



1-800-265-8076  
519-426-8048  
TTY 1-800-815-6419  
Fax 519-426-8654  
www.hnws.on.ca  
Email: hnws@hnws.on.ca

Date: \_\_\_\_\_

Ontario Provincial Police (OPP)  
Norfolk County Detachment  
548 Queensway West  
Simcoe, ON  
N3Y 4J9

ATTN: OPP – Norfolk County Detachment

Re: \_\_\_\_\_

D.O.B. \_\_\_\_\_

I am writing to request a Criminal Reference Check and a Vulnerable Sector Screen for the above-mentioned individual. This is being requested as part of an assessment for a volunteer position within Haldimand and Norfolk Women's Services (HNWS).

Please feel free to contact me should you require any further information (519) 426-8048 ext. 207

Sincerely,

Vanessa Dion  
Community Services Manager  
HNWS