



THE LITERACY GROUP

Guide to applying for a Vulnerable Sector Check

Waterloo Region

1. Confirm you have two forms of acceptable identification, as you will be required to produce two pieces of identification before the record check will be issued to you.
 - One piece must include a photo.
 - One form of identification must clearly identify that your primary residence is in the Regional Municipality of Waterloo.
 - Students attending a local college or university and residing within the Region while studying are considered residents.
 - All acceptable forms of identification can be found here. [List of appropriate identification](#)
2. Visit <https://www.wrps.on.ca/en/services-reporting/police-vulnerable-sector-check.aspx>
3. Select Begin Record Check
4. Create an account if you have never completed a VSC before, or login in if you need to create a new check with a previous account.
5. Follow directions
6. Record Check Requests
 - a. *Reason for request* – Volunteer
 - b. *Organization* – The Literacy Group of Waterloo Region
 - c. *Description of Position* – The volunteer position title
 - i. One-to-One Tutor
 - ii. Classroom Facilitator
 - iii. Classroom Assistant
 - iv. Administrative Assistant

- v. Board of Director (Police Record Check required only)
- vi. Fundraising Committee Member (Police Record Check required only)

d. Details regarding the responsibilities toward children or vulnerable person(s), please use the following:

One to One Tutor

Support vulnerable adult learners to improve their literacy. Work with vulnerable learners, in a position of trust and authority, who will have learning barriers, developmental talents, have low ESL levels, be elderly or work in organizations where children are on site.

Classroom Facilitator

Support groups of vulnerable adult learners to improve their literacy. Work with vulnerable learners, in a position of trust and authority, who will have learning barriers, developmental talents, have low ESL levels, be elderly or work in organizations where children are on site.

Classroom Assistant

Support groups of vulnerable adult learners to improve their literacy. Work with vulnerable learners, in a position of trust and authority, who will have learning barriers, developmental talents, have low ESL levels, be elderly or work in organizations where children are on site.

Administrative Assistant

Work in close proximity, and sometimes one to one, in a position of trust and authority to support the needs of vulnerable adults in completing the processes needed during their time with The Literacy Group.

- e. Complete the payment of \$20. If for any financial reason, you are unable to pay the fee please contact us and we would be more than happy to discuss options.
- f. We recommend you apply online, however if you are unable to complete the application online, you can visit any Police Station and use the public computer, use TLG's computers or you can visit:
Police Reporting Centre
150 Maple Grove Road

Cambridge, Ontario N3H 5M1
519 650-8500 ext. 8786 / 8854

Please note – this is the only station in the Region that generates Vulnerable Sector Checks.

- g. If The Waterloo Regional Police contact you with an email requesting a fingerprint addition to your process, you will be required to present the letter of volunteering which can be found on our website.

If you have any questions, concerns or would like to contact the Executive Director personally please do so.

Chris Prosser
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