

[YOUR COMPANY LETTERHEAD]

[Date]

RE: Request for Police Record Check

[Employer name] requires the applicant to provide a current criminal record check as follows:

- Police Criminal Record Check (basic check) [letter not a requirement]
- Police Information Check
- Police Vulnerable Sector Check. According to the *Criminal Records Act*, section 6.3, “vulnerable persons” means persons who, because of their age, a disability or other circumstances, whether temporary or permanent,
  1. Are in a position of dependence on others; or
  2. Are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.  
(ie. Children, elderly)

The applicant is an [employee or volunteer, must specify] with our organization.

Applicant name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

[Employer name, title, signature]