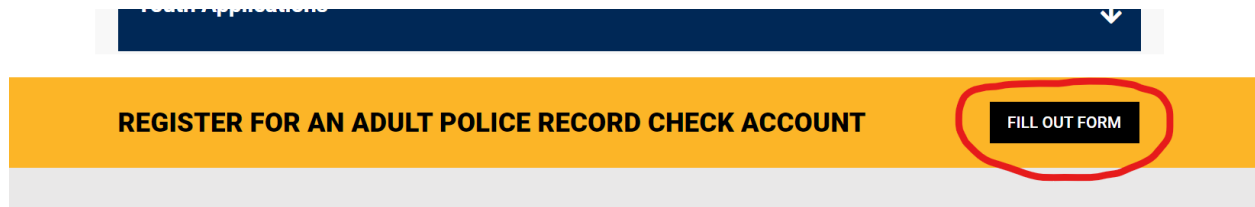# TPS Online VSC Process

Effective September 05, 2023, TDSB volunteers who reside in Toronto can complete the Vulnerable Sector Check (VSC) online. We strongly encourage all volunteers to complete the VSC online.

Please follow the steps below to complete your VSC online.

Weblink : https://www.tps.ca/services/police-record-checks/

TDSB Code: **202309TPSOND7EFC**

Applicants are required to register for a Police Record Check (PRC) Account.

REGISTER FOR AN ADULT POLICE RECORD CHECK ACCOUNT   FILL OUT FORM

**Toronto Police Service
Police Record Checks**

Login | Register
Forgot Username? | Forgot Password?

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Consumer Home   Business Home

Monitor the email you provide below for any messages from TPS while your record check is being processed (check your junk/spam folder).

Your completed record check will be sent electronically (or by mail in certain circumstances) and you will receive an email notification with more details at that time.

PLEASE NOTE: For privacy reasons, we strongly recommend that you use an email account *to which only you have access, and that you can check regularly for messages from the police regarding the status of your application.*

As part of the process, the police may need to send you email correspondence regarding your application. In some instances, these emails may contain highly confidential information concerning records found during their background queries, and requests for details to help determine whether or not those records belong to you, or another person with a similar name and/or birthdate.

For this reason, and to ensure your personal privacy, please keep this in mind when providing an email address in your account set-up.

Registration Account Information

-- European Union residents may not apply to this platform. --

Registration Information (* = mandatory field)	
* First Name:	your first name
* Last Name:	your last name
* City of Residence:	your city of residence
* Province of Residence:	
* Phone (daytime):	your day time phone
* Email Address:	your email address
* Email Address (verify):	your email address for verification
* Security Question 1:	
* Security Answer 1:	answer to security question 1 ⚠ (case sensitive)
* Security Question 2:	
* Security Answer 2:	answer to security question 2 ⚠ (case sensitive)
* Agree to EULA: ☐	View agreement ...
* Agree to FG Consent: ☐	View statement ...
* Agree to Police Consent: ☐	View consent ...

Process My Registration

1

Please keep the record of your log-in credentials.

- Your Username
- Your Password
- Your Security Questions and Answers

TDSB's Unique Code:

Once the account is registered, the applicant can apply online Vulnerable Sector Check (VSC) with the following code.
- TDSB Code: **202309TPSOND7EFC**

Costs:

The payment can be made with Visa, Visa Debit, MasterCard or American Express.

- Volunteer - $26.72

Please log in your account to start the online VSC process.

Incomplete Application #2▇▇▇▇▇▇▇▇▇▇ -- Toronto Police Service						
Date Started	Report	Documentation / Date Provided	Demographics / Date Provided	Payment Status / Receipt	Authentication Status	Application Status
2023-Sep-05	Pending	Pending	Pending	Pending	Pending	Report Selection Required
click shield & go to stage	①	②	③	④	⑤	⑥

Report Selection / Requirement (ensure your selection is correct, there are no refunds)

All prices listed are in Canadian funds. Applicable taxes are included.

