

TO BE PROVIDED ON ORGANIZATION LETTERHEAD OR SENT VIA EMAIL

DATE

Re: **Criminal Record Check, Vulnerable Sector Check or Enhanced Police Information Check** Request

Dear **NAME**,

Thank you for your interest in working and/or volunteering with **NAME OF ORGANIZATION**. In alignment with BC Soccer's Criminal Record Check Policy, for which **NAME OF ORGANIZATION** is affiliated, we kindly request that you complete a [choose one as appropriate: **Criminal Record Check, Vulnerable Sector Check or Enhanced Police Information Check**].

Select one or more of the following options as it relates to your organization:

OPTION 1: NAME OF ORGANIZATION uses the Ministry of Justice's Criminal Records Review Program (CRRP) to complete its **Criminal Record / Vulnerable Sector Checks**. Please watch your email for a notification coming from the CRRP on behalf of our organization. Please use the link provided in the email to login and/or create your account and complete the VSC process. The results will be sent to **NAME OF ORGANIZATION** and yourself.

OPTION 2: NAME OF ORGANIZATION uses Sterling Backcheck's Enhanced Police Information Check (EPIC). Please watch your email for a notification coming from Sterling Backcheck on behalf of our organization. Please use the link provided in the email to login and/or create your account and complete the EPIC process. The results will be sent to **NAME OF ORGANIZATION** and yourself.

OPTION 3: To do so submit your CRC and/or VSC, please go to the local police or RCMP station in the city/municipality in which you reside and request to have a [choose one or both: **Criminal Record Check and Vulnerable Sector Check**] completed. You will need to have two pieces of government issued identification with you when you go to the local police/RCMP station. You may be charged a fee. [OPTIONAL: If you are charged a fee, please provide your receipt of payment and **NAME OF ORGANIZATION** will reimburse you for the expense.]

Please be advised that per BC Soccer's Criminal Record Check Policy, you will not be able to continue your participation in your position/role until you have submitted or started the process to submit your **CRC/VSC/EPIC**.

Should you have any further questions, please feel free to contact me.

Kind Regards,

INSERT NAME

Risk Management Officer

INSERT NAME OF ORGANIZATION