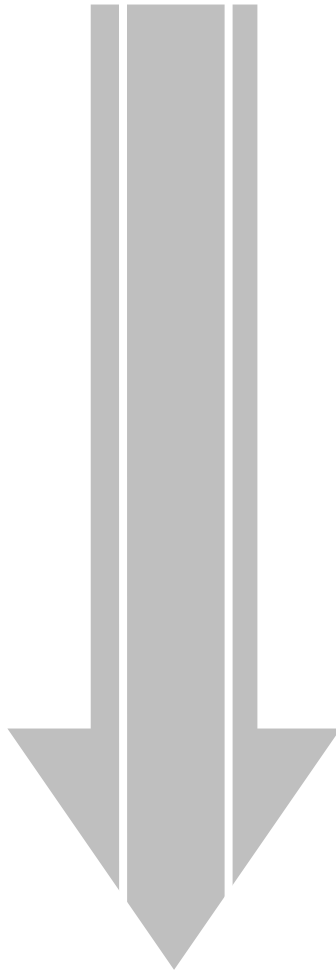




Guidelines for International Clients



- Fill out the required information in the Card Scan Application and Fingerprint form C-216C, and print them on regular paper.
- Have your fingerprints taken on the form C-216C (or a form having similar layout of fingerprints) by your local police or a fingerprinting agency. The name and address of the agency taking fingerprints need to be mentioned on the fingerprint form, and the officer taking fingerprints needs to sign this form. If you have already taken fingerprints on C-216C or a similar form, you can send it with the other required documents, as per the attached check list.
- Complete Third Party Consent form **only** if you are requesting the RCMP to send the Certified Criminal Record Check to Worldwide Forensic Services Inc., a lawyer, friend or family member, acting on your behalf. Otherwise, the RCMP will send it to you via regular mail.
- Include clear photocopies of two government issued identification documents (IDs). One of them must be a photo ID, with clearly visible photo.
- Send one photograph (any size, front profile, without glasses and with neutral expressions). You can also email a digital version of photograph to info@fingerscan.ca.
- Complete the credit card payment form. If you want to pay via PayPal, please send us a quick email and we will send you a PayPal invoice.
- Send all the completed documents via trackable mail or courier to our Card Scan facility, at the address given below. We will send a confirmation email as soon as we receive them and transmit fingerprints to the RCMP. We cannot process scanned images.
- We will digitize inked fingerprints to encrypted format and transmit them to the RCMP (via secure server), the same day. We are accredited and certified by the RCMP to digitize and transmit fingerprints electronically.
- The RCMP take 3-5 business days* to process the application and after that they send the certified criminal record check (hard copy) via regular mail. The RCMP do not send the certificate via email or courier.
- In case you need it urgently, the RCMP can send it to us and we can then forward it to you or a third party, via courier, at an additional cost. Please send us an email and provide your complete address to obtain a quote from the courier company.

* The processing time can be up to 4 months, if a person was ever charged by the police in Canada or deported from Canada.

Worldwide Forensic Services Inc., 55 Town Centre Court, Suite 642, Toronto, Ontario, M1P 4X4, Canada.

www.fingerscan.ca, Email: info@fingerscan.ca, Ph: 001-416-915-7139

(A ClearNeed Affiliate)

Checklist

-
- | | |
|--|--------------------------|
| 1. Card Scan Application | <input type="checkbox"/> |
| 2. Fingerprint Form C-216C (or a similar fingerprint form) | <input type="checkbox"/> |
| 3. One Photograph | <input type="checkbox"/> |
| 4. Third Party Consent Form (Must be completed if you are requesting the RCMP to send the Certified Criminal Record Check to Worldwide Forensic Services Inc. or a third party) | <input type="checkbox"/> |
| 5. Photocopies of Two Identification Documents | <input type="checkbox"/> |
| 6. Credit Card Payment Form or a PayPal Receipt | <input type="checkbox"/> |

Special Instructions to Worldwide Forensic Services Inc.:

Please send your documents to the following address:

Worldwide Forensic Services Inc.
55 Town Centre Court, Suite 642
Toronto, Ontario M1P 4X4, Canada
Ph: 416-915-7139

Frequently Asked Questions

I have already sent my fingerprints to RCMP and I am waiting for the Certified Criminal Record Check. Can I submit another application to the RCMP through your company?

Yes you can. You can submit more than one application to the RCMP, without any problem.

Can I email you a scanned version of my fingerprints for electronic transmission to the RCMP?

Unfortunately we cannot process scanned version of fingerprints. You need to send us the original fingerprint form along with the other documents, as per the check list.

How would I know that you have received my documents?

Once we receive your documents and transmit fingerprints to the RCMP (the same day), we will send you a confirmation email. You do not need to keep on sending emails to us to check as to whether we have received your documents or not.

You have asked for copies of two identification documents. Do I need to get them attested or notarized?

You do not need to get them attested or notarized.

Can I get my fingerprints taken on the form used by the police of the country, I am living in?

