

Completion of a Child Intervention Check from Child and Family Services is required as part of your employment.

Please use the following directions when submitting an email request for a Child Intervention Check:

1. The fillable form attached is to be completed and emailed by the prospective employee - **printed copies will not be accepted.**
2. **As a separate attachment** (in the same email) it is required that you provide a coloured copy (black and white will not be accepted) of 2 pieces of government issued ID
3. **Email both attachments to** CS.IRCSouth@gov.ab.ca
4. You will receive an automated response from Child and Family Services when they receive your request – forward that response email to human.services@horizon.ab.ca
5. When you receive the completed Child Intervention Check forward the email and password to human.services@horizon.ab.ca

February 7, 2024

Intervention Record Check

The information you provide on this form is collected under the authority of the *Child, Youth and Family Enhancement Act* and managed in compliance with the *Freedom of Information and Protection of Privacy Act*. The information will be used to search for an intervention record about you. We will not release this information for any other purpose. We will not release this information to anyone but you. You will need to provide a photo or scanned copy of your identification for verification purpose only. The copy of your identification will be deleted once the check is completed. If you have any questions about the collection of this information, you may ask the staff member who completed this form for you.

Alberta Children's Services Ministry cannot ensure that the information on this form is reliable for screening an applicant for employment. The Ministry assumes no liability arising from using this information. Anyone using the information does so at their own risk and must consider all the information provided on the back of this form.

1 Personal Information				
My name is: <i>legal name of person requesting a record check (surname)</i> <i>first name</i> <i>middle name</i>				
My address is: <i>(mailing address)</i> <i>city</i> <i>province</i>				
Postal Code	Phone (Residence)	Phone (Work)	Gender	Birthdate (<i>mm-dd-yyyy</i>)
Email Address				
All other names I have used are: <i>other (surname and maiden names used)</i> <i>first name</i>				
Names, birthdates of all my children/children for whom I have acted as a parent (not foster children). <i>(if now an adult, provide full name when a child)</i>				
Child's Surname	Child's First Name	Child's Middle Name	Child's Gender	Birthdate (<i>mm-dd-yyyy</i>)
By clicking this box I, _____, state that the information in this form is true to the best of my knowledge as of today.				Date (<i>mm-dd-yyyy</i>)
2 Request for an Intervention Record Check				
I am applying to work directly with children for the following organization(s), and I want to know about any record of my being involved with Intervention Services in Alberta which indicates that I might have caused a child to need intervention.				
Organization	Type of Position	Organization	Type of Position	
I am applying for a residential facility licence or to work in a Child and Youth Facility as defined in the <i>Child, Youth and Family Enhancement Act</i> . I want to know about any record of my being involved with Intervention Services which indicates that I might have caused a child to need intervention. In the last five years I have resided in Alberta and _____ <i>(name of any other province, territory, jurisdiction or country if applicable)</i>				
I reside with someone who is applying to provide care to a child who is in the care or custody of a Director as defined in the <i>Child, Youth and Family Enhancement Act</i> . I want to know about any record of my being involved with Intervention Services which indicates that I might have caused a child to need intervention. In the last five years I have resided in Alberta and _____ <i>(name of any other province, territory, jurisdiction or country if applicable)</i>				
I am planning to become a _____ to a child. I want to know about any record of my being involved with Intervention Services which indicates that I might have caused a child to need intervention. In the past five years I have resided in Alberta and _____ <i>(name of any other province, territory, jurisdiction or country if applicable)</i>				
I had a previous Intervention Record Check completed _____ Date (<i>mm-dd-yyyy</i>)				
I, _____, hereby consent to having an Intervention Record Check completed in Alberta and any other province, territory, jurisdiction or country that I have listed above.				Date (<i>mm-dd-yyyy</i>)

Intervention Record Check

3	For Office Use Only		
Using the names and birthdates you supplied:			
<p>As of today, I can find no Intervention Services record in Alberta indicating that you might have caused a child to need intervention.</p> <p>As of today, I can find no Intervention Services record in Alberta or any other province, territory, jurisdiction or country listed above indicating that you might have caused a child to need intervention.</p> <p>There is an Intervention Services record in Alberta indicating that you might have caused a child to need intervention.</p> <p>There is an Intervention Services record in _____ , indicating that you might have caused a child to need intervention. Below is a summary of your involvement up to today.</p>			
4	Summary of Involvement		
Enter Summary of Involvement			
Name of Person who completed Intervention Record Check			
Name of Worksite			
Worksite Address			
City	Province	Postal Code	Office Phone Number
The photo or scanned copy of the identification of the applicant has been deleted.			
By clicking this box I, _____ , state that the results of record check in this form is true to the best of my knowledge.			
Date (mm-dd-yyyy)		Signature	