

Sample form letter to request a Vulnerable Sector or Criminal Records Check

Official Letterhead (fire department or municipal)

FD or Municipal Address

Date:

To Whom It May Concern:

RE: Vulnerable Sector ore Criminal Records Check

Please accept this letter as our mutually agreed upon request to conduct a Vulnerable Sector or Criminal Records Check on **(applicants' name)**, whom we are seeking an appointment as a **(Fire Chief/Deputy Chief/Fire Investigator/Fire Safety Inspector)** by the Fire Marshal, under the New Brunswick *Fire Prevention Act*.

Do to the nature of this position within our fire department; **(applicants' name)** will be required to deal with children, persons with disabilities and the most vulnerable of society within our community. The Office of the Fire Marshal considers these checks as an important tool in screening individuals for any of these fire department related positions prior to granting such an appointment and as such it is of their procedural requirement.

Personal Information is as follows:

Name:

DOB:

Address:

Phone number:

Please return the completed Vulnerable Sector or Criminal Records Check to **(applicants' name)** at the address noted above.

Sincerely,

Authority Having Jurisdiction

Applicant