

# Edmonton Fingerprinting Services

## Fingerprints Card Scanning (Ink to Digital Fingerprints)

### Application Forms and Instructions

Note: The application forms and instructions in this package should be printed on **Letter** or **A4** size papers only. If the documents are printed on another size other than Letter or A4, the application may not be processed.

For the best experience, it is recommended to complete the forms digitally on a computer. Download [Adobe Acrobat Reader](#) (free) to fill in the PDF form. If you complete the forms by handwriting, please make sure to write clearly.

Please read and follow the instructions carefully. Send your application package to the address below:

**Edmonton Fingerprinting Services**

**Suite 208, 10109 - 106 Street NW**

**Edmonton, AB, Canada T5J 3L7**

**Phone: +1 (780) 851-1188**

**Email: [info@EdmontonFingerprinting.ca](mailto:info@EdmontonFingerprinting.ca)**

#### Document Submission:

##### **Courier:**

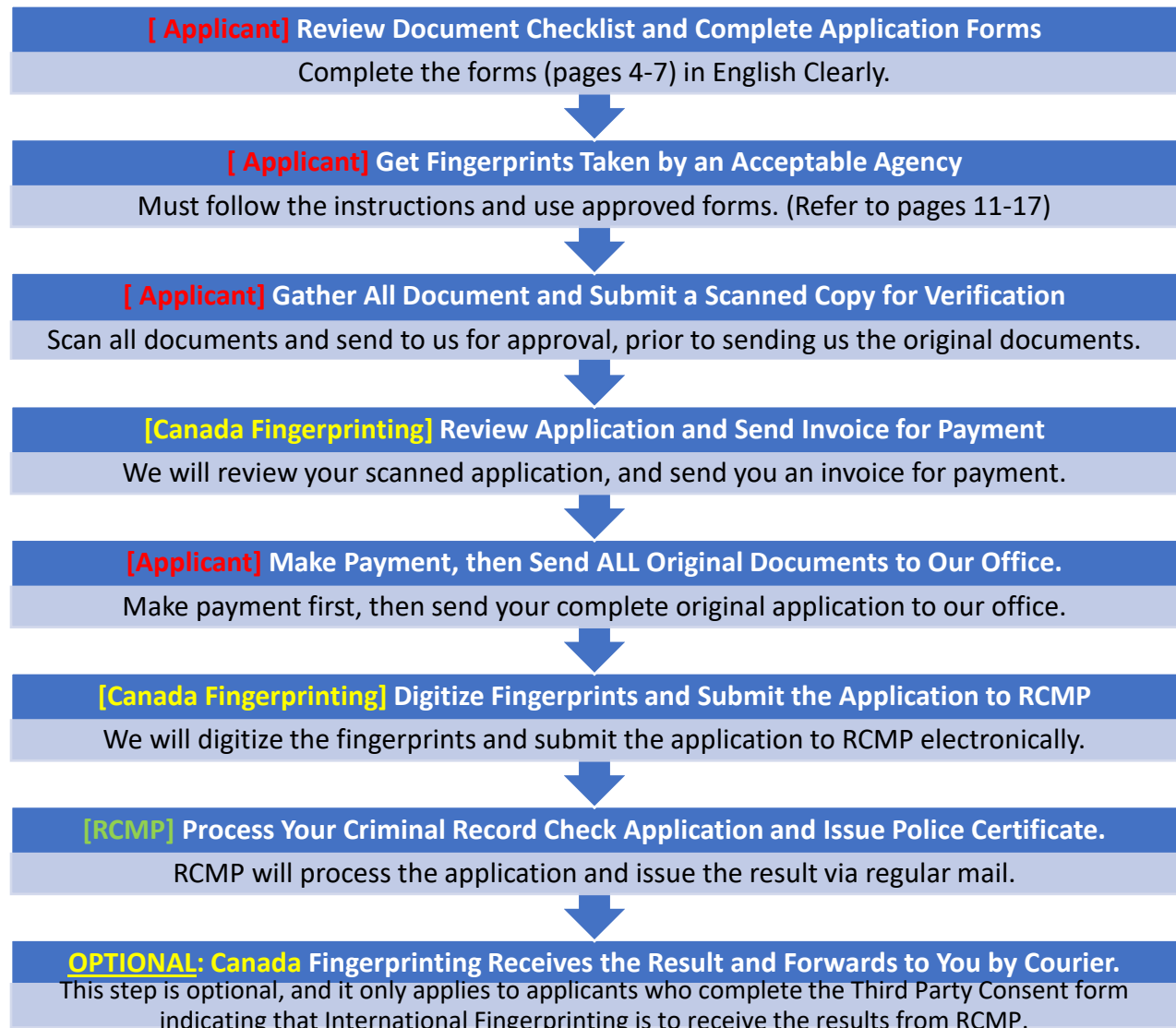
- Recommended submission method: send your application package by courier with tracking.
- Regular mail with no tracking is **not** recommended.

##### **Drop-off:**

- Walk-in only — please do not book an appointment.
- All documents must be **in a sealed envelope** marked with the applicant's name.
- Our reception will only accept the package, will **not** review or verify the documents. The responsible technician will review and contact you by email.
- If paying in person at drop-off, please bring our email approving drop-off which includes the fee schedule.

## Application Process Overview

Edmonton Fingerprinting Services (a division of Check Made Easy Inc.) is an RCMP accredited fingerprinting agency to submit paper fingerprints (ink & roll, or livescan print) by digitizing fingerprints and submitting the application electronically to the RCMP.



