

Our Mission: "To maximize public safety in Calgary with vigilance, courage and pride."

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Police Information Check Unit

The Services provided by the Police Information Check Unit include police information checks, information on pardon and fingerprinting services.

Phone: 403-206-2052

E-mail: cps-picunit@calgarypolice.ca

Address: Police Administration Building
316 - 7 Avenue S.E.
(Located directly across from the City Hall LRT station and attached to the Calgary Public Library.)

Hours: Monday - Wednesday 7:30 a.m. to 4 p.m.
Thursday 10 a.m. to 4 p.m.
Friday 7:30 a.m. to 4 p.m.
Closed on weekends and statutory holidays. * Please note times may vary for certain services.

To request a police information check and/or fingerprinting you must visit the Police Information Check Unit in person with two pieces of government-issued identification, one of which must have a photo.

Photo identification includes:

- Driver's licence
- Learner's licence
- Passport
- Citizenship Card
- Firearms Acquisition Licence/Possession Only Licence/Possession Acquisition Licence

If you do not have one of these you can obtain a photo identification card from any motor vehicle registry.

Examples of identification without photos are:

- Birth Certificate
- Alberta Health Care Card
- Social Insurance Card

Fees:

- \$30.00** for a Police Information Check
- \$25.00** (G.S.T. included) for fingerprints

Methods of payment include cash, debit, Visa, American Express and Mastercard. A police information check is issued to the applicant by mail upon completion.

Volunteers

If you are a volunteer, please check with your agency for specific handling policies or arrangements with the Calgary Police Service. If your agency is registered with the Calgary Police Service, your police information check can be processed by mail for a fee of **\$15.00**. Contact your agency or organization for more information.

If your volunteer organization has a VOAN number issued by Volunteer Alberta, go to the the Police Information Check Unit with that number so there will be no charge. For further information on VOAN numbers, please contact Volunteer Alberta.

Security Guard/Locksmith/Private Investigator Fees are \$55.00 which include:

\$30.00 for a Police Information Check, and
\$25.00 (G.S.T. included) for fingerprints

Security Guards, Locksmiths and Private Investigators must attend our office on Tuesdays and Wednesdays between 7:30 a.m. and 3 p.m., and Thursdays between 10 a.m. and 3 p.m.

Pardon applications

A local police check is required when applying for a pardon from the National Parole Board. A police check must be obtained from every police jurisdiction in which the applicant has lived for the last five years.

You must visit the Police Information Check Unit in person with the Local Police Records Check form from the Pardon Application Guide and bring two pieces of government-issued identification, one of which must have a photograph. See forms and requirements for identification above.

\$50.00 (G.S.T. Included) for a local police check

Methods of payment include cash, debit, Visa, American Express and Mastercard.

The local police record check is issued to the applicant by mail in two to three weeks.

For more information, contact the Clemency and Pardons Division of the [National Parole Board](#) at 1-800-874-2652.