



1.05 PUBLIC SAFETY LIFELINE VOLUNTEER REGISTRATION

1.05.1 RELATED DOCUMENTS

- [1.05 Public Safety Lifeline Volunteer Registration Policy](#)
- [1.05 Public Safety Lifeline Volunteer Registration Form](#)
- [1.05 Public Safety Lifeline Volunteer Registration Sample Identification \(ID\) Card](#)

1.05.2 PROCEDURES

To register with EMBC as a public safety component volunteer, a registration information form must be completed and signed by the volunteer and returned to the applicable public safety lifeline organization/team leader. The following is the procedure for completing the form:

- (1) Identification (ID):
 - (a) Indicate if Card Requested and provide photo (see Sample Identification (ID) Card), or if the form is for Registration Only.
 - (b) Indicate if the Card is Original (new volunteer, first time applying), Renewal (volunteer status to be renewed every five years, Replacement, or Edit (updating information previously supplied).
- (2) Photo: Indicate if you want EMBC to Reuse Current Photo, or if there is a Photo Attached, Photo on Disc/CD, or Photo Emailed.
- (3) Discipline: Indicate the discipline for which you have volunteered – Search and Rescue, Emergency Social Services, PEP Air, Road Rescue, Emergency Radio Communications, or General Service.
- (4) Group/Team Location: Indicate the name and location of your volunteer organization/team, for example Hope Road Rescue Society.
- (5) EMBC Region: Indicate the EMBC region in which your organization/team is located. Hope, for example, is located in the South West (SWE) region.
- (6) Personal Identification: Self-explanatory.
- (7) Emergency Contact: Identify the individual(s) to be contacted should you become involved in a personal emergency.
- (8) Volunteer Signature: Confirms intent to register.

Note: In signing this form, the volunteer is agreeing to the Public Safety Lifeline Volunteer Code of Conduct.

- (9) Parent/Guardian Signature: As required; confirms consent for registration of 16-18 year olds.
- (10) Group/Team Leader: Signature to confirm that volunteer is a member of a recognized PSL organization, and to confirm completeness, legibility, and accuracy of information. The Group/Team leader must also ensure that a parent or guardian has signed for volunteers aged 16-18 years.
- (11) Regional Manager: Signature is to confirm information completeness and accuracy.

PROCESSING OF COMPLETED FORM

- (1) The Group/Team Leader must supply a batch sheet for multiple registrations. The batch sheet must include contact name, full address of where ID Cards are to be sent and the list of names attached.
- (2) In order to process an ID card, EMBC requires a photograph. Group/Team Leaders are requested to ensure that each registration is accompanied by a photograph in one of the following formats:
- Digital photograph via email. Photograph must be in .jpg format and preferably a head and shoulders shot. Each photo file name must match the name of the corresponding volunteer.
 - Digital photograph on disc. Photograph must be in .jpg format and preferably a head and shoulders shot. Each photo file name must match the name of the corresponding volunteer.
 - Hard copy photograph, preferably passport sized (head and shoulders). The photograph must be clearly labeled (backside) with volunteers name and securely fastened to the corresponding registration form.
- (3) The Group/Team Leader will forward the completed form(s) to the applicable EMBC Regional Manager for verification.
- (4) The Regional Office will submit the form(s) to EMBC headquarters Volunteer Registration Clerk for processing.
- (5) Once received at EMBC headquarters, the information will be entered in the EMBC volunteer database and, where applicable, an ID card will be produced and returned to the applicant. The



1.05 PROCEDURES

Created: 2000 MAY 01

Revised: 2016 AUG 04

second copy of the registration form will be returned to the applicable EMBC Regional Manager for retention.