

Update Regarding Applying/Renewing Police Information Checks

March 1st, 2015 the process for parent volunteers to apply or renew their Police Information Checks (PICs) **changed**. Parent volunteers can apply for or renew their Police Information Checks (PICs) through a system called ePIC located on the Calgary Police Service's website (<http://www.calgary.ca/cps/Pages/Public-services/Police-information-checks-locations.aspx>). ePic will allow applicants the convenience of applying online to submit their applications 24/7 from any location! No paperwork is required and applicants can monitor their status of their application through their own personal account. **Effective May 1st, 2017** Volunteer Alberta's **NEW Volunteer Screening Program (VSPN)** will replace the Volunteer Police Information Check Program (VOAN). There will still be **no cost** for a PIC if volunteering for CGS as a Field Trip Supervisor, however, **it is imperative** that you email office@calgarygirlsschool.com to request an official volunteer letter listing our unique VSPN number from Volunteer Alberta which provides us government funding for volunteer's PICs. Unfortunately, **without the unique letter**, you will be required to pay for your PIC and CGS is not able to issue a refund. PIC results will be returned to the applicant **not the school** and you will be **require to share your results** with the Calgary Girls' School **in order** to volunteer to supervise students.

The Calgary Police Service has created an in depth online manual and video with detailed instructions on how to complete a PIC through the online system ePIC.

Applicant Instructional Manual:

http://www.calgary.ca/_layouts/cocis/DirectDownload.aspx?target=http%3a%2f%2fwww.calgary.ca%2fcps%2fDocuments%2fpolice-information-checks%2fApplicant%2520Instruction%2520Manual.pdf&noredirect=1&sf=1

Applicant Instructional Video

<https://www.youtube.com/watch?v=ibdgbLuEL8&feature=youtu.be>