

INTERVENTION RECORD CHECK

To Applicant,

Please read the following before proceeding.

1. Please ensure that your name, address (including Apt. #, City, Postal Code) and phone number is clearly printed on the request form. We do require that organization and type of position in Section 2 be completed. Please DO NOT sign or mark below the "FOR OFFICE USE ONLY" PORTION.
2. Please return both copies of the Intervention Record Check (IRC) form with photocopied identification as indicated below (one piece of identification MUST have your date of birth on it).
 - Photocopy one of the following marking sure. The picture ID is legible: *Drivers License or Passport or School ID or Status Card*
 - Also one photocopy of the following: *Alberta Health Care Card, Birth Certificate or Social Insurance Card or Proof of Citizenship*
 - Forward the completed application with attached photocopied identification to the following address

**Intervention Record Check
6th fl Westcor Building
12323 Stony Plain Road, AB
T5N 3Y5**

- Your application form will take approximately 5 to 20 business days to complete, (for agencies 2-10 business days) Once completed it will be automatically mailed to your home. We are able to fax the application form. The application form may only be returned to you, the applicant.
- Please be aware that faxed or photocopied forms are not valid and will be returned to you along with an original form for you to complete.
- You will be responsible to release the information on your behalf as per the Freedom and Protection of Privacy Act
- If you should require any further information or assistance please contact 780-427-1471 Fax: 780-644-8839