

# Sample Letter to Police Departments

RCMP Detachment  
Smalltown, SK

Dear Sargent \_\_\_\_\_:

{name of applicant} has consented to release of information regarding criminal records in his/her name relating to any drug and alcohol, fraud, assault or abuse convictions to the Starfield United Church Screening Committee. Please check this individual's record and indicate the results on this form

Please forward the completed form and fingerprints if necessary to:

Chair of the Screening Committee  
Starfield United Church  
(Address)

Please mark this correspondence **CONFIDENTIAL**.

\_\_\_\_\_  
signature

\_\_\_\_\_  
title

Police use only - Results of records Check

Results of record search is merely a record or lack of official contact with police agencies, not an affirmation of good Character.

A search of (check appropriate category):

- The Central Repository for Criminal Records of Canada
- Index of (police agency conducting check: i.e. RCMP)

In the above name and birth date shows:

- No record
- A Central Repository Record exists, has been verified by fingerprint comparison, and a copy is attached.
- A record exists on the local index, and a copy certified by the individual is attached.

\_\_\_\_\_  
name and signature

\_\_\_\_\_  
badge number

\_\_\_\_\_  
date (yy/mm/dd)