

### **What is a Police Information Check?**

A Police Information Check (PIC), is a detailed criminal and police history, or a confirmation of the absence of any information, based on the personal information provided. The results will be provided on a Medicine Hat Police Service (MHPS) certificate letter. The check is based solely on Canada wide information.

### **What Systems Are Searched for PICS?**

The MHPS uses three search mechanisms:

**Versadex** – Local records for the Applicant’s involvement with the MHPS

**J.O.I.N.** – the Alberta court system (Justice Online Information Network)

**C.P.I.C.** – the Canadian Police Information Center system and the RCMP National repository in Ottawa

The Police Information Check only provides information found at the time of the check, on the above listed systems. The MHPS does not guarantee completeness of the information, as we are limited to information available on these systems. This check does not include information found in any other jurisdiction’s local police information systems; nor does it include court information on any other province(s), except convictions registered on the National Repository for Canada.

### **Requirements to Obtain a PIC**

Individuals over the age of 21 years may apply online at [www.mhps.ca](http://www.mhps.ca) or may attend in person to the MHPS, 884 2<sup>nd</sup> Street SE, Medicine Hat, Alberta. Individuals under the age of 21 years must apply in person.

Two pieces of government identification must be provided, including both **name** and **date of birth**, such as:

**One Picture I.D.** such as Provincial Drivers License, Passport, Citizenship Card, Motor Vehicles Registry Photo ID card, Native Status Card or Canadian Firearms License.

**One other I.D.** such as Birth Certificate, Alberta Health Care Card, Immigration Documents or Marriage Certificate. (Social Insurance Cards are not acceptable as they do not include date of birth)

### **Police Information Check Disclosures**

- Criminal Records – Adult and Youth (included indictable, dual procedure and summary conviction offenses)
- Pending and outstanding charges
- Outstanding warrants for arrest Canada wide
- Police Files / Information Reports – Relevant occurrences
- Records of not criminally responsible by reasons of Mental Disorder pursuant to s. 16(1)cc (disclosed if relevant)
- Judicial Orders while in effect:  
probations, prohibitions, peace bonds\*\*,

restraining orders and recognizance conditions

- Vulnerable Sector Records (pardoned sex offender)
- Stay of Proceedings for one year period\*\*
- Absolute Discharges for one year period\*\*
- Conditional Discharges for three year period\*\*
- Alternative Measures for one year period\*\*\*

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\*relevancy refers to the protection of persons, property and any information that could cause an individual or organization, concerns for the safety of individuals, employees or volunteers.

\*\*period commences from the date of sentencing

\*\*\*period commences from court confirmation of disposition completion

