

## Police Reference Check (PRC) General Information

### **FORM MUST BE MAILED TO TORONTO POLICE SERVICES**

### **Students showing up at 40 College will be turned away.**

#### **Vulnerable Sector Screening Process**

Records Management Services (RMS) will perform a Vulnerable Sector Screening (VSS) through a Memorandum of Understanding signed by a registered agency (organization) to our Police Reference Check Program. An individual cannot apply for a VSS without going through a registered agency.

#### **How to submit your Vulnerable Sector Screening request**

- Get the Consent to Disclosure (Vulnerable Sector Screening) form from your agency (sample form in [English](#) / [French](#))
- 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
- Either you or your agency representative must include the appropriate fee attached to the form
- Mail your application to the address listed on the top of the form (40 College Street) or submit your application in person at the Police Reference Check Program's "drop off box" located in the lobby of 40 College Street

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

- VSS Employment applications - \$65.00
- VSS Volunteer applications - \$20.00
- Certified cheques, money orders, or business cheques made payable to Toronto Police Service will only be accepted. Personal cheques will not be accepted

#### **Processing Time**

- 10 business days from receipt of request
- Please visit [Expedited Service](#) page for a faster response option

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

- The results of your VSS is mailed to you (the applicant) directly

- VSS results are never disclosed to the agency you are intending to work/volunteer with
- It is your responsibility to provide your agency with the results of your screening

If you have any questions about the process, results, or require further clarification, you may contact RMS for further assistance.

**Contact us**

- PRCP Information Line – 416-808-7991
- PRCP section, answered Monday/Wednesday/Friday – 416-808-8244
- Vulnerable Sector Status Update Line – 416-808-8253
- Mailing address: Records Management Services Unit, Toronto Police Service, 40 College Street, Toronto, Ontario, M5G 2J3
- Email address: [ReferenceCheckProgram@torontopolice.on.ca](mailto:ReferenceCheckProgram@torontopolice.on.ca)