



## FOOTHILLS LIONS RFC

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Okotoks, AB T1S 1A9  
URL: [www.flrfc.org](http://www.flrfc.org)

Office of the Registrar  
Email: [registrar@flrfc.org](mailto:registrar@flrfc.org)  
Phone: (403) 601-4158

January 3, 2026

Re: Enhanced Police Information Check (“**E-PIC**”).

Dear Sir or Madam,

Foothills Lions RFC is a non-profit organization having close contact with minor children from the ages of 5 to 17 years. It would be appreciated if you could complete the above referenced checks for the individual identified below on behalf of Foothills Lions RFC so that they may have a volunteer position within our organization. This individual will not be paid for any services nor compensated for any expenses.

Thank you in advance.

Sincerely,

Kacey Brasnett  
Registrar  
Foothills Lions RFC

Applicant: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Important instructions for the person requesting the E-PIC:

1. In Calgary, apply at: [policeinformationcheck.calgarypolice.ca](http://policeinformationcheck.calgarypolice.ca).
2. In communities located in Foothills County, you must apply in person to your local RCMP office;
3. Bring two pieces of ID (one must be a driver's licence with your area address on it);
4. To accept the completed form, you must appear in person to pick it up;
5. After you apply, there is a possibility that you will need to return in person for fingerprints. This may add an approximate six week delay to the application; and
6. You must submit the completed and certified E-PIC to the Club Registrar for tracking.