

International Fingerprinting 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.

It is recommended to complete the forms by using Adobe Reader in PDF format. If you complete the forms by handwriting, please make sure to write clearly.

Please read and follow the instructions carefully, and return all required documents to our office via courier or in-person drop off:

Edmonton Fingerprinting Services

Suite 208, 10109 - 106 Street NW

Edmonton, Alberta, Canada T5J 3L7

Phone: 1-780-851-6669

Email: info@EdmontonFingerprinting.ca

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 would be answered in this package.

See Frequently Asked Questions (FAQ) on Pages 21-25

Document Checklist

Note: Please include this Document Checklist page in your package.

Please send documents listed on this page only. (Do not include other information pages)

File Number: _____

(File number will be provided by our office after verifying scanned application and confirming the payment. Must write down the file number before you submit the original package to us.)

Applicant Name: _____

(First Name)

(Last Name)

Date of Birth: _____

(Format: YYYY-MM-DD)

- Document Checklist (Page 3)
- Application Form (Page 4)
- Third Party Consent Form, if applicable (Pages 5-7)

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.

(We recommend the applicant to provide at least 3 consent forms with different fingers, so that we could choose the one with best quality)

- Fees and Payment Method (Page 8)
- Original Fingerprints Card (Page 12)
(See pages 8-11 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 application package to us. We generate an internal file once the payment is made, and if we receive an application package that has no payment made, there would be an additional \$15 CAD administration fee applied. If the invoice is not paid in full within three days, then the documents may be shredded without notice. Shipping and handling fees would apply if you request to return the documents.

Fingerprints Card Scanning Application Form

Surname (Last Name)		Given Name 1 (First Name)	
Given Name 2 (Middle Name)		Given Name 3	
Maiden Name or Other Surnames Used		Other Given Names Used	
Date of Birth (YYYY-MM-DD)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Language Preference <input type="checkbox"/> English <input type="checkbox"/> French
Current Residential Address			
City	Province/State	Country	Postal Code/Zip
Telephone No.		Email	
Purpose of Fingerprinting (please select one)		[* indicating RCMP Fee \$25 CAD is applied]	
<input type="checkbox"/> Adoption * <input type="checkbox"/> Canadian Citizenship <input type="checkbox"/> Employment (Canadian Federal Government) <input type="checkbox"/> Employment (Canadian Police) <input type="checkbox"/> Employment (Canadian Private Industry) * <input type="checkbox"/> Employment (Canadian Provincial Government) * <input type="checkbox"/> Employment (Other Canadian Employment) * Specify: _____		<input type="checkbox"/> Immigration to Canada <input type="checkbox"/> Name Change * <input type="checkbox"/> National Sex Offender Registry <input type="checkbox"/> Privacy Act Request (CMP-PPU-030) <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 * : _____	
Occupation		Employer	
[For Canadian Citizenship/Immigration/Visa only]			
IRCC File Number (if applicable)		UCI / Client ID (if applicable)	
I authorize the RCMP to send the Certified Criminal Record Check to: (MUST select only ONE option) <input type="checkbox"/> The applicant at above address (RCMP will send the result to yourself via regular mail – NO consent form required) <input type="checkbox"/> Third Party Individual or Organization (Consent to Release Personal Information form must be completed) <input type="checkbox"/> 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 name below.)			
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 Refund and Cancellation Policy.			
Signature:		Date: (YYYY-MM-DD)	
How did you hear us? <input type="checkbox"/> Google <input type="checkbox"/> Bing <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> WeChat <input type="checkbox"/> Weibo <input type="checkbox"/> Newspaper/Posters <input type="checkbox"/> Lawyer/Consultant <input type="checkbox"/> Family/Friend <input type="checkbox"/> Employer <input type="checkbox"/> RCMP <input type="checkbox"/> Other: _____			

Consent to Release Personal Information (Third Party) 1

I, _____, _____, Date of Birth:

(First Name) (Last Name)

_____, require a criminal record verification in order to obtain a/an:

(YYYY-MM-DD)

(purpose of fingerprinting - should be the same purpose as selected on the application form)

I hereby authorize the Royal Canadian Mounted Police central repository of criminal record to:
 (Select only one option)

- Option 1:** Release my Criminal Record Search Results to Edmonton Fingerprinting Services located at Suite 208, 10109 – 106 Street NW, Edmonton, Alberta, Canada T5J 3L7 and for Edmonton Fingerprinting Services to courier the results to me at the address indicated in the box below. (Shipping and Handling fees will apply).
- Option 2:** Release my Criminal Record Search results to the Third Party, at the address indicated in the box below.

