

If you live in Winnipeg and you have been a resident of Canada for at least one year, you can complete your Criminal Record and Vulnerable Sector Search online through the Winnipeg Police Service (WPS) electronic Police Information Check online system (ePIC): <https://www.winnipeg.ca/police/pr/pic.stm>

To share your results with CPhM, you must

1. Login to your ePIC account when the result is available. The WPS will notify you by email when your result is ready.
2. Click the “Share” button to consent to sharing your results with others (CPhM). See image below:

Date Started	Report	Documentation / Date Provided	Demographics / Date Provided	Payment Status / Receipt	Authentication Status	Application Status
2023-Jul-06	PCRC Empl...	Not Needed	Completed 2023-Jul-06	Completed 2023-Jul-06	Passed 2023-Jul-06	

**This document is not shared** - you have **not** provided consent to share this document. Click the "share" icon to provide consent and configure access/security.

click shield & go to stage **1** **2** **3** **4** **5** **6**

**5** To view an invoice, click on the green shield #4 (or click the receipt image to the left).  
To download an invoice, click any shield and scroll down to the "Application History/Activity" section.

3. Select “Yes” under section “A) Consent to Share”:

**A) Consent to Share**

By checking this option and saving my selection, I knowingly agree that individuals to whom I provide sufficient details to, will be able to download my completed police check.

I further understand that I can revoke this consent at any point by selecting "No" and saving the details.

\* Consent  Yes  No

4. Skip section “B) Enhanced Security”:

**B) Enhanced Security**

A passphrase, of your own choosing, will enhance the security required to access your police check.

Note that this **IS case sensitive**.

Leave this blank if you do not wish to use this.

Must consist of only:

- lower case letters (a-z);
- upper case letters (A-Z);
- numbers (0-9)

**Any special characters (including spaces) will be automatically removed.**

Optional Passphrase:

**SKIP**

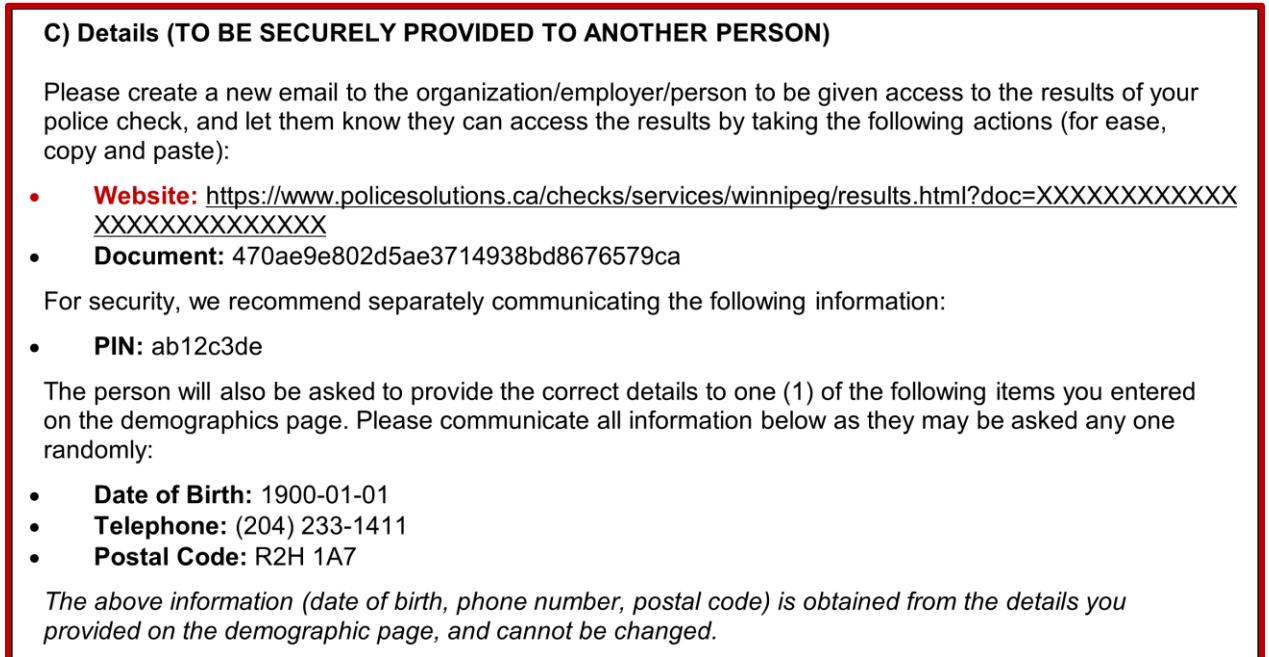
5. In section “C) Details” click “Save Consent Settings”:



**C) Details (TO BE SECURELY PROVIDED TO ANOTHER PERSON)**  
This will provide further information when consent is submitted.

**Save Consent Settings >>>**

6. Follow the instructions in section “C) Details” to copy and paste the information provided into an email.



**C) Details (TO BE SECURELY PROVIDED TO ANOTHER PERSON)**

Please create a new email to the organization/employer/person to be given access to the results of your police check, and let them know they can access the results by taking the following actions (for ease, copy and paste):

- **Website:** <https://www.policesolutions.ca/checks/services/winnipeg/results.html?doc=XXXXXXXXXXXXX>
- **Document:** 470ae9e802d5ae3714938bd8676579ca

For security, we recommend separately communicating the following information:

- **PIN:** ab12c3de

The person will also be asked to provide the correct details to one (1) of the following items you entered on the demographics page. Please communicate all information below as they may be asked any one randomly:

- **Date of Birth:** 1900-01-01
- **Telephone:** (204) 233-1411
- **Postal Code:** R2H 1A7

*The above information (date of birth, phone number, postal code) is obtained from the details you provided on the demographic page, and cannot be changed.*

7. Send the correctly formatted email to [reception@cphm.ca](mailto:reception@cphm.ca) with the subject line “Criminal Record Check and Your Full Name.” For example, “Criminal Record Check – John Smith.”

Please note that CPhM **will not accept a screenshot or picture** of the information provided by the WPS through your ePIC account.

Once these steps are complete, CPhM can access and download your Criminal Record and Vulnerable Sector Search results. You are not required to send a paper copy to the CPhM office.