



**BURNABY NEW WESTMINSTER  
RINGETTE**

Box 356, 105-7655 Edmonds St

Burnaby, BC V3N 0C3

September 11, 2020

Dear Sir or Madam,

Re: (full name) \_\_\_\_\_

**Criminal Records Check including Vulnerable Sector request**

Please be advised that the above named person is requesting a Criminal Records Check including Vulnerable Sector. This person is a volunteer with Burnaby New West Ringette Association, a not-for profit organization and is going to be volunteering with children. He or she will be responsible for one or more children or vulnerable persons. This applicant is volunteering his or her time and I respectfully request that you waive any fees associated with the Criminal Records Check.

Your cooperation is requested in providing the person named above with a Criminal Records Check including Vulnerable Sector for delivery to the following address:

VP on Ice, Burnaby New Westminster Ringette

Box 356, 105-7655 Edmonds St

Burnaby, BC V3N 0C3

Thank you for your assistance.

Sincerely Yours,

Livia Chan

VP on Ice, Burnaby New West Ringette Association

vponice@bnwr.ca