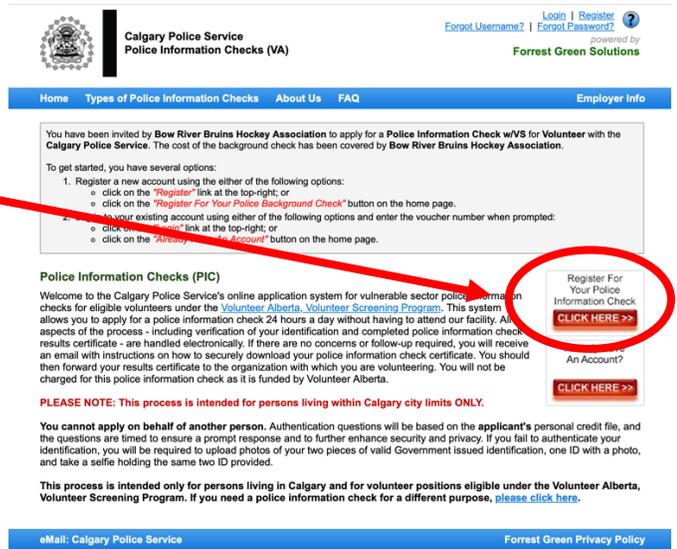


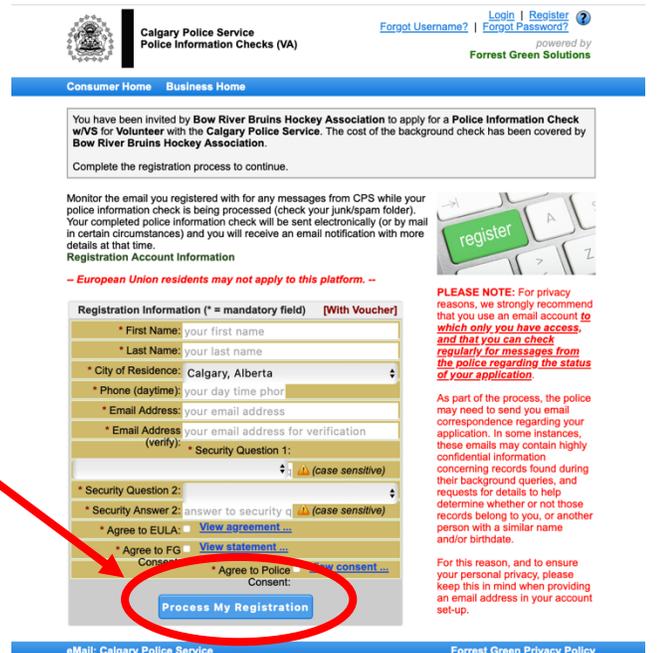
Applying for a Police Information Check using Calgary Police Service's new System

- Step 1. Email admin@bowriverhockey.ca providing the **name and email** you would like to use for your police check.
- Step 2. BRBHA Admin will send you an email with a link and a pre-paid voucher number
- Step 3. Click the link in the email from the BRBHA Admin. This will take you to the CPS new PIC system.
- Step 4. Click Register for your PIC



- Step 5. Fill out the registration information
Click Process My Registration

CPS will send you a registration notification email with your login ID and temporary password



Step 6. Use the emailed information to log in.

Calgary Police Service
Police Information Checks (VA)

You have been invited by Bow River Bruins Hockey Association to apply for a Police Information Check w/VS for Volunteer with the Calgary Police Service. The cost of the background check has been covered by Bow River Bruins Hockey Association. Complete the registration process to continue.

Registration Complete

LOG IN

Thank you for registering.

*** This is a registration notice only, you still need to log in then start and complete your background check.

Your account information is as follows: (please note that these are case sensitive)

PLEASE NOTE: For privacy reasons, we strongly recommend that you use an email account to which only you have access, and that you can check regularly for messages from the police regarding the status of your application.

Step 7. Change your password Using the requirements outlined On the right

Calgary Police Service
Police Information Checks (VA)

Application Status

For security, you should change your password.
CLICK HERE >>

My Password

New Password (* mandatory field)

* Password:

* Password (verification):

Reset My Password

The password is required to be at least eight (8) characters long, and contain:

- at least one (1) upper case letter
- at least one (1) lower case letter
- at least one (1) number
- at least one (1) symbol allowed: _-!@#%&'&*()-
- not include any spaces
- not contain any other characters

Date Started	Report	Documentation Date Provided	Demographics Date Provided	Voucher Status	Authentication Status	Application Status
2023-Aug-21	PVSC Volun...	Pending	Pending	Pending	Pending	Report Selection Required

eMail: Calgary Police Service Forrester Green Privacy Policy

For additional information, please contact: Copyright © 2023 Forrester Green Solutions - All Rights Reserved - Confidential Content may not be copied or reproduced in whole or in part without written permission.

Step 8. Fill out the Reason for PIC as below:

Reason for the Police Information Check (VA) (* denotes mandatory, no acronyms)

NOTE: Due to the nature of the Criminal Records Act and the RCMP rules governing this, only one (1) Volunteer and only one (1) Organization can be listed on your Police Information Check w/VS check. If you require a Police Information Check w/VS check for more than one (1) Volunteer or Organization, you must submit separate applications for which you may be required to pay if not under the Volunteer Alberta program.

* Volunteer:
Coach
? Description of the position, such as board of directors, file clerk, ticket sales etc.

* Organization:
Bow River Bruins Hockey Association
? Volunteer agency to which you are submitting this check to.

* Vulnerable Clientele Duties:
Coaching children ages 5-18|
? Responsibility details should include how you will be interacting with the clientele AND include their age range.

Step 9. Follow the prompts to fill out the Demographics, Voucher and Authentication sections in the application

Date Started	Report	Documentation / Date Provided	Demographics / Date Provided	Voucher Status	Authentication Status	Application Status
2023-Aug-21	PVSC Volun...	Documentation Required By Police	Completed 2023-Aug-21	Completed 2023-Aug-21	Failed 2023-Aug-21	Authentication Failed - Read notes below

Step 10. If the system was able to authenticate your identification, skip to Step 12.

If the system was unable to identify you through the questions asked, you will be required to upload documentation back in the Documentation section of the application. If this is the case for you, click on the 2nd shield

Calgary Police Service
Police Information Checks (VA)

Profile | Password | Logout [session timeout in: 05h 19m 42s] powered by Forrest Green Solutions

Application Status About Us Contact FAQ New Application

Bow River Bruins Hockey Association has paid for this Police Information Check w/VS for Volunteer.

Date Started	Report	Documentation / Date Provided	Demographics / Date Provided	Voucher Status	Authentication Status	Application Status
2023-Aug-21	PVSC Volun...	Documentation Required By Police	Completed 2023-Aug-21	Completed 2023-Aug-21	Failed 2023-Aug-21	Authentication Failed - Read notes below

Description	When	File Size
<p>Upload Documentation [<10 MB]</p> <p>Adobe PDF, Microsoft Word and common image formats are preferred.</p> <p>We will accept other formats, but they may cause a delay in the processing of your application.</p> <p>* Document: Choose File no file selected</p> <p>Upload</p>		

Step 11. Upload the required documents if necessary.

Step 12. Finally, once you receive your PIC from CPS you will need login, download it, and **EMAIL IT TO admin@bowriverhockey.ca**. It will **NOT** be automatically shared. The BRBHA admin will update your profile in the Hockey Canada Registry. Police checks with Hockey Canada are good for 3 years.