**Most of your questions will be answered in this package.**

**See Reference Section for Frequently Asked Questions (FAQ)**

## Important Guidance for Applicants

### Purpose of Fingerprinting – Most commonly used purposes:

**Selecting the wrong purpose may result in your application being rejected or delayed by the RCMP. Please read the guide below carefully before completing your Application Form.**

#### **1. Moving to Canada – Permanent Residence or Canadian Citizenship**

Select: “Permanent Residence Status (Immigration to Canada)” or “Canadian Citizenship”

Note: RCMP Fee does NOT apply for this purpose.

#### **2. Visa or Immigration to Countries Other Than Canada or USA (e.g.: UK, Australia, China, New Zealand, South Korea, and all other countries)**

Select: “Visa/Waiver/Border Crossing/Foreign Travel/Work”

This includes employment, study, or any other purpose requiring a Canadian criminal record check for use outside of Canada. RCMP Fee (\$25 CAD) applies.

#### **3. Immigration to the United States of America**

Step 1 – Select: “Criminal Record Check for Personal Use (formerly known as Privacy Act Request)”

Step 2 – Sub-select: “Other: RCMP National Repository Entire Holdings”

**Important:** The RCMP result for this purpose can ONLY be mailed to the applicant’s own residential address as provided on the Application Form. It cannot be sent to any third party or to our office. No Third-Party Consent Form is required or applicable for this purpose. Please inform us in your application that this is for United States immigration.

#### **4. Employment in Canada**

Select the applicable Employment category on the Application Form and specify your employer/organization in the field provided. RCMP Fee (\$25 CAD) applies for most employment purposes – refer to the asterisk (\*) mark on the Application Form.

**If you are unsure which purpose applies to your situation, please contact us before submitting your application.**

### Office Assignment Policy:

Edmonton Fingerprinting Services (a division of Check Made Easy Inc.) reserves the right to route your application to one of its affiliated office locations for processing, based on office availability and optimal processing efficiency. All processing will be conducted exclusively by our own branch offices and locations — no third-party agencies will be involved. This practice is solely to ensure faster and more efficient processing and submission of your application. By signing the Application Form, you acknowledge and consent to the potential transfer of your application to any affiliated office location of Edmonton Fingerprinting Services as deemed appropriate.

### Important Note on Submission Timing

**Important:** Sending your application package before receiving a File Number will NOT expedite your application. On the contrary, it will result in a delay of 2 to 3 business days, as our receiving department will be unable to match your package to a confirmed file and will need to process it manually. To avoid unnecessary delays, please wait until you have received your File Number from our office before submitting your original application package.

## Fingerprints Card Scanning Application Form

<b>Surname (Last Name)</b>		<b>Given Name 1 (First Name)</b>	
<b>Given Name 2 (Middle Name)</b>		<b>Given Name 3</b>	
<b>Maiden Name or Other Surnames Used</b>		<b>Other Given Names Used</b>	
<b>Date of Birth (YYYY-MM-DD)</b>		<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Language Preference</b> <input type="checkbox"/> English <input type="checkbox"/> French
<b>Current Residential Address</b>			
<b>City</b>	<b>Province/State</b>	<b>Country</b>	<b>Postal Code/Zip</b>
<b>Telephone No.</b>		<b>Email</b>	
<b>Purpose of Fingerprinting</b> (please select one)		<b>[ * indicating RCMP Fee \$25 CAD is applied]</b>	
<input type="checkbox"/> Adoption * <input type="checkbox"/> Canadian Citizenship <input type="checkbox"/> Criminal Record Check for Personal Use (formerly known as Privacy Act Request) <input type="checkbox"/> For Active Criminal Record <input type="checkbox"/> For Record Suspension <input type="checkbox"/> Other: <u>RCMP National Repository Entire Holdings</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Employment (Canadian Private Industry) * – specify below <input type="checkbox"/> Employment (Other Canadian Employment) * – specify Specify: _____		<input type="checkbox"/> Employment (Canadian Federal Government) <input type="checkbox"/> Employment (Canadian Prov/Municipal Government)* <input type="checkbox"/> Employment (Canadian Police) <input type="checkbox"/> Permanent Residence Status (Immigration to Canada) <input type="checkbox"/> Name Change (Electronic Fingerprint Only, No CCRC) * <input type="checkbox"/> National Sex Offender Registry <input type="checkbox"/> Record Suspension (Pardon) * <input type="checkbox"/> Visa/Waiver/Border Crossing/Foreign Travel/Work * <input type="checkbox"/> Volunteer Employment <input type="checkbox"/> Other *: <u>Name Change Alberta (CCRC &amp; Fingerprinting)</u> <input type="checkbox"/> Other *: _____	
<b>Occupation</b>		<b>Employer</b>	
<b>[For Canadian Citizenship/Immigration/Visa only]</b>			
<b>UCI / Client ID (if applicable)</b>		<b>IRCC Application Number (if applicable)</b>	
<b>I authorize the RCMP to send the Certified Criminal Record Check to: (MUST select only ONE option)</b> <input type="checkbox"/> The applicant at the above address (RCMP will send the result to yourself via <b>regular mail</b> – NO consent form required) <input type="checkbox"/> Third-Party Individual or Organization (Consent to Release Personal Information form must be completed) Edmonton Fingerprinting Services who will then courier the results to the applicant (Consent to Release Personal Information form must be completed, and shipping & handling fees will apply depending on shipping destination and method)			
(If the applicant is below 18 years old, this form must be signed by a parent or legal guardian and print the name below.)			
<b>I certify that the information set out in this application is true and correct. I confirm that I have read and understood the instructions and policies in this package, and I agree to be bound by the Service Policies and Terms.</b>			
<b>Signature:</b>		<b>Date:</b> (YYYY-MM-DD)	

