



## Charlottetown Area Ringette Association

September 30, 2021

Re: Criminal Record Check / Vulnerable Sector Check

**To whom it may concern:**

\_\_\_\_\_ has applied for the 2021/2022 season as a coach with the Charlottetown Ringette Association. As per policy, it is required that a volunteer in this role complete a criminal record check and a vulnerable sector check.

We are requesting those checks be conducted on the noted applicant.

**Note:** City of Charlottetown residents may have this completed at the Charlottetown Police Department, 10 Kirkwood Drive. The Charlottetown Police Department now requires individuals to bring a photocopy of a Driver's License or alternate Photo ID when applying for these record checks. Non City residents may have it completed by the RCMP Charlottetown at 153 Maypoint Road.

- Driver's License
- Passport
- Student / Voluntary ID
- Birth Certificate
- Credit Card

One piece of ID must be a photo ID.

Thank you,

Mike Devine

President, Charlottetown Ringette

Brad Potter

Vice President, Charlottetown Ringette