

TO BE PROVIDED ON ORGANIZATION LETTERHEAD

Dear **NAME**,

Re: **Criminal Record Check/Vulnerable Sector/Enhanced Police Information Check** results

Thank you for taking the time to adhere to BC Soccer's Criminal Record Check Policy by submitting your **Criminal Record Check/Vulnerable Sector/Enhanced Police Information Check**.

Upon our review of your **Criminal Record Check/Vulnerable Sector/Enhanced Police Information Check** result, it has been reported that a record may or may not exist. In accordance with RCMP Canadian Police Information Centre (CPIC) regulations, in order for us have a clear understanding of the details found on your **Criminal Record Check/Vulnerable Sector/Enhanced Police Information Check**, we request that you complete a fingerprint process with your Police Detachment.

Therefore, please request your local Police Detachment to complete a fingerprint report. This entails them sending your fingerprints to Ottawa where they will be processed and analyzed by the RCMP. The RCMP will, in turn, provide directly to you a detailed report on any findings that may exist that match your name and date-of-birth.

Once you receive this report, we respectfully request you submit this detailed report directly to **NAME OF ORGANIZATION'S RISK MANAGEMENT OFFICER** attention the Risk Management Officer for final review.

Should you have any questions, please feel free to contact the undersigned.

Thank you for your cooperation and assistance.

Kind Regards,

INSERT NAME

Risk Management Officer

INSERT NAME OF MEMBER ORGANIZATION