

# Vulnerable Sector Checks (VSC) Instructions

## A. Application

Please refer to the corresponding section base on your place of residence:

1. Toronto Region Residences
2. York Region Residences
3. Peel Region Residences
4. Durham Region Residences

For Toronto Region Residences:

1. Go to <http://www.tps.to/police-checks>
2. Select: **FILL OUT FORM**

Report Selection / Requirement (ensure your selection is correct, there are no refunds)

All prices listed are in Canadian funds. Applicable taxes are included.

**Vulnerable Sector Check**  
*NOTE - you must be 18 years or older*  
Specifically for those who ARE working or volunteering with Vulnerable people (i.e. children, elderly)

<input type="radio"/> \$71.72 - Employment	<input checked="" type="radio"/> \$26.72 - Volunteer <i>(you receive NO monetary compensation)</i>
<input type="radio"/> \$26.72 - Unpaid Student Placement <i>(you receive NO monetary compensation)</i>	<input type="radio"/> \$71.72 - Other <i>Note: (i.e. Paid Student Placement, Professional Licensing or practicum, etc.)</i>
<input type="radio"/> \$26.72 - Adoption, Kinship, Family Member, In-Home Placement	

3.

**Reason for the Police Record Check** (\* denotes mandatory, no acronyms)

**NOTE:** Due to the nature of the Criminal Records Act and the RCMP rules governing this, only one (1) Position and only one (1) VSC Organization Code can be listed on your Vulnerable Sector Check (VSC) record check. If you require a Vulnerable Sector Check (VSC) record check for more than one (1) Position/VSC Organization Code, you must submit separate applications.

\* Position:  
 Teachers' Assistant  
 ? Description of the position, such as coach, teaching assistant, personal support worker, etc).

\* VSC Organization Code:  
 202309TPSONC8706  
 ? A code provided to you by an organization approved by the Toronto Police.

\* Vulnerable Clientele Duties:  
 Assisting in Children Programs  
 ? Responsibility details should include how you will be interacting with the clientele AND include their age range.

\* List which vulnerable sectors you will be working with (list all that apply):  
 CHILDREN  
 ? Indicate Children / Elderly / Physically Disabled / Mentally Disabled

4.

**Position:** Teachers' Assistant


**VSC Organization Code:** 202309TPSONC8706

**Vulnerable Clientele Duties:** Assisting in Children Programs

**List which vulnerable sectors you will be working with:** Children

### For York Region Residences:


1. <http://www.yrp.ca/en/services/vulnerable-sector-check.asp>
2. Select: **Apply for an online record check now**
3. Select: Vulnerable Sector Check (VSC)
4. Select: Apply for a Vulnerable Sector Check



### Vulnerable Sector Check (VSC)

**\*\* Online police record checks will be available as soon as possible after submission of the application. The applicant will receive an email with instructions on how to retrieve their completed police record check.**

**Please note: How you enter your information on your application is how it will appear on your completed police record check. Ensure you are entering your personal information accurately on your application.**

Last Name	<input type="text"/>	First Name	<input type="text"/>
Middle Name (Third Name)	<input type="text"/>	Middle Name (Fourth Name)	<input type="text"/>
Alias/Also Known As	<input type="text"/>	Previous Name (Any other last name/surname)	<input type="text"/>
Gender	-- Select --	Date of Birth	<input type="text"/>  (YYYY/MM/DD)
Apt. No.	<input type="text"/>	City	-- Select --
Street No.	<input type="text"/>	Province	ON
Street Name and Type	<input type="text"/>	Postal Code	<input type="text"/> (ANANAN)
Tel. Number (include area code)	<input type="text"/>	Country	Canada
Reason for Request	Volunteer (Letter Required)		
Name of Organization (Enter complete name. No abbreviations)	North York Chinese Baptist Church		

5.

**Reason for Request:** Volunteer (Letter Required)  
**Name of Organization:** North York Chinese Baptist Church

6. Volunteer Letter Request: Please fill out this form <https://nycbc.breezechms.com/form/55261a>
7. When you received an email from York Regional Police Online Police Records Check to pick up your VSC, please bring your Volunteer Letter and 2 pieces of ID.

### For Peel Region Residences:

1. <http://www.peelpolice.ca/en/services/vulnerablesectorcheck.asp>
2. Select **Apply Online for a Record Check**
3. Apply for a Level 3 - Vulnerable Sector Check

### For Durham Region Residences:

1. **\*\*\*First\*\*\***, request Volunteer Letter: Please fill out this form <https://nycbc.breezechms.com/form/55261a>

2. When you have received your volunteer letter, go to: <https://www.drps.ca/online-services/police-records/police-record-checks/>
3. Select **Apply online for police record check**
4. Select [Vulnerable Sector Check \(VSC\)](#)



### Vulnerable Sector Check (VSC)

Last Name <input type="text"/> Given Name 2 <input type="text"/> Sex <input type="text" value="-- Select --"/> Maiden Name (your last name at birth) <input type="text"/> Apt. No. <input type="text"/> City <input type="text" value="-- Select One --"/> Country <input type="text" value="Canada"/> Tel. Number (include area code) <input type="text"/>	Given Name 1 <input type="text"/> Given Name 3 <input type="text"/> Date of Birth <input type="text" value="YYYY/MM/DD"/> Alias / Nickname <input type="text"/> Address <input type="text"/> Province <input type="text" value="ON"/> Postal Code <input type="text"/> Applicant's Email <input type="text"/> Re-enter Applicant's Email <input type="text"/> * This is how we will communicate with you. Please check your inbox and junk folder *
Reason for Request <input type="text" value="Volunteer/Student Placement"/>	
Name of Organization <input type="text" value="North York Chinese Baptist Church"/>	Description of Position <input type="text" value="Teachers' Assistant"/>

5.

**Reason for Request:** Volunteer/Student Placement  
**Name of Organization:** North York Chinese Baptist Church  
**Description of Position:** Teachers' Assistant

## B. Fees Reimbursement

Once the online Vulnerable Sector Check application has been submitted, applicants are required to complete the Reimbursement Form. The reimbursement will be processed automatically.

- Family Ministry VSC Reimbursement Form  
<https://nycbc.breezechms.com/form/2be9d83554>
- Noah Fellowship VSC Reimbursement Form  
N/A
- Jireh Fellowship VSC Reimbursement Form  
N/A

If the Police Department requires Fingerprinting, please submit an additional Reimbursement Form

## C. VSC Clearance

Once you have received your VSC Clearance, either by mail (Toronto, Peel/Durham Regions) or in-person (York Region), please complete this form:

<https://nycbc.breezechms.com/form/2be9d835>

If for any reason you did not receive a VSC Clearance, please contact Pastor Joel Tang, [joel.tang@nycbc.ca](mailto:joel.tang@nycbc.ca)