

# Card Scan Processing Requirements

- Complete the Card Scan application and clearly fill out all the required information.
  - Print the required fingerprint form (Fingerprint form C-216C (RCMP) or FD-258 (FBI))
  - Contact your local police agency or embassy or authorized private fingerprint agency and have your ink fingerprints taken on the form C-216C or FD-258 (or a form having a similar layout of fingerprints – flats and rolls of all 10 fingers). The form must have the following information:
    - Name and address of the police agency / embassy / authorized private fingerprint agency.
    - Signature and **full name of the official taking the fingerprints.**
    - Ensure all ten fingers' flats and rolls are taken with **black ink.**
    - The information must be legible on the form! (Take a business card, if possible, with this information)
  - Complete the 3<sup>rd</sup> party consent form ONLY if you are requesting that the RCMP send the Certified Criminal Record Check to a person other than yourself or to a different address other than what appears on your fingerprints. **Please note: Print off multiple copies of this form and place a different fingerprint in the box on each form. Please check off the applicable box of which finger you used. This will ensure that we have options and we will use the best quality print to release your results to a 3<sup>rd</sup> party.**
  - Include 1 recent passport size photos.
  - Include a clear photocopy of two pieces of valid government issued Identification. One must have a photo, name and date of birth. This does not need to be notarized.
  - Once your fingerprints have been received at our office we will process your payment. Please note how you would like to pay:
    - Credit card
    - PayPal (no account is needed)
    - Etransfer
- You may also have a family/friend come to our office to make payment in person on your behalf prior to processing.
- Send all completed documents and **original fingerprints** (*digital scans are not acceptable*) via registered mail or courier to:

**96 Kennedy Rd S, Suite 201, Brampton, ON, L6W 3E7, Canada.**

An email confirmation will be sent to you upon receipt of the package, as well as when the RCMP has successfully accepted your fingerprints for processing.
  - Processing times do vary. **Results are typically received in 2 to 4 weeks when sent to a Canadian mailing address.** In some cases, fingerprint results may take more than 120 business days if the individual has a Canadian criminal record or if a manual review is required. Results are sent by Canada Post regular mail. There is no expedited service available.
  - If On the SPOT Fingerprinting is used as your 3<sup>rd</sup> party response address. A courier can be set up on your behalf (at an additional cost) to return the fingerprints to an address outside of Canada. Ask us for details.

We thank you for your business. Do not hesitate to contact us if you have any additional questions.