



How to Complete ePIC (electronic Police Information Check) or Information check for Rotary Programs

- Click the following links for additional instructions and to start the process -

[ePIC Applicant Instructional Video](#)

[ePIC Calgary Police Service Online Application](#)

For Calgary Residents:

1. You are about to register for an account with Calgary Police Service for an Information Check for
“Rotary International District 5360 Inc.”
2. Have two pieces of government issued identification ready at your computer.
3. Complete the fillable [“Volunteer Letter”](#) word document form with the Current Date, Enforcement Agency, your full legal name and the Rotary Club in Calgary or Rotaract Club to which you belong.
4. Save the completed document as a .PDF file on your computer and be ready to upload it to the Calgary Police Service website.
5. **IMPORTANT** – Enter the **VSPN: 4917CU0184** at Step 10 of the process to ensure the application is completed at **NO CHARGE**.
6. After receiving confirmation the Information Check is reviewed **SHARE the results within your Calgary Police Service account** with Rotary International District 5360 Inc.

Tips: Tab from one answer to the next.

Use the popup calendar option for your birthdate, do not type in your answer.

The description of volunteer position is Youth Programs.

The answer to the Vulnerable Sector Search is Children/Youth and/or Elderly.

This process will take approx. 20 - 30 minutes from start to finish.

For non-Calgary Residents:

1. Complete the fillable word document form [“Volunteer Letter”](#) with the Current Date, Enforcement Agency, your full legal name and the Rotary Club or Rotaract Club to which you belong. This letter entitles you to a discount on the price of an Information Check.
2. Save the file as a .PDF to your computer and print it out to take with you when you present yourself at your local Enforcement Agency or RCMP detachment.
3. Scan and email a copy of the verified Information Check to the Rotary District Office for Information and database purposes.

Your assistance in completing the screening process and protecting the vulnerable sectors of society is greatly appreciated.

Sincerely,

Charlene Bearden
District Manager