

WORDING FOR REQUEST TO LOCAL POLICE AUTHORITY
FOR CRIMINAL RECORD CHECK OF VOLUNTEER OR
HOST FAMILY MEMBER

NOTE: This letter should be written on Club Letterhead.

Request for Criminal Record Check

To whom it may concern:

This letter serves to introduce you to **(enter name here)** who is a volunteer with the Rotary Club of, a non-profit community service group and a member of the Rotary District 5040 Youth Exchange Committee.

Rotary International (an international service organization) requires criminal records check of individuals involved with our Youth Exchange program.

Would you please provide the criminal record check, and forward the results to:

(Insert the name of the President of the Rotary Club along with full address etc.)

We understand your usual fee will be waived for non-profit groups

Yours truly,

Signed
President of the Rotary Club.