## Document Checklist

**Note:** Please complete and include this Document Checklist page in your package.  
Put a checkmark next to each item that you will be submitting.  
Please send the documents checked on this page only. (Do not include other information pages)

**File Number:** \_\_\_\_\_

(A File Number will be assigned by our office after we verify your scanned application and confirm payment. Please ensure you write this File Number on the Document Checklist before submitting your original package to us.) **DO NOT mail your documents before receiving your File Number.**

**Applicant Name:** \_\_\_\_\_

(First Name/Given Name)

(Last Name/Surname)

Document Checklist (Page 5)

Application Form (Page 4)

Third Party Consent Form, if applicable (Page 6)

You only need to provide the Third Party Consent Form if you request your result to be sent to a third party other than yourself.

Fees and Payment Method (Page 7)

Original Fingerprints Card (Page 11)

(See pages 12-17 for instructions and example)

One Passport Size Photo [Do Not Staple or Glue]

(See page 18 for specifications)

Photocopies of Two Pieces of Government Issued Identifications

(See page 19 for instructions)

Other Documents Related to Your Application

(See page 20 for more information)

Fee Payment

Full payment must be made prior to sending the application package to us. We generate an internal file once the payment is made, and if we receive an application package with no payment, an additional **\$15 CAD** administration fee will be applied. If the invoice is not paid in full within three days, the documents may be shredded without notice. Shipping and handling fees will apply if you request the return of the documents.



## Service Fees and Payment Methods

Please make sure to read and understand the Service Policies and Terms in this package. By making the payment you agree to be bound by the Service Policies and Terms.

### Service Fees

- Card Scanning Service Fee: \$130.00 CAD
- RCMP Fee (if applicable, refer to Application Form) \$25.00 CAD (GST Exempt)
- Special Format Fingerprints Forms \$30.00 CAD

### Optional Services:

- Urgent Processing Fee \$20.00 CAD  
(Submit the application within 1 business day after receipt of the complete application and payment)
- Email Scanned Copy of Police Certificate \$15.00 CAD  
(Only available to applications with consent to release the result to Edmonton Fingerprinting Services)
- Additional Certificates \$80.00 CAD (Plus RCMP Fee, if applicable)  
Number of Additional Copies \_\_\_\_\_  
(Must be requested in the same application under the same file number to get a discounted price)
- Apostille Services \$160.00 CAD (Plus shipping & handling, if applicable)  
(Please specify this request at the preliminary review)
- Shipping / Handling Fee To be estimated  
Fees are calculated based on the shipping destination. Frequently used courier companies include UPS, DHL, FedEx, Purolator, etc. We do NOT accept shipping labels provided by the applicant, as this would complicate the process. Please note that regular mail or registered mail service is not available from our office, and we reserve the right to refuse the use of certain courier providers.
- Goods and Services Tax (GST): 5%

Payment Methods: **(MUST choose ONE of the methods, see next page for instructions)**

- Credit Card (Visa/MasterCard/American Express) — 5% processing fee
- WeChat or Alipay — 2% processing fee
- Email Transfer — No additional fees
- In-Person Payment

## Payment Instructions

Full payment must be made before sending the application package to us. We generate an internal file once the payment is made, and if we receive an application package with no payment, an additional \$15 CAD administration fee will be applied. If the invoice is not paid in full within three days, the documents may be shredded without notice. Shipping and handling fees will apply if you request the return of the documents.

Edmonton Fingerprinting Services will issue you an invoice based on your selection on the previous page, and you can make the payment by any of the below methods. Please make sure you make the choice of payment method on the previous page.

- **Credit Card (Visa/MasterCard/American Express) — A 5% processing fee applies:** After Edmonton Fingerprinting Services sends an invoice, the applicant will be able to make the payment online with one of the accepted credit cards. Please do NOT include your credit card information in the application package.
- **WeChat or Alipay — A 2% processing fee applies:** Edmonton Fingerprinting Services will email you payment instructions.
- **Email Transfer — No additional fees:** Please send your payment to [info@EdmontonFingerprinting.ca](mailto:info@EdmontonFingerprinting.ca) (No password needed)
- **In-Person Payment:**
  - Cash or Debit: No additional fees
  - Credit Card/WeChat/Alipay: Same fees as above

## Service Policies and Terms

1. Refund or cancellation requests must be made via email by the applicant.
2. Our office will send a confirmation email when the application package is received. If the refund or cancellation request is **made before our confirmation email** of reception of the application package, a refund of the amount on your order will apply, **less \$25 CAD** for administration fees **AND 5%** of the total paid amount to cover credit card/money transfer/bank charges.
3. If the refund or cancellation request is **made within 30 days after our confirmation email** of reception of the application package (regardless of whether the fingerprint application is submitted): There will be **no refund** for the Card Scanning Service Fee, RCMP Fee, Special Format Fingerprint Forms, Urgent Processing Fee, or Additional Certificates. The following options (if selected and paid for) are eligible for refund, **less \$25 CAD** for administration fees **AND 5%** of the total paid amount to cover credit card/money transfer/bank charges: Email Scanned Copy of Police Certificate, and Shipping & Handling Fee. If the eligible refund amount is less than the total of \$25 CAD and 5% of the total paid amount, no refund will be issued.
4. There will be **no refund** after 30 days of **our confirmation email** of reception of the application package, or after Edmonton Fingerprinting Services has received your official certificate from the RCMP (if this option was selected and paid for).
5. If any document is missing, or the fingerprints cannot be digitized or recognized by the system, or the consent form was not provided properly, it is the applicant's responsibility to provide a new set of completed original fingerprint form or third-party consent form (if applicable) to our office within 30 days from the date of notice from our office.
  - a. If we do not receive the required documents within 30 days, the application will be deemed abandoned, and there will be no refund.
  - b. If the applicant decides not to proceed with the application before we submit the application, there will be **no refund** for the Card Scanning Service Fee, RCMP Fee, Special Format Fingerprint Forms, Urgent Processing Fee, or Additional Certificates. The following options (if selected and paid for) are eligible for a refund if the request is **made within 30 days after our confirmation email** of reception of the application package, **less \$25 CAD** for administration fees **AND 5%** of the total paid amount to cover credit card/money transfer/bank charges: Email Scanned Copy of Police Certificate, Shipping & Handling Fee.

