

**Emergency Management BC
Public Safety Lifeline Volunteer
Identity Card Application Instructions**

Emergency Management BC (EMBC) provides emergency response volunteers with an official identity card. To ensure that applications for ID Cards are processed quickly and efficiently, please follow the instructions outlined below:

- Complete “PublicSafety Lifeline Volunteer Application” form and return completed form to your Group/Team Leader or ESS Director. Updated form is located on EMBC website at http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/volunteers/pslv_registration_form.pdf
- Group/Team Leader will review registration form for completeness; legibility and accuracy of information (also ensure that a parent or guardian has signed the consent for volunteers aged 16 to 18 years).
- Please confirm Group/Team/Location is indicated on form to ensure the correct name is on the ID Card.
- In order to process an ID Card, EMBC requires a photograph. Group/Team Leaders and/or ESS Directors are requested to ensure that **each registration is accompanied by a photograph** in one of the following formats:
 1. Digital photograph via email: photograph in .jpg format preferably a head and shoulders shot. Each photo file name must match the name of the corresponding volunteer i.e. “brown_john.jpg”. Attach digital photos to an email and send to volunteer.id.photos@pep.gov.bc.ca. Include in the email your Group/Team/Location & Discipline.
 2. Digital photograph on disk: photograph in .jpg format, preferably a head and shoulders shot. Each photo file name on disk must match the name of the corresponding volunteer i.e. “brown_john.jpg”. Disk should be clearly labeled with Group/Team/Location & Discipline and attached to the registration form(s).
 3. 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.
- Group/Team Leaders must sign the completed form under the Group/Team Leader section and accompany the application with an attached batch sheet (2nd page of

application) to include contact name, full address of where ID Cards are to be sent and the list of names attached.

- Completed applications are then sent to the group/team's EMBC Regional Office. Once applicable EMBC Regional Manager has signed off registration, it is then forwarded to the EMBC HQ for processing. Group/teams should retain a copy of the package for their files.
- Completed ID Cards will be mailed to the team leader or name indicated on the batch sheet.

Questions and concerns can be sent via email to volunteer.id.photos@pep.gov.bc.ca or call 250 952-4913.