



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 and CONSENT FOR CERTIFIED CRIMINAL RECORD CHECK
 - You must fill in the CardScan form AND read/sign/date the Consent for Certified Criminal Record Checks 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 to you or your designated Third Party.
 - SELECT OPTION 2 ONLY if you want us to receive 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 automatically email the results to you before sending them to you by courier.**
- #3. PHOTOGRAPH AND IDENTIFICATION
 - Provide us with a recent photograph of you (headshot), approximately 2 inches x 2 inches (a little bigger is also acceptable). This photograph must match your identification. 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.
 - Provide us with a photocopy of two pieces of NOTARIZED identification (see Identification Checklist).
- #4. ATTEND YOUR **LOCAL POLICE OR EMBASSY** FOR FINGERPRINTING
 - You must go to your **local police or embassy** for fingerprinting. ONLY if the local police or embassy will NOT provide you with fingerprints, then you may go to a **Fingerprint Agency** that has been authorized by the police to provide fingerprinting services. ONLY if the first 2 options fail, you may go to a **Notary Public** for fingerprinting. SEE **FINGERPRINTING TIPS**.
 - Have the fingerprinter take your full set of fingerprints on the FINGERPRINT FORM provided by the fingerprinter. NOTE: they must print or stamp their name and agency on the fingerprint form AND you BOTH must sign it.
 - 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:
 - reception@canadianlegal.org
 - Proceed to #7 after we have pre-approved your package
- #7. MAIL or COURIER THE FOLLOWING TO US:
 - Completed CardScan Form AND Consent for Certified Criminal Record Check;
 - Completed Third Party Release, if you want the results sent directly to a Third Party by the RCMP;
 - Full set of fingerprints signed by you and the fingerprint officer;
 - Color Photograph;
 - Photocopy of 2 Identification that has been NOTARIZED (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.



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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 EVER USED ANOTHER NAME (alias)? <input type="checkbox"/> NO <input type="checkbox"/> YES (IF YES, COMPLETE THIS BOX)	
OTHER LAST NAME	
OTHER FIRST NAME	
OTHER MIDDLE NAMES	

*If more than one other name (alias) , please attach on separate form.

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	at birth	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 in Canada
Immigration to Canada
Licensing in Canada
Record Suspension
Personal Search for Pardon/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)
a Visa / Border Crossing / Foreign Travel / Foreign Work / Foreign Immigration / US Waiver
Other (Specify) _____

If applying FOR CANADIAN EMPLOYMENT OR LICENSING; please answer:

Name of Company or Licensing Board: _____

Position or License applying for: _____

Do you require Apostille Service? If yes, please email sarah@canadianlegal.org

CONSENT FOR CERTIFIED CRIMINAL RECORD CHECKS

Canadian Criminal Real Time Identification Services (CCRTIS)

Step 1: Insert your name and date of birth

Applicant Information		
Given Name	Surname	Date of Birth (yyyy-mm-dd)

Step 2: Find your application type below to see what information will be released. CHECK the box UNDER YOUR APPLICATION TYPE to confirm you understand that each application type releases different criminal record information.

APPLICATION TYPE: EMPLOYMENT PURPOSES

Application Type	Information Released on Certified Criminal Record Products
<ul style="list-style-type: none"> Employment (police) - RCMP Member Employment (police) - Canadian Police Force 	<ul style="list-style-type: none"> Conviction information Youth information Active (non-expired) absolute or conditional discharge information Suspended (pardoned) information Non-conviction information
<ul style="list-style-type: none"> Employment (police) - RCMP Civilian Member Employment (police) - Civilian Employee Employment - Provincial Government 	<ul style="list-style-type: none"> Conviction information Youth information Active (non-expired) absolute or conditional discharge information
<ul style="list-style-type: none"> Employment - Federal Government 	<ul style="list-style-type: none"> Conviction information Youth information Outstanding charges Active (non-expired) absolute or conditional discharge information Non-conviction information (released for Transport Canada employment only)
<ul style="list-style-type: none"> Employment (police) - PROS User Employment - Private Industry Volunteer Employment Employment (other) 	<ul style="list-style-type: none"> Conviction information Active (non-expired) absolute or conditional discharge information

I understand that each application type releases different criminal record information.

