



## **Police Information Checks (PIC)**

This document is intended to provide clarification and enhance understanding of the requirement for the criminal and vulnerable sector (VS) searches. Please note, having received a vulnerable sector search in the past **does not** guarantee that you will continue to receive one in the future.

### **Cost**

\$75.00 including GST – reimbursed by YMCA Calgary once a cleared PIC along with receipt of payment is submitted to payroll.

### **Criminal Checks**

Mandatory job requirement for **all** YMCA Calgary staff and renewed every three years for continuation of employment. The PIC must be completed for YMCA Calgary purposes.

### **Vulnerable Sector Search (VSS)**

A VSS search may only be completed for individuals whose duties specifically place them in a **position of trust or authority of a person's care and responsible for the well-being of the vulnerable person (e.g. youth/child, elderly, temporary and/or permanently disabled, patients in care)**. A position of trust or authority must be more than the opportunity for casual contact or having access to vulnerable persons. The nature of the position – not the person or organization – must cause the person to have authority over, or trust of, children or vulnerable persons. E.g. Being in a radio with vulnerable populations at any time during your work at the Y.

Vulnerable sector searches are **only** a query of the Pardoned Sex Offender database and are *one portion of our comprehensive police record checks*. To determine a criminal history or a pattern of relevant behavior that would present a potential risk to the safety of the public, we review the federal, provincial, and local databases and disclose as necessary.

While an organization may request a vulnerable sector search, the police service will determine eligibility. If the position does not meet the legal criteria for the vulnerable sector search **will not** be conducted.




After registering for your police information clearance, CPS will send your username (email) and password (generated by CPS) via email.

You will then navigate a series of steps guided by the automated system, as below:

- Log into newly created account
- Select 'new applicant'
- Select Police Information Clearance with Vulnerable Sector Search
- Under section reason for police information check, ensure you identify that all YMCA positions will have contact with children, youth, and vulnerable adults
- You will need to follow the authentication process automated through the system. If authentication fails, you will be sent an email from Calgary Police Services with instructions to upload your identification information
- Make payment and download your invoice
- Finally, the system will confirm that you have navigated the process successfully via the process tracker
- PIC with criminal and/or VS will take approximately 10 business days



## Calgary Police Service Police Information Checks

[Login](#) | [Register](#)   
[Forgot Username?](#) | [Forgot Password?](#)

[Consumer Home](#)   [Business Home](#)

### This is the MAIN Calgary resident's website for Police Information Checks

Monitor the email you registered with for any messages from CPS while your police information check is being processed (check your junk/spam folder).  
Your completed police information check will be sent electronically (or by mail in certain circumstances) and you will receive an email notification with more details at that time.

#### Registration Account Information

-- *You must be a resident of Canada to apply to this platform.* --





**PLEASE NOTE:** For privacy reasons, we strongly recommend that you use an email account to which only you have access, and that you can check regularly for messages from the police regarding the status of your application.

As part of the process, the police may need to send you email correspondence regarding your application. In some instances, these emails may contain highly confidential information concerning records found during their background queries, and requests for details to help determine whether or not those records belong to you, or another person with a similar name and/or birthdate.

For this reason, and to ensure your personal privacy, please keep this in mind when providing an email address in your account set-up.

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Registration Information (\* = mandatory field)

* First Name: <i>your first name</i>
* Last Name: <i>your last name</i>
* City of Residence: <i>Calgary, Alberta</i> <i>your day time phone your email</i>
* Phone (daytime): <i>address your email address for</i>
* Email Address: <i>verification</i>
* Email Address (verify):
* Security Question 1:
* Security Answer 1: <i>answer to security question 1</i>  <i>(case sensitive)</i>
* Security Question 2:
* Security Answer 2: <i>answer to security question 2</i>  <i>(case sensitive)</i>
* Agree to EULA: <input type="checkbox"/> <a href="#">View agreement ...</a>
* Agree to FG Consent: <input type="checkbox"/> <a href="#">View statement ...</a>
* Agree to Police Consent: <input type="checkbox"/> <a href="#">View consent ...</a>

Process My Registration

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eMail: Calgary Police Service

Forrest Green Privacy Policy








For additional information, please contact:  
Calgary Police Service  
eMail: [Calgary Police Service](#)

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Incomplete Application #20241126-101256 -- Calgary Police Service 						
Date Started	Report	Documentation / Date Provided	Demographics / Date Provided	Payment Status / Receipt	Authentication Status	Application Status
2024-Nov-26 <i>click shield &amp; go to stage</i>	Pending	Pending	Pending	Pending	Pending	Report Selection Required
<div style="display: flex; justify-content: space-around; align-items: center;"> <span></span> <span></span> <span></span> <span></span> <span></span> <span></span> </div>						