6. In the event the fingerprint application is rejected by the RCMP due to quality, or not in the proper format, an improper purpose of fingerprinting was selected, or incorrect information was provided, it would be the applicant's responsibility to submit a new set of original fingerprints forms along with additional processing fees (if applicable). Please note that no fees will be refunded due to the rejection from the RCMP.
7. It is the applicant's responsibility to provide us with complete and acceptable documents (as prescribed in the instructions) within required timeframe. Edmonton Fingerprinting Services will not follow up with courier companies or customs for the applicant's application package, nor will it pay any customs clearance fees for the applicant's documents. It is the applicant's responsibility to ensure the package is delivered during our business hours, our office does NOT pick up packages from any post office or courier companies.
8. If the applicant doesn't use a courier to send documents, shipping of the application package/documents remains the applicant's responsibility, and the applicant may not be able to track the package as no tracking information will be available. Our office will send an email confirmation when the package is received, but we may not be able to reply to inquiries regarding the status of your shipment.
9. Please be advised that the RCMP only sends results via Canada Post regular mail with no tracking information available. If the regular mail is lost or not received for any reason (especially for regular mail overseas, it has a higher risk of loss), the RCMP does not re-issue or replace a certificate. It is the applicant's responsibility to provide a new set of applications with the original fingerprint form and full payment. Please note that no fees will be refunded due to the mail loss.
10. Upon submission of the application, the fingerprint card will be securely destroyed in accordance with RCMP policies. We do not return fingerprint cards. In exceptional circumstances, if the applicant requires the return of the fingerprint card, a handling fee of \$30 plus the applicable courier shipping fee will be charged. Each request will be evaluated on a case-by-case basis, and we reserve the right to deny the return of the card. Returns will not be granted without a valid reason.

## Fingerprint Form

<b>Surname</b>		<b>Given Name 1</b>		
<b>Given Name 2</b>		<b>Given Name 3</b>		
<b>Date of Birth</b> (YYYY-MM-DD)		<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Applicant's Signature</b>	
<b>RIGHT HAND (Rolled)</b>				
<b>Thumb</b>	<b>Index</b>	<b>Middle</b>	<b>Ring</b>	<b>Little</b>
<b>LEFT HAND (Rolled)</b>				
<b>Thumb</b>	<b>Index</b>	<b>Middle</b>	<b>Ring</b>	<b>Little</b>
<b>LEFT SLAP</b> Four Fingers Taken Simultaneously		<b>THUMBS (Flat)</b> Left      Right		<b>RIGHT SLAP</b> Four Fingers Taken Simultaneously

<b>Name of Police / Fingerprint Agency</b>		<b>Date of Fingerprints Taken</b> (YYYY-MM-DD)	
<b>Address of Police / Fingerprint Agency</b>			
<b>Name of Official Taking Fingerprints (Print Clearly)</b>		<b>Signature of Official Taking Fingerprints</b>	

## Fingerprinting Instructions

- Please DO NOT FOLD the fingerprint form/card.
- We accept the following fingerprints forms (no Special Format Form Fee applies):
  - Edmonton Fingerprinting Services **Fingerprints Form** (previous page)
  - **RCMP C216C form**
  - **FBI FD258 form.**
- For any fingerprint form, please clearly provide the following information. If the form does not have any of these fields, you can write it down on the back of the form or a separate paper.
  - **Name of Police or Fingerprint Agency**
  - **Date of Fingerprints Taken (YYYY-MM-DD)**
  - **Address of Police or Fingerprint Agency**
  - **Name of Official Taking Fingerprints (Please write clearly)**
  - **Signature of Official Taking Fingerprints (should be signed on the fingerprint form)**
- The form must be printed on Letter, Legal, or A4 size papers. Additional charges may apply for other forms or formats used. We reserve the right to refuse fingerprints forms taken on forms other than the above-listed forms.
- If you plan to use the **RCMP C216C** form, please print it on **legal-sized** paper. Otherwise, the fingerprint blocks may be too small, which could cause issues during digitization.
- The application form and fingerprint form must be completed in English.
- You must submit the **ORIGINAL** fingerprint form. Photocopy or certified copy of fingerprint form will **NOT** be accepted.
- Fingerprints must be taken by an acceptable "Fingerprinting Agency / Department" as follows:
  - Police Force;
  - Government Department;
  - Embassy / Consulate;
  - Notary of the Public;

