



National Defence Défense nationale

Cadets and Junior Canadian Rangers
National Defence Headquarters
101 Colonel By Drive
Ottawa, ON K1A 0K2

2140-1

November 10, 2022

REQUEST FOR POLICE RECORDS CHECK AND VULNERABLE SECTOR SCREENING

This is to confirm that _____ is a volunteer with Cadets and Junior Canadian Rangers, a component of the Canadian Armed Forces responsible, on behalf of the Minister, for the administration, organization, training and supervision of cadets. Cadets are young persons between the age of 12 and 18.

With the protection and safety of youth as its goal, the Department of National Defence has a moral, ethical and legal obligation to put in place a process to prevent wrongdoing or abuse to the youth entrusted to our care. As part of the screening process, all adults working with the cadet organization are now required to provide a current Police Records Check and Vulnerable Sector Screening report.

The requested information includes the following: a. criminal convictions;
b. outstanding charges; and
c. pardoned sex offences listed under the schedule of the Criminal Records Act.

We are aware that some Police Departments reduce or waive the processing fee for personnel working/volunteering with non-profit organization and we appreciate any consideration you could provide on this matter.

We ask your cooperation in conducting this screening process.

Sincerely,

Jenney Riddell

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