



**Ministry of
Government Relations**

**Emergency Management and
Fire Safety**

**Provincial Public Safety
Telecommunications Network**

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Application Package Instructions

1. Enclosed you will find:
 - a) PPSTN Application Form
 - b) Equipment Requirement Form
 - c) Talk Group Request Form
 - d) Access to Talk Group Authorization Form
 - e) User Agency Readiness & Migration Check List Form
2. The application form must be filled out in full and signed by the Local Authority.
3. Multiple Agencies may be recorded in one application by the Local Authority.
4. Where multiple Local Authorities are provided service by one agency (e.g. municipal and rural fire) – only the authority housing the response agency must complete the form.
5. The equipment requirements form must be signed by the Local Authority (see attached Equipment Request Form).
6. Fire Services having questions about the eligibility of apparatus for the capital program should provide a full description of the apparatus, its use and response area. A photo may be helpful.
7. It is the responsibility of the local authority to sign off that appropriate licensing is in place and that permission for acquiring access to other talk groups has been obtained. Proof of additional licensing and documentation of authorization for acquiring access to other talk groups must accompany the application (see attached Talk Group Request and Authorization forms).
8. All steps in the Readiness Check List must be completed and signed off by the Agency Contact to complete the migration and turn up process.