Vulnerable Sector Check

NOTE - you must be 18 years or older
Specifically for those who ARE working or volunteering with Vulnerable people (i.e. children, elderly)

○ **$71.72 - Employment**

◉ **$26.72 - Volunteer**
(you receive NO monetary compensation)

○ **$26.72 - Unpaid Student Placement**
(you receive NO monetary compensation)

○ **$71.72 - Other**
Note: *(i.e. Paid Student Placement, Professional Licensing or practicum, etc.)*

○ **$26.72 - Adoption, Kinship, Family Member, In-Home Placement**

Criminal Record and Judicial Matters Check

NOTE - you must be 18 years or older
NOT for those who are working or volunteering with Vulnerable people (i.e. children, elderly)

○ **$26.72 - Employment / Other**

○ **$0.00 - Volunteer**
(you receive NO monetary compensation)
Note: *(Must be accompanied with signed letter on organization's letterhead indicating your volunteering status)*

Please provide the details of the volunteer duties with TDSB.

Reason for the Police Record Check	(* denotes mandatory, no acronyms)

NOTE: Due to the nature of the Criminal Records Act and the RCMP rules governing this, only one (1) Position and only one (1) VSC Organization Code can be listed on your Vulnerable Sector Check (VSC) record check. If you require a Vulnerable Sector Check (VSC) record check for more than one (1) Position/VSC Organization Code, you must submit separate applications.

* Position:

TDSB School Volunteer

(?) *Description of the position, such as coach, teaching assistant, personal support worker, etc).*

* VSC Organization Code:

202309TPSOND7EFC

(?) *A code provided to you by an organization approved by the Toronto Police.*

* Vulnerable Clientele Duties:

Helping in the classroom assisting a teacher to prepare lessons. Reading with primary grade students. Washroom routine help.

(?) *Responsibility details should include how you will be interacting with the clientele AND include their age range.*

* List which vulnerable sectors you will be working with (list all that apply)::

Children

(?) *Indicate Children / Elderly / Physically Disabled / Mentally Disabled*

Vulnerable Sector (VS) Consent	(* denotes mandatory)

I hereby consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a record suspension (pardon) for any of the sexual offences that are listed in the schedule to the Criminal Records Act.

I understand that as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a record suspension (pardon) was granted or issued, I will be requested to provide fingerprints to confirm that record, and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety and Emergency Preparedness, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to in my Vulnerable Sector Check application, that requested the verification, that information will be disclosed to that person or organization.

* By checking this box, I Agree: ☑

Submit and Continue >>>

Personal Information (* denotes mandatory)

* First Name:	your first name	* Last Name:	your last name
* Middle Name: ☐ check if not applicable	your middle name		
* Former Last Names: ☐ check if not applicable	maiden/previous last name(s)	(?) (including maiden)	
Other Name(s) Used:	any other names/nickname(s)	(?) (e.g. nickname or preferred first name)	
* Gender: ○ Male ○ Female ○ Gender X		* Date of Birth: yyyy / mm / dd (?) (yyyy/mm/dd)	
* Place of Birth:	where you were born	(?) (City and Province if Canada/US, Country otherwise)	

Contact Information (* denotes mandatory)

* Phone -Daytime:	phone number during day hours (?) (123) 456-7890 x123
Phone -Secondary:	secondary phone number (?) (123) 456-7890 x123

Canadian Driver's License Information (* denotes mandatory)

(?) (if you don't have a Canadian Driver's License, please check the box below)

* Not Applicable: ☐	* Driver's License #: driver's license number
	* Province of issue: ⌄

Current Employment Information (* denotes mandatory)

This data is shared exclusively with Forrest Green Solutions and a licensed consumer credit reporting agency (eg. TransUnion) and may be used in the authentication process and/or to update your consumer credit report.

This information will not appear on your application documents or be provided to the police service.

(?) (if this is not applicable to you, please check the box below)

* Not Applicable: ☐	* Current Employer: name of current employer
	* Employed Since: yyyy / mm (?) (yyyy/mm)

Residence / Home Information (* denotes mandatory)

* From:	yyyy / mm (?) (yyyy/mm)		
* Street Address:	street address	* City:	TORONTO
Apt/Unit/Suite/Box #:	apartment, unit, suite, box, other	* Province:	Ontario (ON) ⌄
		* Postal Code:	postal code number

*** FOR CRIMINAL RECORD / CRIMINAL RECORD AND JUDICIAL MATTERS CHECK APPLICATIONS ***

The Toronto Police Service will conduct these 2 types of checks for individuals living anywhere in Canada.

