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**ON AGENCY LETTER HEAD**

Date:

To: Windsor Police Service

**RE: REQUEST FOR POLICE VULNERABLE SECTOR CHECK**

As the authorized representative of \_\_\_\_\_ (insert name of Agency), \_\_\_\_\_ that is responsible for the well-being of one or more children or vulnerable persons, as defined in section 6.3(1) of the Criminal Records Act, I hereby request that the Windsor Police Service conduct a Police Vulnerable Sector Check, pursuant to section 6.3 of the Act, with respect to the following individual for the position of \_\_\_\_\_.

Paid Position                       Volunteer                       Student/Other

**Name:** \_\_\_\_\_  
(Insert name of applicant)

**Address:** \_\_\_\_\_  
(insert address of applicant)

**Date of birth:** \_\_\_\_\_  
(insert date of birth of applicant)

**Name/Title:** \_\_\_\_\_  
(insert name of representative from agency)

**Agency:** \_\_\_\_\_  
(insert name, address, phone number, fax number of agency)

**Signature:** \_\_\_\_\_  
(insert signature of Agency Representative)

**Date:** \_\_\_\_\_  
(insert current Date)

Please refer to the ***Police Record Check Agency Fact Sheet***, located on the Windsor Police Service website at: [www.police.windsor.on.ca](http://www.police.windsor.on.ca) for complete details, on the Record Check Process.