- Foreign Private Fingerprinting Company (FPC) with a Memorandum of Understanding (MOU) with an Accredited Canadian PFC; or Foreign PFC with an MOU with a local police force or government department.
- The fingerprint form must indicate the name and address of the "Fingerprinting Agency / Department" that took the prints, the name of the "Official taking fingerprints," as well as the signature, name, and title of the authenticating official.
- We make our best effort to advise whether the quality of fingerprints will be accepted. However, until we start digitizing the fingerprints in our system, we cannot guarantee they will be accepted without issues. By signing and submitting the application package, the applicant agrees and understands that:
  - If the fingerprints cannot be digitized or recognized by the system, it is the applicant's responsibility to provide a new set of completed original fingerprint forms or third-party consent forms (if applicable) to our office within 30 days from the date of notice from our office.
  - If the applicant decides not to proceed with the application before we submit it, the card scanning service fee, urgent processing fee, or special format fingerprint form fee will NOT be refunded. Other paid fees (if applicable) will be refunded by the method of original payment. The original fingerprints and other documents can be sent back via courier service (no regular mail or registered mail service) at the applicant's cost or shredded if no instruction is provided after 30 days.
  - The applicant also agrees to the other terms prescribed in the Service Policies and Terms.
- After the application is submitted, the fingerprint card will be securely destroyed in accordance with RCMP policies. We do not return the fingerprint cards.



Suite 208, 10109 - 106 Street NW  
Edmonton, AB, Canada T5J 3L7  
Phone: +1 (780) 851-1188  
[www.EdmontonFingerprinting.ca](http://www.EdmontonFingerprinting.ca)  
[info@EdmontonFingerprinting.ca](mailto:info@EdmontonFingerprinting.ca)

## Reference from FBI – Capturing Legible Fingerprints

### Proper Capture of Image within Fingerprint Block

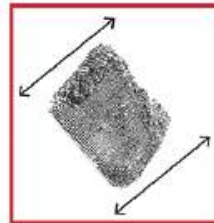


**INCORRECT**  
Image printed too low in block.  
Image protrudes into neighboring fingerprint block.



**CORRECT**  
Entire image printed in the center of the block.

### Proper Orientation of Rolled Fingerprint Impressions



**INCORRECT**  
Image captured at an angle.



**CORRECT**  
Capture image in a vertical upright position.

### White Lines/Cracks/Worn Ridges within Fingerprint Pattern Area

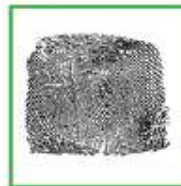
#### Non-Discernable Images/Smudges



1. Do not apply excessive ink to the fingertip.
2. Do not apply excessive pressure to the fingertip.
3. During capture, turn subject's wrist and simply guide the finger being printed.



**INCORRECT**  
Indicates dry, rough skin.  
Fingerprint ridge detail not visible.

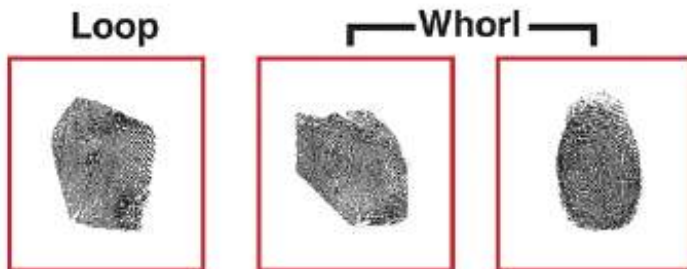


**CORRECT**  
Worn ridge detail may be improved with the following:

1. Ridge Builder
2. Corn Huskers Lotion
3. Lotion with Aloe Vera
4. Massage finger to force blood to fingertips

## Roll Fingerprints Nail to Nail\*

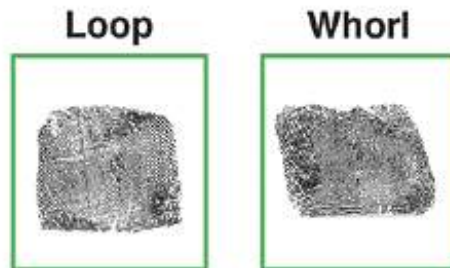
(\*These instructions are not applicable if submitting flat impressions only.)



**INCORRECT**

Deltas need to be present in both the Loop and Whorl patterns.

*Delta: the point on a ridge at or nearest the point of divergence of two type lines, and located at or directly in front of the divergence.*



**CORRECT**

1. Roll finger in a smooth continuous motion from nail to nail.
2. Roll thumbs towards subject. Roll fingers away from the subject.
3. Ensure entire first joint of the finger is in constant contact with the card.

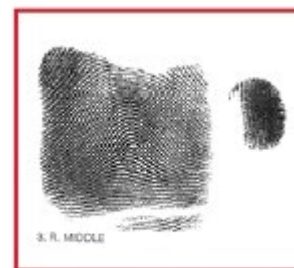
## Complete Pattern Area Not Present in Rolled Impressions



**INCORRECT**

**CORRECT**

## Multiple Images



Do not record multiple fingerprint images in a single fingerprint block.

## Proper Capture of Plain Fingerprint Impressions

**INCORRECT**

Image captured horizontally.



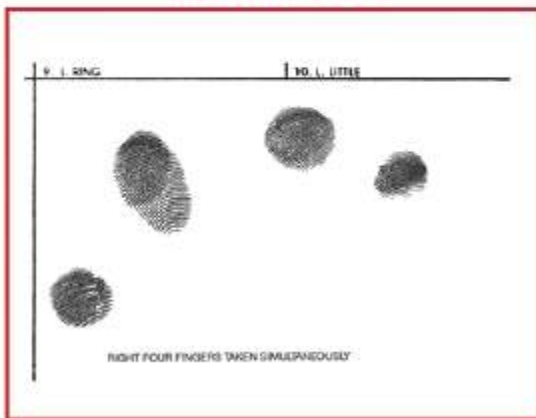
**CORRECT**

Image captured at an appropriate angle.



