



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

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.
 - Insert the name of the person OR name of the company you want the results mailed to.
 - Insert the Third Party's mailing address.
 - Sign and date this form.
 - **CAUTION:** The RCMP will ONLY mail the results by ordinary mail.
 - ☐ SELECT OPTION 2 ONLY if you want us to received the results by ordinary mail from the RCMP and to then courier the results to you or a Third Party outside Canada. Courier charges are extra. **If you select this option, we will email the results to you before mailing them.**
- #3. PHOTOGRAPH AND IDENTIFICATON
 - ☐ Provide us with a current photograph of you (headshot), approximately 2x2 (a little bigger is also acceptable). This photograph must match your Identification and will appear on your RCMP report when completed. It should have a light background. See sample attached. It does not have to be as perfect as a passport photograph but it should be similar in quality.
- #4. ATTEND YOUR **LOCAL POLICE OR EMBASSY** FOR FINGERPRINTING
 - ☐ We are unauthorized to accept fingerprints from private companies outside Canada. You must go to your local police or embassy for fingerprinting.
 - ☐ Have the fingerprint officer:
 - take your full set of fingerprints on the FINGERPRINT FORM enclosed OR you may use the standard form provided by your police or embassy; and
 - print their name and agency on the fingerprint form AND they must sign it and/or PLACE their agency stamp on the form.
 - ☐ Your full name must appear on this form AND you must sign AND date it.
 - ☐ NOTE: the authenticity of the fingerprinter and fingerprint company WILL be verified.
- #5. INVOICE
 - ☐ Complete this form.
 - ☐ Print proof of payment if paid by email or paypal.
- #6. OPTIONAL PRE-APPROVAL OF PACKAGE
 - ☐ Scan and email the entire package for advanced approval to:
 - Monday to Thursday: fingerprinting@canadianlegal.org
 - All other days: reception@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 applicable;
 - ☐ Full set of fingerprints signed by you and the fingerprint officer;
 - ☐ 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, we will post payment (if paying by credit card), 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 6 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.



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

CARDSCAN FORM

WHAT IS YOUR CURRENT LEGAL NAME? Please type or print clearly in BLOCK LETTERS.	
LAST NAME	
FIRST NAME	
MIDDLE NAMES	
LAST NAME AT BIRTH (MAIDEN)	

HAVE YOU GONE BY OTHER NAMES? <input type="checkbox"/> NO <input type="checkbox"/> YES (IF YES, COMPLETE THIS BOX)	
OTHER LAST NAME	
OTHER FIRST NAME	
OTHER MIDDLE NAMES	

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

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

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

Application Type: (select ONE)

Adoption
Canadian Citizenship
Employment
Immigration to Canada
Licensing
Record Suspension
Personal Search for Pardoned/Suspended Record (this search must be mailed directly to the Applicant)
Personal Search for all holdings for Immigration to USA (this search must be mailed directly to the Applicant)
Visa/Waiver
Other (Specify) _____

If applying FOR CANADIAN EMPLOYMENT OR LICENSING; please answer:

Name of Company or Licensing Board: _____

Position or License applying for: _____



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 in the box 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			
MAILING ADDRESS LINE 1			
MAILING ADDRESS LINE 2			
CITY		STATE/PROVINCE	
COUNTRY		ZIP / POSTAL CODE	

OPTION 2: A. I want the RCMP to mail the results to Canadian Legal Resource Centre Inc, #204, 4014 Macleod Trail SE, Calgary, Alberta Canada T2G 2R7 by ordinary mail.

B. I want the Canadian Legal Resource Centre Inc to then courier the results to the following address outside of Canada:

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

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 with regard to obtaining criminal record information.

Date: _____

Signature: _____

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

--	--	--	--	--

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
------------------------------------------------------------------------------	----------------------------------------------------------------------------------	-----------------------------------------

Surname (include former names, maiden name, etc.) - Nom de famille (y compris noms utilisés précédemment, nom de jeune fille, etc.)

