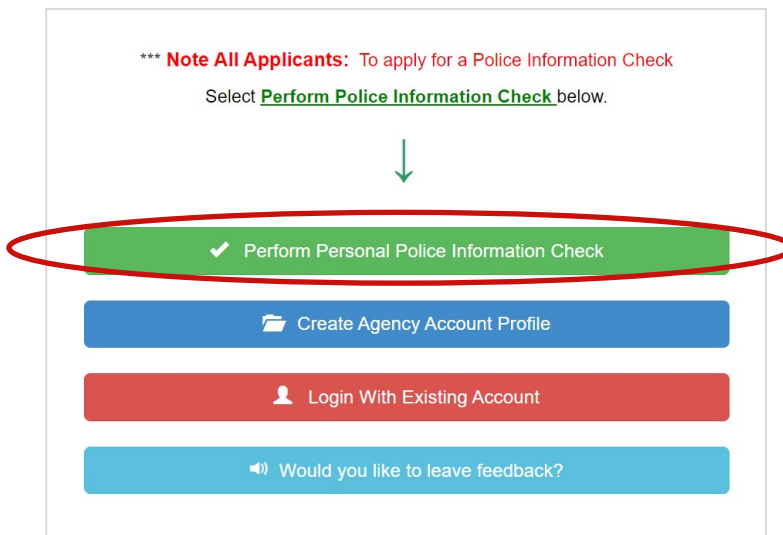# | how to | Electronic Police Information Check (ePIC)

Purpose

Any researcher working in a school in The Calgary Board of Education requires a police information check with Vulnerable Sector clearance, dated within 5 years of the research window. Aspiring researchers can request these records from Calgary Police directly using an online form that will automatically send the electronic document to the Calgary Board of Education's Research team.

Procedure

1. Go to Calgary Police website: Calgary Police ePICs

2. Scroll to bottom of page and select "Perform Personal Police Information Check".

3. The first page is a Checklist outlining all requirements for completing the online application. Checklist criteria include the following:
   - personal unique e-mail address
   - social insurance number
   - exact agency name (Calgary Board of Education – Research Applications)
   - downloadable "selfie" of yourself holding the two pieces of government issued ID that will be submitted with your application
   - **you do not require a letter to apply for an ePIC to conduct research in CBE**
   - online payment method
   - uploaded copies of two pieces of government issued ID (one must be photo)

   Once this information has been understood and reviewed, click [Continue].

4. The second page is a Details Section. Questions are as follows:
   - Do you live in Calgary?
   - How long have you lived in Calgary?
   - What are you applying for?

   Select "**Other**" at very bottom of option list.

   What are you applying for: *
   - ○ Employment
   - ○ Volunteer
   - ○ Adoption
   - ○ Immigration
   - ○ Paid Practicum
   - ○ Unpaid Practicum
   - ○ Security Guard / Locksmith / Private Investigator
   - ○ SSIA Business Licence for a Director and/or an Officer of the Business (Any owner or partner of a security business)
   - ○ Other

   Once this information has been entered and "Other" selected, click Continue .

5. The third page is the Agency Section. Calgary Board of Education is a registered agency.
   - Start typing "Calgary Board of Education…" in the box
   - Select "**Research Applications**" and then "New Application" or "Renewal Application"

   Which agency are you applying for? *

   Calgary Board OF EDUCATION - EMPLOYMENT

   CALGARY BOARD OF EDUCATION - EMPLOYMENT
   1221 8 Street SW, Calgary Alberta, T2R 0L4

   CALGARY BOARD OF EDUCATION - RESEARCH APPLICATIONS
   1221 8th Street SW, Calgary Alberta, T2R 0L4

   CALGARY BOARD OF EDUCATION - VOLUNTEERS
   3610 9 Street SE, calgary Alberta, T2G 3C5

   Is this Police Information Check a new or renewal application for the agency? *
   - ● New Application ○ Renewal Application

   Once this information has been entered and "New Application selected, click Continue .

6. Consent to Search and Disclosure of Personal Information

Agree to statements by checking the boxes before checking Continue .

7. Create Account.

Please select the appropriate box below to continue with your PIC.

I already have an existing applicant account and would like to use it now

I do not have an existing applicant account and would like to create one

Support

Any queries related specifically to this online application process can be directed to the Calgary Police at cps-picunit@calgarypolice.ca.

Any queries related to the receipt by The Calgary Board of Education of ePIC documents required to conduct research in CBE, can be directed to researchapplications@cbe.ab.ca.