



**TORONTO POLICE SERVICE  
ADULT VULNERABLE SECTOR CHECK ONLINE APPLICATION  
(4 WEEKS PROCESSING TIME)**

**For students who is over 18 years old and currently reside in the Toronto region (with a postal code that starts with the letter M), follow these steps:**

1. Send an email to [Suzette Martinuzzi, Clinical Pre-placement Coordinator](mailto:smartinu@georgebrown.ca) at [smartinu@georgebrown.ca](mailto:smartinu@georgebrown.ca), and include your Full Name, GBC ID#, program name, semester and term and request for the VSC Organization Code
2. Once you have the code, go to the [Toronto Police Service website](#)
3. Scroll down to the Register for an Adult Police Record Check Account (gold box) and select the Fill Out Form button.
4. Complete the Registration Account Information and select the Process My Registration button. This creates your account. Now you must complete the six stages (Report, Documentation, Demographics, Payment Status, Authentication Status, and Application Status) of the VSC application. All six stages are mandatory.
5. On the Report Selection page, scroll down to the Vulnerable Sector Check table and choose the Unpaid Student Placement option. Then go to the Reason for the Police Record Check table and complete as follows:
  - under Course Name type: your course or program name
  - under VSC Organization Code type: the code provided to you by the Clinical Pre-placement Coordinator
  - under Vulnerable Clientele Duties type: "To provide care, support, and guidance for the health and well-being of vulnerable persons from 1 to 99 years old"
  - where you have to list which vulnerable sectors you will be working with, type "children, youth, elderly, seniors, and persons with physical and mental disability"
6. Finish answering the remaining stages. Note that payment for your online application must be provided by credit card only.
7. Once your submission has been finalized, Toronto Police Service will send you an email notification indicating when you will receive your VSC results to your email account.
8. Processing times typically take **four weeks** from the date the application is received but may take longer due to volume of requests and/or time of year.
9. If you **do not receive** your Vulnerable Sector Check record to your email **after four weeks**, please send Toronto Police an email to follow-up the status at [referencecheckprogram@torontopolice.on.ca](mailto:referencecheckprogram@torontopolice.on.ca) and make sure that you provide your full name, Date of Birth and current address or go there in person at their location:

**Toronto Police Service Headquarters  
Information Access Counter  
40 College Street, Toronto ON M5G 2J3  
Business Hours: Monday-Friday from 7:00 am to 4:00 pm**

Should you have any questions, please contact: Suzette Martinuzzi, Clinical Pre-placement Coordinator Tel: (416) 415-5000 x 3415 or [smartinu@georgebrown.ca](mailto:smartinu@georgebrown.ca), 51 Dockside Drive, Room 702, 7<sup>th</sup> Floor, Waterfront campus