



CISV Toronto Chapter
E-mail: riskmanagement@cisvtoronto.org
www.cisvtoronto.org

HOW TO APPLY FOR A CRIMINAL RECORD CHECK

Application Process - Vulnerable Sector Screening

Applicants can complete the Vulnerable Sector Screening (VSS) online or via mail. Due to processing times, we strongly recommend online.

To Apply Online:

Step 1: Before applying, ensure you have the following documents ready:

- A) Reach out to CISV Toronto's Risk Manager to obtain the Chapter's Organization Code
- B) Two pieces of government issued identification - one must include your photograph and signature, and one must include your full name and date of birth. Please note that OHIP cards are not accepted for identification purposes.
- C) Credit card to pay the VSS fee.

Step 2: Create an online account. Scroll down to "Fill Out Form" at the following link:

<http://www.tps.to/police-checks>

Step 3: Login using your new account information. Read and agree to the consent and terms.

Step 4: Complete six phases of VSS application. ***Remember to select Vulnerable Sector Check - Volunteer (\$26.72)***

To Apply by Mail:

Step 1: Email riskmanagement@cisvtoronto.org to request an application form, or download it directly from the Toronto Police website <http://www.tps.to/police-checks>

Step 2: Complete application form, and attach a certified cheque or money order for \$26.72.



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Step 3: Mail application and fee to Toronto Police Services:

Police Reference Check Program, 40 College Street, Toronto, M5G 2J3

Processing times vary but are typically 7-10 days for online applications, and 4-6 weeks for paper applications. You can check the progress of your online application by logging into the application system.

Volunteers must cover the costs associated with their Vulnerable Sector Checks.

Completed Vulnerable Sector Checks must be emailed to the Chapter Risk Manager at riskmanagement@cisvtoronto.org, and will be kept in the volunteer's file for their validity period of 3 years. Checks must be repeated every 3 years.

Please contact the Chapter Risk Manager with any questions or if you run into any difficulties with the application process.