



**Date of Request:** \_\_\_\_\_

August 8, 2019

RCMP IN APPLICANT'S PLACE OF RESIDENCE OR IMMEDIATE AREA

To Whom It May Concern:

**RE: CRIMINAL RECORD CHECK/VULNERABLE SECTOR CHECK (Criminal record check for a sexual offence for which a pardon has been granted or issued)  
FOR A VOLUNTEER**

Please complete the above mentioned checks for this individual on behalf of the Annapolis Valley Regional Centre for Education. As this individual will be an unpaid volunteer of the Regional Centre for Education in a position of trust, our policies on the protection of students require that all volunteers and employees complete this process.

The applicant has two (2) pieces of government-issued identification:

- one (1) containing photo and signature such as a driver's license, passport or NS photo ID
- one (1) that shows their full name (no initials) and dob such as birth certificate, passport, or health card
- a utility bill (one is sufficient) is only necessary if someone's current civic address is not on their driver's license

It is understood that the checks will not be completed without these pieces of identification.

Yours truly,

*Lesley MacDonald*

Lesley MacDonald  
Director of Human Resources

LM/sh

Director of  
Human Resources  
*Working Together for Students*

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