



3912 - 29 Street NE Calgary, AB T1Y 6B6 ❖ Phone: 403-242-6672 ❖ Fax: 403-209-0528  
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## Police Clearance and Intervention Record Check Information

### POLICE CLEARANCE:

You must go *in person* to the location listed below to complete police clearance. More information is available on the Calgary Police Services website under Public Services or: <http://www.calgary.ca/cps/Pages/Public-services/Police-information-checks.aspx>  
If you live outside of the Calgary city limits, please go to the police station in your city. Please note that the clearance must include vulnerable sector.

5111 - 47 Street NE  
Calgary, Alberta  
Hours of Operation  
Monday to Wednesday 7:30 a.m. to 4:00 p.m.  
Thursday 10:00 a.m. to 4:00 p.m.  
Friday 7:30 a.m. to 4:00 p.m.

Closed on all weekends and statutory holidays

- Cost:
  - Staff \$30
  - Volunteer \$15 (volunteer must provide them an original signed letter from New Age Services confirming their volunteer capacity)
- Please remember to take two pieces of government issued ID's one of which must be a photo identification.
- You must bring in your receipt to New Age Services stating that you have completed the check within 7 days of signing offer letter or contract.
- Police Clearance letter will be sent to you in 6 to 8 weeks.
- Once you receive the letter it is your responsibility to provide us with a copy no later than 9 weeks from the initial application date.

### INTERVENTION RECORD CHECK:

- Intervention Record Check will be sent out by New Age Services on your behalf.
- The confirmation form will be sent to you in 6 to 8 weeks
- It is your responsibility to provide us with a copy no later than 9 weeks from the initial application date.

***\*Employees who fail to bring in the letter by deadline will not be able to continue to work until this letter has been submitted to New Age Services***

***\*Caregivers and Contractors who fail to bring in the letter by deadline will not be paid full financial reimbursement until this letter has been submitted to New Age Services***