



Introduction

Everyone starting work with the Calgary Board of Education (CBE) must provide an original cleared Police Information Check (PIC), dated within six months of their hire date. This must be provided before starting work.

There are two ways to apply for a PIC:

- If you live **within the Calgary city limits**, you must apply for a Police Information Check (PIC) through the Calgary Police Service (CPS).
- If you live **outside the Calgary city limits**, you must either apply in-person at a Royal Canadian Mounted Police (RCMP) detachment that offers PIC services or through your current city's Police Service.

Important: Consider the time it takes to obtain a PIC and apply in advance. The sooner you apply, the sooner you can begin work.

Police Information Check – Online

If you live within the Calgary city limits, you are able to apply for a PIC through the [Calgary Police Service online website](#) 24 hours a day. All aspects of the process – including verification of your identification, fee payment and completed PIC results – are handled electronically.

Sharing Your Online PIC:

- Once your PIC results are available, you will receive an email from the CPS that contains a secure link of your results, as well, instructions on how to share your PIC results.
- Your PIC results are automatically locked for security reasons. The password is your DOB in the following format: YYYYMMDD. If you applied with the wrong DOB, the password will be the DOB you used to apply.
- To share the results, forward the email with the secure link and password to your recruiter. Printed copies, screenshots, and/or scans of the PIC results will not be accepted.
- Your Police Information Check is only available in the system for 60 days from the date it was completed. It is recommended you download and save a PDF copy to your desktop so you can continue to access it after it is no longer available in the system. **Note:** The saved PDF copy is automatically locked for security reasons, but can be accessed using the password (i.e. your DOB in the following format: YYYYMMDD).

Note: If you apply online and have a criminal record and/or pending charges, once your PIC is processed, CPS will send your PIC results to your mailing address. The onus is on you to share the **original PIC** with your recruiter. See the Police Information Check – In-Person section below for details on how to share your original PIC.

Please visit the [Calgary Police Service online website](#) for more details.

Police Information Check – In-Person

If you live within the Calgary city limits and are not able to apply for your PIC online, you must go in-person to the CPS Westwinds Headquarters to apply. Please visit the [Calgary Police Service website](#) for more details.

Information Guide: Police Information Checks (PIC) – Applicants

If you live outside the City of Calgary, you must apply in-person to a [RCMP detachment](#) that offers PIC services. All RCMP PICs must be completed in-person. Please visit the Royal Canadian Mounted Police (RCMP) [Criminal Record Checks website](#) for more details.

Sharing Your PIC done In-Person:

- Once your completed PIC results are ready, CPS/RCMP will send your PIC results to your mailing address.
- You must provide the **original** PIC results to your recruiter. Printed copies, screenshots, and/or scans of the PIC results will not be accepted.
- You must either mail the original PIC results to your recruiter or deliver it in person to the Education Centre.

Mailing Address:

Attention: *Recruiter's Name*
Human Resources
Third Floor, 1221 - 8 Street SW
Calgary, AB,
T2R 0L4

Delivery In-Person Instructions:

Deliver to the information desk at the Education Centre (address above) Monday to Friday between 8:30 am and 4:00 pm.

Important: If you would like your original PIC returned to you, you must include a self-addressed stamped envelope when mailing or dropping off your original PIC. If no envelope is provided, your original PIC will be sent to your employee file (once hired) and CBE will be unable to provide the original PIC if you are requesting it at a later date.