

## **Instructions for Residents of Toronto – Police Record Check**

The Queen's School of Medicine has an approved Memorandum of Understanding in place with the Toronto Police Service. In order to obtain a PRC from Toronto you will need to email the undergrad office to obtain a signed original copy of the "Consent to Disclosure of Personal Information" waiver form. This form must be in ORIGINAL copy, signed by a representative of the School of Medicine, and mailed to the recipient (we are unable to fax or electronically scan this document). Once the form has been received you can mail the completed form and the associated fees to the Toronto Police Service.

### **To request a "Consent to Disclosure of Personal Information" waiver form**

Email [queensmd@queensu.ca](mailto:queensmd@queensu.ca)

Subject Line: Toronto Police Service Reference Check

In the body of the email provide the following information;

- Your full name
- Current mailing address

### **Mail in your Consent to Disclosure form to:**

Toronto Police Service  
40 College Street  
4<sup>th</sup> Floor  
Toronto, ON M5G 2J3  
Attention: Police Reference Check Program

Hours of Operation: Monday to Friday 7:15 am – 5:00 pm  
Telephone: (416) 808-8244

The cost of the check for Volunteers/Students is \$20.00

Please include a certified check, money order or Bank Draft for \$20.00 made payable to Toronto Police Service.

**NO PERSONAL CHEQUES WILL BE ACCEPTED AND YOUR APPLICATION WILL BE RETURNED.**

Please see the website for further information at:

<http://www.torontopolice.on.ca/prcp/process.php>