

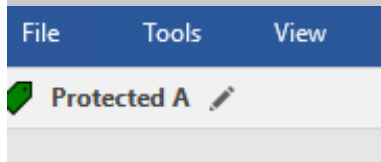
- Please complete the attached digital IRC form.
- **Do not print or photograph or scan** the digital form – this allows the IRC process to be completed electronically.
- Forward your **completed form along with a copy of 2 pieces of government issued ID** (as a second attachment) to: CS-IRCrequest@gov.ab.ca
- Examples of **accepted forms of ID**: driver's license, AB identification card, Treaty status card, AHC, firearms license, birth certificate, passport. **Do not send** a copy of your Social Insurance Number.
- **If you are adopting through a private adoption agency**, please contact the agency for the appropriate form - "For Alberta Licensed Agency and International Placements".
- **Kinship Providers**: provide name of child's caseworker and worksite (if known).

Before submitting your request, please **check that you have**:

- Entered your **personal information** – name, complete address, aliases, children, DOBs, etc.
- Identified the **organization & type of position** you are applying for – even if "Residing with..."
- Typed your **name and date at the bottom of sections 1 & 2** to verify the information provided is correct and to consent to having the check processed.
- Ensured that the **completed IRC form is attached**
- Attached the **copy of your ID (2 pieces) as a separate attachment**.

Incomplete requests will be returned for correction and will create processing delays.

TROUBLESHOOTING & HINTS



- To enter BIRTHDATE or DATE Fields activate the edit tools on the top left menu under VIEW
- SIGNATURES By CHECKING the BOXES, TYPING your NAME, and INSERTING the DATE at the end of SECTION 1 & 2 you verify the information is correct, complete and give permission to process the IRC search request. No handwritten signature required.
- Complete **Page One** only and the TOP of Page Two

FOR OFFICE USE ONLY

☐ I, INSERT NAME, hereby consent to having an Intervention Record Check completed in Alberta and any other province that I have listed above.

- Children's Services completes the remainder of Page Two.
- POSTAL CODE – If the field does not allow you to enter date, add it to either the ADDRESS or CITY fields.
- GENDER CODE – Please complete as otherwise your information is hidden.
- BLANK FORM – If the form goes blank after completion, ensure you have selected GENDER or entered BIRTHDATES.
- When Page One is complete SAVE AS onto your DESKTOP or a FOLDER (change name slightly) and then attach along with your ID to the email address provided.

NOTES:

- Normal **processing time can be up to 30 business days depending on volume received/ and emails**, but we try to get these done as soon as we can.