

Police Vulnerable Sector Check

All medical students will interact with vulnerable populations throughout the course of their academic programs. In recognition of the requirements of clinical agencies to ensure that medical 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, 2023**.
- Your VSC must be issued for your role as a student at Schulich Medicine or Western University.

We will not accept VSCs issued before May 1, 2023 or obtained for other organizations, agencies, or roles.

Submission Deadline - 4:30PM ET, Friday, June 30, 2023

It can take several weeks for a police service to process an application, so begin as soon as possible after May 1 to ensure compliance with our submission deadline.

Electronic Documentation (preferred)

- If using K-PIC (Kingston Police Service, see pg 2), sign into your account and release your document to *WESTERN*.
- If using any other police service, email original PDF to admissions.medicine@schulich.uwo.ca.
- *DO NOT restrict printing of your electronic document.*

Paper Documentation

- Make a copy for yourself.
- Submit the original 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

- *Photocopies and scanned documents will NOT be accepted.*
- *Schulich Medicine cannot be held responsible for documents that are mis-directed.*

Signed Declaration

If you cannot submit an original 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 statement indicating whether you have a police record.
- Sign and date your declaration.
- Email your signed declaration to admissions.medicine@schulich.uwo.ca by the above deadline.

- The declaration must be **followed by a VSC received by Admissions by 4:00PM ET, Monday, July 31, 2023**. Failure to submit a VSC by July 31 may result in an offer of admission being withdrawn.

Kingston Police Service K-PIC

<https://policechecks.kpf.ca/>

K-PIC allows most applicants to obtain a VSC by a totally electronic secure system if the agency that requires the VSC is registered with K-PIC. Schulich Medicine is registered with K-PIC under the agency name: *Western University – Schulich School of Medicine & Dentistry Admissions*

By using K-PIC your VSC application, payment and release to Schulich Medicine can all be completed electronically.

To be eligible, 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, and
- Complete and pass the E-ID verification process. (*Visit the K-PIC website for details.*)

To apply:

- 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 electronic VSC to Schulich Medicine

When your electronic VSC is ready, you must release it to Schulich Medicine:

- Sign into your K-PIC account.
- Release your results to:
WESTERN UNIVERSITY - SCHULICH SCHOOL OF MEDICINE & DENTISTRY ADMISSIONS
- *DO NOT enable restricted printing of your electronic document.*

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

Your local Police Service or OPP Detachment

Schulich Medicine will accept original electronic or paper documentation issued by your local police service/OPP detachment if it bears an **electronic signature** or **embossed seal**.

Electronic documentation is preferred, however do NOT enable restricted printing of electronic documentation.

Authorization Letter

If your police service/OPP detachment requires an authorization letter before you can apply for a VSC, email the following information to admissions.medicine@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. (I.e. OPP Kawartha Detachment; Vancouver Police Dept)

Submitting your VSC to Schulich Medicine

Refer to page 1 for how to submit the original electronic or paper documentation. After Schulich Medicine receives and reviews your VSC, we will email you to confirm that your document has been received.

Toronto Police Service (TPS)

<https://www.torontopolice.on.ca/background-checks/vulnerable-sector-screening.php>

TPS requires VSC applications and payments to be made in person at TPS headquarters in Toronto or submitted by mail. TPS does not accept electronic applications or online payments.

To be eligible to apply for a VSC through TPS, the postal code of your primary residence must begin with "M" and you must be at least 18 years of age.

To apply:

- Email admissions.medicine@schulich.uwo.ca to request a *pre-signed* VSC application form.
- Print the pre-signed form on *LEGAL* sized paper (8 ½ x 14).
- Complete and sign the VSC application form.
- Submit the completed form and payment to TPS by mail or in person ([refer to TPS website](#)):
 - emailed forms are NOT accepted
 - electronic payments and personal checks are NOT accepted

Submitting your VSC to Schulich Medicine

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