

Applicants can request an **IRC application form** by sending an email to: CS-IRCrequest@gov.ab.ca. In the subject line type: "Request for IRC form". In the message, type: "I am requesting an Intervention Record Check application form please". Sign email and send. Applicant will receive an email with a form attached. Applicant saves the form, fills it out, and sends it as an attachment, along with **2 pieces** of government issued ID as an attachments, to: CS.IRCEdmonton@gov.ab.ca

Examples of accepted forms of ID: driver's license, AB identification card, Treaty status card, Alberta Health Card, firearms license, birth certificate, passport. **DO NOT send a copy of your Social Insurance Number or Credit Cards.**

If you are adopting through a private adoption agency, please contact the agency for the appropriate form - "For Alberta Licensed Agency and International Placements" .

Kinship Providers: provide name of child's caseworker and worksite (if known).

Before submitting your request, please check that you have:

- Entered your **personal information** – name, complete address, aliases, children, Date of Birth, etc.
- Identified the **organization & type of position** you are applying for – even if "Residing with..."
- 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.
- Ensured that the **completed IRC form is attached**
- Attached the **copy of your ID (2 pieces)**

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

NOTE: Normal processing time can be **up to 30 business days** depending on volume received and emails, but we try to get these done as soon as we can.

Classification: Protected A