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HOW TO OBTAIN A CERTIFIED CRIMINAL RECORD CHECK FROM THE ROYAL CANADIAN MOUNTED POLICE (RCMP)

Before your start: please note that you do not need to submit an RCMP record if you are applying for a Canadian visa or permit. You should only provide one if a Canadian immigration officer requested it or if it appears on the checklist of mandatory documents for your application for a visa/permit.

1) To conduct a criminal record check you must provide a full set of fingerprints, including both rolled and flat impressions of all ten fingers.

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.

Outside of Canada, contact the nearest local police force which offers fingerprinting services. Please note that a fingerprint form must include rolled and flat impressions of all 10 fingers, the full name and date of birth of the applicant, the name of the police agency, and the signature of the official taking the fingerprints.

2) Complete the fingerprint form according to the instructions below (# 3 - # 7) and ensure that a full set of fingerprints is provided for identification purposes.

NOTE: Incomplete applications will be returned unprocessed.

3) Clearly indicate the reason for applying (e.g. adoption, foreign travel, non-Canadian visa application).

NOTE: Applicants for employment or volunteer work must specify the job title or position sought in the **REASON FOR APPLICATION** portion of the fingerprint form.

4) Ensure you provide your full name, date of birth, sex, telephone number, and mailing address.

5) Verify the information recorded by the official taking your fingerprints and ensure that the official's name and the name of the agency is indicated.

6) Enclose with your request a bank draft (endorsed for collection at any bank in Canada) for \$25.00 (Canadian) payable to the "Receiver General for Canada".

Note: You must submit a fingerprint form and a fee for each separate type of request. (i.e. US Waiver and Pardon Applicant requires two fingerprint forms and two fees.)

7) Forward your request with all other relevant documents to:

(Note: If you want your results returned by courier, enclose a prepaid return envelope (not C.O.D). The RCMP cannot otherwise send documents by courier, even if funds or credit card information is provided to pay for courier service).

BY MAIL:

RCMP
Civil Fingerprint Screening Services
Box 8885
Ottawa, ON K1G 3M8

BY MESSENGER/COURIER:

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

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 or lawyer 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.

FOREIGN TRAVEL

Through international agreements, the RCMP shares criminal records information with foreign authorities who may register this information in their databank.

If you have been convicted of an offence, you may subsequently be refused entry into another country, even if you have since been granted a pardon in Canada.

Many foreign countries, including the U.S., do not recognize a Canadian pardon unless you produce a copy for their evaluation.

Processing takes a minimum of 150 days due to current workload volumes.

For information concerning your request, please contact Civil Fingerprint Screening Services by phone at **(613)-998-6362** or by fax at (613) 957-9063
Please allow up to three (3) business days for a response.

For more details please visit the RCMP website at <http://www.rcmp-grc.gc.ca> following the link on the main page to "Criminal Records Info", then to "Civil Fingerprinting Screening Services".