Police Vulnerable Sector Check  
Deadline Friday, July 30, 2021

All students enrolled in the Doctor of Dental Surgery (DDS) Program at the Schulich School of Medicine & Dentistry, Western University 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, Schulich Dentistry requires all students to provide, as a condition of their admission into the DDS Program, a current Vulnerable Sector Check issued by an official police service.

Due to the ongoing COVID situation, Schulich Dentistry recommends incoming students obtain an electronic Vulnerable Sector Check. Since it could take several weeks for a police service to process your application, begin this process as soon as possible to ensure compliance with the deadline.

Acceptable Documentation
Schulich Dentistry will accept a Vulnerable Sector Check issued on or after April 1, 2021. A Vulnerable Sector Check issued before April 1, 2021 will not be accepted.

Submission Deadline
Your Vulnerable Sector Check must be received by the ITD Program Coordinator’s Office by Friday, July 30, 2021.

- Electronic documentation should be emailed to 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 obtain a Vulnerable Sector Check by July 30, you must submit a signed declaration by July 30, 2021:

- 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

Continued…
Your declaration MUST be followed by submission of a Vulnerable Sector Check which must be received by the ITD Program Office by **Monday, August 30, 2021**. Failure to submit a Vulnerable Sector Check by August 30 may result in an offer of admission being withdrawn.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.

**Authorization Letter**

If you police service /OPP detachment requires an **Authorization Letter** before you can apply for a Vulnerable Sector Check, email the following information to mari.long@schulich.uwo.ca:

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

An authorization letter will be prepared and emailed back to you.

After Schulich Dentistry receives and reviews your Vulnerable Sector Check, we will email to confirm that your document has been received.

**Toronto Police Service (TPS)**

https://www.torontopolicenews.ca/background-checks/vulnerable-sector-screening.php

To be eligible to obtain a Vulnerable Sector Check through the TPS, the postal code of your primary residence must begin with ‘M’.

**To apply for a Vulnerable Sector Check through TPS:**

- Email mari.long@schulich.uwo.ca **before** contacting TPS to request a form that has been pre-signed by the agency (Western University); we will email the agency-signed form to you
- Print the pre-signed form on LEGAL-sized paper (8 ½ x 14”)
- Complete and sign the form
- See the TPS website for information about:
  - how to submit the form (emailed forms are NOT accepted)
  - acceptable forms of payment (personal cheques are NOT accepted)

**When your Vulnerable Sector Check has been processed:**

- *if TPS provides you with electronic documentation*, email the original pdf to 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*, take a photocopy for yourself and submit the original documentation to the ITD Program office (see address above) by courier or registered mail. Photocopied or scanned original documentation will not be accepted.

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