

November 17, 2023

Memo To: Vincentian Conferences within the city of Toronto

From: Louise Coutu, Executive Director

Re: Vulnerable Sector Checks Police checks for Persons
living in the City of Toronto whose postal codes begin with the letter “M”

All Vincentians, volunteers and employees of the Society of Saint Vincent de Paul require a **Vulnerable Sector Check**; we do not accept police record checks obtained for use by other agencies or the Archdiocese and we do not accept standard police checks, they must be Vulnerable Sector Checks. Toronto Police Services are now managing requests for Vulnerable Sector Checks through an online portal.

There is a **new form** for those continuing to use mail or visit in-person available at <https://www.tps.ca/services/police-record-checks/>. Please destroy your old forms. If you need help obtaining a form to mail in or to take in person, please contact the SSVP office at 416 364-5577. We really encourage the use of the on-line portal wherever possible, share the link with applicants: <https://www.tps.ca/services/police-record-checks/>

Frequently asked Questions from the Toronto Police Services follow. Please note, the three major changes are:

- Vulnerable Sector Checks can be obtained on-line
- The Society is now identified by a code, the code is:
202309TPSON22DF1
- Whether on-line or in person, payment for the VSC must be made by the applicant, upon receipt of the completed check, the Conference may reimburse the applicant. This reimbursement is recoded as an administrative fee in the Conference financial records. If the Conference is experiencing financial difficulty, please reach out to your Particular Council

Please note, Police Record Checks are to be handled with care and discretion. Apart from information that might be on the report, personal information is also available. Should an applicant have something on their record, they do not share the report with the Conference, they contact the Society, by email or phone and speak with the Executive Director who will follow the process for reviewing positive checks. The process is available on our [Vulnerable Sector Check policy](#)

Sincerely,

Louise

FREQUENTLY ASKED QUESTIONS

This is the Society's agency code: 202309TPSON22DF1

Do applicants need to apply online?

Applicants can still apply in-person or by mail using a new TPS VSC form/waiver available under the police check section they are applying to.

When does the new police check system start? Vulnerable Sector Checks (VSCs) – effective now

How do applicants apply for a vulnerable sector check online?

They will need the unique agency code and fill out the online application <https://www.tps.ca/services/police-record-checks/>
Code is: 202309TPSON22DF1

Are there any new costs?

Vincentian volunteer fee: \$26.72 Employee fee: \$71.72

How long does it take to process a police reference check?

The estimated response time for applications is 7-10 business days but may fluctuate due to volume and time of year.

How can applicants share their results with the Society?

Once the application has been completed and the record check results have been made available to the applicant, they will need to log into their account and click on "application status". A completed application will have an option for you to share your results by clicking on the "share" icon to provide consent and configure access/security. By providing your consent, they are allowing others to securely view the results of your police check. Further instructions are provided when you click the "share" icon. Your consent to share your results can be revoked by you at any time by selecting "no" on that screen and saving your choice. Results should be shared directly with the **Executive Director Louise Coutu at lcoutu@ssvptoronto.ca**.

Alternatively, applicants can also share their results by saving their document as a PDF file and forwarding that file to the Society or by printing their results and providing the Society with a hard copy.

Can the agency view the status of an applicant's vulnerable sector check application?

No, status updates are only shared with the applicant. The applicant must apply online in order to view their status as this can only be done with an online account.

Can I print police check results?

Yes, results are delivered in a printer friendly PDF.

What are acceptable forms of identification for applicants?

Acceptable forms of government issued identification

Photo Identification: Driver's Licence | Government Employment Card | Military Employment Card | Age of Majority Card | Canadian Citizenship Card | Indian Status Card | International Student Card | Passport | Permanent Resident Card | Firearms Acquisition Certificate | Ontario Photo Card | BYID Card (LCBO) | Canadian National Institute for the Blind Card | Non-Photo Identification: Birth Certificate | Baptismal Certificate | Hunting Licence | Fishing Licence | Ontario Outdoors Card | Hospital Card | Immigration Papers

NOTE: Ontario Health Cards cannot be accepted for identification purposes (*Health Cards and Numbers Control Act, 1991 section 2.2(1)*).

Can my agency pay for an applicant's Vulnerable Sector Check?

No, the Agency cannot pay for the applicant's police check. The Society can reimburse the applicant providing the results are acceptable to the Society.

How do I know the police check results I receive are real?

The results of a Toronto Police Service (TPS) police check will have the date in the bottom left-hand corner to show when the results were issued as well as the badge number of the issuing clerk.

The results will also have the TPS seal at the bottom right-hand corner of the page.

Lastly, our results bear a watermark of our TPS logo across the page.