 Report Selection

The chart below may help to assist you in determining which record check is required. Following the chart you will find the fields to select your desired report. With our experience, we have determined that an employer or organization may sometimes require too much or too little information. In order to obtain a Police Information Check with the vulnerable sector search, you must be applying for a *position of authority or trust* relative to children, the disabled, elderly, or other vulnerable persons. You must be able to tell us the name of the agency, the type of position, and specific information on your responsibilities with the vulnerable clientele with whom you will be interacting. In order to obtain a Police Information Check WITH Vulnerable Sector Search you must be applying for a *position of authority or trust* relative to children, the disabled, elderly, or other vulnerable persons. You must be able to tell us the name of the agency/employer, the type of position, and specific information on your responsibilities with the vulnerable clientele with whom you will be interacting.

	Position or Occupation <i>(these are guidelines only, your employer will determine which check is required)</i>	Police Information Check (PIC)	Police Information Check w/VS (PIC-VS)
1.	School Teacher or Teaching Assistant (on hire or placement)		✓
2.	Accountant Dayhome Daycare Worker School Bus Driver	✓	
3.	Administrative Personnel Personal Support Worker Factory		✓
4.	Worker Minor Sporting Coach		✓
5.	Scout Leader		✓
6.	Hospitality (bars, restaurants, hotels)	✓	
7.	Tenant for rental property		✓
8.	Youth Worker	✓	
9.	Realtor		✓
10.	Security Guard		✓
11.	Bank Teller / Financial Advisor	✓	
12.	Immigration / Permanent Resident	✓	
13.	Legal Name Change		✓
14.		✓	
15.			✓
16.		✓	
17.		✓	
18.		✓	

Report Selection / Requirement (ensure your selection is correct, there are no refunds)

*All prices listed are in Canadian funds. Applicable taxes are included.*

**\*\* Documentation required (via upload) prior to application being submitted and processed. It will be reviewed by the police service.**

Police Information Check WITH Vulnerable Sector Search

\$75.00 - Employment  
*WITH Vulnerable Sector Search*

\$75.00 - Volunteer (without letter)  
*WITH Vulnerable Sector Search*

Staff working directly with vulnerable population, e.g. childcare and any/all registered programs. Check your job description

\$25.00 - Volunteer (with letter) \*\*  
*WITH Vulnerable Sector Search*

\$75.00 - Adoption  
*WITH Vulnerable Sector Search*

Note: you will be required to upload a valid letter from the organization

\$75.00 - Paid Practicum  
*WITH Vulnerable Sector Search*

\$75.00 - Unpaid Practicum (without letter)  
*WITH Vulnerable Sector Search*

Note: when a VSPIC is required for admission into paid post-secondary education program

Note: when a VSPIC is required for an unpaid practicum

\$25.00 - Unpaid Practicum (with letter) \*\*  
*WITH Vulnerable Sector Search*

\$75.00 - Other  
*WITH Vulnerable Sector Search*

Note: when a VSPIC is required for an unpaid practicum (letter from organization is required)

Note: (provincial license, contractors, etc)

\$75.00 - Security Guard / Locksmith / Private Investigator Licence  
*WITH Vulnerable Sector Search*

\$75.00 - Transportation Network Company & Taxi Licencing  
*WITH Vulnerable Sector Search*

Note: (Uber, Lyft, Taxi etc.)

\$75.00 - City of Calgary - Business Licencing  
*WITH Vulnerable Sector Search*

Police Information Check WITHOUT Vulnerable Sector Search

\$75.00 -

\$25.00 -

Employment  
*WITHOUT Vulnerable Sector Search*

Volunteer (with letter) \*\*  
*WITHOUT Vulnerable Sector Search*



All staff

Shine

<input type="radio"/>		<input type="radio"/>	
<input type="radio"/>	\$75.00 - Volunteer (without letter) <i>WITHOUT Vulnerable Sector Search</i>	<input type="radio"/>	
<input type="radio"/>	\$75.00 - Paid Practicum <i>WITHOUT Vulnerable Sector Search</i>	<input type="radio"/>	
<input type="radio"/>	Note: you will be required to upload a valid letter from the organization	<input type="radio"/>	Note: when a PIC is required for admission into a paid post-secondary education program
<input type="radio"/>	\$75.00 - Unpaid Practicum (without letter) <i>WITHOUT Vulnerable Sector Search</i>	<input type="radio"/>	\$25.00 - Unpaid Practicum (with letter) ** <i>WITHOUT Vulnerable Sector Search</i>
<input type="radio"/>	Note: when a PIC is required for an unpaid practicum	<input type="radio"/>	Note: when a PIC is required for an unpaid practicum (letter from organization is required)
<input type="radio"/>	\$75.00 -	<input type="radio"/>	\$75.00 - Other
<input type="radio"/>			
<input type="radio"/>		<input type="radio"/>	
<input type="radio"/>		<input type="radio"/>	
<input type="radio"/>		<input type="radio"/>	
<input type="radio"/>		<input type="radio"/>	

