



# CANADIAN LEGAL Resource Centre Inc.

Suite 204, 4014 Macleod Trail SE  
Calgary, AB CANADA T2G 2R7  
T: 403-229-2774 F: 403-229-2724  
Toll Free: 1-800-320-2477  
[www.canadianlegal.org](http://www.canadianlegal.org)

## Steps for Getting an RCMP Certified Criminal Record Background Check in Canada For individuals residing outside Canada

- #1. CARDSCAN REQUIRED INFORMATION FORM
  - You must complete this form.
- #2. THIRD PARTY CONSENT FORM
  - ONLY complete this form if you want the RCMP to mail the results directly to a Third Party OR if you want the results couriered to you.
  - The Fingerprint Agent must place one fingerprint on this form.
    - o Thumb or best finger recommended.
    - o Please select the box indicating which thumb or finger was printed.
- #3. PHOTOGRAPH AND IDENTIFICATION
  - Obtain one photograph approximately 2 X 2 inches (51 X 51 mm) in size.
  - Have the Fingerprint Agent sign the back of your photograph.
- #4. ATTEND FOR FINGERPRINTING
  - REFER TO LAST PAGE OF THIS HANDOUT for list of acceptable fingerprint agents.**
  - Have the fingerprint agent:
    - o take your full set of fingerprints on the FINGERPRINT FORM enclosed OR you may use the standard form provided by the fingerprint agent;
    - o sign the back of your photograph; and
    - o place ONE FINGERPRINT on the **Third Party Release** (right thumb or select best finger) if you want the results mailed to a Third Party or Couriered to you.
  - Your full name must appear on this form AND you must sign AND date it.
- #5. INVOICE
  - Complete this form.
  - Submit payment via paypal or email if that is your method of payment. Print the receipt (proof of payment).
  - Alternatively, provide credit card details.
- #6. OPTIONAL PRE-APPROVAL OF PACKAGE (IF YOU ARE CONCERNED ABOUT HAVING **POOR QUALITY FINGERPRINTS**)
  - Scan and email the entire package for advanced approval to: [fingerprinting@canadianlegal.org](mailto:fingerprinting@canadianlegal.org)
  - Proceed to #7 after we have pre-approved your package.
- #7. MAIL or COURIER THE FOLLOWING TO US:
  - Completed Cardscan Form;
  - Completed Third Party Release, if you want results sent to Third Party;
  - Full set of fingerprints signed by you AND the fingerprint agent;
  - Color Photograph;
  - Photocopy of 2 pieces of identification (see Identification Checklist for requirements); and
  - Invoice (filled in as per above) including proof of payment if paying by email transfer or paypal.
- #8. Once we receive your package, provided we have received your payment, we will digitize your fingerprints and submit your fingerprints electronically to the RCMP. We will send you email confirmation when this has been completed, including instructions on how to follow up with the status of your RCMP report if you have not received the results within 4 weeks.

### ABOUT US

- ✓ RCMP Accredited and Certified Fingerprint Agency;
- ✓ We have been providing fingerprinting services since 1995; and
- ✓ We are one of the longest running fingerprint agencies in Canada.



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## CARDSCAN FORM

PROVIDE YOUR <b>CURRENT LEGAL NAME</b> and <b>ALL PREVIOUS NAMES (IF ANY)</b> . Please type or print clearly in <b>BLOCK LETTERS</b> .			
DESCRIPTION	FIRST NAME	MIDDLE NAME(S)	LAST NAME
CURRENT LEGAL NAME			
PREVIOUS NAME, IF ANY			
PREVIOUS NAME, IF ANY			
PREVIOUS NAME, IF ANY			

YOUR <b>MAILING ADDRESS</b> AND <b>CONTACT INFORMATION</b>			
MAILING ADDRESS LINE 1			
MAILING ADDRESS LINE 2			
CITY		STATE/PROVINCE	
COUNTRY		ZIP / POSTAL CODE	
DATE OF BIRTH (Year-Month-Day)		GENDER (Male or Female)	
TELEPHONE NUMBER		EMAIL ADDRESS	

**I authorize the RCMP to mail the Certified Criminal Record Check to the following address: (select ONE)**

- My mailing address above; or
- To the Third Party indicated on the Third Party Release.

