



Completing a Police Vulnerable Sector Check with the Toronto Police Service

Nursing students who have a permanent Toronto address (postal code begins with 'M') must complete a Police Vulnerable Sector Check (PVSC) with the Toronto Police Service (TPS). Please follow the instructions below:

Send an email to nursing@nipissingu.ca with the subject line "REQUEST FOR CONSENT TO DISCLOSURE FOR TPS". In the body of your email please include:

- a. Your full name, student ID # and program
- b. Fax number (if you prefer fax, otherwise the form will be emailed back to you)
- c. Mailing Address (if you prefer mail, otherwise the form will be emailed back to you)
- d. Preference to pick up completed form in the School of Nursing office (if you prefer to pick up, otherwise the form will be emailed back to you)

A representative of the School of Nursing will complete the required sections of the "Consent to Disclosure of Personal Information" waiver from TPS and email, fax or mail it back to you or have available for pick up in the School of Nursing office.

Once you receive the waiver from Nipissing University, please follow these instructions:

- Print on legal size paper (letter size will not be accepted by TPS)
- Fill out the top portion of the waiver (i.e. name, address, birth date, etc.)
- Sign and date as "applicant"
- Mail your completed form to Records Management Services Unit, Toronto Police Service, 40 College Street, Toronto, ON M5G 2J3.
- **When mailing your form to TPS, please include either a money order or certified cheque payable to Toronto Police Service in the amount of \$20.00 or your PVSC will not be processed.**

Submission of completed PVSC to the School of Nursing: Students that have just been admitted to the program must start the process as soon as possible and submit the completed as part of their initial clearance package. Submissions may be made in person or by email to clinicalclearance@nipissingu.ca.

School of Nursing

Email: nursing@nipissingu.ca

Tel: 705-474-3450 ext. 4567 or 4579