

Police Information Check (PIC)

VOLUNTEERING REQUIREMENT



Your Police Check Requires:

- **BCS Volunteer Letter** (*Hard-copies available at the BCS Front Office*)
- **2 pieces of government-issued ID** (*one must have a photo*)

ONLINE POLICE CHECK

**** This option is only available to those who live INSIDE Calgary city limits. ****

- Visit the CPS website: [Police Information Check](#)
- You will be prompted to create an account or login to an existing account.
- If you created a new account, you will be prompted to change your password before logging in.
- Once logged in, you will see a progress bar with numbered shields to track your progress.
- Part One is Report Selection:
 - Please select the second green square on the left-hand side. This is the Volunteer (with letter), which includes a Vulnerable Sector Search.
- Under “Reason for Police Information Check” you can use the following information:
 - **Volunteer:** Classroom Volunteer/Field Trip Chaperone
 - **Organization:** Bears paw Christian School
 - **Vulnerable Clientele Duties:** Fieldtrip chaperone/classwork assistance/playground supervision
 - **List which vulnerable sectors you will be working with:** Children ages 5-18
- You will be required to verify your identity through a series of personal and financial questions. Please have a knowledge of your financial institution history, current credit cards, and your SIN on hand as these questions are timed. *This is not a credit check, but used to verify your identity.*
- You will be prompted to upload your **BCS Volunteer Letter**.
- You will be sent an email by CPS confirming that your PIC application has been submitted.
- You will receive an email by CPS once your PIC has been approved. Please login to your account and download a PDF copy to your device. and forward it to volunteer@bears paw school.com.

Please Note:

- Police checks currently cost \$25.00, and are valid for 5 years.
- There is a 60-day window for you to download an online PIC after you receive confirmation of approval.

IN-PERSON POLICE CHECK

OUTSIDE Calgary City Limits

Visit your nearest RCMP to complete in-person PIC.

INSIDE Calgary City Limits

Contact your nearest Calgary Police District office and ask about their current in-person process. The Calgary Police Westwinds Headquarters completes in-person checks on a regular basis.

The completed PIC will be mailed to you. Please bring it back to the school once you receive it.