**Application Type: (select ONE)**

- Adoption
- Canadian Citizenship
- Employment in Canada (Please contact [fingerprinting@canadianlegal.org](mailto:fingerprinting@canadianlegal.org) before proceeding, special rules apply)
- Employment outside Canada
- Immigration to Canada
- Licensing
- Record Suspension
- Search for Pardoned/Suspended Record (this search must be mailed directly to the Applicant)
- Search for all holdings for Immigration to USA (this search must be mailed directly to the Applicant)
- Visa/Waiver
- Other (Specify) \_\_\_\_\_

## Consent to Release Personal Information (Third Party Consent form)

I, \_\_\_\_\_ (Applicant Name), require a criminal record verification from the Royal Canadian Mounted Police (RCMP). I authorize the RCMP central repository of criminal record to release my Criminal Record Search results to the Third Party at the address indicated below. **SELECT ONE OPTION ONLY.**

**OPTION 1:** I want the RCMP to mail the results by ordinary mail to: (leave BLANK if you want Option 2)

NAME OF PERSON (FIRST AND LAST NAME) OR COMPANY RECEIVING THIS REQUEST			
MAILING ADDRESS LINE 1			
MAILING ADDRESS LINE 2			
CITY		STATE / PROVINCE	
COUNTRY		ZIP / POSTAL CODE	

**OPTION 2:** I want the RCMP to mail the results by ordinary mail to the Canadian Legal Resource Centre Inc, #204, 4014 Macleod Trail SE, Calgary, Alberta Canada T2G 2R7. I then want the Canadian Legal Resource Centre Inc to courier the results to the following address outside of Canada:

NAME OF PERSON (FIRST AND LAST NAME) OR COMPANY RECEIVING THIS REQUEST			
MAILING ADDRESS LINE 1			
MAILING ADDRESS LINE 2			
CITY		STATE/PROVINCE	
COUNTRY		ZIP / POSTAL CODE	
Phone			
Email			

I understand that I have the right to receive these results directly from the RCMP and that the assistance of a Third party is not necessary to obtain these results. I have read and signed the Informed Third Party Consent and understand my rights to obtaining criminal record information.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Applicant's Fingerprint**

**Digit Fingerprinted (Place "x")**

Left		Right	
Thumb		Thumb	
Index		Index	
Middle		Middle	
Ring		Ring	
Little		Little	

# C-216C

**TO**  
 The Director, CCRT  
 Identification Services  
 RCMP HQ, NPS Bldg.  
 1200 Vanier Parkway  
 Ottawa ON K1A 0R2

**À**  
 Le directeur des Services  
 canadiens d'ITR des criminels  
 DG de la GRC, imm. des SNP  
 1200, promenade Vanier  
 Ottawa ON K1A 0R2

## FINGERPRINT IDENTIFICATION

## IDENTIFICATION DACTYLOSCOPIQUE

FOR IDENTIFICATION PURPOSES ONLY - AUX FINS DE L'IDENTIFICATION SEULEMENT		
TCN - NCT	AFIS - SAID	BAR CODE - BARRE-CODE

R  
I  
G  
H  
T  
  
D  
R  
O  
I  
T

Thumb - Pouce	Index	Middle - Médius	Ring - Annulaire	Little - Auriculaire

L  
E  
F  
T  
  
G  
A  
U  
C  
H  
E

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LEFT FOUR FINGERS – FLAT      LEFT THUMB - FLAT      RIGHT THUMB - FLAT      RIGHT FOUR FINGERS – FLAT

Signature of person fingerprinted Signature de la personne dactyloscopiée	Signature of official taking fingerprints Signature du préposé aux empreintes	Date Fingerprinted Date d'empreintes Y - A   M   D - J
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**PERSON FINGERPRINTED - PERSONNE DACTYLOSCOPIÉE**

Surname - Nom de famille	Given Name 1 - Prénom 1	Given Name 2 - Prénom 2	Other Given Names - Autres prénoms
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Maiden name, former surname(s) - Nom de jeune fille, nom(s) de famille antérieur(s)

Date of Birth - Date de naiss. Y - A   M   D - J	Gender - Genre <input type="checkbox"/> Male Homme <input type="checkbox"/> Female Femme	Telephone No - N° de téléphone	Language of Result - Langue des résultats
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Printed Name of Fingerprint Agent	
Name of Fingerprint Agency	
City/State/Country	

\*\*\*PLEASE FILL OUT THE FORM BEFORE YOU ARE FINGERPRINTED. YOU MUST SIGN THIS IN THE PRESENCE OF THE FINGERPRINTER AND THE FINGERPRINT IS REQUIRED TO ALSO SIGN THIS FORM.



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# INVOICE

**SELECT ONE INVOICE**

**REASON FINGERPRINTED**

- Canadian Citizenship or Permanent Residency in Canada or Visa to visit/study/work in Canada
- Employment Position with the Government of Canada or Federal Police Agency in Canada
- Privacy Act Search for Pardoned or Suspended Record
- Privacy Act Search for All Holdings (immigrating to USA)
- NOTE: the RCMP Fee is waived for applications involving Citizenship and Immigration Canada, employment with Canadian Government or Federal Police Agency, and Privacy Act Searches

Ink to Digital Conversion Fee	\$90.00
<u>GST</u>	<u>\$ 4.50</u>
Total	\$94.50

**REASON FINGERPRINTED**

- For a reason not stated above

Ink to Digital Conversion Fee	\$90.00
RCMP Fee	\$25.00
<u>GST</u>	<u>\$ 5.75</u>
Total	\$120.75

**IF YOU WANT US TO COURIER THE RESULTS TO YOU, then select ONE courier option:**

- TO USA:** Add \$52.50 to above total (\$50.00 fee + 5% GST).
- TO OTHER COUNTRIES:** Add \$78.75 above total (\$75.00 fee + 5% GST).

