



Police Vulnerable Sector Check

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, 2024**. We will not accept VSCs issued before May 1, 2024 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 DDS Program for Internationally Trained Dentists Office by **4:30 pm ET on June 30, 2024**.

- 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 Admin Coordinator
Western University
Schulich School of Medicine & Dentistry
Health Sciences Building, Room HSA31
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 June 30, 2024**:*

- 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

Your declaration **MUST** be followed by submission of a VSC to the Advanced Standing Program Office by **4:30 pm ET on Wednesday, July 31, 2024**. Failure to submit a VSC by July 31 may result in an offer of admission being withdrawn.

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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 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)

The Toronto Police Services – Police Reference Check Program has moved to an online application system:

To be eligible to obtain a VSC through the TPS:

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

To submit an application:

- Click on this link <https://www.tps.ca/services/police-record-checks/> to access the application site.
- Click on 'Register for an Adult Police Record Check Account' (if you have already registered, click 'Already Have An Account' to log in).

You will require an Agency Code to submit your application. Please email mari.long@schulich.uwo.ca for the Agency Code.

Submitting your VSC to Schulich Dentistry

Once the application has been completed and the record check results have been made available to you, log into your account and click on 'application status'. From there you will have two options for sharing your completed VSC:

- Share your results electronically by clicking on the 'share' icon to provide consent and configure access/security.
- Share your results by saving your document as a PDF file and sharing with your program as directed.