Police Record Check including Vulnerable Sector Screening

All students enrolled in the Doctor of Dental Surgery (DDS) Program at the Schulich School of Medicine & Dentistry will interact with vulnerable populations through the course of their academic programs. 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 provide, as a condition of their admission into the DDS Program, a current Police Records Check including a Vulnerable Sector Screening (PCVS).

Options for Obtaining Original Documentation

1. Local Police Services
   Due to the covid-19 situation, some police services will only issue electronic documentation. Schulich Dentistry will accept electronic documentation if it is the original PDF issued by the police service and if it bears an official seal or electronic signature by the police service.

   Email the original PDF to us at admissions.dentistry@schulich.uwo.ca. Photocopied or scanned documentation will not be accepted.

2. Toronto Police Service
   If you will be using Toronto Police Services (TPS) to obtain a PCVS, email the Admissions Office before contacting TPS to request a pre-signed form which we will email back to you.

   When your PCVS has been processed:
   - If TPS provides you with paper documentation, take a photocopy to keep for yourself, then mail or courier the original documentation to our office (see Contact Information below).
   - If TPS provides you with electronic documentation, email the original PDF to us at admissions.dentistry@schulich.uwo.ca

3. Electronic PCVS through Kingston Police Service (K-PIC)

   Effective July 6th, 2020, Kingston Police will no longer be conducting video calls for identity verification. What this means:

   Those who do not live in Kingston and are not able to pass the K-PIC E-ID verification process should not apply on K-PIC. They should contact their local police. Applicants will be warned that, should they continue with their application without E-ID verification, they will be required to attend our station in person to pick up their results.

   Those who pass the E-ID verification may continue to apply through K-PIC. However, they will be warned that fingerprints may be required in order for the Vulnerable Sector check to be completed. In those cases applicants MUST attend Kingston Police in person to have their fingerprints taken regardless of where they live. When the result of the fingerprints are returned from the RCMP, Kingston Police will complete the VS application. Applicants will then be required to attend Kingston Police in person a second time in order to pick up a hard copy of the RCMP result.

   There will be NO REFUNDS issued to applicants who are unable to pick up their results, or where fingerprints are required and the applicant is unable to attend for that purpose.
To request a PCVS through K-PIC:

- Visit the website at https://policechecks.kpf.ca
- Click “Perform Personal Police Information Check” and follow the instructions
- What type of police check? Select “Police Vulnerable Sector Check”
- select agency WESTERN UNIVERSITY - SCHULICH SCHOOL OF MEDICINE & DENTISTRY ADMISSIONS

When the process has been completed, K-PIC will notify you that your result is available. To provide your PCVS to Schulich Dentistry, you will need to log into the account you created when you requested the PCVS and release your results to us as we are not automatically sent your results.

It can take up to six weeks to complete, so begin this process as soon as possible to ensure compliance with the deadline.

Submission Deadline

The Schulich Dentistry Admissions Office must receive your current, original PCVS by 4:30PM ET on June 30, 2020. Paper documentation must be submitted by courier or mail (see Contact Information below); electronic documentation may be emailed to admissions.dentistry@schulich.uwo.ca.

If you cannot obtain a current, original PCVS by June 30, you must write a declaration indicating that you have a clear record, sign and submit it to the Schulich Dentistry Admissions Office by 4:30PM ET on June 30, 2020. The declaration may be emailed to admissions.dentistry@schulich.uwo.ca.

The declaration must be followed by submission of an original paper or electronic PCVS by 4:30PM ET on July 31, 2020. Failure to submit a current PCVS by 4:30PM ET on July 31 may result in an Offer of Admission being withdrawn.

Important Notes

Keep a copy of your Police Record Check including Vulnerable Sector Screening when you submit the original to Admissions, as you may be asked for it later in your School career.

If your police service requires an Authorization Letter to obtain a Vulnerable Sector Screening, please email the Admissions Office your full name and the name of your police service (ie: OPP Kawartha Detachment; Vancouver Police Dept). An Authorization Letter will be emailed to you.

Contact Information

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