Yes you can. You have to make sure that the fingerprint layout is the same as on the RCMP's form or the FBI's fingerprint card. Please have a look on the sample fingerprint layout form emailed to you.

Once you receive my documents, how long will it take to receive the certified criminal record check from the RCMP?

The RCMP takes 3 to 5 business days to process fingerprints and **after that** they send out the certified criminal record check **via regular mail**. If there is a criminal record, the RCMP can take up to 4 months to send the results.

Can RCMP send the Certified Criminal Record Check outside of Canada?

Yes the RCMP can send the Certified Criminal Record Check directly to you, **via regular mail**, at no additional cost.

I need the Certified Criminal Record Check as soon as possible. Can I request the RCMP to send it to your company and you can then forward to me or a third party, via courier?

Yes you can. You need to complete **Third Party Consent Form** and write our address on it. We will receive it from the RCMP and send via courier, at an additional courier fee.

Before you send in the documents, please send us a quick email, providing **your complete address**. We will obtain a quote from the courier company and let you know. You can add the courier cost on the payment form.

I just need “Name and Date of Birth Based Police Clearance”. Can I obtain it while living overseas?

You need to submit fingerprints for obtaining Certified Criminal Record Check from the RCMP. You need to be present in Canada for basic name and date of birth based background check.

Why do you ask for a passport size photograph?

The photograph is printed on the certified criminal record check. We transmit photograph, along with the fingerprints, to the RCMP.

How can I pay for your services?

You can pay by Credit Card (Visa or Master Card only) or PayPal. If you want to pay via PayPal, send us a quick message to request a PayPal invoice.

You can also send an International Money Order, payable to “Worldwide Forensic Services Inc.”.

Can my friend or relative pay on my behalf?

Yes they can. You can forward credit card payment form to your friend or family member. They can complete it, sign it and email/fax it to us.

How can I check the status of my application?

Once we receive your documents and transmit fingerprints to the RCMP, we will send you a confirmation email. Unless authorized by the applicant, the RCMP do not release any further information to Worldwide Forensic Services Inc. The applicant or an authorized third party can inquire about the status of fingerprints submission by sending an email to the RCMP at civilnps@rcmp-grc.gc.ca.

Can I print the Fingerprint Form C-216C emailed by you and get my fingerprints taken on it?

Yes you can.

Do I need to print the Fingerprint Form on a special paper?

No.

I have a photocopy of fingerprint form. Can I send it to you for processing?

We cannot process photocopy. You need to send us the original fingerprint form via mail or courier.

Can RCMP send my Certified Criminal Record Check to my lawyer, immigration office or a third party?

Yes it is possible. You need to complete a third party consent form and write their address on it. The right thumb print on that form is mandatory.

When I went to the police to get my fingerprints taken, I forgot to take my right thumb print on the third party consent form. Do I need to go back to the police to do it?

You can just buy a stamp pad (any color) and put right thumb print on this form. If you are not sure about the clarity of the thumb print, please send us 2, 3 forms and we will select the clearest one.

Can you also help to obtain background check from the FBI in the same way as from the RCMP?

From Canada we cannot electronically transmit fingerprints to the FBI to reduce wait time.

The Certified Criminal Record Check issued by the RCMP needs to be authenticated and legalized by an Embassy/ Consulate in Canada. Do you also offer this service?

Yes we also offer this service at an additional fee. Please let us know your requirement and we will send you a price quote.



Cardscan Application

You can type in your information directly into the forms and print them.
You can also print them off and fill them in by hand.

PLEASE TYPE IN OR WRITE CLEARLY & IN BLOCK CAPITALS

| | | | |
|-------------------------------|--|-------------|--|
| Last Name | | | |
| First Name | | | |
| Middle Name(s) | | | |
| Maiden Name | | | |
| Current Address | | | |
| Address Line 2 | | | |
| City | | | |
| State/Province | | | |
| Country | | | |
| ZIP/Postal Code | | | |
| Telephone # | | | |
| Email Address | | | |
| Date of Birth (yyyy/mm/dd) | | Sex/Gender | |
| Hair Colour | | Eye Colour | |
| Height (cm) | | Weight (kg) | |

Criminal Record Check needed for:

OPTIONS FOR RECEIVING ORIGINAL CERTIFIED CRIMINAL RECORD CHECK FROM THE RCMP

Please choose only one option

I request the RCMP to send the original Certified Criminal Record Check directly to me, at the above address, via regular mail.

I request the RCMP to send the original Certified Criminal Record Check directly to me, at the address given below, via regular mail.

