

Step-by-Step Guide: Vulnerable Sector Check (VSC) for Durham Region Residents

This guide provides a step-by-step overview of how to apply for a Vulnerable Sector Check (VSC) in Durham Region, Ontario, Canada. The process is fully online, and in-person applications are not accepted. Follow these steps to successfully complete your application.

Step 1: Prepare Your Documents

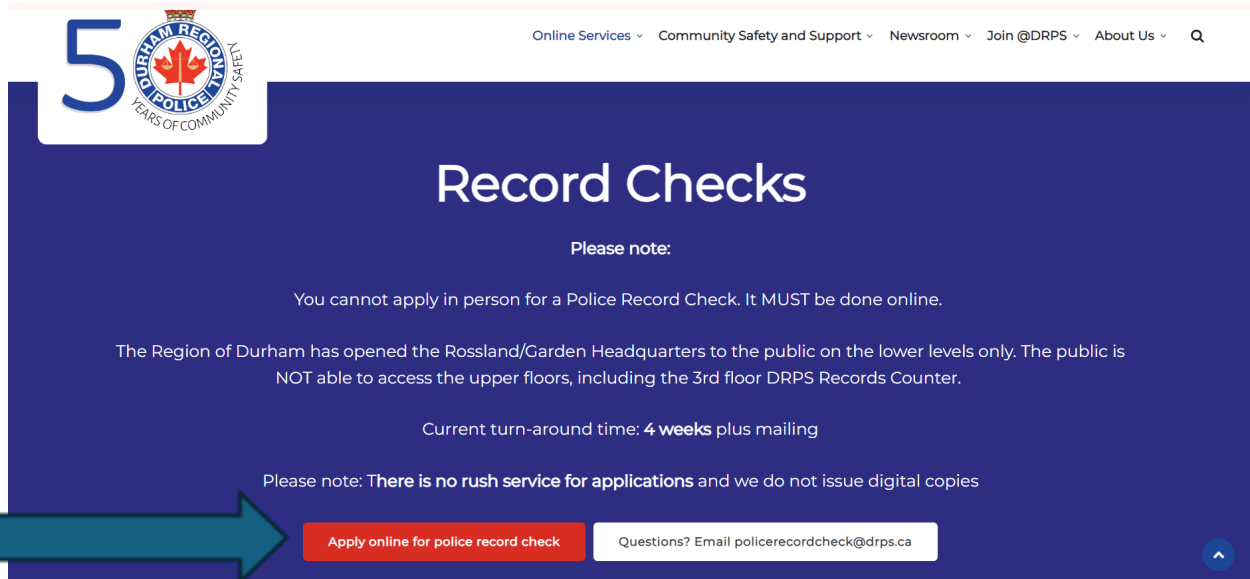
Before you begin the application process, make sure you have the following documents ready:

- Two pieces of government-issued identification (one must have a photo). Accepted forms of ID include: a driver's license, passport, or Ontario health card.
- A credit card to make the payment (the fee is typically \$57.75).

Step 2: Visit the Durham Regional Police Service (DRPS) Website

Go to the official Durham Regional Police Service website by visiting:

<https://www.drps.ca/online-services/police-records/police-record-checks/> and navigate to the 'Apply online for police record check' section.



Step 3: Select "Vulnerable Sector Check"

In the 'What type of Police Record Check Do I Need' section, select 'Vulnerable Sector Check' from the list of options. Ensure that this is the correct check, as the VSC is specifically required for

individuals working or volunteering with vulnerable groups, such as children, the elderly, or individuals with disabilities.

All applicants must upload a volunteer letter from the agency where they intend to volunteer. The letter must be on the agency's letterhead stationery with the applicant's name and volunteer position. The agency letter should also state that this is a "volunteer non-paid position."

What type of Police Record Check Do I Need?

Please ensure you have selected the correct type of check as no REFUND will be issued.

If you are unsure which application you need, please check with the organization that is requesting this before you apply.

Type of Check	Definition	Examples
Criminal Record Check (CRC) - Basic - Convictions only	A Criminal Records Check (CRC) is a search of the RCMP databases and is usually required for employment purposes, bylaw licences or immigration purposes. It is not intended for individuals seeking employment or a volunteer position working with children or vulnerable persons.	Financial institutions, municipal and by-law licences, travel and immigration and retail industry. Note: Only Durham Residents.
Criminal Record and Judicial Matters Check (CRJMC) Includes CRC as well as an outstanding charges, probations	The Criminal Record and Judicial Matters Check (CRJMC) is intended for applicants who are seeking employment or volunteer positions with agencies who require a criminal record check. The agency has determined that a search of sex offenders with a record suspension is NOT required (e.g. border crossing or visa) therefore this check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons	Board of Directors, IT personnel and construction staff at daycares, schools, hospitals and long term care facilities. Note: Only residents of Durham Region who are not directly in a position of trust/authority with the vulnerable population can apply for a CRJMC.
Vulnerable Sector Check (VSC) Includes everything on CRJMC as well as VS check	The Vulnerable Sector Check (VSC) was established to provide screening of individuals who intend on working or volunteering with the vulnerable. A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them. This type of screening is required for the following types of positions: teacher, social worker, taxi driver, daycare worker, sport coaches, etc.	Coaches, parent volunteers, for sports or school trips, school placement, PSW's, doctors, nurses, hospital employees, dentists, teachers, non-teaching staff in schools (such as janitors and administrative support), early childcare educators, daycare employees, employees in long term care facilities that provide health services to vulnerable adults. Note: Available only to Durham Region residents, VSC is restricted to persons/employees who are in a position of trust/authority with the vulnerable population in Canada only.

Step 4: Complete the Online Application

Fill out the required information in the online application form. Make sure all your personal details match the information on your government-issued ID. Double-check for accuracy before submitting.



Vulnerable Sector Check (VSC)

Last Name		Given Name 1	
Given Name 2		Given Name 3	
Sex	-- Select --	Date of Birth	(YYYY/MM/DD)
Maiden Name (your last name at birth)		Alias / Nickname	
Apt. No.		Address	
City	-- Select One --	Province	ON
Country	Canada	Postal Code	
Tel. Number (include area code)		Applicant's Email	
		Re-enter Applicant's Email	
		* This is how we will communicate with you. Please check your inbox and junk folder *	
Reason for Request	-- Select One --		
Name of Organization		Description of Position	

**** If you are not using an Ontario Drivers Licence or an Ontario Photo Identification Card, you will also need to provide proof of Durham Region address (Bank statement, rental agreement, bill, paystub etc.).****

Photo Id Type	-- Select One --	* MUST BE VALID *
Photo Id Number		
Other Id Type	-- Select One --	* MUST BE VALID *
Other Id Number		

Please be advised that pick up options are no longer available. MAIL ONLY.

Divisional Pick-up Options

- ☐ West Division
- ☐ Central East Division
- ☐ North Division

Step 5: Submit the Application and Payment

After completing the application, you'll be prompted to make a payment via a secure portal using your credit card. Once the payment is processed, you should receive a confirmation email with your application details.

Step 6: Wait for Processing

The current processing time for a Vulnerable Sector Check in Durham Region is approximately 4 weeks (plus additional mailing time).

Step 7: Contact DRPS if Necessary

If you have not received your VSC within the expected time or encounter issues, contact the Durham Regional Police Service via email at policerecordcheck@drps.ca or by calling the non-emergency number at 1-888-579-1520