

Card Scan Processing Requirements

- Complete the Card Scan application and clearly fill out 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 A4 white paper.)
***** Your fingerprints may be rejected if not on the proper sized paper. *****
- Have your 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 name and address of the agency 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!
- Complete the 3rd 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 and take a print of different fingers so that we may use the best quality print to release your results to a 3rd party.**
- 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 via registered mail or courier to: **96 Kennedy Rd S, Suite 205, 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.