I request the RCMP to send the original Certified Criminal Record Check to a third party, at the address given below, via regular mail. **Please Note: Third Party Consent Form is required.**

I request Worldwide Forensic Services Inc. to receive original Certified Criminal Record Check from the RCMP and **courier it** to the address given below: **Please Note: Courier charges apply and Third Party Consent Form is required.**

TO
The Director, CCRT
Identification Services
RCMP HQ, NPS Bldg.
1200 Vanier Parkway
Ottawa ON K1A 0R2

À
Le directeur des Services
canadiens d'ITR des criminels
DG de la GRC, imm. des SNP
1200, promenade Vanier
Ottawa ON K1A 0R2

FINGERPRINT IDENTIFICATION

IDENTIFICATION DACTYLOSCOPIQUE

FOR IDENTIFICATION PURPOSES ONLY - AUX FINS DE L'IDENTIFICATION SEULEMENT

TCN - NCT

AFIS - SAID

BAR CODE - BARRE-CODE

Leave Blank

Thumb - Pouce

Index

Middle - Médius

Ring - Annulaire

Little - Auriculaire

Left hand four fingers flat impression

Left Thumb Flat

Right Thumb Flat

Right hand four fingers flat impression

Signature of person fingerprinted
Signature de la personne dactyloscopiée

Signature of official taking fingerprints
Signature du préposé aux empreintes

Date Fingerprinted
Date d'empreintes
Y - A M D - J

PERSON FINGERPRINTED - PERSONNE DACTYLOSCOPIÉE

Surname - Nom de famille

Given Name 1 - Prénom 1

Given Name 2 - Prénom 2

Other Given Names - Autres prénoms

Maiden name, former surname(s) - Nom de jeune fille, nom(s) de famille antérieur(s)

Date of Birth - Date de naiss.
Y - A M D - J

Gender - Genre

☐

Male

Homme

☐

Female

Femme

Telephone No - N° de téléphone

Language of Result - Langue des résultats

Apartment / Unit # - Street Address - No d'app./d'unité - adresse municipale

City - Ville

Province

Postal code - Code postal

Reason for application (MUST BE COMPLETED) - Raison de la demande (DOIT ÊTRE REMPLI)

- ☐ Visa/Waiver
Visa/désistement
- ☐ Canadian Citizenship
Citoyenneté canadienne
- ☐ Immigration to Canada (LIS)
Immigration au Canada (SIR)
- ☐ Pardon Application
Demande de réhabilitation
- ☐ Adoption
Adoption
- ☐ Privacy Act
Loi sur la protection des
renseignements personnels
- ☐ Employment (specify)
Emploi (préciser)
- ☐ Volunteer (specify)
Bénévolat (préciser)
- ☐ Other (specify)
Autre (préciser)

Reference Number - Numéro de référence

Leave Blank

Fingerprinting Agency / Department
Service ou organisme prenant les empreintes

☐ Vulnerable Sector (attach consent Form)
Secteur sensible (joindre la formule de consentement)

Return Result to (Name and Address of Authorized Agency)
Envoyer les résultats à (nom et adresse de l'organisme agréé)

Leave Blank

The Commissioner, R.C.M.P.
1200 Vanier Parkway
Ottawa, Ontario
K1A 0R2

Attention: Information & Identification Civil Section

Authorization for RCMP to disclose the results of Criminal Record Check

I, _____
Full name of applicant

Born, _____, _____ require criminal record verification in order to obtain
month, day year

I hereby authorize the Royal Canadian Mounted Police central repository of criminal records to release my Criminal Record Search results to the following party:

I understand that I have the right to receive these results directly from the RCMP and that the assistance of a 3rd 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.

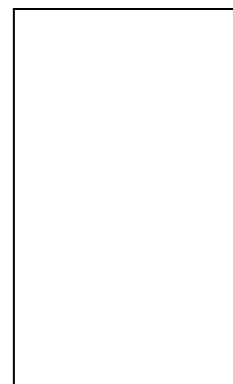
The applicant must affix right thumb print in the box

Applicant's Signature

This ___ day of _____, 20













Sample



Applicant's Right Thumb
Impression.

Acceptable Fingerprints Layout

| | Thumb - Pouce | Index | Middle - Médius | Ring - Annulaire | Little - Auriculaire |
|--|---|---|---|---|---|
| R I G H T D R O I T |  |  |  |  |  |
| L E F T G A U C H E |  |  |  |  |  |
| Flat Impressions | Left hand four fingers affixed together | | Left Thumb | Right Thumb | Right hand four fingers affixed together |

Rolled Impressions

The fingerprint forms (with similar layout of fingerprints), used by the police in different countries are acceptable for electronic transmission of fingerprints to the RCMP.



Credit Card Payment Form

WE ACCEPT ONLY



Name

(as it appears on the credit card)

Paying for

(if applicable)

Billing Address

Billing Address 2

City

State/ Province

Postal (Zip) Code

Country

Credit Card #

Expiration Date (MM/YYYY)

Total amount to be applied to credit card \$

Please add courier fee and write the total amount, if you are requesting Worldwide Forensic Services Inc. to receive certified criminal record check from the RCMP and send it via courier. Otherwise, the RCMP will send it to you directly via regular mail.

Card Holder's Signature

Date signed

No Charge Backs or Refunds