Please read carefully!!

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

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

*You will require* **Adobe Acrobat Reader** *on your device*. **Do not** *print or photograph the digital form – this allows the IRC process to be completely electronic.*  **Do not** *change the form to Word document, use the fill and sign or send back through Adobe Acrobat- message@adobe.*  Note: This form may have issues (come through blank on our end) if completed on a MAC, Chromebook or iPhone- ensure you ‘save as’ and reattach document to the email you send in.

**Forward your completed form along with a copy of two (2) pieces of government issued ID (one with a photo) as a second attachment to: CS.IRCNorth@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. If postal code does not work please put it in after the city.

• 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 (ensure you check the box in front as well).

• Ensured that the completed IRC form is attached as a PDF. No pictures, apps or web links please as we are unable to open them.

• Attached the copies of your ID

Please note: we process IRC requests for communities within the North Region

If you live outside of the North region, please contact the region closest to your community:

North Region – **CS.IRCNorth@gov.ab****.ca**

Central Region – **CS.IRCCentral@gov.ab.ca**

Calgary Region – **CS.IRCCalgary@gov.ab.ca**

South Region – **CS.IRCSouth@gov.ab.ca**

 **Please note that processing times may take up to 30 business days and will depend on the volume of requests.**