



Police Reference Check Office, Employee Services, 17 Fairmeadow Ave., Room 107,
Toronto, Ontario M2P 1W6 • Tel: (416) 393-0759 • Fax: (416) 397-3174

Toronto District School Board (effective September 2014)

ALL student placement participants are required to have a Vulnerable Sector Screening (VSS) completed each school year and delivered to the TDSB PRC Office before they start their placement with the **Mental Health Act** search included. (A valid OESC card will be accepted) (a clearance by an on-line service, faxed and/or emailed copies of police documents are not accepted).

All students **must** apply for their vulnerable sector screening through their University/College, to the police service in their area of permanent residence or contact OESC for application guidelines.

SEE INSTRUCTIONS BELOW:

For students whose permanent address is in Toronto (postal code begins with 'M'):

These students will need to complete a Toronto Police Service application form provided by their University/College. The process can take 8 to 10 weeks to be completed.

If the applicant is asked, by police, for fingerprinting there will be additional expense to the student and time required for completion of the VSS.

For students whose permanent address is outside Toronto: These students will need to complete an application for a VSS at the Police Service in the jurisdiction where they live.

*There is a possibility that the student may have an additional expense of fingerprinting.
This is at the discretion of the police service conducting the VSS.*

For students attending a University/College in the United States: If your permanent address is in Toronto (postal code begins with M), the student will need to come to the TDSB PRC Office located at 17 Fairmeadow Ave, Room 107 to complete the application form and provide a certified cheque/money order for \$15.00 payable to Toronto Police Service. If your permanent address is outside Toronto (postal code does **NOT** begin with M), you will need to complete an application for a VSS at the Police Service in the jurisdiction where you live.

FOR ALL STUDENTS:

Once the VSS is complete the results are mailed directly to the students' home. Students must:

1. mail the original VSS to: TDSB PRC Office, 17 Fairmeadow Avenue, Room 107, Toronto, Ontario, M2P 1W6. If you want your original returned to you, you must include a stamped self-addressed envelope.

OR

2. personally deliver the original VSS to the TDSB PRC Office at 17 Fairmeadow Avenue, **Room 107** to be verified by the TDSB PRC Office.

Please call for information or assistance.

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