



## Myers Riders Football Club

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January 10, 2017

Hello,

My name is Lindsay Sauve and I am the Club Administrator.

One of my tasks is to ensure that we have a current Police Records Check (PRC) (Vulnerable Sector) on file for each and every volunteer with our club.

A PRC is mandatory for anyone who has contact with children, not just field staff.

Please follow the steps below:

Step 1. Fill out the form attached to this email;

Step 2. Fill out the attached letter of reference (this letter will waive the fees);

Step 3. With 2 pieces of ID (Both pieces of ID must have your name, date of birth and proof of valid Ottawa address. At least 1 piece must be photo ID, see below \*) Submit form in person at one of the police stations – listed at <http://www.ottawapolice.ca/en/contact-us/Find-a-Police-Station.asp>

(Please note that as of January 23, 2017, there will be an online application form at [www.ottawapolice.ca](http://www.ottawapolice.ca) - we don't have any further details at this time – you are welcome to check the Ottawa Police website for updates)

Step 4. Your Records Check will be returned to you directly.

Step 5. Once you receive your Records Check, forward a copy to [lindsaysauve@hotmail.com](mailto:lindsaysauve@hotmail.com) and copy your team manager.

Please note we are no longer permitted to submit the Records Check application on behalf of our volunteers, as in previous years. The wait time is approximately 8 weeks from the date submitted, so please get your application in as soon as possible.

Please note volunteers living outside the Ottawa will need to go to their local OPP station to have their checks done.

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Myers Riders Football Club  
President: Scott Boxall 613-229-3010 or [coachboxall@outlook.com](mailto:coachboxall@outlook.com)  
30 Kirkstall Ave  
K2G3M5

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### Accepted Photo Identification

- Driver's Licence
- Passport
- Government Employment Card
- Military Employment Card
- Age of Majority Card
- Canadian Citizenship Card (up-to-date)
- Indian Status Card
- International Student Identification Card (ISIC)
- Permanent Resident Card
- Possession and Acquisition Licence (PAL)
- **\*Accepted Non-Photo Identification**
- Birth Certificate
- Baptismal Certificate
- Hunting Licence
- Fishing Licence
- Outdoors Card
- Hospital Card
- Immigration Papers

Thank you,

Lindsay Sauve

Administrator

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