

## **Police Vulnerable Sector Check** **Deadline Friday, June 30, 2023**

All students will interact with vulnerable populations throughout the course of their academic program. In recognition of the requirements of clinical agencies to ensure that dental students do not place vulnerable populations at risk, all students are required to provide, as a condition of their admission, a current Police Records Check including a Vulnerable Sector Screening (VSC).

### **Acceptable Documentation**

Your VSC must be issued **on, or after, May 1, 2023**. We will not accept VSCs issued before May 1, 2023 or obtained for other organizations, agencies, or roles.

It can take several weeks for a police service to process an application, so begin this process as soon as possible after May 1 to ensure compliance with our submission deadline.

### **Submission Deadline**

Your VSC must be received by the ITD Program Coordinator's Office by **4:30 pm ET on Friday, June 30, 2023**.

- Electronic documentation should be emailed to [mari.long@schulich.uwo.ca](mailto:mari.long@schulich.uwo.ca)
- Paper documentation should be submitted by courier or registered mail to:

Attn: ITD Program Coordinator  
Western University  
Schulich School of Medicine & Dentistry  
Dental Sciences Building, Room DSB1000  
1151 Richmond Street North  
London, ON N6A 5C1

*If you cannot submit a VSC by June 30, you must submit a **signed declaration** by **4:30 pm ET Friday, June 30, 2023**:*

- In your own words, write a declaration indicating whether you have a police record
- Sign and date your declaration
- Email your declaration to [mari.long@schulich.uwo.ca](mailto:mari.long@schulich.uwo.ca)

Your declaration **MUST** be followed by submission of a VSC to the ITD Program Office by **4:30 pm ET on Monday, July 31, 2023**. Failure to submit a VSC by July 31 may result in an offer of admission being withdrawn.

## Your local Police Service or OPP Detachment

Schulich Dentistry will accept original electronic or paper documentation issued by your local police service/OPP detachment, only if it bears an **electronic signature** or **embossed seal** by the police service/OPP detachment. *Please do not restrict printing of your electronic documentation when you submit to Schulich Dentistry.*

### Authorization Letter

If your police service /OPP detachment requires an **Authorization Letter** before you can apply for a VSC, email the following information to [mari.long@schulich.uwo.ca](mailto:mari.long@schulich.uwo.ca) and an authorization letter will be prepared and emailed back to you. Please include:

- your full legal name
- the name of your police service (ie OPP Kawartha Detachment; Vancouver Police Dept.)

### Submitting your VSC to Schulich Dentistry

After Schulich Dentistry receives and reviews your VSC, we will email you to confirm that your document has been received.

## Toronto Police Service (TPS)

<https://www.torontopolice.on.ca/background-checks/vulnerable-sector-screening.php>

### To be eligible to obtain a VSC through the TPS:

- The postal code of your primary residence must begin with 'M'.

### To apply for a VSC through TPS:

- Email [mari.long@schulich.uwo.ca](mailto:mari.long@schulich.uwo.ca) before contacting TPS to request a pre-signed VSC application form
- Print the pre-signed form on LEGAL-sized paper (8 ½ x 14")
- Complete and sign the VSC application form
- See the [TPS website](#) for information about:
  - how to submit the form (emailed forms are NOT accepted)
  - acceptable forms of payment (electronic payments and personal cheques are NOT accepted)

### When your VSC has been processed:

- *If TPS provides you with electronic documentation*, email the original pdf to [mari.long@schulich.uwo.ca](mailto:mari.long@schulich.uwo.ca). Please do NOT restrict printing of your electronic documentation when you submit to Schulich Dentistry.
- *If TPS provides you with paper documentation*, make a copy for yourself and submit the **original** to the ITD Program office by courier or registered mail (see address above). Photocopied or scanned documents will not be accepted.

### Submitting your VSC to Schulich Dentistry

After Schulich Dentistry receives and reviews your VSC, we will email you to confirm that your document has been received.