

# 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. \*\*\*\*\*
- 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).  
**Ensure that the fingerprint form has the name and address of the police agency / embassy / authorized private fingerprint agency. We require the signature and full name of the official taking the fingerprints. Also ensure all ten fingers are taken with **black ink**. 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. Please check off the applicable box of which fingerprint you printed. 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 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.
- Once your fingerprints have been received at our office we will process your payment. This can 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 provide a credit card over the phone or 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. 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.
- 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.