

## Instructions for Toronto Police Service Vulnerable Sector Screening (VSS), Police Background Check

### Obtain VSS Waiver:

- Students must contact Karlene Davis, Experiential Education Program Coordinator at [kkdavis@yorku.ca](mailto:kkdavis@yorku.ca) or 416-736-2100 x70878 to arrange a time to pick up and complete the VSS Waiver Form.
- Students must provide **TWO** pieces of government issued ID (**ONE** piece must be photo ID). Please check website for acceptable types of identification at this [LINK](#).
- Students will receive **Appendix A** and **VSS Waiver Form** which **must be completed in the EE Office** and will be signed Karlene Davis.

Once Waiver Form has been completed and signed, students may proceed with VSS Waiver by mail or in-person. *Toronto is the largest jurisdiction in Canada and therefore experience a higher volume of applications. Processing times may fluctuate due to volume and time of year.*

### Mail Instructions:

- Payment = \$20.00 certified cheque or money order made payable to Toronto Police Service will only be accepted – NO CASH
- Mail completed/signed form and payment to:  
Records Management Service Toronto Police Services  
40 College Street  
Toronto, ON M5G 2J3

### In-Person Instructions:

- Address:  
Records Management Service Toronto Police Services  
40 College Street  
Toronto, ON M5G 2J3  
*Open Monday - Friday from 7 a.m. to 5 p.m., closed on weekends and statutory holidays*
- Two levels of service:
  1. **Regular Service:** \$20.00 paid by certified cheque or money order made payable to Toronto Police Service will only be accepted – NO CASH (2-3 weeks to process)
  2. **Expedited Service:** \$65.00 paid by debit or credit (3 days to process)

For information contact Toronto Police Service at [Vulnerable Sector Screening](#).

Thank you,

### Karlene Davis

#### Experiential Education Program Coordinator

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