



## Process for Obtaining Police Information Check with or without Vulnerable Sector Check

### How to Obtain a Police Information Check with and without Vulnerable Sector

#### Residents of Lethbridge

- Lethbridge residents go to the Lethbridge Police Service to obtain their Police Information Check. The address is: 135 1 Avenue South, Lethbridge, AB T1J 0A1
- Hours of operation for record checks are Monday to Friday from 7 am to 7 pm, and Saturday from 11 am to 5 pm.
- Applicants must complete the Lethbridge Police Services Consent to Search and Disclose Form <https://www.lethbridgepolice.ca/sites/default/files/Lethbridge-Police-Information-Check.pdf>
- Applicants will have to pay the \$65 processing fee. The Lethbridge Police Service accepts cash, debit cards, personal cheques, certified cheques, bank drafts, or money order. All cheques, drafts and money orders should be made payable to the Lethbridge Police Service.
- Regular processing is usually 3-4 weeks, however, is subject to change without notice.
- The LPS offers an expedited service (additional \$50) that permits applicants to receive their certificates within 2-3 business days.
- Applicants must bring 2 pieces of government issued identification. One of which must have a photo on it.

#### Examples of Photo Identification:

- Driver's Licence or Identification Card
- Passport
- Nexus Card
- Permanent Residence Card
- Indian/Metis Status Card

#### Example of non-photo identification:

- Provincial Healthcare Card
- Birth Certificate
- Marriage Certificate
- Immigration Papers
- Citizenship Card
- Citizenship Certificate

- **For all applicants requiring a Vulnerable Sector Check, proof of Lethbridge residency is required.** All applicants that fail to provide valid government issued identification with a Lethbridge address will be required to provide documentation verifying a current Lethbridge address. This can include a recent utility, electricity, gas or telephone bill, bank statement, property rental agreement, insurance policy documents (life, auto, residential), etc. dated within that last 90 days. Note: The Lethbridge Police Service cannot conduct a Vulnerable Sector Check for individuals that do not reside in the City of Lethbridge.



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- Lethbridge Police Service will mail the completed information check to the applicant.
- Applicants must bring an original copy of their Police Information Check to Human Resources.

### Residents of Surrounding Lethbridge Area

- Applicants who live in the surrounding area of Lethbridge will go to their applicable RCMP attachment. For example:
  - Residents of Coaldale, Coalhurst, Chin, County of Lethbridge and Monarch go to the Coaldale or Lethbridge RCMP Detachment
  - Residents of Raymond and Magrath go to the Raymond/Magrath Detachment
  - Residents of Fort MacLeod go to the Fort MacLeod Detachment
- Hours of operation for record checks are Monday to Friday from 8 am to 4 pm  
Applicants will be required to complete an application form.
- The application fee and processing time varies depending on the RCMP detachment.
- Applicants must bring 2 pieces of government issued identification. One of which must have a photo on it.

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### Residents from Outside Lethbridge and Area

- Applicants who do not reside in Lethbridge or the surrounding area will need to go to the Police or RCMP service that covers their area of resident. From example: if the Applicant currently resides in Calgary and would be moving to Lethbridge then they must go to the Calgary Police Service to request a police information check.
- Calgary Police Service: <http://www.calgary.ca/cps/Pages/Public-Services/Police-Information-Checks.aspx>
- For other cities and municipalities please check your local police services website for information on their times, cost and process for Police Information Checks