

**PRIVATE AND CONFIDENTIAL**

**Subject: CERTIFIED CRIMINAL RECORD CHECK**

We would like to confirm the requirement for a Certified Criminal Record Check, (also known as Fingerprint Based Criminal Record Check) for the position you are interested in.

Please proceed in person to a Policing Agency (CPS, EPS, RCMP, etc.) or RCMP accredited agency (<https://rcmp.ca/en/criminal-records/criminal-record-checks/private-fingerprinting-companies-accredited-rcmp>) to have your Certified Criminal Record Check completed.

The location you must visit to obtain this check is jurisdictional based meaning you must go to the appropriate agency in which you reside. If you reside within an RCMP jurisdiction, please proceed to the local detachment. If you reside within Edmonton, please proceed to the Edmonton Police Service. If you reside within Calgary, you will be required to visit an accredited agency as the Calgary Police Service does not offer fingerprinting services for employment purposes.

We ask that you take with you two (2) pieces of original government issued identification:

- one piece of photo identification that indicates your date of birth (i.e. driver’s license or passport) and;
- a second piece of identification that indicates your date of birth (i.e. birth certificate or healthcare card) to assist the officer in charge.

**Upon completion, the agency will provide you with the results.** In some cases, the RCMP will provide you with the results immediately, however; EPS and any other accredited agencies will send your prints via postal service which may take several weeks to receive the results.

**It will be your responsibility to provide the Fingerprint Based Criminal Record Check to the CPO Recruitment at JSG.CPORecruit@gov.ab.ca.** We cannot proceed with your application until this step is complete.

Please present this letter to the the Policing Agency or RCMP accredited agency when requesting the Certified Criminal Record Check.

Sincerely,

Kimberly Kachmarski  
 Talent Pool Recruitment (TPR) Intake Coordinator

For Administration Use:

Field	Input
Application Type	Employment Police
Application Subtype	Civilian Employee
Send Results	ALBERTA CORRECTIONS Public Service Commission, c/o Kimberly Kachmarski 7 <sup>th</sup> floor, Park Plaza, 10611 – 98 Avenue Edmonton, AB T5K 2P7