

**Police Information Check (PIC)
Children Services Intervention Record Check (CSIRC)**

Medicine Hat Catholic Board of Education requires two documents for:

Name of School Volunteer: _____

Volunteer Position: _____

School Name: _____

1. **Medicine Hat Catholic Board of Education** requires a Police Information Check (PIC) including the Vulnerable Sector Record Check. This is completed by the Medicine Hat Police Service by attending at the following address:

Medicine Hat Police Service
884 – 2nd Street SE
Medicine Hat, Alberta
T1A 8H2

Two pieces of government issued identification must be provided.

- **One Picture I.D.** such as: Provincial Driver’s License, Passport, Citizenship Card, Motor Vehicle Registry Photo ID Card, Native Status Card etc.
- **One Other I.D.** such as: Birth Certificate, Alberta Health Care Card, Immigration Documentation or Marriage Certificate.

Volunteer Fee \$15.

2. **Medicine Hat Catholic Board of Education** requires a **CHILDREN SERVICES INTERVENTION RECORD CHECK (CSIRC)** by applying in person at the following address:

The Provincial Building
#101 – 346 – 3rd Street SE
Medicine Hat, Alberta
T1A 0G7
403.529.3753

No Fee.

Please provide this letter to the appropriate agency as an indication of your request to volunteer in our school division. This letter indicates that you may be volunteering with children under the age of 18 years of age, on a group or individual basis.

Principal’s Signature: _____

Contact Phone: _____

Date: _____