APPLICATION TYPE: IMMIGRATION AND TRAVEL

Application Type	Information Released on Certified Criminal Record Products
<ul style="list-style-type: none"> Permanent Resident Status 	<ul style="list-style-type: none"> Conviction information Outstanding charges Active (non-expired) absolute or conditional discharge information Non-conviction information Immigration information
<ul style="list-style-type: none"> Canadian Citizenship 	<ul style="list-style-type: none"> Conviction information Youth information Outstanding charges Active (non-expired) absolute or conditional discharge information Non-conviction information Immigration information
<ul style="list-style-type: none"> Visa / Border Crossing / Foreign Travel / Work 	<ul style="list-style-type: none"> Conviction information
<ul style="list-style-type: none"> FAST (Free and Secure Trade) Program 	<ul style="list-style-type: none"> Conviction information Immigration information

I understand that each application type releases different criminal record information.

APPLICATION TYPE: OTHER

Application Type	Information Released on Certified Criminal Record Products
• Criminal Record Check for Personal Use – Other Note: CCRTIS sends search results directly to you (there is no option to send results to a third party)	<ul style="list-style-type: none"> • Conviction information • Youth information • Outstanding charges • Absolute or conditional discharge information • Suspended (pardoned) information • Sequestered information • Non-conviction information
• Criminal Record Check for Personal Use – For Record Suspension Information	<ul style="list-style-type: none"> • Suspended (pardoned) information
• Criminal Record Check for Personal Use – For Active Criminal Record Information	<ul style="list-style-type: none"> • Conviction information • Youth information • Outstanding charges • Active (non-expired) absolute or conditional discharge information • Non-conviction information
• Record Suspension Application	<ul style="list-style-type: none"> • Conviction information • Outstanding charges • Active (non-expired) absolute or conditional discharge information • Non-conviction information
• Other (specify reason)	<ul style="list-style-type: none"> • Conviction information • Active (non-expired) absolute or conditional discharge information

I understand that each application type releases different criminal record information.

Step 3: Learn how your Personal Information is used.

How Your Personal Information is Used

Check each box to indicate you have read and understand.

Possible Consequences

The results of a certified criminal record check can have consequences that can affect you personally. Some of the consequences may include loss of employment opportunities and rejection of your volunteer application.

Use of Personal Information

Your personal information will be used by governments in Canada, private companies, and other bodies that you authorize for security and reliability screening.

If you are a person of interest or involved in a criminal investigation, your personal information may be shared with the investigating agency.

Personal information banks (PIB) [RCMP PPU 065](#), [RCMP PPU 030](#), and [RCMP PPU 005](#) provide detailed information about how the RCMP collects, uses, discloses, retains, and/or disposes of information provided for certified criminal record check applications. These PIBs also provide other information not related to civil applications.

You are giving consent to CCRTIS to update your criminal record (if you have one) with any new name that you provide on your certified criminal record check application.

You are giving consent to CCRTIS to notify the relevant police agency of any new information that you may have provided on your certified criminal record check application (e.g. new name, new address).

Your personal information is searched and disclosed in accordance with *Canadian law*, including the *Privacy Act*, *Criminal Records Act*, *Youth Criminal Justice Act*, and the *Ministerial directive concerning the release of criminal record information by the Royal Canadian Mounted Police*. In some cases, personal information may be disclosed without your consent in accordance with subsection 8(2) of the *Privacy Act*. In addition, the CCRTIS [Dissemination of Criminal Record Information](#) policy governs the use of the Canadian Police Information Centre (CPIC) system for police services that conduct criminal record checks.

The personal information you provide on your certified criminal record check application is protected under the *Privacy Act*. You have the right to the protection of, access to, and correction of personal information. To request access or modification of your personal information, contact: RCMP Access to Information and Privacy Branch by email at atipb@rcmp-grc.gc.ca or by phone 1-855-629-5877 or 613-843-6800.

You have the right to file a complaint with the Privacy Commissioner of Canada if you think your personal information has been handled improperly. You may file a report with the [Privacy Commissioner of Canada](#).

Consent for Certified Criminal Record Checks - Employment Purposes

Canadian Criminal Real Time Identification Services (CCRTIS)

Protected A
once completed

Non-conviction Information

If you have been charged and subsequently convicted, you likely have a criminal record on file at CCRTIS' National Repository of Criminal Records and/or applicable local police databases. If you have been charged but not convicted, you may have non-conviction information on file at CCRTIS' National Repository of Criminal Records and/or applicable local police databases.

Record Suspension (pardoned) Information

CCRTIS must seek approval from the Minister of Public Safety for the release of record suspension (pardoned) information.

Fingerprint Destruction

With the exception of individuals employed or who are applying for employment with the RCMP, CCRTIS is not authorized to keep the fingerprints you provided for this application. CCRTIS destroys fingerprint submissions after the application is processed and they are not further used or added to RCMP systems.

