

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.**

Forward to: CS.IRCCentral@gov.ab.ca