

How to apply for a Vulnerable Sector Check with Calgary Police Services (CPS)

Step One:

Contact SMHA Operations, operations@springbankhockey.com to request renewal or to start a background check.

- SMHA does not cover any cost associated with Background checks as we are sponsored by Alberta Volunteer Services and as a volunteer you should not be required to pay if you have your letter.
- If you are required to be fingerprinted as part of your secondary search this cost is not covered and you will be required to pay.

Step Two:

You will receive an email from Calgary Police Services, this email is issued by SMHA Operations and this email is your no cost voucher to gain access to the background check online process – PLEASE CHECK YOUR SPAM FOLDER

- If you “fail” the online process you will be required to attend in person – please be sure to reach out to SMHA Operations so you can be issued a volunteer letter so that you are not charged with the exception of fingerprinting.
 - Please visit the [CPS website](#) to follow the instructions on what to do if you are required to attend in person as an appointment might be needed
- Once you receive your copy of your Background check, please send a PDF or picture of it to SMHA Operations
- Your background check will be recorded in your Spordle profile as dates only - no documents will be uploaded due to the privacy act.
- SMHA does not keep these on record.
- Please be sure to keep your copy safe if you are required to provide it to another organization you volunteer for.

NOTE: if your address does not meet with the CPS’ Jurisdiction you will need to contact SMHA Operations for Cochrane RCMP processing