Police Vulnerable Sector Check

All students enrolled in the Doctor of Medicine (MD) Program at the Schulich School of Medicine & Dentistry (Western University) will interact with vulnerable populations through the course of their academic program. In recognition of the requirements of clinical agencies to ensure that medical students do not place vulnerable populations at risk, the School requires all students to provide, as a condition of their admission into the MD Program, a current Vulnerable Sector Check issued by an official police service.

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

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

Submission Deadline
Your Vulnerable Sector Check must be received by the Admissions Office by 4:30PM ET on Wednesday, June 30, 2021.

- Electronic documentation may be emailed to admissions.medicine@schulich.uwo.ca
- Paper documentation must be submitted by courier or registered mail to:
  Attn: Schulich Medicine Admissions Coordinator
  Western University
  Health Sciences Addition, Room H103
  1151 Richmond Street North
  London, Ontario, Canada N6A 5C1

If you cannot obtain a Vulnerable Sector Check by June 30, you must submit a signed declaration by 4:30PM ET on June 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 admissions.medicine@schulich.uwo.ca

Your declaration MUST be followed by submission a Vulnerable Sector Check which must be received by the Admissions Office by 4:30PM ET on Friday, July 30, 2021. Failure to submit a Vulnerable Sector Check by July 30 may result in an offer of admission being withdrawn.

Please note: Western University will be closed on Wednesday, June 30 for an extended Canada Day weekend, and will reopen on Monday, July 5.
K-PIC allows most applicants to obtain a Vulnerable Sector Check by a totally electronic secure system, if the agency that requires the check is registered with K-PIC. Schulich Medicine is registered with K-PIC under the agency name: Western University – Schulich School of Medicine & Dentistry Admissions

To be eligible to obtain a Vulnerable Sector Check through K-PIC, you must:
- Be at least 18 years of age
- Have a Social Insurance Number
- Have not resided outside of North America in the last year
- Complete and pass the E-ID verification process (visit the K-PIC website for details)

To apply for a Vulnerable Sector Check through K-PIC:
- Visit https://policechecks.kpf.ca
- Click ‘Perform Personal Police Information Check’ and follow the instructions
- When prompted with the following questions, select the responses indicated below:
  Step 2:
  What type of police check? Police Vulnerable Sector Check
  What are you applying for? School Placement

  Step 3:
  Which agency are you applying for? WESTERN UNIVERSITY - SCHULICH SCHOOL OF MEDICINE & DENTISTRY ADMISSIONS

Releasing your Vulnerable Sector Check to Schulich Medicine
When your document is ready, you must release it to Schulich Medicine:
- Login to your K-PIC account
- Release your results to:
  WESTERN UNIVERSITY - SCHULICH SCHOOL OF MEDICINE & DENTISTRY ADMISSIONS
- Please do not restrict printing of your electronic document

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

Continued...
Your local Police Service or OPP Detachment

Schulich Medicine 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 Medicine.**

Authorization Letter

If your police service/OPP detachment requires an Authorization Letter before you can apply for a Vulnerable Sector Check, email the following information to admissions.medicine@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 Medicine receives and reviews your Vulnerable Sector Check, we will email confirm that your document has been received.

**Toronto Police Service (TPS)**

[https://www.torontopolice.on.ca/background-checks/vulnerable-sector-screening.php](https://www.torontopolice.on.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”
- You must be at least 18 years of age

To apply for a Vulnerable Sector Check through TPS:

- Email admissions.medicine@schulich.uwo.ca before contacting TPS to request a Vulnerable Sector Check form that has been pre-signed by the agency (ie Western University); we will email the agency-signed form back to you
- Print the pre-signed form on LEGAL sized paper (8 ½ x 14)
- Complete and sign the form
- Visit the TPS website for information about:
  - how to submit the form (emailed forms are NOT accepted)
  - acceptable forms of payment (personal checks are NOT accepted)

When your Vulnerable Sector Check has been processed:

- **If TPS provides you with electronic documentation,** email the original PDF to our office at admissions.medicine@schulich.uwo.ca **Please do NOT restrict printing of your electronic documentation when you submit to Schulich Medicine.**
- **If TPS provides you with paper documentation,** take a photocopy for yourself and submit the original documentation to our office by courier or registered mail (see Contact Information below). Photocopied or scanned original documentation will not be accepted.

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