

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).

Submission Deadline - 4:00pm ET, June 30th, 2024

- Your VSC must be issued **on, or after, May 1st, 2024**.
- 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 1st, 2024 or obtained for other organizations, agencies, or roles.

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

Acceptable Documentation

Electronic Documentation (preferred)

- Once received, please 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, July 31st, 2024**. Failure to submit a VSC by July 31 may result in an offer of admission being withdrawn.

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)

The Toronto Police Services- Police Reference Check Program has moved to an online application system.

To submit an application:

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

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

Submitting your VSC to Schulich Medicine

Once the application has been completed and the record check results have been made available to the applicant, you will need to 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.