Given Names - Prénoms	DOB - DDN Y-A M D-J	Sex - Sexe <input type="checkbox"/> M <input type="checkbox"/> F	Telephone No. - N° de téléphone
-----------------------	------------------------	---------------------------------------------------------------------	---------------------------------

Printed Name of Fingerprinter: _____
Name of Police Department or Embassy: _____
City/State/Country: _____

Agency Stamp or Seal

C-216C

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

FINGERPRINT IDENTIFICATION

IDENTIFICATION DACTYLOSCOPIQUE

FOR IDENTIFICATION PURPOSES ONLY - AUX FINS DE L'IDENTIFICATION SEULEMENT

TCN - NCT

AFIS - SAID

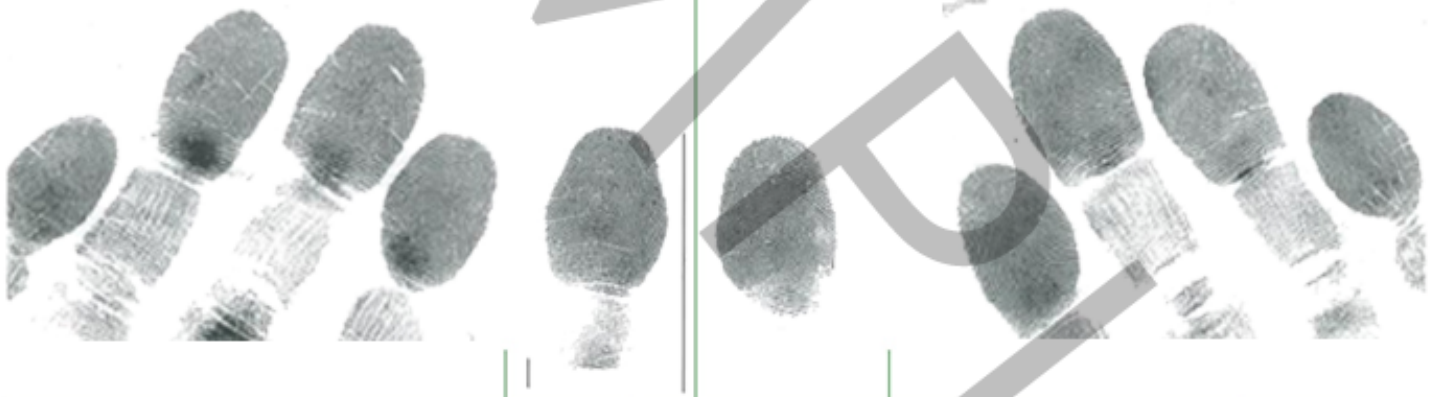
BAR CODE - BARRE-CODE

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

R
I
G
H
T
D
R
O
I
T

L
E
F
T
G
A
U
C
H
E

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



Signature of person fingerprinted
Signature de la personne dactyloscopiée

John Doe

Signature of official taking fingerprints
Signature du préposé aux empreintes

John Hancock

Date Fingerprinted
Date d'empreintes
Y-A M D-J

PERSON FINGERPRINTED - PERSONNE DACTYLOSCOPIÉE

Surname - Nom de famille

Doe

Given Name 1 - Prénom 1

John

Given Name 2 - Prénom 2

Davis

Other Given Names - Autres prénoms

Alex



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

INVOICE

#1. SELECT ONE REASON FINGERPRINTED

☐ 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
GST	\$ 4.50
Total	\$94.50

☐ REASON FINGERPRINTED

- For a reason not stated above

Ink to Digital Conversion Fee	\$90.00
RCMP Fee	\$25.00
GST	\$ 5.75
Total	\$120.75

#2. IF YOU WANT RESULTS COURIERED TO YOU, then select only ONE courier option:

TO USA: Add \$52.50 to above total (\$50.00 fee + 5% GST).

TO OTHER COUNTRY: Add \$73.50 above total (\$70.00 fee + 5% GST).

NOTE: If you select Courier Option, you must complete a Third Party Release requesting the RCMP to mail the results of your search to Canadian Legal Resource Centre Inc.

#3. SELECT PAYMENT TYPE (SELECT ONE ONLY)

3 Digit Code:

<input type="checkbox"/>	Charge my Credit Card.	Card Number	<input type="text"/>	Expiry	<input type="text"/>
		Card Type	<input type="checkbox"/> Visa	<input type="checkbox"/> M/C	<input type="checkbox"/> Amex
		Name on Card	<input type="text"/>		
		Signature of Card Holder	<input type="text"/>		

OR ☐ Email transfer payment to: debbie@canadianlegal.org FROM A CANADIAN BANK. Print a copy of your receipt proving payment has been made and include it with your application.

OR ☐ Email transfer payment to: debbie@canadianlegal.org FROM PAYPAL. Print a copy of your receipt proving payment has been made and include it with your application.

SHIPPING STANDARDS

#1. RCMP Processing Times

RCMP takes an average of 3 to 7 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 5 business days

NOTE: Canada Post advises it could take upwards of 9 days if you live in a remote area.

- (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:

U.S.A.	4 to 6 business days
International	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, date of birth and signature; and
2. At least ONE has a photograph

CANADIAN IDENTIFICATION (MUST BE VALID / NOT EXPIRED)

▪ 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.**

Sample Photographs with Clear Background

