

Process for Obtaining Police Record Check in Greater Toronto Council (City of Toronto)

- Only Toronto residents whose postal code begins with letter "M" may apply for a PRC through Toronto Police Service (TPS).
- First-time Volunteers must apply for a **Vulnerable Sector Check**. Existing Volunteers, whose PRC has expired and if not using Backcheck, should apply for Criminal Record & Judicial Matters Check. PRC cost is **\$26.72**.
- Toronto Police Service website provides full information on how to apply for a PRC online. You will need two pieces of government issued identification. All details on acceptable form if IDs are available at www.tps.to/police-checks. Please refer to a step-by-step process below on how to complete your online application.
- During online application process, you will be asked to enter VSC Organization Code which is as follows (please copy it directly from this document to avoid errors):

VSC Organization Code: 202309TPSON0F02B

- The applicant will be able to opt to send their PRC to agency (Scouts Canada) electronically. PRC document should be submitted via PRC/VSS Submission Form at https://help.scouts.ca/hc/en-ca.
 Please make sure to download a copy of your PRC results to ensure future access. After 30 days, your PRC will be taken down.
- > TPS also accepts PRC Applications by mail and in person, however, processing times will be significantly greater than an online application. Details are at www.tps.to/police-checks.
- Processing times for online applications typically takes 4-8 weeks from the date the application is received but may fluctuate beyond this due to volume and time of year. An application sent by mail will typically take longer to be returned. You can check the progress of your application if you have applied online by logging into the application system.

Scouts Canada Help Centre Team – Registration@scouts.ca



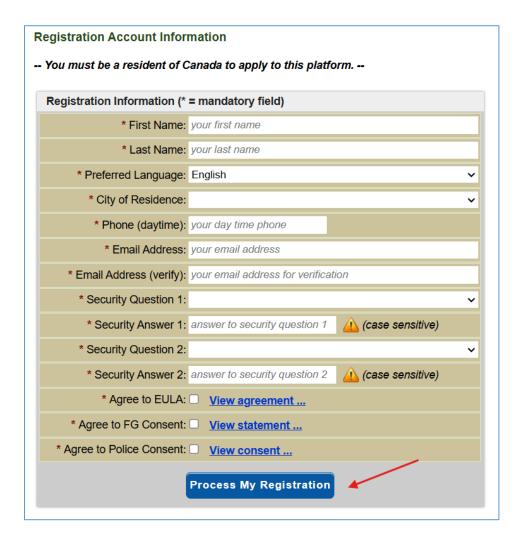
How to complete online PRC application through Toronto Police Service website

Go to www.tps.to/police-checks and create an online account with Toronto Police Service:

REGISTER FOR AN ADULT POLICE RECORD CHECK APPLY HERE

Inscrivez-vous pour un compte de vérification de casier judiciaire pour adultes. Postulez ici

On the next page you will need to fill in your personal information to create an account:



On the next page you will see information regarding your password which will also be emailed to you. The email will have instructions on how to access your account and reset your password as a first step.

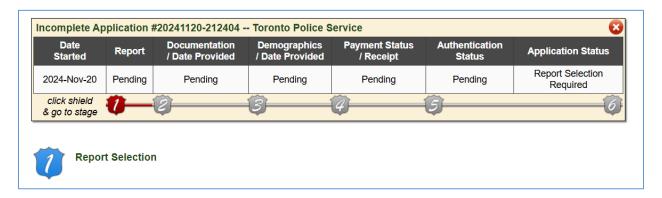
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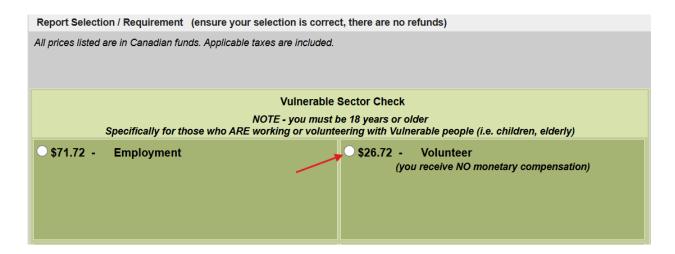
Once password is reset, you can start New Application:



First step is Report Selection:



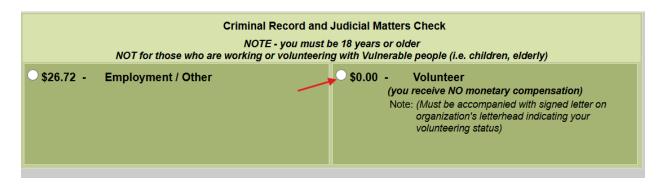
If you are a **first-time Volunteer** or a Volunteer who is coming from a long break-in-service and your PRC has expired, please scroll down and select **Volunteer** under **Vulnerable Sector Check** Section:



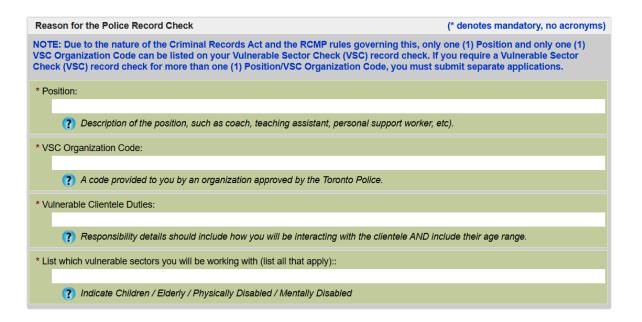


If you are an **existing** Volunteer, renewing your PRC, please select **Volunteer** under **Criminal Record and Judicial Matters Check** Section. You may need to upload Proof of Volunteerism Letter which you can get from How to receive a PRC/VSS across Canada helpdesk article. General Proof of Volunteerism Letter can be found at the very bottom of the article.

Please note that Criminal Record Check only is not acceptable

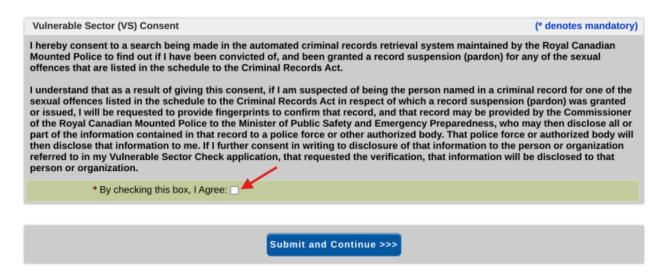


Once Vulnerable Sector Check is selected, scroll down and complete the following questionnaire. Paste VSC Organization Code provided on the first page into the VSC Organization Code field:





Check off the box to agree to the VS Consent and click Submit and Continue:



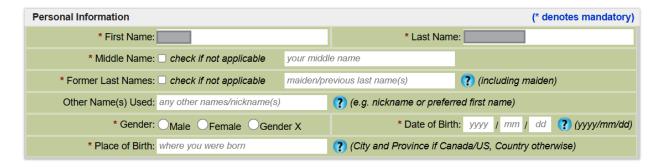
Next Section is **Demographics** where you will be asked to provide personal information (DOB, Address, ID, Employment Info, etc.):



Please fill in all mandatory and applicable fields. If you are unable to complete the forms at a single time, click the 'Save For Later' button at the bottom of the page and you may resume at a later time.

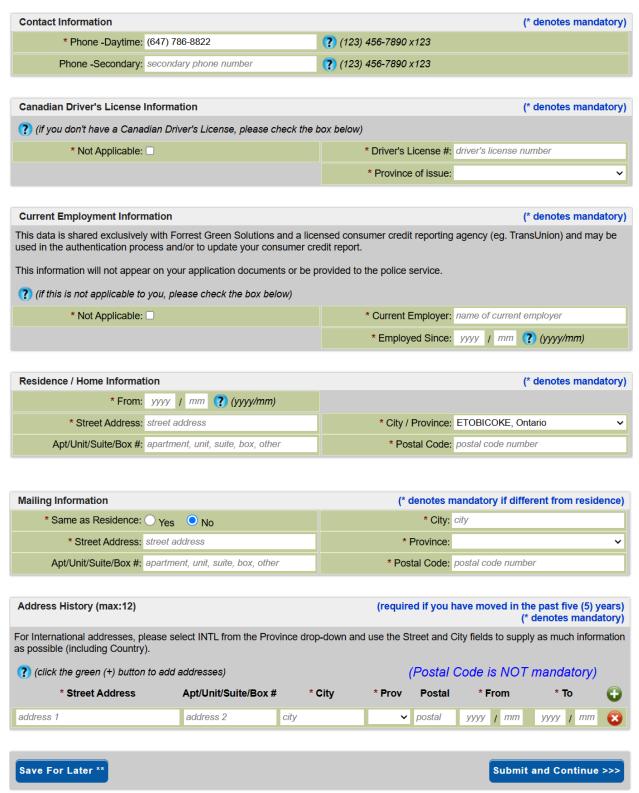
The fields here are based upon your selection at the start of a type of background check.

Personal information contained in this application process is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act, s. 28(2), s. 32(b) and the Police Services Act, S.41, and is collected for the purpose of processing this police record check. Questions concerning this collection should be directed to the <u>Toronto Police Service, Records Business Centre</u>.



...Application continued below





** Only valid data will be saved.

After Demographics Section is completed, you will be asked for payment. Once payment is submitted, you will be informed on the expected processing time of your PRC/VSC application.