



Toronto Police Service PRC/VSS Process

Process for Obtaining a Police Record Check in Greater Toronto Council

- 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. The code can only be shared with individual Volunteer applicants. Please reach out to registration@scouts.ca to request the code.
- 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 take 7-10 business days 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 over four weeks to be returned. You can check the progress of your application if you have applied online by logging into the application system.



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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:

Registration Account Information

-- You must be a resident of Canada to apply to this platform. --

Registration Information (* = mandatory field)

* First Name:	<input type="text" value="your first name"/>
* Last Name:	<input type="text" value="your last name"/>
* Preferred Language:	English ▼
* City of Residence:	▼
* Phone (daytime):	<input type="text" value="your day time phone"/>
* Email Address:	<input type="text" value="your email address"/>
* Email Address (verify):	<input type="text" value="your email address for verification"/>
* Security Question 1:	▼
* Security Answer 1:	<input type="text" value="answer to security question 1"/> ⚠ (case sensitive)
* Security Question 2:	▼
* Security Answer 2:	<input type="text" value="answer to security question 2"/> ⚠ (case sensitive)
* Agree to EULA:	<input type="checkbox"/> View agreement ...
* Agree to FG Consent:	<input type="checkbox"/> View statement ...
* Agree to Police Consent:	<input type="checkbox"/> View consent ...

Process My Registration

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:

Application Status

[New Application](#)

There are no applications yet for your account.

First step is Report Selection:

Incomplete Application #20241120-212404 -- Toronto Police Service

Date Started	Report	Documentation / Date Provided	Demographics / Date Provided	Payment Status / Receipt	Authentication Status	Application Status
2024-Nov-20	Pending	Pending	Pending	Pending	Pending	Report Selection Required

click shield & go to stage **1** **2** **3** **4** **5** **6**

1 **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:

Report Selection / Requirement (ensure your selection is correct, there are no refunds)

All prices listed are in Canadian funds. Applicable taxes are included.

Vulnerable Sector Check
NOTE - you must be 18 years or older
Specifically for those who ARE working or volunteering with Vulnerable people (i.e. children, elderly)

☐ **\$71.72 - Employment**

☒ **\$26.72 - Volunteer**
(you receive NO monetary compensation)

If you are an **existing** Volunteer, renewing your PRC, please select **Volunteer** under **Criminal Record and Judicial Matters Check** Section. You will need to upload Proof of Volunteerism Letter which you may 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.



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****Please note that Criminal Record Check only is not acceptable****

Criminal Record and Judicial Matters Check	
NOTE - you must be 18 years or older NOT for those who are working or volunteering with Vulnerable people (i.e. children, elderly)	
<input type="radio"/> \$26.72 - Employment / Other	<input type="radio"/> \$0.00 - Volunteer (you receive NO monetary compensation) Note: (Must be accompanied with signed letter on organization's letterhead indicating your volunteering status)

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

Reason for the Police Record Check	(* denotes mandatory, no acronyms)
NOTE: Due to the nature of the Criminal Records Act and the RCMP rules governing this, only one (1) Position and only one (1) VSC Organization Code can be listed on your Vulnerable Sector Check (VSC) record check. If you require a Vulnerable Sector Check (VSC) record check for more than one (1) Position/VSC Organization Code, you must submit separate applications.	
* Position:	<input type="text"/>
Description of the position, such as coach, teaching assistant, personal support worker, etc).	<input type="text"/>
* VSC Organization Code:	<input type="text"/>
A code provided to you by an organization approved by the Toronto Police.	<input type="text"/>
* Vulnerable Clientele Duties:	<input type="text"/>
Responsibility details should include how you will be interacting with the clientele AND include their age range.	<input type="text"/>
* List which vulnerable sectors you will be working with (list all that apply):	<input type="text"/>
Indicate Children / Elderly / Physically Disabled / Mentally Disabled	<input type="text"/>

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

Vulnerable Sector (VS) Consent	(* denotes mandatory)
I hereby consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a record suspension (pardon) for any of the sexual offences that are listed in the schedule to the Criminal Records Act.	
I understand that as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a record suspension (pardon) was granted or issued, I will be requested to provide fingerprints to confirm that record, and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety and Emergency Preparedness, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to in my Vulnerable Sector Check application, that requested the verification, that information will be disclosed to that person or organization.	
* By checking this box, I Agree: <input type="checkbox"/>	

Submit and Continue >>>



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



Demographics

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 [Toronto Police Service, Records Business Centre](#).

Personal Information		(* denotes mandatory)
* First Name:	<input type="text"/>	* Last Name: <input type="text"/>
* Middle Name: <input type="checkbox"/> <i>check if not applicable</i>	<input type="text" value="your middle name"/>	
* Former Last Names: <input type="checkbox"/> <i>check if not applicable</i>	<input type="text" value="maiden/previous last name(s)"/>	(including maiden)
Other Name(s) Used: <input type="text" value="any other names/nickname(s)"/>	(e.g. nickname or preferred first name)	
* Gender: <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Gender X	* Date of Birth: <input type="text" value="yyyy"/> / <input type="text" value="mm"/> / <input type="text" value="dd"/> (yyyy/mm/dd)	
* Place of Birth: <input type="text" value="where you were born"/>	(City and Province if Canada/US, Country otherwise)	

...Application continued below



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Contact Information

(* denotes mandatory)

* Phone -Daytime: (647) 786-8822 ? (123) 456-7890 x123

Phone -Secondary: secondary phone number ? (123) 456-7890 x123

Canadian Driver's License Information

(* denotes mandatory)

? (if you don't have a Canadian Driver's License, please check the box below)

* Not Applicable: ☐

* Driver's License #: driver's license number

* Province of issue:

Current Employment Information

(* denotes mandatory)

This data is shared exclusively with Forrest Green Solutions and a licensed consumer credit reporting agency (eg. TransUnion) and may be used in the authentication process and/or to update your consumer credit report.

This information will not appear on your application documents or be provided to the police service.

? (if this is not applicable to you, please check the box below)

* Not Applicable: ☐

* Current Employer: name of current employer

* Employed Since: yyyy / mm ? (yyyy/mm)

Residence / Home Information

(* denotes mandatory)

* From: yyyy / mm ? (yyyy/mm)

* Street Address: street address

* City / Province: ETOBICOKE, Ontario

Apt/Unit/Suite/Box #: apartment, unit, suite, box, other

* Postal Code: postal code number

Mailing Information

(* denotes mandatory if different from residence)

* Same as Residence: ☐ Yes ☒ No

* City: city

* Street Address: street address

* Province:

Apt/Unit/Suite/Box #: apartment, unit, suite, box, other

* Postal Code: postal code number

Address History (max:12)



(required if you have moved in the past five (5) years)

(* denotes mandatory)

For International addresses, please select INTL from the Province drop-down and use the Street and City fields to supply as much information as possible (including Country).

? (click the green (+) button to add addresses)

(Postal Code is NOT mandatory)

* Street Address	Apt/Unit/Suite/Box #	* City	* Prov	Postal	* From	* To	
address 1	address 2	city		postal	yyyy / mm	yyyy / mm	
							

Save For Later **

Submit and Continue >>>

** Only valid data will be saved.

8. 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.