

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.