

The Calgary Police Service has modified the way in which you can apply for Police Clearances and have introduced a new Electronic Police Clearance, or e-Pic. This new electronic format makes it easier for you as team officials to receive your police clearance in a timely manner and you can do it all from your home or office.

The first thing to be aware of is that e-Pics are shareable. What this means is, if you complete an e-Pic for Calgary United Soccer Association, you can share that clearance online with other organizations or associations that require a police clearance. This will save you the time and money of completing multiple clearances that all say the same thing. The flip side of this is that if you complete an e-Pic for another group (such as Minor Soccer, Boys and Girls Club etc), you can share that clearance with Calgary United Soccer rather than submitting a new application.

Also new this season, those who complete the e-Pic will have the cost of the clearance covered by CUSA. In order to qualify for your police clearance to be covered by CUSA, you must meet these requirements;

- You must be currently registered as a team official for a CUSA team **and**
- You do not have a Police Check on file with CUSA **or**
 - You have a Police Clearance on file that will expire before the end of the current season

If you meet these requirements you can go ahead and complete an e-Pic. CUSA will validate your eligibility prior to the e-Pic being processed and you will receive notification if your application was denied for payment.

Should you choose to complete your police clearance at a district police station, CUSA cannot cover the cost of that clearance as it must be paid in person at the time of submission. CUSA will not reimburse those who choose to use that method.

REMINDER – All team officials who appear on a roster submitted for any Provincial Championship must have a valid police clearance on file. Failure to comply will result in a fine of up to \$2500 from the Alberta Soccer Association.

e-Pic Process

1. Contact CUSA at info@cusa.ab.ca to have a personalized e-Pic letter emailed to you
2. Scan and save two pieces of ID separately (ie. One PDF for the birth certificate, one PDF for the license). Acceptable pieces of ID are listed on the e-Pic website linked below.
3. Visit <https://policeinformationcheck.calgarypolice.ca/> and read the document titled “How do I complete my Police Information Check online?” It is on the left side of the website under the *Questions* header.
4. Follow the e-Pic instructions to complete the clearance. If you have any problems or trouble completing the process, contact the e-Pic unit at cps-picunit@calgarypolice.ca. This is not CUSA software and CUSA cannot help troubleshoot any issues you may have.

While applying, you will be asked for the Agency Name, you must enter Calgary United Soccer Association. If you type CUSA, it will not be recognized and you will not be able to complete the clearance.

5. Once the application is completed online, you will receive an email confirming the application has gone through. In approx. 2-3 weeks, you will receive an email indicating your clearance is complete and you can view the results.
6. **THIS STEP IS VERY IMPORTANT. CUSA WILL NOT HAVE RECORD OF YOUR e-PIC UNLESS YOU SHARE THE INFORMATION WITH US**. Login to your e-Pic account to share the results with Calgary United Soccer Association. The results are only accessible for 6 months online, so we recommend you print off a copy of the clearance in case proof is required after the 6 month time frame. CUSA considers any police clearance done within 3 years to be valid.