

Provincial Emergency Program Public Safety Lifeline Volunteer Identity Card Application Instructions

The Provincial Emergency Program (PEP) provides emergency response volunteers with an official identity card. To ensure that applications for ID cards are processed smoothly, please follow the instructions as outlined below:

- Complete “[Public Safety Lifeline Volunteer Registration](#)” form and return completed form to your group/team leader or ESS Director.
- Group/team leader and ESS Director will review registration form for completeness and accuracy of information (also ensure that a parent or guardian has signed the consent for volunteers aged 16 to 18 years).
- In order to process an ID card, PEP requires a photograph. Group/team leaders and ESS Directors are requested to ensure that each registration is accompanied by a photograph in one of the following is formats.
 1. 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 name and attached to the registration form(s).
 2. 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 name and location.
 3. Hard copy photograph: preferably passport sized (head and shoulders). The photograph must be clearly labeled (back side) with volunteers name and securely fastened to the corresponding registration form.
- Group/team leaders and ESS Directors must sign the completed form under the Group/Team Leader section. Completed applications are then sent to the group/team’s [PEP Regional Office](#). Once applicable PEP Regional Manager has signed off registration, it is then forwarded to PEP HQ for processing. Group/teams should retain a copy of the package for their files.

Questions and concerns can be sent via email to volunteer.id.photos@pep.gov.bc.ca or phone Cheryl Venn (250) 952-4914.

Please allow approximately **4-6 weeks** processing time for Volunteer ID Cards.