Okotoks Minor Hockey Association

"Practice and play like a champion today!"

Box 1152 Okotoks, AB T1S 1B2

403.710-2213

Police Services Records Check Request

DATE July 2020

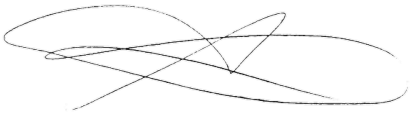
To Whom It May Concern:

RE: Criminal Records Check; and,
Criminal Records Check for a Sexual Offence for Which a Pardon Has Been Granted

Okotoks Minor Hockey Association is a non-profit organization having close contact with minor children from the ages of 5 to 17 years. It would be appreciated if you could complete the above referenced checks for the individual identified below on behalf of Okotoks Minor Hockey Association so that they may have a volunteer position within our organization.

Thank you in advance.

Sincerely,



Karla Helm
OMHA Secretary

Applicant (print): _____ Position in OMHA: _____

Signature: _____ Date: _____

Important instructions for the person requesting the Criminal Records Check:

1. You must apply in person to your local police station.
2. Bring two pieces of ID (one must be a driver's licence with your area address on it).
3. To accept the completed form, you must appear in person to pick it up.
4. After you apply for the CRC, there is a possibility that you will need to return in person for fingerprints. This may add an approximate six week delay to the application.
5. You must submit the completed and certified CRC to your division director for tracking.