



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
- CARD SCAN: Fill in and print.
 - RCMP Consent Form. Download and follow instructions.
- #2. THIRD PARTY CONSENT FORM
- ONLY complete this form if you want the RCMP to mail the results directly to a Third Party.
 - o Insert the name of the person OR name of the company you want the results mailed to.
 - o Insert the Third Party's mailing address.
 - o Sign and date this form.
 - o **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:
 - o reception@canadianlegal.org
 - Proceed to #7 after we have pre-approved your package

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.

- #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.



**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 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 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)
- 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

***** NEW *****

**CONSENT FOR CERTIFIED CRIMINAL RECORD CHECKS
Canadian Criminal Real Time Identification Services
(CCRTIS)**

You must go to the RCMP Website:

<https://rcmp.ca/en/criminal-records/criminal-record-checks/canadian-criminal-real-time-identification-services-forms>

You must download the RCMP Consent form that matches your Application Type.

1. Insert your names and date of birth top of page 1.
2. Click each box next to each line to verify you understand what is being read on that line.
3. Insert your names and date of birth top of page 2.
4. Sign and Date



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: _____



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
- 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	<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.

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