***** MUST COMPLETE BELOW BASED ON YOUR CHOICE OF OPTIONS *****

Name of individual/organization	
Address	
City, Province/State, Country	
Postal Code/ZIP	

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 Consent document and understand my rights with regard to obtaining criminal record information.

Please check the box showing which finger was printed by placing an "X"

 Applicant's Signature

 Date: (YYYY-MM-DD)

Applicant's Fingerprint

Right	
	Thumb
	Index
	Middle
	Ring
	Little
Left	
	Thumb
	Index
	Middle
	Ring
	Little

Consent to Release Personal Information (Third Party) 2

I, _____, _____, Date of Birth:

(First Name) (Last Name)

_____, require a criminal record verification in order to obtain a/an:

(YYYY-MM-DD)

(purpose of fingerprinting - should be the same purpose as selected on the application form)

I hereby authorize the Royal Canadian Mounted Police central repository of criminal record to:
(Select only one option)

- Option 1:** Release my Criminal Record Search Results to Edmonton Fingerprinting Services located at Suite 208, 10109 – 106 Street NW, Edmonton, Alberta, Canada T5J 3L7 and for Edmonton Fingerprinting Services to courier the results to me at the address indicated in the box below. (Shipping and Handling fees will apply).
- Option 2:** Release my Criminal Record Search results to the Third Party, at the address indicated in the box below.

***** MUST COMPLETE BELOW BASED ON YOUR CHOICE OF OPTIONS *****

Name of individual/organization	
Address	
City, Province/State, Country	
Postal Code/ZIP	

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 Consent document and understand my rights with regard to obtaining criminal record information.

Please check the box showing which finger was printed by placing an "X"

Applicant's Signature

Date: (YYYY-MM-DD)

Applicant's Fingerprint

Right	
	Thumb
	Index
	Middle
	Ring
	Little
Left	
	Thumb
	Index
	Middle
	Ring
	Little

Consent to Release Personal Information (Third Party) 3

I, _____, _____, Date of Birth:
(First Name) (Last Name)

_____, require a criminal record verification in order to obtain a/an:
(YYYY-MM-DD)

(purpose of fingerprinting - should be the same purpose as selected on the application form)

I hereby authorize the Royal Canadian Mounted Police central repository of criminal record to:
(Select only one option)

- Option 1:** Release my Criminal Record Search Results to Edmonton Fingerprinting Services located at Suite 208, 10109 – 106 Street NW, Edmonton, Alberta, Canada T5J 3L7 and for Edmonton Fingerprinting Services to courier the results to me at the address indicated in the box below. (Shipping and Handling fees will apply).
- Option 2:** Release my Criminal Record Search results to the Third Party, at the address indicated in the box below.

***** MUST COMPLETE BELOW BASED ON YOUR CHOICE OF OPTIONS *****

Name of individual/organization	
Address	
City, Province/State, Country	
Postal Code/ZIP	

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 Consent document and understand my rights with regard to obtaining criminal record information.

Please check the box showing which finger was printed by placing an "X"

Applicant's Fingerprint

Right	
<input type="checkbox"/>	Thumb
<input type="checkbox"/>	Index
<input type="checkbox"/>	Middle
<input type="checkbox"/>	Ring
<input type="checkbox"/>	Little
Left	
<input type="checkbox"/>	Thumb
<input type="checkbox"/>	Index
<input type="checkbox"/>	Middle
<input type="checkbox"/>	Ring
<input type="checkbox"/>	Little

Applicant's Signature

Date: (YYYY-MM-DD)

Service Fees and Payment Methods

Please make sure to read and understand the Refund and Cancellation Policy in this package, by making the payment you agree to be bound by the Refund and Cancellation Policy.

