

## Applying for an On-Line Police Check

If you have done a police check recently using the City of Calgary ePIC system, you can share it online with SCRA. If not, please see below for instructions on applying for a new one.

Police Information Checks (PICs) are acquired by creating an account on the City of Calgary Police ePIC system ([City of Calgary Police](#)) and completing the online application (select “perform personal police check”). Select our agency: South Calgary Ringette Association. You will need to upload copies of your personal identification and a copy of your Volunteer Letter when applying. Your police check will be sent directly to your account. **SCRA does not automatically get your check when done – you need to login to your account and share it with us.**

### VOLUNTEER LETTER

You can access a volunteer letter on the SCRA website [Documents and Forms](#). Please enter your name and select the role you are volunteering for (If a role is not selected or your name omitted, your application will not be processed). This document can be printed and/or saved for upload.

If your role has a 10 digit VSPN number beside it, you will enter that number when prompted. This will allow for your application fee to be waived.

If your role does not have a 10 digit number, you will be charged the reduced application fee of approximately \$15. This cost can then be submitted back to SCRA for reimbursement (submit receipt to [coachingadmin@southcalgaryringette.com](mailto:coachingadmin@southcalgaryringette.com))

For some people, the on-line application will not work because of its use of Equifax and eIDVerifier for personal verification. In this case, you will need to go to a police station in person. The Volunteer Letter will need to be presented at the station to get your fee reduced/waived. Once your PIC is received back, please arrange for viewing of the original copy by emailing [coachingadmin@southcalgaryringette.com](mailto:coachingadmin@southcalgaryringette.com).