

# Intervention Record Check (IRC)

## VOLUNTEERING REQUIREMENT

### IMPORTANT REMINDERS

- **The Intervention Record Check (IRC) form must be completed and submitted digitally.**
- You will require **Adobe Acrobat Reader** on your device in order to complete the form.
- Do not print or photograph the digital IRC form.
- Processing times may take up to 30 business days and will depend on the volume of requests.



### DOWNLOAD A DIGITAL IRC FORM:

To download a digital Intervention Record Check form, please scan the **QR code** to the left or [click here](#).

**\* Two forms of government-issued identification** (one must include a photo) are required, along with the submission of your completed digital form. \*\*

### ENSURE CORRECT INFORMATION

**Incomplete forms will be returned for correction** and will create delays in processing. Ensure that you have completed the form correctly with all required information.

- **Personal Information** — *Name, complete address, aliases, children, DOBs, etc. If postal code does not work please put it in after the city.*
- **Organization & Type of Position** — *Enter: Bears paw Christian School — Volunteer*
- **Verify Information** — *Type your name and date at the bottom of sections 1 & 2 to verify the information provided is correct and to consent to having the check completed (ensure you check the box in front as well).*

### COMPLETE FORM SUBMISSION

Email [CFS.IRCCalgary@gov.ab.ca](mailto:CFS.IRCCalgary@gov.ab.ca) and include the following attachments:

- Completed IRC form in saved PDF format
- 2 pieces of government issued ID (one with photo), in digital/scanned format\*

*\*Examples of accepted forms of ID: Driver's License, AB Identification Card, Treaty Status Card, Alberta Health Care card, Firearms License, Birth Certificate, Passport. Do not send a copy of your Social Insurance Number.*