



May 2016

Volunteers for Adaptive Sports at Sun Peaks

- Please take this letter with you when visiting the Kamloops RCMP Detachment to request a Criminal Record Check. Be sure to request a **Vulnerable Sector** check. This letter will allow the usual fee to be waived.
- You will need two pieces of identification, both with date of birth, and one with picture.
Example: Driver's Licence or BC Identification Card and Care Card.

Kamloops Residents: Kamloops City Detachment RCMP
560 Battle Street
Kamloops, BC V2C 6N4

Sun Peaks Residents: T'Kumlups Rural Detachment
599 Pow Wow Trail
Kamloops, BC V2H 1H1

Attention: Front Counter

This letter will introduce _____ who will be working as a volunteer with our organization. This volunteer will be working with the vulnerable sector and in this regard will require a criminal record check as outlined below:

No. 1	Records of criminal convictions found in the identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted.
No. 2	Records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC.
No. 3	Records of criminal convictions and summary of police information (including records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Plan of CPIC attainable through CPIC for which a pardon has not been granted plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition.
No. 4	Police information located on computer systems (e.g. Police Information Retrieval System [PIRCS], CPIC and information located through local police indices checks. This will include all information related to non-convictions and all charges regardless of disposition.
Vulnerable Sector	Will allow police to conduct inquiries to determine if the applicant has been pardoned for a sexual offence.

The criminal record check will be complete within 2-10 business days. The volunteer is required to:

- Pick up the report at the Kamloops RCMP Detachment
- Deliver the report to Adaptive Sports at Sun Peaks

Sincerely,
Pat McKimmon, President
Adaptive Sports at Sun Peaks

Adaptive Sports at Sun Peaks
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