

Please read the following instructions carefully

Please complete the attached digital Intervention Record Check Form (CS2687).

If you are adopting through a private adoption agency, please contact the adoption agency for the appropriate form.

*** You will require **Adobe Acrobat Reader** on your device to complete the IRC form.

- **Do not print or photograph the IRC form - this allows the IRC process to be completed electronically.**
- **Do not forward the form through a web link eg. Adobe Acrobat-message@adobe.**
- **Do not change the form to a Word document.**

*** Note: This form may have issues if completed on a MAC, Chromebook or iPhone – ensure you ‘save as’ and reattach the document to the email you send in.

Forward your completed form and a copy of two (2) pieces of government issued ID (one must be a photo ID) as separate attachments in one email

to: CS.IRCCentral@gov.ab.ca

Examples of accepted forms of ID: driver's license, AB identification card, Treaty status card, AHC, firearms license, birth certificate, passport. **Do not send a copy of your Social Insurance Number.**

Before submitting your request, please check that you have:

- Entered your **personal information** – name, complete address, aliases, children, DOBs, etc.
- Identified the **organization & type of position** you are applying for – even if you are “residing in the home” of a care provider and/or applying for a residential license and/or work in a Child and Youth Facility i.e. this is the agency you will be working/volunteering for.
- Typed your **name and date at the bottom of sections 1 & 2** to verify the information provided is correct and to consent to having the check completed. Do not sign sections 3 or 4.
- **Not marked section 3 or 4** on the IRC form. This is “For Office Use Only”.
- Attached the **completed IRC form as a PDF. No pictures, apps or web links please as we are unable to open them.**
- Included **all three pages** of your IRC form.
- Attached the **copies of your ID. No .heic files, apps or web links please as we are unable to open them.**

Incomplete requests will be returned for correction and will create delays in processing.

Please note that the processing time is up to 30 business days (6 weeks). Allow for this amount of time when submitting your request.

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