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

Refer to the Professionalism website (http://fhs.mcmaster.ca/pcbe/police_records_check.html) for additional instructions and forms.

It is recommended you visit http://www.torontopolice.on.ca/prcp/ for the most current information regarding fees, submission and processing times.

**IMPORTANT**

1. Be sure to print out the “Consent to Disclosure of Personal Information” on 8 1/2” x 14” legal sized paper and fill out all the blank sections. **Do not minimize the form** so that it is letter sized on legal paper or alter the size in any way; the form must fill the entire 8 ½” x 14” page otherwise Toronto Police Services will not accept your request.

2. Payment **must be** by certified cheque or money order otherwise Toronto Police Services will not accept your request.

**REGULAR SERVICE – Allow for 6 to 8 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 and providing your name and the McMaster Program you are attending. A form will be emailed to you. Print the form on 8 1/2” x 14” paper and 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 no charge for this). One original VSS is to be submitted to McMaster and the second is to be retained by the student. The copy submitted to McMaster WILL NOT be returned to the student.

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) made payable to “Toronto Police Services” 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 fhspof@mcmaster.ca and providing your name and the McMaster Program you are attending. A form will be emailed to you. Print the form on 8 1/2” x 14” paper and 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 no charge for this). One original VSS is to be submitted to McMaster and the second is to be retained by the student. The copy submitted to McMaster WILL NOT be returned to the student.

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 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:
http://www.torontopolice.on.ca/prcp/