To apply from outside of Canada, please visit the Toronto Police Service Record Checks ☒ website.

*** FOR VULNERABLE SECTOR CHECK APPLICATIONS ***

The Toronto Police Service can only provide Vulnerable Sector Checks for anyone living in Toronto and surrounding areas (Scarborough, North York, East York, Etobicoke, Old Toronto, etc.) whose **home** postal code begins with "M".

If you reside outside of these jurisdictions, you must obtain a Vulnerable Sector Police Check from your local RCMP detachment or local police.

Vulnerable Sector Checks can only be completed for positions within Canada and must be performed by the law enforcement agency responsible for the jurisdiction in which you live.

Having a **Postal Box** is not the same as residing in an approved jurisdiction.

Do you confirm you live in an approved jurisdiction?

* Confirmation of Residence: ◯ Yes ◯ No

Mailing Information

(* denotes mandatory if different from residence)

* Same as Residence: ◯ Yes ⦿ No	* City: _city_
* Street Address: _street address_	* Province: [_____▼]
Apt/Unit/Suite/Box #: _apartment, unit, suite, box, other_	* Postal Code: _postal code number_

Address History (max:12)

(required if you have moved in the past five (5) years)
(* denotes mandatory)

For International addresses, please select INTL from the Province drop-down and use the Street and City fields to supply as much information as possible (including Country).

(?) (click the green (+) button to add addresses)   *(Postal Code is NOT mandatory)*   ➕

* Street Address	Apt/Unit/Suite/Box #	* City	* Prov	Postal	* From	* To	
address 1	_address 2_	_city_	▼	_postal_	_yyyy / mm_	_yyyy / mm_	❌

Save For Later **   **Submit and Continue >>>**

** Only valid data will be saved.

4️⃣ Fee Payment

Please ensure the information below is accurate as it will be used for the Identity Authentication process. Once the application has been paid for, these details cannot be changed, and you can only attempt authentication one (1) time. **If it is incorrect, please go back to the Demographics page NOW** and make any required updates before the application is locked. Once payment has been submitted, any new or modified information will have to be provided to the police via e-mail to **toronto@policesolutions.ca.**

Information to be used for Identity Authentication - Please Verify			
First Name	▓▓▓▓▓▓	Street Address	▓▓▓▓▓▓▓▓▓
Middle Name	▓▓▓▓▓	Apt/Unit/Suite/Box	▓▓▓▓
Last Name	▓▓▓▓	City	**TORONTO**
Gender	▓▓▓▓▓	Province	**Ontario**
Date of Birth	▓▓▓▓▓	Postal Code	▓▓▓▓
Phone	▓▓▓▓▓▓		

We use Moneris to process payment.

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Please Note:

You may be contacted by the police to attend and submit your fingerprints.

As part of the vulnerable sector application process, one of the searches we conduct involves a query of the RCMP's national criminal record database. Your information is entered into the system and a search is done with an almost instantaneous response. If your name, birthdate and gender OR your birthdate and gender are the same as someone who has received a records suspension (Pardon) for sexual offences, the RCMP will not permit the police check to proceed without confirming whether or not you are the same person. This is done by taking your fingerprints and electronically transmitting them to the RCMP for comparison to the pardoned record(s). The results are returned to us, and in most cases we can then complete your police check within the timeframe you were advised. These prints are then destroyed.

At one time vulnerable sector searches were based on a name comparison only, however this was removed when it was discovered that individuals could defeat the process by obtaining a legal name change.

Note that a Criminal Record Check does not require a query of the RCMP's pardoned database, and may not involve fingerprinting. Please be certain that a Vulnerable Sector Check check is truly required for your position.

Note that a Criminal Record and Judicial Matters Check does not require a query of the RCMP's pardoned database, and may not involve fingerprinting. Please be certain that a Vulnerable Sector Check check is truly required for your position.

The RCMP charges a fee of $25.00 for the taking and processing of civil fingerprints if it is required for employment or student placement purposes This fee is waived if the check is required for a bona fide volunteer position, provided you are able to produce (upon attending for fingerprinting) a letter from the agency or employer certifying that you are in fact applying for a bona fide volunteer position. The letter must be on the agency's letterhead and be signed.

