



Police Reference Check Office, Employee Services, 17 Fairmeadow Ave., Room 107,  
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## **Toronto District School Board**

### **STUDENT PLACEMENT INFO FOR SCHOOL YEAR 2022-2023**

ALL student placement participants are required to have a Police Record Check (Vulnerable Sector Screening/Check (VSS/VSC)) completed each school year and sent to the TDSB PRC Office before starting the placement. Please note that the TDSB does not accept a clearance by a third-party on-line service provider. Police services generally take 7-10 days to send the VSS results out. However, if an applicant is required by police to submit fingerprints to confirm identity, there will be an additional expense to the student and additional time required for completion of the VSS process.

#### **INSTRUCTIONS ON HOW TO OBTAIN A VSS/VSC:**

In order to apply for a Level 3 Vulnerable Sector Screening/Check (VSS/VSC) during the Covid-19 closure period, applicants must apply directly to the regional police service in the area they permanently reside and follow the instructions set out by such police service. Procedures for applying for a VSS/VSC for several regional police services are set out below but please review your regional police service instructions for any changes.

#### **TORONTO POLICE SERVICE (TPS)**

Residents of Toronto with a postal code beginning with "M" can obtain a Vulnerable Sector Screening (VSS) with Toronto Police Service. Toronto Police will accept a Vulnerable Sector Screening (VSS) application through the mail (you cannot apply in person or on-line).

How to submit your Vulnerable Sector Screening request:

- All students **must** apply for their Vulnerable Sector Screening (VSS) by completing **an application form provided by your University/College**.
- Ensure the form is printed on legal sized paper – it will not be accepted in any other format or size
- Ensure the entire form is completed and signed by yourself and designated agency contact person from your University/College;
- You must include the appropriate fee attached to the form \$20.00\* (Certified cheque, money order, or business cheque made payable to Toronto Police Service. **(Personal cheques are not accepted)**)
- Mail your application and fee to Toronto Police Services (40 College Street).

#### ***Cost and Acceptable forms of Payment***

The VSS Student volunteer application fee is \$20.00 (this administrative fee does not apply to individuals under the age of 18). Certified cheques, money orders, or business cheques made payable to Toronto Police Service will only be accepted. Personal cheques will **not** be accepted

#### ***How to receive the results of your VSS***

The results of your VSS are mailed to you (the applicant) directly. It is your responsibility to provide TDSB with the results of your screening by emailing a copy of the results as an attachment to [policereferencecheckoffice@tdsb.on.ca](mailto:policereferencecheckoffice@tdsb.on.ca). Please ensure you include your name, telephone number & your role with TDSB and confirm in writing "The document attached is a scan of the original document and has not been altered in any way" in your email.

#### ***Processing Time***

The Toronto Police process takes 10 business days from receipt of request, there may be additional delays if fingerprinting is required. For a faster response option, applicants can request Expedited Service at an additional non-refundable cost, and subject to specific criteria as outlined on the TPS website.

#### **YORK REGIONAL POLICE SERVICES**

You can apply online at <https://event.yrp.ca/OnlineClearance/> for a Vulnerable Sector Check (Level 3) (VSC)

### ***How to receive the results of your VSC***

Results for urgent requests are emailed and mailed out to the applicant directly from York Regional Police Services. It is your responsibility to provide TDSB with the results of your screening by emailing a copy of the results as an attachment to [policerferencecheckoffice@tdsb.on.ca](mailto:policerferencecheckoffice@tdsb.on.ca). Please ensure you include your name, telephone number & your role with TDSB and confirm in writing "The document attached is a scan of the original document and has not been altered in any way" in your email.

### ***Processing Time***

The York Region Police process takes 7-10 business days. There may be additional delays if fingerprinting is required.

### **DURHAM REGIONAL POLICE SERVICES**

You can apply on-line at <http://members.drps.ca/OnlineClearance/Default.aspx> for a Vulnerable Sector Check (Level 3).

### ***How to receive the results of your VSC***

Results will be sent by mail directly to the applicant. It is your responsibility to provide TDSB with the results of your screening by emailing a copy of the results as an attachment to [policerferencecheckoffice@tdsb.on.ca](mailto:policerferencecheckoffice@tdsb.on.ca). Please ensure you include your name, telephone number & your role with TDSB and confirm in writing "The document attached is a scan of the original document and has not been altered in any way" in your email.

### ***Processing Time***

The Durham Regional Police process takes 2-4 weeks and may have additional delays if fingerprinting is required.

### **PEEL REGIONAL POLICE SERVICES**

You can apply online at <https://rec-check.peelpolice.ca/> for a Vulnerable Sector Check (Level 3).

### ***How to receive the results of your VSC***

Results will be mailed directly to the applicant. It is your responsibility to provide TDSB with the results of your screening by emailing a copy of the results as an attachment to [policerferencecheckoffice@tdsb.on.ca](mailto:policerferencecheckoffice@tdsb.on.ca). Please ensure you include your name, telephone number & your role with TDSB and confirm in writing "The document attached is a scan of the original document and has not been altered in any way" in your email.

### ***Processing Time***

The Peel Regional Police process takes 10-15 days and may have additional delays if fingerprinting is required.

### **ALL OTHER REGIONAL POLICE SERVICES**

Please contact the regional police service in the area you reside to find out the procedures for applying for a Vulnerable Sector Check (Level 3) during the Covid-19 closure period. It is your responsibility to provide TDSB with the results of your screening by emailing a copy of the results as an attachment to [policerferencecheckoffice@tdsb.on.ca](mailto:policerferencecheckoffice@tdsb.on.ca). Please ensure you include your name, telephone number & your role with TDSB and confirm in writing "The document attached is a scan of the original document and has not been altered in any way" in your email.

### **INSTRUCTIONS ON HOW TO SUBMIT THE RESULTS OF A VULNERABLE SECTOR SEARCH TO THE TDSB:**

Once the VSS/VSC search is complete, the ***Police Service will mail the results directly to the students' home.*** The results are not sent to the TDSB directly. Students must email a copy of the VSC/VSS results as an attachment to the email to [policerferencecheckoffice@tdsb.on.ca](mailto:policerferencecheckoffice@tdsb.on.ca). Please ensure you include your name, phone number & your role with TDSB and confirm in writing "The document attached is a scan of the original document and has not been altered in any way" in your email.

For information or assistance please call

**Police Reference Check Office, Toronto District School Board, 416-393-0759**

**Or email [policerferencecheckoffice@tdsb.on.ca](mailto:policerferencecheckoffice@tdsb.on.ca)**

*\*fee subject to change*