



## Purpose

This guide is for applicants offered employment with the Calgary Board of Education (CBE) who must provide a police information check (PIC), dated within six months of their hire date. Below are instructions on how to apply for and share your PIC results with the CBE.

## Applying for your PIC

Everyone coming to work with the CBE must provide an original cleared police information check (PIC), dated within six months of their hire date. The PIC must be provided before starting work, so consider the time it takes to obtain a PIC and apply in advance. The sooner you apply, the sooner you can begin work.

There are two ways to apply for your PIC:

- If you live **within the Calgary city limits**, you must apply for your PIC directly through the [Calgary Police Service](#) (CPS). All aspects of the process – including verification of your identification, fee payment and completed PIC results – are handled electronically. Please note:
  - If for any reason you are not able to apply for your PIC online, you must apply in-person at the CPS Westwinds Headquarters. In this case, the initial aspects of this process – including verification of your identification and fee payment – are handled in-person, but your cleared PIC results are handled electronically.
  - If you have a criminal record and/or pending charges, once your PIC is processed CPS will send your PIC results as a letter to your mailing address. The onus is on you to share the original PIC results letter with your recruiter.
  - Visit the [Calgary Police Service website](#) for more information.
- If you live **outside the Calgary city limits**, you must either apply for your PIC in-person at your local [Royal Canadian Mounted Police](#) (RCMP) detachment that offers PIC services or directly through your current Canadian city's police service/agency (e.g. Toronto Police Service, etc.). Please note:
  - For RCMP, all aspects of the process – including verification of your identification, fee payment and cleared PIC results – are handled in-person and/or through the mail. Visit the [RCMP website](#) for more information.
  - For Canadian city police service/agency, the process will vary by agency. Refer to the respective police service/agency website for more information.

**Important:** You must apply for your PIC directly through your Canadian city's police agency or your local RCMP detachment as the CBE does not accept PICs completed through third-party agencies (e.g. Certn, MyCRC, Triton, etc.).

## Sharing your PIC Results

Once your Police Information Check (PIC) has cleared, you must share your PIC results with your recruiter.

How you share your results depends upon how you receive your PIC results.

## Online/Electronic PIC Results – Completed with Calgary Police Service (CPS)

There are a few steps you must take to share your cleared PIC results with your recruiter:

- 1 | Open the email you receive from the CPS when your PIC is completed.
- 2 | Log into your CPS account to share, download and save your PIC results within 90 days.
  - **Important:** Your PIC results will only be available for **90 days**. Be sure to share and download/save your PIC results within this time. The CBE will accept the CPS secure link (sent within the 90 days) or the downloaded copy of your PIC. The CBE does not accept any scanned copies, printed copies, or screen shots.
- 3 | Next, click the "share icon" and copy and paste the instructions in Section C into an email.
  - Clicking the "share icon" does not automatically share your cleared PIC results with the CBE; this step just provides consent for others to be able to access your PIC results through the instructions provided.
  - Failure to complete this step will result in your recruiter being unable to access your cleared PIC results.
- 4 | Send the email to your recruiter. Include the passphrase if applicable.

## Original PIC Results Letter – Completed with RCMP or a Canadian City Police Service

If you received your PIC results as a letter (either mailed to you or picked up directly from the RCMP detachment or police service/agency), the onus is on you to share the **original** PIC letter with your recruiter.

You can either mail the original PIC letter to your recruiter or deliver it in person to the information desk.

- Mailing Address:
  - Attention: *Recruiter's Name*  
Human Resources  
Third Floor, 1221 - 8 Street SW  
Calgary, AB, T2R 0L4
- Delivery in-person instructions:
  - Deliver to the information desk at the Education Centre (address above) anytime Monday to Friday between 8:30am and 4:00pm.

**Important:** If you would like your original Police Information Check (PIC) letter returned to you, you must include a self-addressed envelope with a stamp when mailing or dropping off your original PIC letter. If no envelope is provided, the original PIC letter will be confidentially disposed in accordance with the CBE's Classification and Retention Schedule, and we will be unable to provide you with your original PIC letter if requested at a later date.

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For further support with questions related to Police Information Checks required for employment, please contact your recruiter.