

Dear CSL Student;

A number of Community Service-Learning (CSL) placements require a Police Information Check and/or Child Intervention Check. In general:

- if you are working with children and/or youth under the age of 18, you will need both a Police Information Check and a Child Intervention Check.
- if you are working with adult clientele of a vulnerable population, you only need the Police Information Check (if required by the organization).

Please follow the instructions below to complete your security check. Note: it takes 5-10 working days for these checks to be processed. Come to the Learning and Beyond (LaB) office (Classroom Building, C100, Open 9am - 5pm) as soon as possible to fill out the appropriate forms so you can start your placement right away. Thank you so much for your cooperation!

### **Police Information Check**

\*You can only complete the police record check paperwork at the Learning and Beyond office (C100) **IF YOU ARE A CAMROSE RESIDENT** (this includes those living on-campus in residence).

**\*\*If you live outside of the City of Camrose, including the County of Camrose, you will have to pick up a letter of introduction from the Learning and Beyond office and then **go in-person to your local R.C.M.P. or Police detachment** to complete the security check.**

#### **Camrose County R.C.M.P.**

6410 - 48 Ave.  
Camrose, AB T4V 3A3  
Phone: (780) 672-3342

#### **Wetaskiwin R.C.M.P.**

5005 48 Ave.  
Wetaskiwin, AB T9A 0N1  
Phone: (780) 312-7200

Please ensure that you have everything from the checklist below before coming to fill out the police record check paperwork:

- ✓ **1 Proof of residency** (e.g. Rental Agreement; Phone, or utility bill; Paperwork with proof of Camrose address)  
*\*A list of the students who live on-campus in residence will be provided to the Police Service so no paperwork is required if you live on-campus.*
- ✓ **2 pieces of I.D. One must be a photo I.D.**

**The following forms of I.D. are accepted:**

Driver's License  
Passport  
Birth Certificate

*Cards:*  
Alberta Health  
Firearms  
Indian Status

Immigration ID  
Citizenship  
Residency  
National Defense

---

POLICE RECORD CHECKS CANNOT BE COMPLETED WITHOUT THESE FORMS OF DOCUMENTATION.

Police Information Checks will be paid for by the Learning and Beyond office, Augustana Campus of the University of Alberta.

On average, Police Information Checks will be completed in 5-10 working days. The Police detachment will notify the LaB office when the record checks are completed. LaB staff will then pick-up the completed record checks and email students regarding delivery of record checks to community mentors.

### **Child Intervention Checks**

Child Intervention Checks are conducted by **Child and Family Services** at 4911A-47th Street. The Intervention Record Checks are available to be completed at the LaB office, C100.

LaB staff will check and photocopy 1 piece of photo I.D.

**Completed checks must be picked up by the individual student.** The LaB Office will notify students when the Intervention Checks are complete and ready to be picked up at Child and Family Services, 4911A-47th Street.

If you have any questions or concerns, please contact Candice Tremblay at 780-679-1662 or [candice.tremblay@ualberta.ca](mailto:candice.tremblay@ualberta.ca)