

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. Fee: (Cash Only)***
 - \$35 Criminal Record Check***
 - \$70 Criminal Record Check With Vulnerable Sector Check***