

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

Medicine Hat Catholic Board of Education requires three documents for you to be a “volunteer” at Mother Teresa School.

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 applying online at MHCS.ca. (Under Police Info Check)

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 – \$15.00

2. Medicine Hat Catholic Board of Education requires a **CHILDREN SERVICES INTERVENTION RECORD CHECK (CSIRC)**. This can be completed by emailing a form request to CS-IRCrequest@gov.ab.ca or by calling (403) 529-3607.

No Fee.

3. **ADMINISTRATIVE PROCEDURE 490 VOLUNTEERS.** <https://www.mhcbe.ab.ca/download/370949>

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: **(403) 529-2000**

Parent's Name: _____

Date: _____