



CFMF Police Information Check

2018 Process & Instructions



Police Information Check (PIC) Process

An important step in the CFMF volunteer screening process is the completion of a Police Information Check (PIC). This check is required for every volunteer that works on crews that handle money or work directly with children.

PICs can be completed online or in-person at a community police department. Typically the online process is easier and more efficient, but if you are unable to verify your identity online, you will need to go to a community police department.

Volunteers need to complete a new PIC every three years. The Calgary Folk Music Festival (CFMF) will also accept a copy of a PIC from another agency, as long as it is up to date.

Volunteers must upload images of two pieces of current government issued ID. One piece of ID must include a photograph. A list of acceptable ID is provided in step one of the online process.

Volunteers are required to upload a volunteer confirmation letter from the CFMF to complete a PIC. If you have not received an electronic letter from the CFMF, please follow up with your Crew Coordinator.

Crews that require a Police Information Check

- 50/50
- Admin Security
- Administrative Services
- Artist Payroll
- Beer Garden Cashiers
- Cashiers
- Family Area
- Island Box Office
- Lost & Found / Info
- Program Sellers
- Promo Booths
- Office Support
- Volunteer Information

**Volunteers under the age of 16 cannot complete a PIC*

***Volunteers that have lived in Calgary for less than 12 months need to complete a PIC through the police service of the last town/city they lived in*

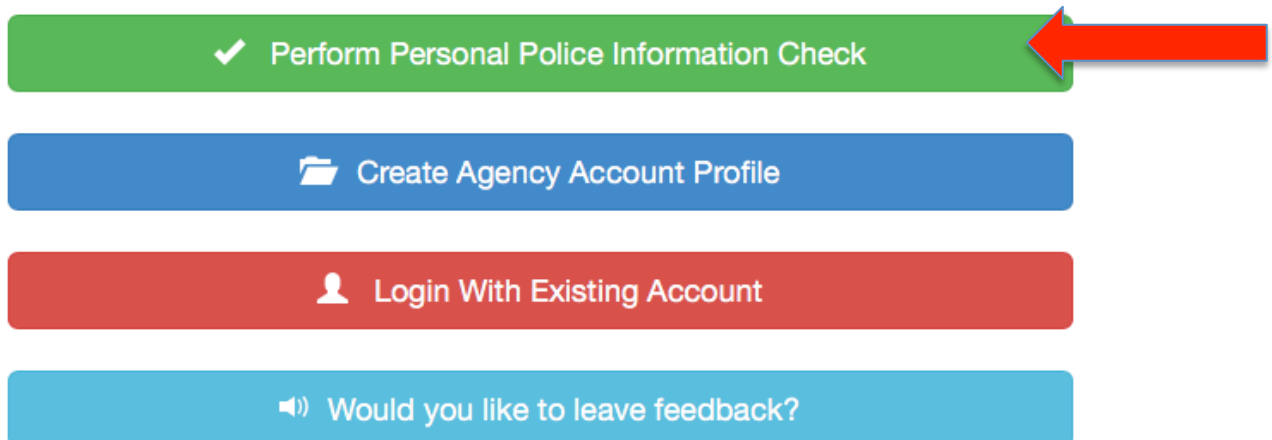


Police Information Check Instructions

1. Go to the Calgary Police Service website:
 - a. <http://www.calgary.ca/cps/Pages/home.aspx>
2. Click on the Applicant & Agency Online Process link



3. Scroll down the page and click on the green tab, 'Perform Personal Police Information Check'





4. Read through the Checklist, and, when finished, click on the '**continue**' button at the bottom right corner of the page

Personal information in this application is collected pursuant to the Freedom of Information and Protection of Privacy Act and the Police Act. Questions or concerns should be directed to: Calgary Police Service, Police Information Check Unit at 403.428.2052.

Cancel

Continue



Want to leave your feedback?

5. Answer all of the questions, and click on the '**continue**' button at the bottom right corner of the page

Other

I acknowledge it is a criminal offence to provide falsified information. This includes any required documentation, fraudulent use of any identification, and credit or debit card information.

Back

Continue



6. When you get to **Step 3** and need to choose an agency from the drop down menu, please select the **Folk Festival Society of Calgary**. This will ensure that we cover the cost and can track your completed PIC.
7. Complete each step as directed and click on the '**Continue**' button at the bottom of each screen.
8. Sign back into the PIC system two weeks after submitting your application to check the result. If the result is not in yet, check back in another week or two.
9. Complete the '**Share the Application**' result step once your results are in.