



July 2024

Ottawa Police Service
P.O. Box 9634, Station T
Ottawa, ON K1G 6H5

Dear Sir/Madam:

_____ has applied to be a volunteer
Coach, Trainer, Manager, or other position in proximity to a vulnerable sector with
the West Ottawa Ringette Association.

In accordance with West Ottawa Ringette Association's policies on safety and
security, a "Police Records Check for Service with the Vulnerable Sector – Level 2"
is required for this volunteer position.

Thank you for your attention to this matter,

Sincerely,

A handwritten signature in black ink, which appears to read 'S. Pulleyblank'.

Stephanie Pulleyblank
President
West Ottawa Ringette Association