Delivery of Your Results

CCRTIS issues one product and only allows for one method of delivery per application submission.

The processing of your application can take 3 to 120 business days, depending on whether manual intervention is required, if there is a match to a criminal record, and/or if CCRTIS has to clarify parts of the application with the submitting agency.

Search results for federal government or police employment application types are always sent directly to the agency where you made your application. For other employment/volunteer application types, you can authorize the RCMP to send the results to a third party (e.g. agency, lawyer, friend). You must complete a third-party consent form; however, this means you will not receive a copy of your results from CCRTIS.

CCRTIS may send your criminal record search result in an electronic format directly to the police agency that is processing your certified criminal record check application. The police agency uses the search result and creates its own criminal record check product to provide to you. CCRTIS is not responsible for the delivery of these products.

Unless otherwise directed, you may choose to receive your certified criminal record check by post via Canada Post. The use of Canada Post's delivery service may present certain risks including but not limited to:

- Some privacy risks exist when using postal services.
- CCRTIS is not responsible for information loss due to Canada Post's technical failures, mishandling, damage or delay in the delivery of results, or if an invalid or incorrect return address was provided.
- There is no expedited service delivery available.

Your Consent

Please read carefully and check each box indicating your consent.

I authorize CCRTIS to use the information on my certified criminal record check application to search the Canadian Police Information Centre (CPIC) system and the National Repository of Criminal Records in accordance with federal laws and RCMP policy.

I authorize CCRTIS to seek approval from the Minister of Public Safety to disclose suspended (pardoned) criminal record information in accordance with the *Criminal Records Act*.

I give consent to CCRTIS to release my criminal convictions, and where authorized, charges before the courts, findings of guilt, and non-conviction information in the National Repository of Criminal Records, and any other information concerning my criminal history accessible in the Canadian Police Information Centre (CPIC) system.

I understand that I may contact CCRTIS at CCRTIS-SCICTR@rcmp-grc.gc.ca to withdraw my consent but that withdrawal may not be possible depending on the status of my certified criminal record check application.

I understand that by not providing my consent, I cannot continue with my application and I will not receive a certified criminal record check.

I have read and understand the contents of this document and acknowledge that the information set out by me in this consent form and any supporting documentation is true and correct to the best of my knowledge.

Step 4: Signature of Applicant: Insert your name and date of birth. Sign and date.

Signature of Applicant		
Given Name	Surname	Date of Birth (yyyy-mm-dd)
Signature		Date (yyyy-mm-dd)



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 send 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.

OPTION 2 CONTINUED:

How do you want the Canadian Legal Resource Centre Inc. to send you the results AFTER they have emailed the RCMP report to you?

Ordinary mail (No Tracking Ability)
 Courier if you want tracking (see Invoice for costs)

Date: _____

Signature: _____



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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
- Personal Search for Pardoned or Suspended Record (formerly known as Privacy Act Search)
- Personal Search for All Holdings (immigrating to USA) (formerly known as Privacy Act Search)
- NOTE: the Government Fee is waived for above applications.

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

(Canadian
Funds)

REASON FINGERPRINTED

- For a reason not stated above

Ink to Digital Conversion Fee	\$90.00
Government Fee	\$25.00
<u>GST</u>	<u>\$ 5.75</u>
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:

Charge my Credit Card.

Card Number

Expiry

Card Type

 Visa M/C Amex

Name on Card

Signature of Card
Holder

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.

CAUTION: please check post office in your country for delivery standards . Canada Post delivers to your country and post office in your country delivers to you.

IDENTIFICATION REQUIRED

Applicants must provide a **PHOTOCOPY** of 2 pieces of **NOTARIZED** valid government identification (Federal, Provincial or Municipal) of which:

1. Both have your name and date of birth;
2. At least ONE must have signature;
3. Provide copy of front and back of cards; and
4. At least ONE has a photograph.

CANADIAN IDENTIFICATION (MUST BE VALID / NOT EXPIRED)

- **Photographic Identification:**

- Provincial Drivers' License or Identification Card
- Canadian Passport (entire signature page & photographic page)
- 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



RESOURCES

<https://www.canadianlegal.org/how-to-reduce-the-risk-your-fingerprints-will-be-rejected/>

<https://www.canadianlegal.org/unclassified-fingerprints-for-background-checks-in-canada/>

**Youtube Video Demonstrating How Your Fingerprints
should be taken https://youtube.com/shorts/Qw7YbRv-H_E**