



Beattie Elementary School

492 McGill Road, Kamloops, BC V2C 1M3

Office: (250) 374 0608 Fax: (250) 377 2242

Date: _____

Kamloops City Detachment RCMP
560 Battle Street
Kamloops, B.C. V2C 6N4

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 in all of the areas as outlined below.

No.1	Records of criminal conviction found in the identification Data Bank attainable through the Canadian Police Information Center (CPIC) for which a pardon has not been granted
No.2	Records of criminal conviction 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 Bank 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 [PIRS] CPIC) and information located through local police incident 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 offense.

Once the criminal record check is complete please fax it to:

Beattie Elementary School: Fax Number 250-377-2242

Mr. Blair Lloyd, Principal Beattie Elementary

