



Introduction

Everyone coming to 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 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.

Calgary Police Service (CPS) – Online Police Information Check

- If you live within the Calgary city limits, you are able to apply for a PIC through the [Calgary Police Service website](#) 24 hours a day. All aspects of the process – including verification of your identification, fee payment and completed PIC results – are handled electronically. Visit the [Calgary Police Service website](#) for more details.
- There are several steps you must take to share your cleared PIC results with your recruiter:
 - Once your completed PIC results are available, you will receive instructions from CPS on how to share your PIC results with an organization/employer/person.
 - Login to your CPS Police Information Check account by clicking the link to the website that the CPS provided to you.
 - Once logged in, enter your username and password, and agree to all statement boxes. The system will then email a one-time password to the email address associated with your PIC account.
 - Find the email from the system, take note of the one-time password, and enter the password to proceed to the next screen.
 - On the new screen under the 'Seal download PDF' button, you will see a 'Lock' icon in a cloud. Click this.
 - The page will then generate more information. Scroll down the page and click the option to consent to share your PIC.
 - **Important:** This step does not automatically share your cleared PIC results with CBE; this step just provides consent for others to be able to access your PIC results through the secure link. Failure to complete this step will result in your recruiter being unable to access your cleared PIC results through the secure link.
 - Email the secure link and other required information to your recruiter for verification.
 - **Important:** Your PIC results are only available online for 60 days from the date completed. It is recommended you download and save your PDF PIC results before 60 days to continue to access it and share it after it is no longer available in the system.

- The password may be your date of birth (DOB) in the following format: YYYYMMDD. It may also be your Telephone or Postal Code. If you accidentally apply with the wrong DOB, Telephone, and/or Postal Code, the password will reflect the incorrect information entered during the application.
 - The CBE only accepts electronic PICs verified through the CPS secure link or the downloaded PDF PIC results. Scanned copies, printed copies and/or screen shots are not accepted.
 - **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 as a letter to your mailing address. The onus is on you to share the **original** letter with your Recruiter. See the **Sharing Original PIC Results Letter with your Recruiter** section below for details on how to share your original letter.
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Calgary Police Service (CPS) – In-Person Police Information Check

- If you live within the Calgary city limits and are not able to apply for your PIC online, you must apply for your PIC in-person at the CPS Westwinds Headquarters. Visit the [Calgary Police Service website](#) for more details.
 - The initial aspect of this process – including verification of your identification and fee payment – is handled in-person, but your cleared PIC results are handled electronically. To share your cleared PIC results with CBE, follow the steps listed in the **Calgary Police Service (CPS) – Online Police Information Check** section above.
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Royal Canadian Mounted Police (RCMP) In-person Police Information Check

- If you live outside the City of Calgary, you must apply in-person to a [RCMP detachment](#) that offers PIC services. Please visit the Royal Canadian Mounted Police (RCMP) [Criminal Record Checks website](#) for more details.
 - All aspects of the process – including verification of your identification, fee payment and cleared PIC results – are handled in-person. To share your original cleared PIC results letter with CBE, see the details listed within the **Sharing Original PIC Results Letter** section below.
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Sharing Original PIC Results Letter with your Recruiter

- If you received your PIC results as a letter in the mail, the onus is on you to share the **original** PIC letter with your recruiter. You can either mail the original PIC letter to your recruiter or deliver it in person to the information desk.
 - 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) anytime Monday to Friday between 8:30am and 4:00pm.
 - **Important:** If you would like your original Police Information Check (PIC) letter returned to you, you must include a self-addressed envelope with a stamp when mailing or dropping off your original PIC letter. If no envelope is provided, the original PIC letter will be confidentially disposed in accordance with the CBE's Classification and Retention Schedule and we will be unable to provide you with your original PIC letter if requested at a later date.
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