police Epic site during your registration process.

Home Page:

Click on the green button "Perform Personal Police Information Check"

Step 1:

Fill in some of your personal information.

Step 2:

What are you applying for? Check off "Volunteer"

Step 3:

Type in "Cana" and a list appears below the box. Click on "Canadian Association for Disabled Skiers – Calgary"

Click on "new application" if you are new to CADS Calgary. Returning volunteers – click on "renew"

Step 4: Terms of Conditions

Check off the 4 boxes that you have agreed and understood the terms.

Step 5: Create Account

For 1st time users, click on the blue button "I do not...". Fill out necessary information, wait for confirmation from Police Service to your personal email. REMEMBER your password.

Once confirmed, proceed rest of the application.

Step 6:

Here you need to upload 2 pieces of ID's. You will see a list of approved documents there. Check off which documents you will provide. Get the files from your computer or phone. Click on the green button "upload". Check off the last box "I have viewed my uploaded documentation..."

Step 7:

Enter your personal information. Must have your SIN (social insurance number) number.

Step 8: Verify your identity

There will be 3 vague identity check questions you need to answer. Once processed and ok, go to next step. If it did not go through, you have to go to the Police Station in person to do your clearance check. Must have the letter with you. Use this link <http://www.calgary.ca/cps/Pages/Calgary-Police-Service-district-offices.aspx> to locate which district offices closest to you.

Step 9: Applicant Information

Answer questions.

Step 10: Reason for Application

It should have "Volunteer" already marked off. In the description box, type in "ski or snowboarder instructor". Check off "disabled" and "child/youth" boxes. Upload your VOAN letter received from CADS Calgary. Enter the VOAN number from the letter.

Step 11:

Section was skipped for me.

Step 12: Summary of Application

Step 13:

Success! You will be given a reference number.

Once you have received an email from the Police Service, log into your account view the document and then upload it to your profile in Snowline.