Any fees associated with fingerprinting will be paid at the time you attend Toronto Police Service to have your prints taken.

The primary reason for this is to ensure the protection of those people in our communities who are the most vulnerable.

For additional information, please visit the RCMP FAQ at https://www.rcmp-grc.gc.ca/en/types-criminal-background-checks ☐.

Terms and Conditions

1. **FEES ARE NON-REFUNDABLE. PLEASE BE SURE YOUR SELECTION IS CORRECT AND APPROPRIATE.**
2. Payment does not mean the local police service will provide confirmation a person does not have a criminal record.
3. If an individual has selected the incorrect police check, no refund will be provided and the process will need to re-commence from the beginning.
4. Additional steps and fees may be applicable such as:
   a. Physical visit and interview at the police station, where required;
   b. Fingerprints to confirm criminal record information when there is a discrepancy between an applicant's declared criminal record and the registered criminal record held at the RCMP National Repository of Criminal Records;
   c. Fingerprints for Vulnerable Sector Check only, and only then if your birth date and gender are similar to that of a pardoned sex offender. For additional information, please visit the RCMP FAQ at https://www.rcmp-grc.gc.ca/en/types-criminal-background-checks/ ☐
5. While the Police Service strives to meet the prescribed turnaround times, there is no guarantee as to the turnaround times:
   a. Criminal Record Check
   b. Criminal Record and Judicial Matters Check
   c. Vulnerable Sector Check
6. Each application is treated separately, including fee payment and authentication:
   a. Report Selection;
   b. Documentation;
   c. Demographics;
   d. Payment;
   e. Authentication;
   f. Submission.
7. After payment, you will be presented with our authentication process.
   a. Should you pass the authentication process, your application will be submitted to the police service, pending any outstanding supporting documentation (if applicable).
   b. Should you fail or abort the authentication process for any reason, you can download/print your invoice and filled in document. Please refer to emails received from the police for additional information. There will be no refunds, so please be certain you wish to proceed and that you have sufficient personal credit history to be able to utilize this process.
8. Incomplete applications *(i.e. no identification provided, authentication aborted / failed / not completed or further information requested)* and applications requiring in-person attendance will remain in the processing queue for no more than sixty (60) days from the time of initial application. Fees are non-refundable and incomplete applications will be considered 'abandoned', and removed from the processing queue after sixty (60) days.
9. The Toronto Police Service will return the results of the check to the *applicant only*. We will not release the results to a third-party organization or employer under any circumstances.

IMPORTANT:

==*****Please ensure to opt to share the results with the TDSB when submitting the application.**== **If you opt to share, the results will be sent directly to the TDSB.**

==**Note: If you do not opt to share the results with TDSB, you are responsible for ensuring that the TDSB's Police Reference Check office receives a copy of the results via email at PoliceReferenceCheckOffice@tdsb.on.ca**==

The applicant should monitor the email (used for registration) with for any messages from TPS while the record check is being processed (check the junk/spam folder).

The **completed record check will be sent electronically** (or by mail in certain circumstances) and the applicant will receive an email notification with more details at that time.

Please download and save a copy. After 30 days, the police record check results will be taken down from the system.

If having issues with the online process, you can find the contact information by clicking the "Contact" tap on the top of the page.

> Toronto Police Service
> Tel: (416) 808-8244
> eMail: toronto@policesolutions.ca

Toronto Police Service
Police Record Checks

Profile | Password | Logout
[session timeout in: 05h 58m 21s]

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Application Status   About Us   Contact   FAQ   New Application

Application Status

Incomplete Application #20230906-095829 -- Toronto Police Service						
Date Started	Report	Documentation / Date Provided	Demographics / Date Provided	Payment Status / Receipt	Authentication Status	Application Status
2023-Sep-06	VSC Emplo...	Not Needed	Pending	Pending	Pending	Demographics Required
click shield & go to stage	1 2		3	4	5	6

eMail: Toronto Police Service   **Forrest Green Privacy Policy**

For additional information, please contact:

Toronto Police Service
Tel: (416) 808-8244
eMail: Toronto Police Service

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