Service Fees

- Card Scanning Service Fee: \$125.00 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 complete application and payment)
- Email Scanned Copy of Police Certificate \$15.00 CAD
(Only available to applications with consents 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 same file number in order to get discounted price)
- Store Fingerprints for One Year \$25.00 CAD
We usually shred your fingerprints after your application is submitted. By choosing this option, your original fingerprints form will be kept securely for one year, so that you are able to order additional RCMP certificates without providing new fingerprints for up to one year after your initial application. Without choosing this option, we will shred your original fingerprints after we submit your application, and you will need to provide new original fingerprints when ordering additional certificates.
- Shipping & Handling Fee To be estimated
Fees are calculated depending on shipping destination. Frequently used courier companies: DHL, FedEx, Purolator, etc. We do NOT accept shipping labels provided by the applicant which would make the process more complicated. Please note that regular mail or registered mail service is not available from our office, and we reserve the right to refuse to use 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)
- WeChat or Alipay
- Email Transfer
- In-Person Payment

Payment Instructions

Full payment must be made prior to sending application package to us. We generate an internal file once the payment is made, and if we receive an application package that has no payment made, there would be an additional \$15 CAD administration fee applied. If the invoice is not paid in full within three days, then the documents may be shredded without notice. Shipping and handling fees would apply if you request to return 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 below methods. Please make sure you make the choice of payment method on the previous page.

- **Credit Card** (Visa/MasterCard/American Express): 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**: Edmonton Fingerprinting Services will email you payment instructions.
- **Email Transfer**: Please send your payment to info@EdmontonFingerprinting.ca (No password needed)
- **In-Person Payment**: You can visit our office to make the payment by Cash, Credit Card, Debit Card, WeChat or Alipay.

Refund and Cancellation Policy

1. Refund or cancellation request must be requested 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 prior to our confirmation email** of reception of the application package: full refund of the amount on your order will apply, **less \$25 CAD** for administration fees **AND 5%** of the refund 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 (no matter the fingerprint application is submitted or not, our process has been started after receiving the application package): There will be **no refund** for Card Scanning Service Fee, RCMP Fee, Special Format Fingerprint Forms, Urgent Processing Fee, or Additional Certificates. The following options (if selected and paid) are eligible for refund, **less \$25 CAD** for administration fees **AND 5%** of the refund to cover credit card/money transfer/bank charges: Email Scanned Copy of Police Certificate, Shipping & Handling Fee, Store Fingerprints for One Year.
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).
5. If any document is missing, or the fingerprints and/or biometric consent cannot be digitized or recognized by the system, it would be 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 don't receive required documents within 30 days, the application would be deemed as 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 Card Scanning Service Fee, RCMP Fee, Special Format Fingerprint Forms, Urgent Processing Fee, or Additional Certificates. The following options (if selected and paid) are eligible for 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 refund to cover credit card/money transfer/bank charges: Email Scanned Copy of Police Certificate, Shipping & Handling Fee, Store Fingerprints for One Year.

6. In the event the fingerprint application is rejected by the RCMP due to quality, or not in the right format, an improper purpose of fingerprint 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).
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 applicant's application package, will not pay any customs clearance fees for the applicant's documents. It is the applicant's responsibility to make sure the package to be delivered during our business hours, our office does NOT pickup packages from any post office or courier companies.
8. If the applicant doesn't use a courier to send documents, shipping of application package/ documents remains the applicant's responsibility, and the applicant may not be able to track the package as no tracking information available. Our office will send an email confirmation when the package is received, however we may not be able to reply to inquiries asking for 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 to 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 original fingerprints form and full payment.

Fingerprint Form

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

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

Fingerprinting Instructions

- We accept following fingerprints forms (no Special Format Form Fee applies):
 - Edmonton Fingerprinting Services **Fingerprints Form** (previous page)
 - **RCMP C216C form**
 - **FBI FD258 form.**
- The form must be printed on Letter, Legal or A4 size papers. Additional charge may apply for other forms or formats used. We reserve the right to refuse fingerprints forms taken on forms other than above listed forms.
- 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 fingerprints form must clearly 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 try our best effort to advise whether the quality of fingerprints would be accepted, however, until we start digitizing the fingerprints in our system, we cannot guarantee the fingerprints would be accepted without issues. By signing and submitting the application package, the applicant agrees and understands that:
 - If the fingerprints or biometric consent cannot be digitized or recognized by the system, it would be 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;

- If the applicant decides not to proceed with the application before we submit the application, the card scanning service fee, urgent processing fee or special format fingerprint form fee would NOT be refunded. Other paid fees (if applicable) would be refunded by the method of original payment. The original fingerprints and other documents could 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;
- As well as other terms prescribed in the Refund and Cancellation Policy.

