



# TORONTO POLICE SERVICE VULNERABLE SECTOR CHECK

\$71.72 administrative fee for employment, \$26.72 administrative fee for volunteer/student/other

To submit your application by mail, please include your completed form, payment (certified cheque/business cheque/money order payable to Toronto Police Service), and copies of two pieces of government issued identification – both must include applicant's name, date of birth and signature, and one must have a photo. Mail to **Police Reference Check Program, 40 College Street, Toronto, Ontario M5G 2J3.**

### TO BE COMPLETED BY APPLICANT

First name		Last name		Middle name(s)	
Maiden name/other last name(s) used		Other first name(s) used		Date of birth (YYYY/MM/DD)	
Number and street name			Unit number		Gender
City	Province	Postal code	Occupancy Date (YYYY/MM)		Place of birth
Phone number		Email address			

Address History – provide previous addresses if you did not reside at the above address for more than five years				
Number and street name	Unit	City	Province	Postal code

Reason for request			
Organization requesting Vulnerable Sector Check	Organization code	Position within this organization	Duties within organization

Application type (select one):  employment  volunteer  unpaid student placement  adoption, kinship, family member, in-home placement  other

- The **Vulnerable Sector Check** will include the following information as it exists on the day of the search:
- Criminal convictions (summary and/or indictable) from CPIC and/or local databases
  - Findings of guilt under the Youth Criminal Justice Act (YCJA) within the applicable disclosure period
  - Outstanding entries, such as charges and warrants, judicial orders, peace bonds, probation and prohibition orders
  - Absolute and Conditional discharges for 1 or 3 years respectively
  - Charges that resulted in a finding of not criminally responsible on account of mental disorder
  - Pardoned offences authorized under the Criminal Records Act
  - Non-conviction information authorized through Exceptional Disclosure

**Consent**

I hereby request the Toronto Police Service to undertake a police reference check on me by searching the appropriate data banks, both national and local, to which the Service has access, and to provide me with a summary of any information revealed pursuant to the Police Reference Check Program. **I understand that, in addition to information on any previous convictions against me, information on charges that are ongoing will be disclosed in my reference check.**

With the passage of the Police Record Check Reform Act, the Ontario government has clarified that youth records are not to be provided to potential employers. Exceptions apply when the applicant is employed by or volunteering with a government agency.

I also consent to a search being made in the automated criminal records retrieval system maintained by the RCMP to find out if I have been convicted of and been granted a pardon for any of the sexual offences that are listed in the schedule to the *Criminal Records Act*. If I am suspected of being the person named in the criminal records for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a 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 RCMP to the solicitor general of Canada, who may then disclose all or part of the information contained in that record to the Toronto Police Service or other authorized body. I understand that the Toronto Police Service will then disclose that information to me.

Applicant's signature	Date (YYYY/MM/DD)
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Personal information on this form is collected and disclosed pursuant to the *Police Services Act*. The *Municipal Freedom of Information and Protection of Privacy Act* and the *Criminal Records Act* and will be used to disclose personal information only to the applicant upon receipt of the applicant's written consent. Questions should be directed to: Police Reference Check Program, 416-808-8244. Additional information is also available on the Service's website at [www.tps.to/police-checks](http://www.tps.to/police-checks). This information may or may not pertain to the subject of this inquiry. Positive identification can only be confirmed through submission of fingerprints.

FOR POLICE USE ONLY		
Type of identification produced	ID number	
Type of identification produced	ID number	
Badge #	Initials	Fee received