



CASTLEMORE PUBLIC SCHOOL

256 Ridgcrest Road, MARKHAM, Ont. L6C 2R5
Telephone 905 887 1543 Fax 905 887 3849

Principal Gwendolyn Emmerson
Vice Principal Thang Tran

Obtaining a Police Vulnerable Sector Check (PVSC)

New Volunteers or Volunteers who do not have a York Region Vulnerable Sector Check (current within 6 months) on file at Castlemore P.S. must obtain one.

To obtain a York Region Police Vulnerable Screening Check (PVSC), you must:

- be a permanent resident of York Region and supply two pieces of government-issued identification, which must confirm your name, date of birth and address, and one piece of government identification that includes a photo.
- obtain a Letter of Introduction from the School Office
- fill out Unit 1 of Form YRP149 – Application for Police Vulnerable Sector Check
- go to the YRPD Customer Resource Centre shown below:
- The cost is \$30.00 for the PVSC but moving forward you will be able to sign an Annual Declaration after obtaining the initial PVSC; provided there is no lapse in your Volunteer Time within our School.

<p>Address: York Region Police Community Resource Centre 10720 Yonge Street RICHMOND HILL</p> <p style="text-align: center;">N </p> <p>(SW of Elgin Mills & Yonge St.)</p> <p>Hours: Mon-Fri: 8am-6pm Sat: 8am-4pm</p>	
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OR

You may apply on line at: <https://www.yrp.ca/en/services/Online-Police-Background-Checks.asp>

Once payment has been confirmed / waived and the application submitted, a YPD Customer Service Representative will begin to complete the request. You will receive an email when the check is completed. You must personally pick up your PVSC and will be required to show identification and proof of residency to obtain your PVSC.

You should then submit your PVSC, your Volunteer Preference/Interest Form and the Confidentiality Form to the School Office. If you will be driving students to/from Athletic Activities, etc. you will also submit a Trip Driver Authorization Form.

Should you have any questions, please contact the School Office in person or at: **905 887 1543**