

Date: _____

Dear _____:

I am a candidate for admission into the pre-employment entry level law enforcement academy at Cardinal Criminal Justice Academy, a regional criminal justice training academy located in Salem, VA. The Virginia Department of Criminal Justice Services regulations require that I complete a fingerprint based criminal history check for each state in which I have resided since age 14. Enclosed you will find my completed fingerprint card and an authorization to release my criminal history records. Please complete a check of my criminal history and mail the results to the following address:

Director
Cardinal Criminal Justice Academy
917 Central Avenue
Salem, VA 24153

Please do not hesitate to contact the director of Cardinal Criminal Justice Academy at (540) 375 - 3095 if you have any question concerning this request. Thank you for your assistance.

Sincerely

Academy Applicant