

# Criminal Record Check Application Checklist:

Do you have the following?

1. Application for Criminal Record Check filled out but not signed

2. Letter from the organization your are/will be working/volunteering for, on letterhead, that must include:

a. Your name

b. If application is for volunteering, it must be stated in the letter

c. If necessary, a request from the organization that vulnerable sector screening needs to be performed, with the nature of the work and information about the specific sector over which you will be in a position of trust stated in the letter

d. A signature from a member of the agency

3. Two pieces of identification, one must be government issued that includes:

a. your name,

b. date of birth

c. signature

d. photo

4. Payment