

## Criminal Record Check Guideline ( Canada )



**This is a direction on obtaining police clearance certificates from Canada.**

**1) Full set of fingerprints required :** To conduct a criminal record check a full set of fingerprints, including both rolled and flat impressions of all ten fingers, is required. Complete all fields on the fingerprint form. **Incomplete applications will be returned to the applicant unprocessed.**

If you are **IN CANADA**: you must have your fingerprints taken on **form C-216C** at your **local police station or private accredited fingerprinting agency**. Depending on the police jurisdiction, a fee may be required. If you are **OUTSIDE OF CANADA**: contact the nearest police force which offers fingerprinting services. The RCMP will accept fingerprint forms from foreign countries that contain the following:

- rolled and flat impressions of all ten fingers taken with black ink
- full name, date of birth and sex of the applicant
- the name and address of the police agency
- the signature of the official taking the fingerprints

**Note:** Canadian embassies and consulates may not have adequate resources or facilities to provide this service.

**2) Reason for Application:** **Clearly indicate the reason for your certified criminal record check.** Applicants for employment or volunteer work must specify the **job title or position** sought in the "REASON FOR APPLICATION" portion of the fingerprint form.

**3) Personal Information:** Ensure you provide your full name, date of birth, sex, mailing address and phone number and/or fax number and/or e-mail address. (**No further information is required**, such as social insurance numbers, passport copies, photographs or addresses of former places of residence.)

**4) Identification of police service or fingerprinting agency:** Verify the information recorded by the official taking your fingerprints and ensure that the official's name and signature, and the name of the agency are indicated on your fingerprint form.

**5) Processing fee:** The processing fee is **25.00\$CAN or 18.00\$US**, and is payable to the "Receiver General for Canada" by certified cheque or money order. **Payments by credit card are not accepted.**

The processing fee is in addition to the fee you may have to pay to have your fingerprints taken.

**6) Release of information to a third party:** The release of personal information is governed by the Privacy Act and ministerial directives. **If you want the results of your criminal record check forwarded to a third party, such as an agency, lawyer, friend or family member acting on your behalf, you must provide written consent authorizing the RCMP to release your criminal record information to the individual or agency.** The consent must contain a statement that you are aware that refusal to give consent to release information to a third party will not negatively affect your request. Your consent must be an original document.

**NOTE: Faxed or photocopied consent letters are not considered valid and will be returned unprocessed.**

**7) Final step (checklist):** Before sending your application, make sure it contains the following:

- original fingerprint form
- full name
- date of birth
- sex
- mailing address
- phone number, fax number or email address
- reason for application
- processing fee ( if applicable)
- third party consent letter (if applicable)

**8) Mailing addresses:** Forward your request with all relevant documents by mail or courier. **Note: Hand-delivered fingerprint submissions will not be accepted by local RCMP offices: By mail: RCMP, Civil Fingerprint Screening Services, P.O. Box 8885, Ottawa, ON K1G 3M8**

**By courier:** RCMP, National Police Services Building, Loading Dock #1, Information and Identification Services, Civil Fingerprint Screening Services, 1200 Vanier Parkway, Ottawa, ON K1A 0R2

**If you wish to have your results returned by courier, you must enclose a prepaid return envelope (not C.O.D.) according to the following conditions:**

- If you are outside Canada, the prepaid envelope must be from an internationally recognized courier service.
- If you are in Canada, the prepaid envelope must be from Canada Post or from an internationally recognized courier service.
- If you are using a courier service company, the attached waybill must bear an account number which could be from your own contractual agreement with a courier service company or from a courier service agency, in which case a temporary account number would be given upon payment of one prepaid envelope.
- If you have difficulty obtaining a temporary account number from an agency, call other agencies until you find one that will provide an account number.
- All conditions above must be met, otherwise documents will be returned by regular postal service, even if funds or credit card information is provided to pay for courier service.