

Volunteer Services Screening Practices:

Volunteers between the ages of 13 and 15:

- Not required to complete a Police Information Check
- Required to provide two written references from non-related persons.
- Volunteers can choose to use the “Reference Letter Template” provided by Volunteer Services or use a standard reference letter
- Written references must be received at the time the volunteer attends the Volunteer Orientation. Alternate arrangements can be made at the discretion of the Volunteer Coordinator.
- Advanced level volunteer positions may require an interview process

All volunteers 16 years and older:

- **Entry level positions, such as Special Events, do not require a Police Information Check to volunteer.** If you move to an advanced position, a Police Information Check would be required during the interview process.
- Volunteers in advanced level volunteer positions will need to complete a Police Information Check with Volunteer Services before they can volunteer. Some positions may also require an interview or reference checks.
- Positions that require Police Information Checks will have it listed under the “Requirements” section of the position description.
- Volunteers must also fill out the EPS Third Party Notification Form at the time they fill out their Police Information Check.
- Provided you meet the Third Party Police Information Check requirements (listed below), Volunteer Services will complete the application process with you at the time of your Volunteer Orientation or at another date arranged with the Volunteer Coordinator.
- The cost of Police Information Checks will be covered by Volunteer Services, up to \$25.
- Volunteer Services will accept Police Information and Vulnerable Sector Check results that were done independently as long as the check was processed no more than 6 months prior.

Requirements for Volunteers Services to complete a Third Party Police Information Check:

- a) You must meet with a member of the Volunteer Services team in person.
- b) You must reside in one of the following jurisdictions: Edmonton, Sherwood Park, St. Albert, Morinville, Leduc, Beaumont, Fort Saskatchewan, Spruce

Grove, or Stony Plain. If you do not, please speak to Volunteer Services for a letter describing the process. You can submit your receipts to Volunteer Services to have the cost covered (up to \$25).

- c) You cannot have a criminal record. Any individual with a criminal record must visit the Police Information Check Section (#108, 14315-118 Avenue Nexus Business Park) to process their check. Please speak to Volunteer Services for a letter describing the process to waive the cost of the police check.
- d) You must bring **two pieces** of acceptable personal identification.
- Both pieces must be government issued
 - ID must have your full name and date of birth
 - One piece must be photo ID
 - Expired ID is not accepted
 - Photocopies of ID are not accepted
 - SIN cards and student ID cards are not accepted

Acceptable ID

- Alberta Motor Registries ID (Driver's licence, Learner's & AB Identification Card)
- Birth certificate
- Indian Status Card/Metis Status Card
- Passport
- Immigration papers
- Citizenship Card
- Permanent Residence Card
- Firearm Acquisition Card
- National Defense Card
- CNIB ID card
- WIN card
- AISH card
- Canadian Blood Services card
- Provincial Health Care Card with full name (not initials)
(Saskatchewan and Manitoba Health Care are not accepted)