

# How McMaster University Students can obtain a Police Reference Check/Vulnerable Sector Check (VSC) from Toronto Police Services

Refer to the Professionalism website ([http://fhs.mcmaster.ca/pcbe/police\\_records\\_check.html](http://fhs.mcmaster.ca/pcbe/police_records_check.html)) for additional instructions and forms.

It is recommended you visit <https://www.torontopolice.on.ca/background-checks/vulnerable-sector-screening-process.php> for the most current information regarding fees, submission and processing times.

## **IMPORTANT**

1. Please complete all information on the enclosed form.
2. Payment **must be** by certified cheque or money order otherwise Toronto Police Services will not accept your request. Personal cheques will not be accepted.

## **REGULAR SERVICE – Allow for 8 to 12 weeks for processing**

### **VOLUNTEER: \$20.00**

(Payment by certified cheque or money order)

1. **FORM TO COMPLETE** – Request a “*Consent to Disclosure of Personal Information*” form by emailing [fhsprof@mcmaster.ca](mailto:fhsprof@mcmaster.ca) and providing your name, address and the McMaster Program you are or will be attending. A form will be mailed to you. Complete all blank sections including your name and mailing address in the box at the bottom of the page.
2. **SECOND COPY REQUEST** - Add a note to your form requesting a second original copy (there is a charge of \$4.67 for each additional copy). You will submit one original VSS to McMaster and retain the second copy in case required for clinical placement sites. The copy submitted to McMaster WILL NOT be returned to the students.
3. **SUBMISSION** – **DO NOT** submit your application in person. Your form and payment **MUST** be submitted by mail to Toronto Police Service Headquarters, 40 College Street, Toronto, ON M5G 2J3 OR it can be deposited in the VSS drop box at 40 College Street.
4. **PAYMENT** - A certified cheque or money order for \$20.00 (volunteer fee) plus \$4.67 for each additional copy made payable to “Toronto Police Service” is to be included with your *Consent to Disclosure of Personal Information* application.
5. **DELIVERY** -Your Police Reference Check VSS will be sent to your Toronto address as listed on the bottom of your application.

## **EXPEDITED SERVICE – 72 Business hours for processing**

**VOLUNTEER: \$65.00**

(Payment by debit/credit)

Expedited service **only** applies to applicants who are **CLEAR**, which means

- Never been fingerprinted;
  - Never been arrested;
  - Never been convicted of a criminal offence;
  - Never received a non-conviction;
  - Never received a pardon for a sexual offence;
  - Gender/date of birth does not match to the RCMP's vulnerable sector data base; and
  - Never been under investigation for a criminal offence.
1. **FORM TO COMPLETE** – Request a “*Consent to Disclosure of Personal Information*” form by emailing [fhsprof@mcmaster.ca](mailto:fhsprof@mcmaster.ca) and providing your name, address and the McMaster Program you are or will be attending. A form will be mailed to you. Complete all blank sections including your name and mailing address in the box at the bottom of the page.
  2. **SECOND COPY REQUEST** - Add a note to your form requesting a second original copy (there is a charge of \$4.67 for this). You will submit one original VSS to McMaster and retain the second copy in case required for clinical placement sites. The copy submitted to McMaster WILL NOT be returned to the students.
  3. **SUBMISSION** – Request for expedited service will **ONLY** be accepted in person at Toronto Police Service Headquarters, 40 College Street, Toronto, ON M5G 2J3, Monday to Friday between 7:15 am and 5:00pm.
  4. **PAYMENT** -The fee of \$65.00 (and \$4.67 for each additional copy) is **NON REFUNDABLE** and payable by debit or credit card. In the event that the applicant is found not to be CLEAR when checks are performed the fee will not be returned. At the time of request you will be required to sign a non-refundable waiver form.
  5. **DELIVERY** - If expedited service is applicable, you will be called in 72 business hours for pick up. NOTE: Applicants must provide a phone number with voice mail and only one call will be made.

**NOTE:** incomplete forms and incorrect payment forms/amounts will result in your application being returned for correction and a subsequent delay in obtaining a Police Records Check.

***For further information, please visit Toronto Police Services website:***  
**<https://www.torontopolice.on.ca/background-checks/vulnerable-sector-screening-process.php>**