

INFORMATION REGARDING REQUIRED DOCUMENTATION FOR EMPLOYMENT Canadian Police Information (CPIC) Check and Child Welfare (Intervention) Record Check (CWC)

A **Canadian Police Information Check (CPIC) Check and Child Welfare Check** is considered a condition of employment and is required prior to the commencement of Employment.

It is the responsibility of the employee/applicant to ensure Human Resource Services receives an original or certified copy of the CPIC and the CWC.

If you are an applicant, your application may not be considered until these documents have been received.

All documentation can be dropped off at Human Resource Services at 9807 - 106 Street. If you have any questions please call Human Resource Services at (780) 441-6000.

Canadian Police Information Check (CPIC) Check

There is a cost associated with record checks and it is the employee/applicant's responsibility, payable upon application. Upon receipt of your approved CPIC, you are required to bring the original or certified copy to Human Resource Services.

Two pieces of ID will be required; one must be a Photo ID.

- ◆ **Acceptable ID:** Alberta Motor Registries ID (i.e. Driver's License, Learner's & Identification Card); Birth Certificate; Alberta Health Care Card; Passport; Immigration ID Card; Citizenship Card; Indian Status Card; Firearm Card; Permanent Residence Card; National Defense Card, Marriage Certification
- ◆ **Unacceptable ID:** Social Insurance Card; Student ID; Credit Cards; City of Edmonton License Card; Blue Cross Card.

On the application, Page 1, Part 3, Vulnerable Sector, ALL applicants of ECS D shall check YES, complete Part 4 and Part 5 on Page 4. **(Edmonton Catholic Schools District is responsible for the well being of children or vulnerable persons because of age, a disability or other circumstances. To provide equal opportunity and movement within all departments of employment all employees must have this section completed.)**

Newly arrived Immigrants/Permanent Residence will need to provide his/her original Immigration ID card or a Permanent Resident card. Copies will be made and kept in the HR file as proof of clearance from the country from which they have come.

You may choose to go to one of the following services to have your CPIC completed.

1. **Commissionaires – Northern Alberta Division – Any resident of Alberta**
2. **Edmonton Police Services – All residents of Edmonton**
3. **RCMP Detachment – All residents of the Greater Edmonton area (i.e. St. Albert, Sherwood Park, etc.)**

Should you choose to go to **Commissionaires** results can be provided within to 72 hours.

Location: 10633 – 124 Street
By Appointment: Approximately 20 minutes - 780 451-1974
Parking: Free in front of the building until 3:30 p.m.
Cost: \$35.00 plus GST (cash, debit and credit card)
Hours of Operation: 8:00 a.m. to 4:00 p.m.
Results: Mailed out within 3 days unless otherwise instructed

Should you choose to go to **Edmonton Police Services (EPS) Police Information Check Unit.**

Location: 9620 – 103A Avenue – Police Headquarters
(also available at all Edmonton Police Service divisional and community stations)

Phone: 780-421-2801

By Appointment: no appointment necessary

Parking: available at various parking lots in the area

Cost: \$30.00 (Cash, Debit, Credit Card, Certified cheque or Money order (to: City of Edmonton))

Hours of Operation: Monday & Friday - 8 a.m. to 4 p.m.; Tuesday through Thursday - 10 a.m. to 6 .m

Results: applicant will have to pick up at EPS

Should you choose to go to an **RCMP Detachment** you will need to visit the detachment closest to you in the Greater Edmonton Area locations.

CHILD WELFARE (INTERVENTION) RECORD CHECK (CWC)

A Child Welfare (Intervention) Record Check Form CS2687 must be completed.

Edmonton & Area Child and Family Services Region 6
Westcor Building
12323 – Stony Plain Rd., Edmonton
(Office hours are Monday-Friday 8:15 AM to 4:30 PM)

Other Alberta Children’s Services offices:

Edmonton

St. Albert

North Central: 9720-135 Ave., Edmonton, AB

North West: 30 Sir Winston Churchill Ave., St. Albert, A

North East: 14075 Victoria Trail, Edmonton, AB

West Central: #105, 8944-182 St., Edmonton, AB

Sherwood Park

West Central: 2nd Floor, 12308-111 Ave., Edmonton, AB

South East: 121 Crimson Drive, Sherwood Park

South East: #214, 3017-66 St., Edmonton, AB

South East: 10320-81 Ave., Edmonton, AB

South West: 3058-106 St., Edmonton, AB

- b) When an applicant has resided in Alberta for the past 5 years, a Child Welfare (Intervention) Record Check, record check must be provided.
- c) When the applicant has resided in Alberta and another province, jurisdiction or country (if applicable) in the past 5 years, a Child Welfare (Intervention) Record Check from Alberta and the other jurisdiction must be provided.
- d) Two pieces of ID will be required; one must be a Photo ID.
- ◆ *Acceptable ID is as follows: Alberta Motor Registries ID (i.e. Driver’s License, Learner’s & Identification Card); Birth Certificate; Alberta Health Care Card; Passport; Immigration ID Card; Citizenship Card; Indian Status Card; Firearm Card; Permanent Residence Card; National Defense Card*
 - ◆ *Unacceptable ID is as follows: Social Insurance Card; Student ID; Credit Cards; City of Edmonton License Card; Blue Cross Card.*
- e) There is no fee when applying for a Child Welfare (Intervention) Record Check, however, request a receipt confirming your application has been initiated. The results are mailed back to the individual (not Human Resources Services).

