



**Okotoks Minor Hockey Association**

*"Practice and play like a champion today!"*

Box 1152 Okotoks, AB T1S 1B2

780.292.4526

## Police Services Records Check Request

5/1/25

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 old. 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,

*Jenn Gauthier*

Jenn Gauthier  
OMHA Secretary

Applicant (print): \_\_\_\_\_ Position in OMHA: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Important instructions for the person requesting the Criminal Records Check:

1. You must apply to your local RCMP detachment
2. Bring two (2) pieces of ID (one must be a drivers license with an Okotoks 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.



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