

Vulnerable Sector Check (VSC) - LIT

Version 33

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What is a Vulnerable Sector Check (VSC)?

This is a police screening required for individuals who will be working or volunteering with vulnerable populations, such as children, youth and adults with disabilities. As a placement student in the LIT/A program, VSC is required by many of our library hosts.

The application process may take 4-12 weeks or longer, depending on the police region. It must be completed based on your primary address. You **MUST** start this process now, so that the documentation is received in time for the Fall placement. **The submission deadline to upload this documentation for Fall 2024 is September 16, 2024 (Monday).**

How to obtain a VSC?

You must apply through the local police region of your current address. The application process differs for each police region and the procedures could be updated from time to time. Please follow the link below and refer to the website for the most up-to-date instructions.

- [Durham Regional Police](#)
- [Halton Regional Police](#)
- [Hamilton Police](#)
- [London Police](#)
- [Niagara Regional Police](#)
- [Ontario Provincial Police](#)
- [Peel Regional Police](#)
- [Toronto Police Service](#)

To submit an application, click on this link <https://www.tps.to/police-checks> to access the application site and 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). When you register your account, you will be required to fill out your information on the registration page.

Once completed, click on the **Process my Registration** button. Once registration is complete, you will be taken to a new page that will display your Username as well as your Temporary Password. (Please note that you will also receive this information to your email that you had provided in your registration.)

Please contact Derek Kan (derek.kan@senecapolytechnic.ca) for the agency code.

- [York Regional Police](#)

*** Some regions may require a supporting letter issued by Seneca Polytechnic for the application. Please use your Seneca email to send an email request to Derek (derek.kan@senecapolytechnic.ca) and he will be able to assist you.

After receiving the completed VSC

Please upload the completed VSC to Blackboard FPL385 in the Fall, **by Monday, September 16.**

You will also be required to provide the completed VSC to your host library. This may be prior to starting your placement, on your first day or it may need to be sent by email to a central department. Any specific requirements will be provided to you when you receive your host library information.

Frequently Asked Questions

If I had a VSC result from my previous job or volunteer work, do I need a new one for my placement?

- It depends on your host and the issue date of your previous one. Since the police record checks result can change from day to day, the expiry date is determined by the placement host. Some employers may accept a police check that is three to six months old, while others may require a new one. Please check with us if you have any concerns.

Do I have to come to the office if I am not applying through Toronto Police Service?

- Most regions allow applicants to complete their applications online. There is no need for you to visit our office. If you need a the supporting letter for your application, please send an email request to Derek (derek.kan@senecapolytechnic.ca).

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