



# *St. Patrick's Church*

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## **Police Information Checks**

### **Volunteer Information**

The following will identify the process for those in a volunteer position at St. Patrick's Parish who require a Police Information Check (PIC). This process will be conducted through the Medicine Hat Police Department for those residing in Medicine Hat and by the RCMP for those living in Redcliff.

1. You are asked to take the attached letter to the Police Department yourself (**not your spouse or friend**). The letter must be taken no later than 2 weeks after the date on the letter.
2. You will need to also take with you 2 valid pieces of government issued identification, one of which has your **picture** on it. These 2 valid pieces of ID can consist of a Driver's License, Birth Certificate, Passport, or Alberta Personal Health Card. A Social Insurance Number card **will not** work.
3. You will be asked to pick up the completed police check **yourself** one week later. Again, you will need to provide picture ID and one other form of ID.
4. Please return the completed police check to the church office or place it in the Volunteer Documents' box at the back of the church. It should be placed in a sealed envelope with your name printed on the front bottom of the envelope.