

# 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) - **MUST** be on a **legal size 8 1/2" x 14"** white paper) (FD-258 (FBI) can be printed on standard letter size 8 1/2" x 11 - A4 white paper.)  
\*\*\*\*\* Your fingerprints may be rejected if not on the proper sized paper. \*\*\*\*\*
- Have your ink fingerprints taken on the form C-216C or FD-258 (or a form having a similar layout of fingerprints) by your local police agency or an accredited private fingerprinting company. **The company name and address along with the name and signature of the individual taking your fingerprints is required to be on the fingerprint form. Please be sure that this information is legible!**  
**(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 the form and place a different fingerprint on each form in the box provided. This will ensure that we have options and may use the best quality print to release your results to a 3<sup>rd</sup> party.**
- Include 2 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.
- Once your fingerprints have been received at our office we will process your payment. This will be done by invoice via PayPal where you may process your payment by credit card or bank transfer. (A PayPal account is not needed to process your payment). You may also make other payment arrangements 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. In some cases fingerprint results may take in excess of 120 days if the individual has a Canadian criminal record or if manual processing is required.

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