Reference from FBI – Capturing Legible Fingerprints

Proper Capture of Image within Fingerprint Block

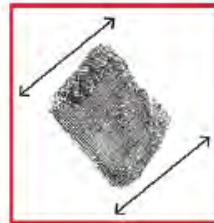


INCORRECT
Image printed too low in block.
Image protrudes into neighboring fingerprint block.



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*

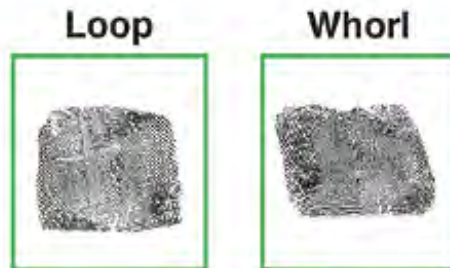
(*These instructions are not applicable if submitting flat impressions only.)



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.

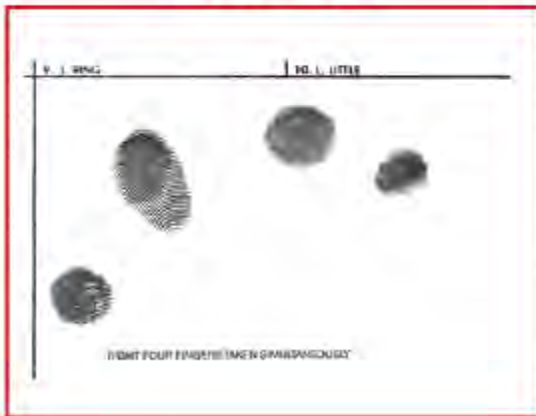


CORRECT
Image captured at an appropriate angle.



Complete Pattern Area Not Present in Plain Impressions

INCORRECT



CORRECT

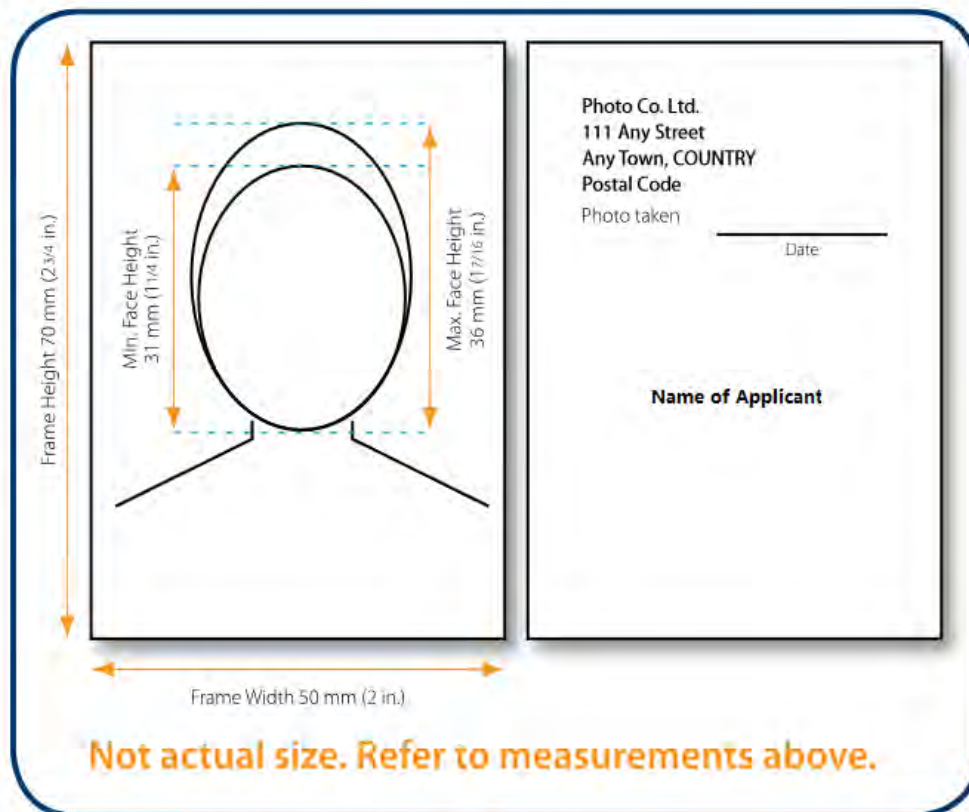


Photograph Specifications

- 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 studio
The 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.
- ❖ **Please make sure the photocopies of IDs are clear, complete and legible without any 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 fingerprints form for the application instead of the original documents?