## Complete Pattern Area Not Present in Plain Impressions

**INCORRECT**



**CORRECT**

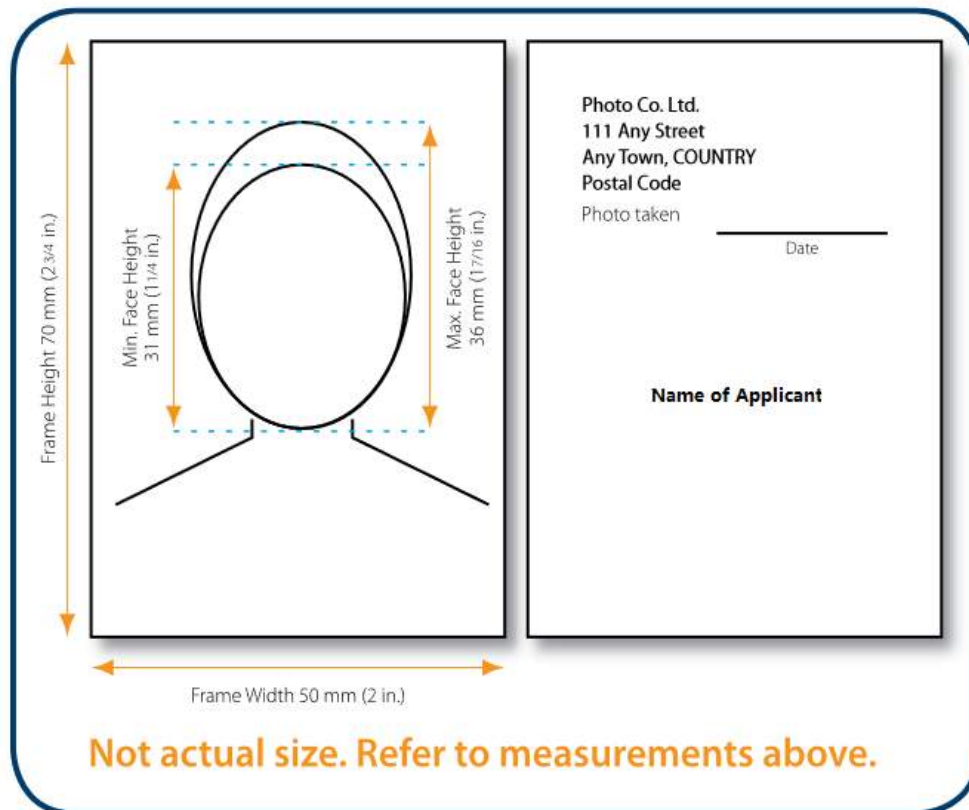


## Photograph Specifications

- Please submit one (1) **COLOR** Canadian passport size photograph
- 50 mm wide x 70 mm high (2 inches wide x 2- 3/4 inches long) and sized so the height of the face measures between 31 mm (1- 1/4 inches) and 36 mm (1- 7/16 inches) from chin to crown of head (natural top of head).
- Taken by a commercial photographer.
- Photo must be taken within the last six months.
- Taken in front of a plain white background.

### The back of the photo must include

- the photographer's stamp or written information of the:
  - o date the photo was taken
  - o name and complete address of the photo studioThe photographer may use a stamp or handwrite this information.  
Stick-on labels are unacceptable
- write down Full Name of the applicant



## Required Identifications

You must provide photocopies of **two** pieces of valid government issued identification, at least one of which must be **photo ID**. (One must be a Photo ID, and the other one could be an ID without photo)

The following types of identification are acceptable:

- Passport
- Driver's License
- Birth Certificate
- Canadian Citizenship Card or Certificate
- Permanent Resident Card
- Certificate of Indian Status
- Canadian Immigration Status Documents (Study Permit, Work Permit, Visitor Record, Landing Paper)
- Canadian Military Family ID
- Nexus Card
- Federal Government Employee ID
- Canadian Firearms Possession and Acquisition License (PAL)
- Health Care Card (Not all provinces accept health cards as valid government issued ID. Please refer to provincial regulations.)

Note:

- ❖ Social Insurance Number (SIN) cannot be used as an ID.
- ❖ Expired or temporary identification cannot be accepted.
- ❖ Credit cards cannot be used as an ID.
- ❖ **Please make sure the photocopies of IDs are clear, complete, and legible, with no information cropped.**

## Other Documents Related to Your Application

If you received a letter or instruction to request your fingerprint based criminal record check, please make sure to provide a copy of the letter or instruction.

For example:

- Request letter from Immigration, Refugees and Citizenship Canada (IRCC)
  - o Make sure to provide photocopies of all pages of the request including pages indicating where the result to be sent.
- Request form from government/private employers.
- Instructions received from your employer/lawyer/consultant regarding your criminal record check application.

## Frequently Asked Questions

### About Processing:

#### **Can I only email you a scanned version of the fingerprint form for the application instead of the original documents?**

We cannot process scanned versions of the fingerprints. The original fingerprint form and other required documents must be sent to our office.

#### **How will I know that you have received my documents?**

We will send an email to acknowledge the receipt of your package once we receive it. We recommend you ship your application package with tracking information so that you can monitor your shipment directly. We may not reply to inquiries asking whether your package has been received. Especially if you use a shipping method without tracking information, we will not be able to check the status or continuously provide updates.

