



Police Vulnerable Sector Check

Submission Deadline: 4:00 pm ET on June 30, 2025

Dental 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).

Your VSC must be issued:

- **on or after May 1, 2025.** We will not accept VSCs issued before May 1 or obtained for other organizations or agencies.
- **for your role as a student at Schulich Dentistry or Western University.**

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.

Acceptable Documentation

Electronic (preferred)

Email the original PDF to mari.long@schulich.uwo.ca. **Do not restrict printing** of your electronic document.

Paper

Keep a copy for your own records and send the original documentation by courier or registered mail to:

Attn: ASPIDG Admin Coordinator
Western University
Schulich School of Medicine & Dentistry
Health Sciences Addition, Room HSA31
1151 Richmond Street North
London, ON N6A 5C1

Schulich Dentistry cannot be held responsible for documents that are mis-directed.

Signed Declaration

If you cannot submit a VSC by the deadline, you must submit a signed declaration as a placeholder document until your VSC is received:

- 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 by 4:00 pm ET on June 30

Submit a completed VSC by **August 1, 2025**. Failure to submit your VSC by August 1 may result in an offer of admission being withdrawn.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**. *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)

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 <https://www.tps.ca/services/police-record-checks/> to access the application site
- Click on 'Register for an Adult Police Record Check' (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 in to your account and click on 'application status'. From there you will have two options for sharing your completed VSC:

- Share your results electronically (preferred) by clicking on the 'share' icon to provide consent and configure access/security. Do NOT enable restricted printing of electronic documentation.
- Save your document as a PDF file and email to mari.long@schulich.uwo.ca