HOW TO – APPLY FOR A POLICE INFORMATION CHECK
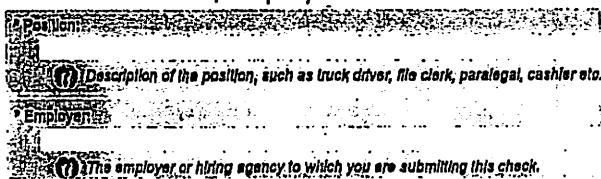
1. Visit https://www.policesolutions.ca/checks/services/edmonton/ and select 'REGISTER' in the top right hand corner. You only need to register if it is your first time applying. Otherwise, select LOGIN.

<div align="center">

Login | (Register)
</div>

Forgot Username? | Forgot Password?

2. Enter the registration information and click 'PROCESS MY REGISTRATION' at the bottom.

   <u>**You are now ready to proceed with a police check application.**</u>

3. Proceed to the landing page and select the application type you require. Please ensure you take your time and select the correct one. If you are unsure, please contact us or the agency requesting your police check.

4. Enter the Position/Employer information. This

   Position:

   (i) Description of the position, such as truck driver, file clerk, paralegal, cashier etc.

   Employer:

   (i) The employer or hiring agency to which you are submitting this check.

5. Enter all your demographic information.
   If you presently have a criminal record, please utilize the self-declaration portion to

6. Review your personal information. Please ensure everything you have entered is correct.

7. Make your payment.

8. Complete the ID verification. If you do not pass the verification, you will be contacted with further instruction.

9. Congratulations! You have successfully submitted your police check. You will receive an email when your finished certificate is ready.

HOW TO - ACCESSING / SHARING RESULTS:

ACCESSING:

1. Please log into your account
2. Once in your account please go to the "Applicant Status" page. You will then find the results you are wanting to share. (**NOTE: If your screen doesn't look like the picture below just click the yellow Shield 6**)

Application Status

For security, you should change your password.
CLICK HERE >>

xxx

Submitted Application #20220202-165250 -- Edmonton Police Service

Date Started	Report	Documentation / Date Provided	Demographics / Date Provided	Voucher Status	Authentication Status	Application Status
2022-Feb-02	PVSC Volun...	Completed 2022-Feb-03	Completed 2022-Feb-02	Completed 2022-Feb-02	Passed By Police 2022-Feb-03	DOWNLOAD PDF RECORD CHECK RESULTS

This document is not shared - you have not provided consent to share this document.
Click the "share" icon to provide consent and configure access/security.

SHARE

click shield & go to stage ① ② ③ ④ ⑤ ⑥

a. _____

3. Select the big red button "Download Record Check Results", your results will download. Depending on your computer settings it may open automatically or be on the bottom of your browser page.

📄 Application Results.pdf ∧   Show all ✕

a. _____

4. You will be prompted for a password which will be your date of birth (YYYYMODA)

> **Password required**
>
> This document is password protected. Please enter a password.
>
> **Submit**

a.

5. You can then save as to the device you are using.

B) Enhanced Security

A passphrase, of your own choosing, will enhance the security required to access your police check.

Note that this is case sensitive.

Leave this blank if you do not wish to use this.

Must consist of only:

- lower case letters (a-z);
- upper case letters (A-Z);
- numbers (0-9)

Any special characters (including spaces) will be automatically removed.

Optional Passphrase: optional passphrase

    a.

6. Select "Save Consent Settings >>>"
7. The page will refresh and you will see additional information under section "C) Details (TO BE SECURELY PROVIDED TO ANOTHER PERSON). For ease you can copy and paste or screen shot and send this section to whoever you wish to send the results to.

Scan here to apply for online PIC:

SHARING RESULTS:

1. Please log into your account
2. Once in your account please go to the "Applicant Status" page. You will then find the results you are wanting to share. (**NOTE: If your screen doesn't look like the picture below just click the yellow Shield 6**)

Application Status

For security, you should change your password.
CLICK HERE >>

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SHARE

click shield & go to stage ① ② ③ ④ ⑤ ⑥

a. _____

SHARE

3. Select the "Share" button
4. Please read over the consent. And select "yes" under section "A) Consent to Share" if you wish to proceed with sharing your results.

A) Consent to Share

By checking this option and saving my selection, I knowingly agree that individuals to whom I provide sufficient details to, will be able to download my completed police check.

I further understand that I can revoke this consent at any point by selecting "No" and saving the details.

Consent ○ Yes ● No

a.

5. You can add and additional passphrase to your certificate if you wish. This will need to be provided to who you are sharing your certificate with.