Please also note that once your package has been delivered to our office, it goes through an internal documentation intake process before reaching our processing team. Your application will not be assigned to a technician immediately upon delivery — our team requires time to log, sort, and transfer documents from our receiving department to our processing department. Please allow additional time for this internal workflow before expecting a confirmation or update from your assigned technician.

#### **How can I get a File Number to put on the Document Checklist?**

After we verify your scanned copy of the application package and confirm the payment is received, we will provide you with a File Number. Please write down the provided File Number on the Document Checklist page before you send the original application packages to us. If we receive an application package without a File Number on the form, the application may be delayed at the applicant's responsibility.

#### **How long will it take for Edmonton Fingerprinting Services to process my application after my application package is received?**

We will process your application within 3 business days after receiving your application package, and you will receive an email after your application is submitted. If you request urgent processing and pay an Urgent Processing Fee, we will submit the application within 1 business day after receipt of the complete application and payment.

#### **Can I get a confirmation of my application?**

We will email you a confirmation document with a Document Control Number (DCN) after your application is submitted to the RCMP.

**How long will it take to receive the certified criminal record check from the RCMP after my application is submitted?**

If the applicant does not have a criminal record and has never been fingerprinted for a criminal offence in Canada, the RCMP will make every effort possible to process the request within 72 hours of receiving the electronic submission. The results are mailed to the address provided and extra time should be allowed for delivery by Canada Post (Regular mail).

If there is a criminal record, or if your fingerprints need to be processed manually for any reason, the processing time could be increased to 120 days or more.

<b>(No Criminal Record)</b>	<b>(WITH Criminal Record)</b>
2 to 4 weeks (regular mail within Canada) Hard to estimate (Overseas)	120 days or more

**Can I get the status of my application from the Edmonton Fingerprinting Services?**

After the application is submitted to the RCMP, the RCMP will send the result to the address provided in the application, and the RCMP will not send any notification or updates to Edmonton Fingerprinting Services. If you choose to authorize Edmonton Fingerprinting Services to receive your result, we can only wait for the result in the mail as well, and we are not able to check the status of your application.

**How can I check the status of my application?**

If the application has taken longer than the time indicated above, the applicant may inquire about the status of the electronic fingerprints submission by contacting the RCMP via email: [CCRTIS-SCICTR@rcmp-grc.gc.ca](mailto:CCRTIS-SCICTR@rcmp-grc.gc.ca)  
 The following information must be provided in the inquiring email:

- Applicant’s full name
- Applicant’s date of birth
- The type of application submitted (Criminal Record Check)
- The date the application was submitted to the RCMP
- A daytime contact phone number
- The Document Control Number (DCN)

Please note: Do not expect an immediate email response from the RCMP.

**The certified criminal record check issued by the RCMP needs to be authenticated and legalized by an embassy. Do you provide this service?**

Sorry, we do not provide this service at this time.

**How should I submit my application to your office?**

After we verify your scanned version of the application package and confirm your payment, you will be provided with a file number. Please make sure to write down this number on the Document Checklist page. Include only the documents listed on the Document Checklist in your package; please do not include other information pages, such as instructions or FAQs.

You can mail or courier your application packages directly to us. If you would like to have a family member or friend drop off your application packages at our office, please let us know. The complete address is on the first page of this application package.

Please ensure your application package is delivered to our office within 30 days from the date a File Number was provided by our office. We will send an email to acknowledge the receipt of your package once we receive it. If you do not receive an email from us, it means we have not received your package. We recommend shipping your application package with tracking information so that you can monitor your shipment directly. We may not reply to inquiries asking whether your package has been received. Especially if you use a shipping method without tracking information, we will not be able to check the status or provide continuous updates.

If you use a courier service, please ensure the courier company delivers within our business hours (Monday to Friday: 10 am to 6 pm). If delivery is made outside of our business hours, it will be your responsibility to arrange for redelivery. Our office does not pick up packages from post offices or courier companies. Additionally, our office does not pay any fees or duties for your package delivery; you must ensure all fees are paid to the courier company upfront. Otherwise, we may refuse the package.

### **Does the Criminal Record Check expire?**

Criminal record checks are valid as of the date they were conducted. Results are provided with the date of completion rather than an expiration date. It is up to the requesting organization to determine their own thresholds for how long a check will be considered valid. If it has been too long since the completion of your check, the organization may request a renewal.

### **Can I conduct a Vulnerable Sector Check with fingerprinting?**

RCMP policy states that a Vulnerable Sector Check must be conducted by the local police agency of the jurisdiction where the applicant resides.

If you have initiated the Vulnerable Sector Check through your local police agency and are asked to provide fingerprints to complete the Vulnerable Sector Check, we can assist you with the fingerprinting process and request the results be sent to the requesting police agency from the RCMP. In this case, a request letter from the local police agency is required.

Please ensure that this is the right check for you. Note that a refund will **not** be provided once the check has been processed.

## **Application Form:**

**What are the IRCC File Number and UCI?**

These two files are mainly used for Canadian Citizenship and Canadian Permanent Resident applications. You can find the application number and UCI from the letters/documents received from the IRCC. If not available, please leave it blank.

**Can I request the RCMP mail the result directly to me?**

Yes, you can. There is no additional cost for choosing this option. However, please note that the RCMP only uses **regular mail**, and no tracking number will be provided. Since this involves regular mail overseas, please be aware that if the mail is lost or not received for any reason, the RCMP does not re-issue or replace the certificate. You would need to provide a new set of applications with the original fingerprint form and full payment.

