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How to obtain a Certified Criminal Record Check for Canadian Nationals

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Civil Fingerprinting Screening Services

NOTE: After 90 days, the Canadian Criminal Real Time Identification Services destroys fingerprint submissions relative to civil screening (including vulnerable sector checks) when the search process is completed. The fingerprints are not added to the RCMP National Repository of Criminal Records and are not searched for future purposes.

Steps to follow:

- Full set of fingerprints required
- Reason for application
- Personal information
- Identification of Police service or fingerprinting agency
- Processing fee
- Final step (checklist)

Full set of fingerprints required

- To conduct a criminal record check, we require a full set of fingerprints, including both rolled and flat impressions of all ten fingers.
- Complete **all** fields on the fingerprint form.
- Incomplete forms will be returned to the applicant unprocessed.

If you are in Canada:

- You must have your fingerprints taken on form C-216C at your local station or private accredited fingerprinting agency.
- Depending on the police jurisdiction, a fee may be required.

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If you are outside of Canada:

Contact the nearest police which offers fingerprinting services. The RCMP will accept fingerprint forms from foreign countries that contain the following:

- Rolled and flat impressions of all ten fingers taken with black ink
- Full name, date of birth, and gender of the applicant
- Name and address of the Police Agency
- Signature of the official taking of the fingerprints

Notes:

- Canadian Embassies and Consulates may not have adequate resources or facilities to provide this service.
- The ability to submit fingerprints electronically to the RCMP is not currently available outside Canada.

This is a link to a company that will help you obtain your police clearance certificate.

https://www.canadianfingerprints.com/

Finger Scan

Reason for Request

Clearly indicate the reason for your certified criminal record check:

- Adoptions – Canadian and International
- Foreign travel – Visas, U.S. waivers, border crossing
- Employment – Federal, Provincial, Municipal Governments; Private Industry; Canadian Police Forces
  https://www.rcmp-grc.gc.ca/en/criminal-record-checks#volunteer
- Volunteer work
  https://www.rcmp-grc.gc.ca/en/criminal-record-checks#volunteer
- Applications for immigration to Canada
  https://www.rcmp-grc.gc.ca/en/criminal-record-checks#immigration

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- Applications for Canadian citizenship
- Applications to obtain criminal record to apply for a pardon
- Name change
- Permanent residency in foreign countries (all countries except Canada)

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

Applicants for immigration to Canada must enter the name and address of the Canadian Immigration Center, Embassy, Consulate or High Commission handling the case in the "Name and Address of Contributing Agency/Department**" portion of the C216C.

Personal Information

Ensure you provide the following:

- Full name
- Date of Birth
- Gender
- Mailing address
- Phone number
- Fax number (if available)
- Email address

Do not provide any additional personal information with your request. This material provides no value to the service and will be destroyed.

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Identification of police service or fingerprinting agency

Verify the information recorded by the official taking your fingerprints and ensure that the official's name and signature, and the name of the agency is indicated on your fingerprint form.

Final Step (Checklist):

Before sending your request, make sure it contains the following:

- Original fingerprint form
- Full name
- Date of birth
- Gender
- Mailing Address
- Phone number, fax number or email address
- Reason for application
- Processing fee (if applicable)
- Third party consent letter (if applicable)

Notes:

- Do not provide any additional personal information with your request. This material provides no value to the service and will be destroyed.
- Incomplete requests will not be processed and will be returned to you.

Mailing addresses:

Forward your request with all relevant documents by mail or courier.
Note: Hand-delivered fingerprint submissions will not be accepted by local RCMP Offices.

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By mail:

Director General
Canadian Criminal Real Time Identification Services
RCMP, NPS Building
1200 Vanier Parkway
Ottawa ON K1A 0R2

By courier:
Director General
Canadian Criminal Real Time Identification Services
RCMP, NPS Building, Loading Dock # 1
1200 Vanier Parkway
Ottawa ON K1A 0R2

Although fingerprint submissions are accepted by courier, civil product results will not be returned by courier. The results are always returned by regular mail.