

**FOUNDATIONS**  
**FOR THE FUTURE**  
**CHARTER ACADEMY**

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FFCA requires all employees to have a recent (within 1 year) Criminal Record Check and an Alberta Children's Services Intervention Check.

Criminal Record Checks are performed by Calgary Police Services at the locations provided below:

1. Downtown office – 316, 7<sup>th</sup> Avenue, SE
2. District 2 – 4506, 17<sup>th</sup> Avenue, SW

In order to have a Criminal Record Check done you must provide **two** items of identification. One must be an item with a photo i.d. such as a Driver's License, passport, or citizenship card. And one other government issued identification such as a birth certificate, health care card, or social insurance card. The cost of a Criminal Record Check is \$30.00.

Alberta Children's Services Intervention Checks are performed by the Calgary and Area Child and Family Services Authority at #300, 1240 Kensington Road, NW. You will need to produce identification with your birth date and a signature on it – driver's license will suffice. There is no cost for the Intervention Check.

Please initiate the process for these two clearances at your earliest convenience.