

**Leslie Dan Faculty of Pharmacy, University of Toronto
Police Record Checks/Vulnerable Sector Screening - Procedure**

Procedure for obtaining a Police Record Check/Vulnerable Sector Screening (PRC/VSS):

The process for obtaining a PRC/VSS, and the associated fee, differs according to the jurisdiction in which you have permanently resided. If your postal code does not start with 'M' then you live outside of the City of Toronto and need a form other than a Toronto Police Services Form.

You must obtain your PRC/VSS form(s) from the jurisdiction in the city claimed as the address on your income tax return (i.e., the address Revenue Canada has on file as your city of residence). For example, if you reside in Toronto only for the school year but you indicated a Hamilton address on your income tax return, then you must obtain your PRC/VSS form from the Hamilton police station/website. In many jurisdictions the PRC/VSS forms are available on your city's police headquarters' website. However, in Toronto and our Faculty is an 'agency' of the police and the Faculty will provide you with the needed form (instructions below). **You are responsible for submitting the completed form and associated processing fee directly to the police department.**

Upon receipt of the results of the check, students are advised to retain a copy to take to the practice site if requested. Students DO NOT provide a copy of the results to the Faculty of Pharmacy.

The PRC/VSS processing times vary from jurisdiction to jurisdiction. For example, Toronto processing typically takes nine weeks, whereas Windsor may take only 10 days. All students are advised to begin this process as soon as possible.

Below is PRC/VSS information for students who permanently reside in Toronto.

Toronto – your permanent address postal code starts with 'M': You may pick up the 'Toronto Police Reference Check Form' from Room 843 at 144 College Street, Monday to Friday, between 9:30 a.m. and 4:30 p.m. If you have questions or require more information please email oe.phm@utoronto.ca.

DO NOT drop your Police Reference Check off to the police station in person. If you do you will be refused service at the desk. DO NOT ENCLOSE A PERSONAL CHEQUE. You must enclose either a certified cheque or money order for \$20.00 (you get this at your bank) with your form.

Once you have received the form **you must complete it, and along with your \$20.00 processing fee, in the form of either a certified cheque or money order, mail it to:**

**Records Management Service
Toronto Police Services
40 College Street
Toronto, Ontario, M5G 2J3**

Refer to www.torontopolice.on.ca/prcp for more information on the Toronto Police Reference Check program.

For permanent residents of the following regions, PRC/VSS forms and information on process and applicable fees are available online.

- York Region: www.yrp.ca
- City of London: www.police.london.ca
- City of Hamilton: www.hamiltonpolice.on.ca
- Ottawa: www.ottawapolice.ca
- Mississauga-Brampton: www.peelpolice.on.ca
- Windsor: www.police.windsor.on.ca

If you live in another location other than those listed above, please contact the local police station to find out how to obtain a PRC/VSS form and the relevant procedures.