



TORONTO POLICE SERVICE YOUTH VULNERABLE SECTOR CHECK ONLINE APPLICATION INSTRUCTION (4 WEEKS PROCESSING TIME)

For students who is under 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, 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. Select Youth Applications and scroll down to Register for Youth Police Record Check Account (blue box) and click on Register 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 Government Volunteer. Then go to the Reason for the Police Record Check table and complete as follows:
 - under Position type: Student Clinical Placement
 - under VSC Organization Code type: the code provided to you by the Clinical Pre-placement Coordinator
 - under Vulnerable Sector and Duties type: "To provide care, support, and guidance for the health and well-being of vulnerable persons"
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 high volume of requests and/or time of year.
9. **If you do not received your VSC record to your email after four weeks**, please contact Toronto Police to follow-up the status via email at referencecheckprogram@torontopolice.on.ca and make sure that you provide your full name, Date of Birth and current address **or** go there in-person and make sure that you bring a print out of your TPS portal account and a government issued photo ID such as Driver's License or Passport at their location below:

**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, 51 Dockside Drive, Room 702, 7th Floor, Waterfront campus