



Softball PEI Inc
40 Enman Cres, Suite 203
Charlottetown PEI C1E 1E6

Re: Criminal Record Check / Vulnerable Sector Check

To whom it may concern:

_____ has applied for the 2026 season as a coach with Softball PEI. As per our High Performance 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 Queens District 28 Mercedes Drive, Cornwall.

- Driver's License
- Passport
- Student / Voluntary ID
- Birth Certificate
- Credit Card
- One piece of ID must be a photo ID.

Thank you,

Softball PEI