**Which purpose should I select if I am applying for immigration/visa from a country other than Canada and the USA, such as Australia, New Zealand, the UK, South Korea, etc.?**

Please select "Visa/Waiver/Border Crossing/Foreign Travel/Work".

**Which purpose should I select if the criminal record check is used for Immigration to the USA?**

Select "Criminal Record Check for Personal Use (formerly known as Privacy Act Request)" and subtype: Other: RCMP National Repository Entire Holdings. The result must be sent directly to the applicant and cannot be sent to a third party or our office. Therefore, no third-party consent form is required for this purpose. Please make sure to inform us that you are requesting the record for United States immigration (not for travel or other purposes) under the Criminal Record Check for Personal Use. The record will be specifically requested to include the "RCMP National Repository Entire Holdings." Note: although the K-1 visa is legally classified as a non-immigrant visa, you should select this purpose as well.

**If the applicant is under 18 years old, can the result be sent to a third party directly?**

No. If the applicant is under 18 years old, the result must be sent back to the applicant's address, and it cannot be sent to any third party.

**Third-Party Consent Form:****Do I need a third-party consent form if I only need the scanned copy of my result?**

- You still need to provide a third-party consent form to authorize the RCMP to release your result to our agency.
- Instead of providing the name and address on the form, please fill in the special notes as 'Only scanned copy by email is needed.'
- We will keep your result for 10 days in case you still need the original result. After that, the original result will be shredded.

## Fees and Payment Methods:

### Is there an RCMP fee for my application?

Please check the application form for details. The purposes with the asterisk mark (\*) indicate that the RCMP Fee \$25 CAD applies.

### If I only need an email scanned copy of the police certificate, is there any shipping and handling fee?

No, there is no shipping and handling fee in this case.

### How to pay with WeChat or Alipay and Email Transfer?

After we finish the verification of your scanned application, a detailed payment instruction will be sent to you based on your choice of payment method.

### Can my friend or relative pay on my behalf?

Yes, they can. They can choose one of the payment methods listed in the application package.

### Can I pay after your office receives my application package?

Full payment must be made prior to sending the application package to us. We generate an internal file once the payment is made, and if we receive an application package with no payment, an additional \$15 CAD administration fee will be applied. If the invoice is not paid in full within three days, the documents may be shredded without notice. Shipping and handling fees will apply if you request the return of the documents.

## Fingerprints Form:

### Do you accept my fingerprints taken on the form used by the police of the country I am living in?

Yes, you can. However, additional charges may apply for other forms or formats as we may need to adjust our system and process for special formats. We also reserve the right to refuse fingerprint forms taken on forms other than those we accept. We accept the following fingerprint forms:

- Edmonton Fingerprinting Services Fingerprints Form (included in the application package)
- RCMP C216C form
- FBI FD-258 form

For any fingerprint form, please clearly provide the following information. If the form does not have any of these fields, you can write it down on the back of the form or a separate paper.

- Name of Police or Fingerprint Agency
- Date of Fingerprints Taken (YYYY-MM-DD)
- Address of Police or Fingerprint Agency

- Name of Official Taking Fingerprints (Please write clearly)
- Signature of Official Taking Fingerprints (should be signed on the fingerprint form)

**Where can I get my fingerprints done outside of Canada?**

Fingerprints must be taken by an acceptable "Fingerprinting Agency / Department" as follows:

- Police Force;
- Government Department;
- Embassy / Consulate;
- Notary of the Public;
- Foreign Private Fingerprinting Company (PFC) with a Memorandum of Understanding (MOU) with an Accredited Canadian PFC; or Foreign PFC with an MOU with a local police force or government department.

**What do I need to do if my fingerprints are not clear?**

We make our best effort to advise whether the quality of fingerprints will be accepted. However, until we start digitizing the fingerprints in our system, we cannot guarantee they will be accepted without issues. If you notice that the quality of your fingerprints is not good, we recommend providing at least two fingerprint forms. We will then select the one with better quality.

**Can you accept the fingerprints captured one year ago?**

Yes, but please be advised that the original date of fingerprinting will be shown on your RCMP police certificate.

**Can I request to return my fingerprint card after the application is submitted?**

Upon submission of the application, the fingerprint card will be securely destroyed in accordance with RCMP policies. We do not return fingerprint cards. In exceptional circumstances, if the applicant requires the return of the fingerprint card, a handling fee of \$30 plus the applicable courier shipping fee will be charged. Each request will be evaluated on a case-by-case basis, and we reserve the right to deny the return of the card. Returns will not be granted without a valid reason.

**Photo:****Why do I need to provide a passport photo?**

We need to scan and submit the photo to the RCMP as part of your application. In most cases, your photo will be displayed on the certified criminal record check result.

**What can I do if the photo studio does not have a stamp?**

If the photo studio does not have a stamp, please clearly write the name of the studio, its address, and the date the photo was taken on the back of the photo.



Sample Reference — Completed Fingerprint Card

	Thumb - Pouce	Index	Middle - Médius	Ring - Annulaire	Little - Auriculaire
R I G H T H O U B H E					
L E F T H O U B H E					

IF ANY FINGERPRINT IS NOT RECORDED, GIVE REASON - IF AMPUTATED, DEFORMED OR INJURED, GIVE DATE  
S'IL MANQUE UNE EMPREINTE, DIRE POURQUOI - EN CAS D'AMPUTATION, DE DEFORMATION OU DE BLESSURE, DONNER LA DATE

FOUR FINGERS TAKEN TOGETHER - IMPRESSION SIMULTANÉE DES QUATRE DOIGTS