NOTE: You must complete OPTION 2 on Third Party Release if you select courier option.

**SELECT PAYMENT TYPE (SELECT ONE ONLY)**

Charge my Credit Card

Card Number	<input type="text"/>	Expiry	<input type="text"/>	3 Digit Code	<input type="text"/>
Name on Card	<input type="text"/>			Visa	<input type="checkbox"/>
	<input type="text"/>			M/C	<input type="checkbox"/>
Signature	<input type="text"/>			Amex	<input type="checkbox"/>

OR

- Email transfer payment to [debbie@canadianlegal.org](mailto:debbie@canadianlegal.org) by  A CANADIAN BANK OR  PAYPAL
- Print your receipt and include it with your application.

## SHIPPING STANDARDS

### #1. RCMP Processing Times

RCMP takes an average of 3 to 7 business days to process your request (provided you have no criminal record in Canada AND your fingerprints are not too difficult to read). If you have a criminal record OR hard to read fingerprints, it could take over 120 days for the RCMP to process your request. You then need to add on the time it takes for the results to be delivered to you.

### #2. Canada Post Ordinary Mail

The RCMP will ONLY mail the results via ordinary mail. The RCMP will NOT courier the results. The following are average times for RCMP to mail the results to your specified address.

- (a) Results mailed from RCMP Ottawa to a Canadian Address: 3 to 9 business days.

NOTE: EXPECT LONGER DELAYS OVER THE CHRISTMAS HOLIDAY.

- (b) Results mailed from RCMP Ottawa to a U.S.A. or International Address

The estimated delivery standards for Letter-post (U.S.A. and International) are:

<b>U.S.A.</b>	4 to 6 business days
<b>International</b>	4 to 7 business days

NOTE: It could take longer if you are in a remote area. Canada Post does not guarantee these delivery standards. Postal delivery times within your country by your local delivery service is in addition to above.

## IDENTIFICATION REQUIRED

Applicants should provide 2 pieces of valid government identification (Federal, Provincial or Municipal) of which:

1. Both have your name;
2. At least ONE has a photograph; and
3. At least ONE signature and date of birth.

### CANADIAN IDENTIFICATION (MUST BE VALID)

#### ▪ Photographic Identification:

- Provincial Drivers' License or Identification Card
- Canadian Passport
- Canadian Citizenship Card
- Permanent Resident Card (ONLY ID with an expired date that is acceptable)
- Firearms License
- Refugee Protection Claimant Document—Certified
- Treaty Status Card
- Nexus Card
- Military Identification Card

#### ▪ Government Identification (no photo):

- Alberta Health Care Card
- Alberta Wildlife Identification Number (WIN) card.
- Birth Certificate, Certificate of Live Birth
- Marriage Certificate
- Immigration Papers (includes VALID document issued by CIC with applicant information)
- Record of Landing
- Social Insurance Card

### NON-CANADIAN GOVERNMENT IDENTIFICATION (MUST BE VALID / NOT EXPIRED)

- Foreign Driver's License
- Foreign Passport
- Government Issued Birth Certificate
- United States Social Security Card
- Student Identity Card from a foreign educational institute

**Question: Is Citizenship and Immigration Canada asking you to get a background check in Canada? If yes, please also provide to us a photocopy of the letter from them requesting the background check.**

# Canadian Criminal Real Time Identification Services

## RCMP Background Check in Canada

The list of officials authorized to take fingerprints outside of Canada are:

- Police Services;
- Embassies / Consulates;
- Government Departments;
- Notaries of the Public;
- Foreign Private Fingerprinting Company (PFC) subject to a Memorandum of Understanding (MOU) with an accredited Canadian PFC; or,
- Foreign PFC subject to a MOU with a local police service or government department.

If fingerprints are not available from one of the above listed agencies or departments, clients may submit fingerprints taken by a third party, on the condition that one of the acceptable providers authenticates the original paper fingerprinting form by signing the document.

Should you have any questions, or if a foreign private fingerprint company would like to enter into an MOU with the Canadian Legal Resource Centre Inc., please contact:

Debbie Ward  
Canadian Legal Resource Centre Inc.  
#204, 4014 Macleod Trail SE  
Calgary, AB T2G 2R7  
403-229-2774  
[debbie@canadianlegal.org](mailto:debbie@canadianlegal.org)