

TORONTO POLICE VULNERABLE SECTOR APPLICATION FORM & STANDARD SERVICE INSTRUCTION SHEET (excluding ECE & Trent University students)

IMPORTANT NOTE

- ✓ You must be a registered student and resident in **Toronto region with a (postal code that start with letter "M")**
- ✓ Act now as it takes 4 to 6 weeks or longer to process and get your police check record!
- ✓ It is your responsibility to make sure that you received a clear police check record prior to the deadline. Otherwise, you will be excluded from placement which may jeopardize your academic status in the program.
- ✓ **Early Childhood Education students** must apply directly at School of ECE department, 99 Gerrard St. East, 5th Floor, Sally Horsfall Building at Ryerson campus or send them an email at ece@georgebrown.ca
- ✓ **Trent University nursing students** are **not** allowed to apply and use the GBC Toronto Police forms. It is **mandatory** that you contact and book an appointment with Dianne Diniz, Chair Special Projects at diannediniz@trentu.ca
- ✓ In case you lost your original police check record, you will apply and pay again another \$20.00 dollar fee.

HOW DO I APPLY OR OBTAIN THE TORONTO POLICE VULNERABLE SECTOR APPLICATION FORM? (excluding ECE & Trent University students)

- STEP 1** You must pick-up the application form at the Clinical Pre-placement Office either in-person or book an appointment.
- STEP 2** Fill out, complete and sign (**Sections 1, 2, & 3**) of the application form and make sure that your writing is legible.
- STEP 3** You must bring a **money order/bank draft payment of \$20.00 dollars payable to Toronto Police Service** and a government issued photo ID card. Please keep your receipt as your proof of payment. (**No other payment method accepted**)
- STEP 4** Please submit your Toronto Police form and payment either in-person, by mail or leave it in the drop-box
ATTENTION TO:
 - **Suzette Martinuzzi, Clinical Pre-placement Office, George Brown College**
 - **51 Dockside Drive, Room 702, 7th Floor, Waterfront campus**
 - **Toronto, ON M5A 3W8**
- STEP 5** Once we received it, we will mail your form and payment to Toronto Police Service on your behalf within 24 hours.

HOW LONG WILL IT TAKE TO PROCESS MY APPLICATION FORM?

- Toronto Police Service will take 4 to 6 weeks or longer to process your form and they will mail your police check record directly to your home address.
- For more information, visit https://www.georgebrown.ca/preplacement/record_check/

CAN I APPLY OR DROP-OFF MY APPLICATION FORM IN-PERSON AT 40 COLLEGE STREET HEADQUARTERS?

- No, Toronto Police Service has strict policy that students are not allowed to apply or drop-off their application form in-person at 40 College Street Headquarters, unless you are applying and paying for Expedited Service.
- Toronto Police Service will declined and will not process your application form which will cause a long delay.

CAN I REQUEST TO EXPEDITE MY APPLICATION FORM?

- Yes, the Expedited Service will be accepted in-person at Toronto Police Service Headquarters, 40 College Street during their business hours from Monday to Friday, 8:00 am to 4:00 pm.
- The volunteer/student fee is \$65.00 dollars and you must pay in-person by debit/credit card only. This is non-refundable in the event that the applicant is not eligible. Toronto Police will process it in 3 days and they will call you to pick it up at their Headquarters.
- For more information about this, visit their website at http://www.torontopolice.on.ca/prcp/vulnerable_sector_expedited_service.php

WHAT IF I DO NOT RECEIVED MY POLICE CHECK RECORD AFTER 8 WEEKS? WHO DO I CONTACT TO FOLLOW-UP?

- Suzette Martinuzzi, Coordinator (416) 415-5000 ext. 3415 or via email at smartinu@georgebrown.ca
- The Clinical Pre-placement Office, Business hours and campus locations
(Monday-Wed) 51 Dockside Drive, Room 702 (north side lobby), 7th Floor, Waterfront campus Toronto, ON M5A 3W8
(Thursday & Friday) 200 King St. East, Room 401B, 4th Floor, Main Building "A", St. James campus
8:00 am to 3:30 pm, by appointment only