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): <u>https://www.winnipeg.ca/police/pr/pic.stm</u>

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:



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

A) Consent to Share				
By checking this option and s download my completed poli	checking this option and saving my selection, I knowingly agree that individuals to whom I provide sufficient details to, will be able to winload my completed police check.			
I further understand that I can revoke this consent at any point by selecting "No" and saving the details.				
* Consen	• Yes No			

4. Skip section "B) Enhanced Security":

B) Enhanced Security		
A passphrase, of your own choosing, will	I enhance the security required to access your police check.	
Note that this IS case sensitive		
Leave this blank if you do not with to use	e this.	
Must consist of only:		
lower case letters (a-z);	JNIP	
<ul> <li>upper case vetters (A-2);</li> <li>numbers (0-9)</li> </ul>		
Any special characters (including spa	ces) will be automatically removed.	
Optional Passphrase: optional p	assphrase	

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



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



7. Send the correctly formatted email to <u>registration@cphm.ca</u> 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.

provided on the demographic page, and cannot be changed.

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.