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Instructions for Toronto Coaches & Officials-obtaining a Vulnerable Sector Check

Toronto is unique for obtaining a VSC. OAWA Coaches & Officials in Toronto must contact OAWA to receive the VSC form.

Who Can Apply?

- Only residents of Toronto (your postal code beginning with "M") can obtain a Vulnerable Sector Check with the Toronto Police Service
- The individual can only apply through a registered agency to the Police Reference Check Program, and must obtain the form from their agency's representative. This consent form is also available in French upon request from the registered agency. Note: OAWA is your registered agency.

How to Apply

Obtain a copy of the Vulnerable Sector Check (VSC) form from OAWA. Contact Tim MaGarrey admin@oawa.ca to have the form e-mailed to you.

- 1. Ensure the form is printed on **legal sized paper** it will not be accepted in any other format or size
- 2. Ensure the entire form is completed in full and signed by yourself and designated agency contact person
- Payment must be attached to your VSC by yourself.

COST:

- VSC Employment Applications \$65
- Volunteer or Student Applications \$20.
- No charge for anyone under the age of 18.

Certified cheques, Business cheques and Money Orders are accepted forms of payment and must be made payable to the **Toronto Police Service**. Personal cheques are not accepted.

You may bring the completed form with payment to Toronto Police Headquarters, 40 College St., to the Information Access Counter in the lobby, from 7 a.m. to 4:30 p.m. Monday to Friday, excluding statutory holidays. A drop box is located in between the Info Access Counter and *The 808* Gift Shop. Waivers will not be accepted at the counter.

or mail to:

Toronto Police Service Attn: Information Access 40 College Street, 4th Floor Toronto, ON M5G 2J3

Note: VSC Forms cannot be submitted to TPS by e-mail.