

**Police Check (with vulnerable sector search)**

Ambrose University requires a police check (with vulnerable sector search) for all students who will be taking part in an internship/practicum. Note: we will accept a police check if it is current (i.e. less than 12 months old AND includes a vulnerable sector search). If you have a current police check that matches that criteria, please send a scanned copy of your police check to fielded@ambrose.edu

**Electronic Police Information Check (ePIC):**

Calgary Police Service ePIC website:

https://policeinformationcheck.calgarypolice.ca

Please apply for a police check (with vulnerable sector search) using the online Electronic Police Information Check (ePIC) system. If you are not able to use this ePIC system, please visit one of the following district offices: Westwind’s Headquarters, District 2 Rosscarrock, District 3 North Haven, District 4 Franklin, District 5 Saddle Ridge, District 6 Fairview, District 7 Country Hills, or District 8 Midnapore.

ePIC is only available to applicants who: 1) are a Calgary resident, 2) have lived in Canada for greater than one year, and 3) are over 18 years of age.

**Note:** If you are not a Calgary resident, you will need to contact your local RCMP detachment and apply for the police check in the city/town that you live in.

The Police Information Check results will detail Canada-wide Criminal Record History, Vulnerable Sector Search and Police History (including local police information and Alberta Provincial Court records).

Please read the “Applicant Instructional Manual” located on the left hand side of the page under “More Information” and then click on the “Perform Personal Police Information Check” (i.e. green button near the bottom of the page).

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**Important Notes:**

**Name of Agency** - You will need to choose “Ambrose University - Student Academics” as the Agency that is requesting the police check. Your Police Information Check must include a “vulnerable sector search”

**Identification** – The ePIC online system will verify your identity in the following ways:

 Government ID - You will need to upload 2 pieces of government identification. At least one must have a picture.

 Applicants will submit a selfie photo holding the same two pieces of government issued ID that they will be providing with their application

**Reason for application** – Reason for application will be “Unpaid Practicum”. Please email attached the personalized letter that you will receive (as you will need to include a copy of the letter with your application to reduce the cost of the police check to $15.00)

**Payment –** If you apply online for a police check through the Calgary Police Service, you will need to enter a credit card to pay for the $15.00 application fee. (Note: If you do not have a credit card and have to apply in person at a Calgary Police Service district office, you can use your debit card to pay for the $15.00 application fee.)

**Processing Time/Sharing Results** - The Police Information Check can take 2 – 3 weeks to process. Once the Police Information Check is complete, you will receive your results in a PDF format – you will then need to share those results with us. Please forward your results to fielded@ambrose.edu.

**Do you have questions?**

Contact – Kelly Martin – Field Ed Assistant – Kelly.martin@ambrose.edu