We cannot process the scanned version of the fingerprints. Original fingerprints form and other required documents are required to be sent to our office.

How would 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 available so that you could monitor your shipment directly. We may not reply to inquiries asking whether your package is received or not. Especially when you use a shipping method without tracking information, we are not able to check the status and not able to continuously provide any status either.

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

After we verify your scanned copy of 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 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 an urgent processing and paid an Urgent Processing Fee, we will submit the application within 1 business day after receipt of complete application and payment

Can I get a confirmation of my application?

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

How long will it take to receive the certified criminal record check from 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.

(No Criminal Record)	(WITH Criminal Record)
5 – 10 business days (within Canada) Hard to estimate (Overseas)	120 days or more

How can I check the status of my application?

If the application has taken longer than the time indicated above, the applicant or authorized Third Party may inquire about the status of the electronic fingerprints submission by contacting the RCMP via email: 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 verified your scanned version of application package and confirmed your payment, you should be provided with a file number. Please make sure to write down this number on the Document Checklist page.

You should only include the documents listed on the Document Checklist in your package, please do not include other information pages, such as instructions, FAQ, etc.

You can mail or courier your application packages to us directly. 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 make sure your application package is delivered to our office within 30 days from today. We will send an email to acknowledge the receipt of your package once we receive it. If we don't email you, it means we

didn't receive it. We recommend you to ship your application package with tracking information available, so that you could monitor your shipment directly. We may not reply to inquiries asking whether your package is received or not. Especially when you use a shipping method without tracking information, we are not able to check the status and not able to continuously provide any status either.

If you use a courier service, please make sure the courier company delivers within our business hours (Monday to Friday: 10am to 6pm). If the delivery is made outside of our business hours, it would be your responsibility to have them deliver to office again. Our office does not pick up packages from post office or courier companies. Also, our office does not pay any fees or duties for your package delivery, you must make sure all fees are paid to the courier company at front, otherwise we may refuse the package.

Application Form:

What's the IRCC File Number and UCI?

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

Can I request RCMP mail the result directly to myself?

Yes, you can. There is no additional cost by choosing this option. However, please be advised that the RCMP only mails with **regular mail**, and no tracking number would be provided. Since this would be regular mail to overseas, please be advised that if the regular mail is lost or not received for any reason, the RCMP doesn't re-issue or replace a certificate. You would have to provide a new set of applications with the original fingerprints form and full payment.

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

'Privacy Act Request' and results must be sent back to yourself directly.

Please make sure to let us know that you are requesting the record for United States immigration (not for travel or other purposes) under the **PRIVACY ACT**. The record will be specifically requested to include the "RCMP National Repository entire holdings."

Third-Party Consent Form:

Which type of fingerprints should I capture on the third-party consent form?

Both rolled and plain fingerprint impressions are accepted by the system. Base on our experience, rolled fingerprint is usually easier to pass in the system.

Do I need a third-party consent form if I only need the scanned copy of my result?

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

Why is it necessary for me to provide more than three sets of third-party consent form?

There is a bio-consent step during the processing. We need to scan the fingerprint on the third-party consent form. If the fingerprint on the third-party consent is not clear, and the bio-consent step is failed, we will not be able to submit your application. In this case, the applicant needs to mail at least three new third-party consent forms to our office.

We recommend the applicant to provide at least 3 consent forms with different fingers so that we could choose the one with the best quality.

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 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?

Normally, we request the client pay before mailing the application package out, and we will send you an email reminder if you do not get a response within 3 days. After that, if we don't get a response from you within 48 hours, this request would be considered as canceled.

If an application is received without payment, it may cause unnecessary delays to process the application. In addition, there would be an administration fee applied.

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. But additional charge applies for other forms or formats. And we reserve the right to refuse fingerprints forms taken on forms other than the forms we accepted.

We accept the following fingerprints forms:

- Edmonton Fingerprinting Services Fingerprints Form (included in the application package)
- RCMP C216C form
- FBI FD-258 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 try our best effort to advise whether the quality of fingerprints would be accepted; however, until we start digitizing the fingerprints in our system, we cannot guarantee the fingerprints would be accepted without issues.

If you notice your fingerprints quality is not good, we recommend you provide at least two fingerprints forms. Then we will pick the better quality one.

Can you accept the fingerprints captured one year ago?

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

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. Most of times, your photo will be shown on the certified criminal record check result.