

Vulnerable Sector Check Guide

Step 1: Gathering valid Government- issued identification.

You need **TWO** pieces of valid Government-issued identification (one of which must have your photo). Expired identification will **NOT** be accepted.

Acceptable Government-issued Photo identification:

- Passport (Canadian or foreign)
- Driver's License
- Ontario Photo Card
- International Student Identity Card

Acceptable non-photo identification that can be used with the Photo identification:

- Study/Work Permits
- Immigration Documents

*Please ensure to have a proof of address available if the identification that you are presenting does not have a proof of address on it. Utility bills, bank statements, government-issued mail, lease or rental agreements with your name and current address can be accepted as proof of address when accompanied by Photo identification and confirmation of date of birth.

Step 2: Identifying the Specific Regional Police Service that serves your community.

Please follow the Instructions below for identifying the **Specific Regional Police Service** that serves your community to apply for a Vulnerable Sector Check:

1. Click on the linked website: <https://www.opp.ca/index.php?id=147&lng=en>
2. Scroll down to the map search function.
3. Type your address into the search bar.

Please note that only a Canadian Vulnerable Sector Check is accepted.

Toronto Main Campus

📍 124 Eglinton Ave West (3rd and 4th floors),
Toronto, Ontario, M4R 2G8, Canada

Health & Science Campus

📍 90 Eglinton Ave West, (5th floor),
Toronto, ON, M4R 1A2, Canada

FlemingCollegeToronto.ca

☎ 647-932-5172
✉ info@FlemingCollegeToronto.ca

4. Select the address from the drop-down menu.
5. After the map shows the area near your address, then click anywhere on the map screen.
6. A pop-up window will appear displaying the **Specific Regional Police Service** that serves your community.
7. Click on the link provided in the pop-up window to go to the official website of your **Specific Regional Police Service**.
8. Carefully read and follow the instructions provided on the website to initiate the process for obtaining a Vulnerable Sector Check.

*Please make sure that you are applying for the Vulnerable Sector Check only, as Criminal Background Checks or any other types of checks are **NOT** accepted.

Step 3: Fulfilling Region Specific Requirements

For students that are 18 years of age or older and currently reside in a region with a postal code that starts with the letters "K," "L," "N," or "P":

If you require a [Student Volunteer Letter](#) from FCT to become eligible for a Vulnerable Sector Check, then you must send an email to the Placement Coordinator at placements@flemingcollegetoronto.ca requesting the Student Volunteer Letter for the specific regional police service that serves your community. In your email, please provide **your full name, date of birth, current full address including the postal code, student number, program name, and current semester**.

For students that are 18 years of age or older and currently reside in the Toronto Region (postal code that starts with the letter "M"), please follow the instructions below on how to apply for a Vulnerable Sector Check from Toronto Police Service:

1. Send an email to the Placement Coordinator at placements@flemingcollegetoronto.ca requesting the Vulnerable Sector Check (VSC) form required for Toronto Region. In your email, include **your full name, student number, program name, and current semester**.
2. Upon receiving your request, the Placement Coordinator will email you a copy of the Vulnerable Sector Check (VSC) form. Please ensure to check your email inbox, including the spam folder in a timely manner.

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3. After receiving the Vulnerable Sector Check (VSC) form via email, print it on **legal-size paper (8.5 x 14 inches)**. Please note that **no other format or size** will be accepted.

Please find below a list of printing facilities situated near the campus (Kindly verify their hours of operation before visiting these facilities):

Market Convenience:	124 Eglinton Ave W #104, Toronto, ON M4R 2G8
Toronto Public Library:	40 Orchard View Blvd, Toronto, ON M4R 1B9
Print Fast:	12 Principal Rd #11, Scarborough, ON M1R 4Z3
Staples:	2149 Yonge St, Toronto, ON M4S 2A7
Print Three:	2300 Yonge St, Toronto, ON M4P 1E4
Evergreens Gifts:	604 Mt Pleasant Rd, Toronto, ON M4S 2M8

4. Complete and sign all the sections of the Vulnerable Sector Check (VSC) form using clear and easily readable handwriting.
5. Visit your bank to obtain a *certified cheque, bank draft, or money order* for \$20.00 payable to **Toronto Police Service**. No other payment method will be accepted. Keep your receipts as proof of payment.
6. Prepare an envelope enclosing the Vulnerable Sector Check (VSC) form, payment, and a photocopy of government-issued photo ID.
7. Submit the envelope using one of the following methods:

Method 1: Via Mail

- a. Please use the linked website to locate the Canada Post location near you:
<https://www.canadapost-postescanada.ca/information/app/fpo/personal/findpostoffice>
- b. Visit the Canada Post location to send the envelope to the following address, ensuring that the address is clearly indicated on the envelope: Toronto Police Service Attn: Information Access 40 College Street, 4th Floor M5G 2J3

Method 2: Via Drop Off

- a. Take the envelope to Toronto Police Headquarters, located at 40 College St, Toronto.
- b. Proceed to the Information Access Counter in the lobby.

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- c. Drop the envelope into the drop box located between the Information Access Counter and “*The 808*” Gift Shop. Please note that any documents will not be accepted at the counter, and this service is only available during business hours from 7 a.m. to 4:30 p.m. Monday to Friday, excluding statutory holidays.

*Please be aware that the processing and delivery of your Vulnerable Sector Check by [Toronto Police Service](#) may take between 4 to 8 weeks. Therefore, it is recommended that you start this process as soon as possible.

Once you have fulfilled this requirement, kindly upload the Vulnerable Sector Check to Synergy Gateway for clearance.

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