



MEMO

To: **All Calgary Based AGF Clubs**

Date: **February**

From: **AGF Office**

Suite 207 - 5800 2nd
Street SW
Calgary, AB T2H 0H2

RE: **Police Check Applications - Calgary**

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Notes:

The Alberta Gymnastics Federation presently requires that all Team coaches, Team managers and Chef de Missions submit an up-to-date Police Information Check and Intervention Record Check to the AGF office every three years.

Calgary now has a new online Police Information Check system for the Calgary Police Service (CPS).

Applicants will be able to log in, enter details, verify their identity, and upload their identity documents. They will receive Police Information Check results online and be able to share those results with AGF via the secure account. Applications from locations other than Calgary will continue to be processed in person.

In order to access this service applicants must:

- Have Calgary residency
- Be a minimum of 18 years old
- Receive a letter from AGF with the VOAN number (or be charged a \$30 fee)
- Have 2 government issued IDs, one with a picture

After completing the application, results will be stored online by the CPS for 6 months.

Results can be shared with AGF and with other agencies in the system.

Results can be viewed by the applicant, but cannot be printed or saved to a desktop.

ePIC can be found on the CPS – Police Information Check Unit (PICU) website page <http://www.calgary.ca/cps/Pages/Public-services/Police-information-checks-locations.aspx> and click on the 'Police Information Check' icon on the right.

If you have any questions, please contact the AGF office.

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