**Intervention Record Check**

 Please complete the attached digital IRC form.

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

Note: This form can not be completed on a Mac, iPhone or Chromebook as they are not compatible.

You will require **Adobe Acrobat Reader** on your device.  Do not print or photograph the digital form and do not forward the form through a web link eg. Adobe Acrobat- message@adobe (we are unable to open external web links).

**Forward your completed form as a PDF attachment along with a readable copy of two (2) pieces of government issued ID (one must be a photo ID) as a second attachment to:**  **CS-IRCrequest@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 “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.**
* Attached the **copies of your ID**

**Processing times take up to 45 business days and depend on the volume of requests received.**

**Please note – incomplete requests will be returned for correction and create further delays in processing.**

If you have any questions or if you receive a positive check you were not expecting, you can email your questions to the centralized IRC email **CS-IRCrequest@gov.ab.ca**; it will be monitored and answered by email or telephone call, if requested.

Sincerely,

Children Services - Leduc Office