

Business Logo  
(with mailing address, ph#'s, etc)

**\*\*Sample Letter\*\***

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

To: Chief of Police/RCMP

\_\_\_\_\_ is applying for;

\_\_\_\_\_ a Volunteer Opportunity

\_\_\_\_\_ Employment

\_\_\_\_\_ Practicum

He/She will be working with and have in his/her care;

\_\_\_\_\_ children

\_\_\_\_\_ elderly

\_\_\_\_\_ mentally challenged

\_\_\_\_\_ handling money

\_\_\_\_\_ other \_\_\_\_\_ (write specifics)

Once the Police Criminal Record Check and the appropriate documentation are complete, please return the form to the above named individual. He/She will return the form to the hiring manger for review.

Sincerely,

Dept Head/Supervisor

***Reminder: You must present two pieces of identification when you attend your local City Police/RCMP as follows:***

- 1. One Photo ID which can be a Sask. Dr. Lic or SGI ID Card, both must have a current Prince Albert Address***
- 2. One ID which can be a Sask. Health Card, SIN Card, Birth Certificate, Treaty Card, Status Card, Firearms Acquisition Certificate or Passport.***
- 3. \$40 Cash Only***