

NOTICE OF CHANGES TO POLICE RECORDS CHECK (PRC) PROCESS FOR CITY OF EDMONTON

WHAT are the key changes?

- PRC application forms will no longer be available at nor submitted through the Prairie Service Centre – Edmonton (also known as the Adventure Centre and Edmonton Scout office).
- Applicants will deal directly with Edmonton Police Service.
- Each applicant will need a PRC Request letter* to provide to EPS, identifying:
 - the applicant as a member of Scouts Canada
 - what screening is being requested
 - the applicant's role to help determine the appropriate fee to charge for completing the PRC
- There will be a fee charged to the applicant for this service. (Be sure to have the letter identifying you as a volunteer; this will reduce the fee.)
- Results will be provided to applicants.
- Applicants must bring/send in the original results certificate to a Prairie Service Centre either in Edmonton or in Calgary.
- If you would like your original document returned to you, please include a self-addressed envelope. (We'll add the stamp.)

* The letter is available on the Prairie Services website (prairies.scouts.ca) under "Resources" > "[Member Registration and Screening Forms](#)". It must be completed then signed by a Commissioner, Registrar or member of staff for presentation to EPS.

WHO do these changes effect?

Residents of the City of Edmonton + 18 years of age and older + Needing PRC with Vulnerable Sector Screening (VSS)

This includes all of our new adult volunteers, youth volunteers who have turned 18, and volunteers returning after a gap in service whose VSS has lapsed.

Renewing members (with expiring PRCs and valid VSS) and Participant Rover Scouts who do not also hold volunteer roles do not require VSS; they may still choose to complete their PRCs through EPS, or to do so through Backcheck.

WHEN will these changes occur?

Members needing PRCs should plan to go to EPS. The "old way" of processing PRCs through the Service Centre before going to EPS and having the results sent to back to the office is ending with the applications currently being processed.

WHERE can I go to apply for a PRC through EPS?

The main service office, which is close to ample free parking, is at:
108 – 14315 – 118 Avenue Nexus Business Park
(on the west side of 142 Street and is accessible from 142 Street or 118 Avenue)

Monday to Wednesday – 8:00 am to 4:30 pm
Thursday – 8:00 am to 6:00 pm
Friday – 8:00 am to noon
Closed weekends and statutory holidays

You may also be eligible to submit at a divisional or community policing station. Please check in advance to verify and be aware that these locations can only accept personal cheques and money orders. (No cash, or debit or credit cards. The main location can accept these other methods of payment.)

WHAT do I need to get a PRC through EPS?

The PRC request sheet* AND two pieces of current government issued identification, which must contain the full name and date of birth of the applicant. One piece of photo identification must be obtained. At least one form of identification must be a "Primary" one.

The following forms of identification will be accepted:

PRIMARY accepted forms of ID

(One must be selected from this section; two may be)

- Provincial Driver's license
- Provincial Photo Identification Card
- Passport
- Nexus Card
- Permanent Resident Card
- Indian/Metis Status Card

SECONDARY accepted forms of ID

- Provincial Healthcare Card
- National Defense Card
- Birth Certificate
- Social Insurance Card
- Canadian Blood Services Card
- WIN Card
- CNIB ID Card
- Citizenship Card
- Firearms Acquisition Card
- Immigration Papers (ex. work or study permit)

Not Accepted:

Interim Driver's License • Edmonton Police Service ID Card • Student ID • Credit Cards • City of Edmonton License Card • Blue Cross Card • Hospital Card

The Edmonton Police Information Check Section reserves the right to accept or refuse any other forms of identification. Expired identification or photocopies of identification cannot be accepted.

WHERE can I find more information on EPS PRCs?

Detailed information including a Frequently Asked Question page can be found on their website:

<http://www.edmontonpolice.ca/CommunityPolicing/OperationalServices/PoliceInformationCheck.aspx>

WHAT do I need to apply for a PRC through Backcheck?

Backcheck is an applicant-paid service and can only be used by volunteers with expiring PRCs.

To get the volunteer rate, you must either:

- request an invitation through the Service Centre (prairies@scouts.ca) OR
- follow the link in email reminder notices you should receive beginning six months prior to your current PRC's expiry date.