

Applying for a Police Check

A Helpful Guide for New Employees

Why Do I Need a Police Check?

Welcome to SickKids! As part of our commitment to patient safety, all employees and volunteers are required to complete a police check before starting work.

There are three types of police checks:

1. **Criminal Record Check (CRC) – Level 1**
 - a. Checks for criminal convictions, outstanding charges, warrants, and probation orders.
2. **Criminal Record & Judicial Matters Check (CRJMC) – Level 2**
 - a. Includes CRC information plus youth justice findings and conditional discharges.
 - b. This type of check generally takes 72 hours.
3. **Vulnerable Sector Check (VSC) – Level 3**
 - a. Includes CRJMC information plus any police contact records and pardoned convictions.
 - b. Required for roles involving frequent or unsupervised contact with patients or a position of trust.
 - c. This check may take up to 6 weeks, varying by local police service. If you lack a valid VSC, submit a completed CRJMC and proof of your VSC application before starting work.

How do I know which Police Check I need?

The required level of police check will be indicated on the job posting, and you will also be advised in a welcome email from your Onboarding Associate.

How Do I Apply for a Police Check?

For a CRJMC

- You'll receive a link from Sterling Backcheck (a third-party provider).
- Complete the process online – results are generally available within 72 hours and sent directly to HR.
- This check is also known as an E-PIC (Enhanced Police Information Check).

For a VSC

- You must apply through your local police station (online or in person).
- Visit the [Metro Police Website](#) and select your local police station.
- VSC must be issued within six months of your start date.

Step-by-Step Guide for VSC Application:

- Check your HR welcome email for the organization number (needed for your application to Toronto Police Services but not for all police services).
- Gather your ID (driver's license, passport, or government-issued ID).
- Apply online via your local police website or visit your police station in person.
- Pay the application fee (your responsibility).
- Save proof of application and submit it to HR.
- Monitor your application and update HR on your progress.

What Do I Need to Start Work?

To begin your role, you must provide:

- ✓ A completed VSC (issued within six months).
- ✓ If your VSC is pending, proof that you have applied, and
- ✓ A completed CRJMC.

Without these, you cannot start work.

Tips for a Smooth Process

- Apply as soon as possible to avoid delays.
- Double-check ID and application requirements.
- Follow up with the police station if processing takes longer than expected.

Final Thoughts

Getting a Vulnerable Sector Search done is an essential step in ensuring the safety and trustworthiness of those working with vulnerable populations. By following this guide, you'll have a clear understanding of what to do, making the process smooth and straightforward. Good luck with your new position!

If you have any questions, please reach out to your Onboarding Associate.