

Parish Sample Letter

Please use this letter when requesting a Police Records Check with Vulnerable Sector Check. The original PRC/VSC is to be sent to the Screening in Faith Facilitator at the Synod Office, not to the parish – thank you!

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Letterhead:

Anglican Parish of [your parish's name]
[Street address]
[City, PC]
[Phone number]

Date

To Whom It May Concern

Re: Police Records Check with Vulnerable Sector Check for [applicant name]

Please accept this letter as our request to conduct a Police Records Check with Vulnerable Sector Check on [applicant name], a [future/current employee/volunteer/student intern] of the Anglican Parish of [parish name].

As a requirement for volunteer or paid employment, individuals in leadership positions in an Anglican parish must obtain a Police Records Check with Vulnerable Sector Check.

If your protocol requires you to return the Police Records Check with Vulnerable Sector Check form to [applicant name], we accept that. Otherwise, please send the information to the person named below.

Screening in Faith Facilitator
Diocese of New Westminster
1410 Nanton Avenue
Vancouver BC V6H 2E2
604-684-6306

Yours truly,

The Reverend [incumbent's name]
Incumbent
Anglican Parish of [parish name]