### Registration Account Information

-- You must be a resident of Canada to apply to this platform. --

Registration Information (* = mandatory field)	
* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* City of Residence:	<input type="text"/>
* Phone (daytime):	<input type="text"/>
* Email Address:	<input type="text"/>
* Email Address (verify):	<input type="text"/>
* Security Question 1:	<input type="text"/>
* Security Answer 1:	<input type="text"/>  (case sensitive)
* Security Question 2:	<input type="text"/>
* Security Answer 2:	<input type="text"/>  (case sensitive)
* Agree to EULA:	<input checked="" type="checkbox"/> <a href="#">View agreement ...</a>
* Agree to FG Consent:	<input checked="" type="checkbox"/> <a href="#">View statement ...</a>
* Agree to Police Consent:	<input checked="" type="checkbox"/> <a href="#">View consent ...</a>

[Process My Registration](#)

Fill in your information.



**Special Information - Police Information Check WITH Vulnerable Sector Search**

As you have chosen a Police Information Check WITH Vulnerable Sector Search, please be aware that the police may not provide this type of check if you are unable to adequately satisfy the required criteria:

- The position must be one of *trust and authority* towards vulnerable persons;
- You will be interacting with vulnerable clients *in a largely unsupervised capacity*;
- Contact with vulnerable persons will be *sustained and regular*.

If the position does not qualify for a Police Information Check WITH Vulnerable Sector Search, the Police Information Check WITHOUT Vulnerable Sector Search would be more appropriate. The Calgary Police Service will make the final determination, and reserves the right to substitute a Police Information Check WITHOUT Vulnerable Sector Search in place of a Police Information Check WITH Vulnerable Sector Search. If this is the case, you will be notified by e-mail prior to completion of the check. There are no refunds, full or partial, if an inappropriate report is selected.

If in doubt, we recommend that you speak to your employer before making the choice. Employers may contact the Calgary Police Service by email at [calgary@policelutions.ca](mailto:calgary@policelutions.ca) during business hours for clarification or further information.

**Reason for the Police Information Check**

(\* denotes mandatory, no acronyms)

**NOTE:** Due to the nature of the Criminal Records Act and the RCMP rules governing this, only one (1) Position and only one (1) Employer can be listed on your Police Information Check WITH Vulnerable Sector Search check. If you require a Police Information Check WITH Vulnerable Sector Search check for more than one (1) Position or Employer, you must submit separate applications for which you may be required to pay if not under the Volunteer Alberta program.

\* Position:

? Description of the position, such as truck driver, file clerk, paralegal, cashier etc.

\* Employer:

? The employer or hiring agency to which you are submitting this check.

\* Vulnerable Clientele Duties:

? Responsibility details should include how you will be interacting with the clientele AND include their age range.

\* List which vulnerable sectors you will be working with (list all that apply):

? Indicate Children / Elderly / Physically Disabled / Mentally Disabled

**Vulnerable Sector (VS) Consent**

(\* denotes mandatory)

Completed when required by the Requesting Agency because you will be responsible for the well-being of children, the elderly, people with disabilities or other vulnerable populations. It is the Police Service that verifies that the position meets the requirements for a Vulnerable Sector Check (<https://www.rcmp-grc.gc.ca/en/types-criminal-background-checks>). A Vulnerable Sector Check is required when you will be in a position of trust or authority of vulnerable persons including children, the elderly and people with disabilities. A Vulnerable Sector Check involves a search of the automated criminal records (pardoned sex offender) retrieval system maintained by the Royal Canadian Mounted Police (RCMP) to identify the existence of sex offences for which a record suspension or pardon exists. A Vulnerable Sector Check also includes a search of local police records to determine if any patterns of behavior exist that may result in harm to a vulnerable person.

I consent to a search being made in the automated criminal records retrieval system maintained by the RCMP to find out if I have been convicted of, and have been granted or issued a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act. I understand that if, as a result of giving this consent, a search discloses that there is a record of my conviction for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that record shall be provided by the Commissioner of the RCMP to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. I understand that the Police Service will not disclose this information to the Requesting Agency without further consent from me.

\* By checking this box, I Agree:

**This section is extremely important:**

- Provide your job duties and responsibilities in detail under "vulnerable clientele duties".
- If you are unsure, you can get your job duties from your supervisor.
- Make sure to list all vulnerable people you will be working directly with or be in ratio with: children, youth, elderly and individuals with disabilities.
  - E.g. Provide direct hands-on program delivery.