



It starts with Scouts.

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

Scouts Canada
Chinook Council
2140 Brownsea Drive NW
Calgary, AB T2N 3G9

chinook@scouts.ca
chinook.scouts.ca

T 403.283.4993
Toll Free 1.888.726.8876
F 403.283.6844

In December 2014, the Calgary Police Service (CPS) launched "ePIC", its electronic Police Information Checking system. This online PRC system is designed to help applicants complete this screening in a more convenient and timely manner.

WHAT are the key changes?

- PRC application forms will no longer be available at nor submitted through the Calgary (Scout) Service Centre office.
- Applicants will deal directly with CPS using one of two application methods: ePIC or in-person.
- Each applicant will need a PRC request sheet to provide to CPS, identifying:
 - the applicant as a member of Scouts Canada
 - what screening is being requested
 - the applicant's role to help determine the appropriate fee (and who) to charge for completing the PRC
- Results will be provided to applicants.
- ePIC applicants will "share" results through that system.
- In-person applicants must bring/send in the original results certificate to the Service Centre office (Attention: Registrar).
- Both methods are expected to be FASTER, with ePIC taking only a few days!

WHO will be affected by these changes?

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

(This includes all of our new volunteers and any returning volunteers 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, may still choose to complete their PRCs through CPS, or may do so through Backcheck. (The processing fee is charged to applicants using Backcheck.)

WHEN will these changes occur?

Both ePIC and the in-person option are available NOW!

The "old way" of processing PRCs through the Service Centre, and CPS sending results to the Service Centre, will be phased out later this month. (No applications will be accepted at the Service Centre after Tuesday, January 27.)

WHAT are my options for applying for a PRC through CPS? Provided you are an adult resident of Calgary...

You may choose to use ePIC if you:

- have lived in Canada for at least the last 12 months AND
- need the PRC to volunteer or adopt, or for employment or paid / unpaid practicum purposes AND
- have a Social Insurance Number (SIN) and a credit history*

OR you may choose to apply in-person.

* General questions relating to your credit history will be asked as part of the identity verification process. Anyone who has ever applied for a loan or credit/credit card has a credit history. Your credit rating will not affect your ability to complete your PRC using ePIC or to volunteer.

*You must/should apply in-person**:*

- do not meet the requirements to choose ePIC **OR**
- are unable to set up a personal ePIC account **OR**
- during the application process, your identity verification was unsuccessful

**For CPS detachment locations and times, please go to <http://www.calgary.ca/cps/Pages/Public-services/Police-information-checks-locations.aspx>



WHAT do I need to get a PRC through CPS?

The PRC request sheet* AND two pieces of government issued identification, at least one of which shows a photo of you.

Accepted Valid Government Issued PHOTO ID <i>(One must be selected from this section; two may be)</i> <input type="checkbox"/> Driver's licence <input type="checkbox"/> Passport <input type="checkbox"/> Firearms Licence <input type="checkbox"/> Nexus Card <input type="checkbox"/> Alberta Photo Identification Card <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> Aviation Document Booklet <input type="checkbox"/> Federally-issued Secure Certificate of Indian Status Card	Accepted valid Government-issued ID <input type="checkbox"/> Provincial Healthcare Card <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Immigration Papers <input type="checkbox"/> Citizenship Certificate <input type="checkbox"/> Citizenship Card (issued within past 5 years)
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* The PRC request sheet is available through the Calgary Service Centre. It must be completed then signed by a Commissioner or member of staff for presentation to CPS.

What format should I use for my scanned ID and request sheet?

For ePIC, accepted upload formats for scans are: .pdf .doc .docx .xls .xlsx .jpg .gif .png .tif

HOW do I get a PRC using ePIC?

To begin, go to: <https://policeinformationcheck.calgarypolice.ca/>

If you are new to ePIC:

You will need to set up a new personal ePIC account.

This system is NOT connected to myscouts or Backcheck; to use it, you must create a personal account.

This is a multi-step process.

- Read the introduction page then click on "✓ Perform Personal Police Information Check".
- Answer basic questions to determine your eligibility for an on-line search.
- When asked for "Agency Information", start typing "Scouts"; "Scouts Canada – Chinook Council" should appear.
- Returning members renewing PRCs, choose "Renewal Application".
- If you're new (or have recently turned 18), choose "New Application."
- Read and accept the "Consent to Search and Disclosure of Personal Information" section before finalizing the initial creation of your personal account with ePIC.
- Look for a confirmation email with a link to return you to the system so that you can continue with the process. (This email may land in your trash/junk box, so check there if you don't find it in your in-box.)
- Once back in the system, complete a series of personal data pages. Here you'll upload scans of your ID and the PRC request letter, and be asked some questions about your credit history to verify your identity.

When you're finished, you should see a "Success" page.

If you are an existing ePIC user:

You will log-in to your ePIC account, then:

- Start a new application if needed, OR
- Arrange to "share" existing results with Scouts Canada if you've had a PRC completed for another organization within the past six months.

(ePIC holds results for six months.)

PRCs done through ePIC will be shareable between organizations for up to six months.

This could be a real time saver for members who volunteer in multiple settings: Scouting, school, sports teams...

WHO should I contact for help?

For general registration questions, contact:

The Calgary office of the Prairie Service Centre (formerly the Chinook Council Service Centre):

prairies@scouts.ca or call 403.283.4993

For ePIC issues, contact:

The Calgary Police Service PIC Unit

cps-picunit@calgarypolice.ca or call 403.428.2052