

### Applying Online for a Police Information 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.

### SCRA Volunteer Letter

- You can download the volunteer letter template from the SCRA website.
- Please enter your name and select your volunteer role. (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).