Before beginning this process, you should scan or take a picture of the letter provided to you by the CBE, which includes the Volunteer Organization Authorization Number (VOAN). You should also scan or take pictures of 2 pieces of valid government issued ID, with at least one being a piece of photo ID. Pictures or scans of both sides of the identification are required.

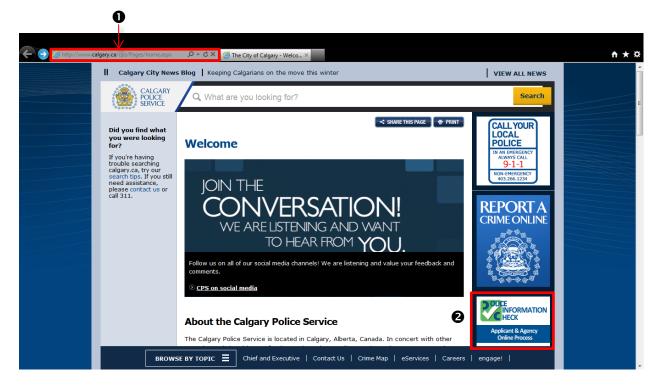Acceptable valid government issued non-photo ID includes:

- Provincial Healthcare Card
- Birth Certificate
- Marriage Certificate
- Immigration Papers
- Citizenship Card (Issued within the last 5 years)
- Citizenship Certificate

Acceptable valid government issued photo ID includes:

- Driver's License
- Alberta Photo Identification Card (Issued through Registry Agent Offices)
- Passport
- Permanent Residency Card
- Firearms License
- Nexus Card
- Secure Certificate of Indian Status Card (Federally issued)
- Aviation Document Booklet

You will need to upload copies of these files to the Police Information Check (PIC) system for identification verification purposes.

❶   Access the following URL: http://www.calgary.ca/cps/Pages/home.aspx

❷   Click the 'Police Information Check' button on the right side of the screen.

You should now be taken to the PIC system.

CPS has online documentation for applicants posted on their web page.