

FAQ 1) What is digital fingerprinting?

Digital fingerprinting is the electronic capture of a person's fingerprints via an optical scanner at a capture station. The scanned fingerprints, along with the application details, are then formatted into a standardized electronic package that is attached and emailed, via a secure link, directly to the RCMP's Canadian Criminal Real Time Information System (CCRTIS).

If no criminal record is present, the RCMP will issue a certificate indicating a clear record. If the applicant does have a criminal record, this will be indicated in the results.

FAQ 2) Who needs fingerprints?

- **Employment with Corporations and Agencies**—With the need for greater security, many corporations and agencies are now requiring both employees and volunteers to be fingerprinted. This includes part-time and co-op jobs. For example, more and more students at colleges and universities are requiring criminal background checks with fingerprints to meet the pre-employment screening requirements of placement agents and employers.
- **Immigration**—If you wish to immigrate to Canada, you may be required to provide a police clearance with fingerprints.
- **Citizenship**—If you are applying for Canadian citizenship, you may be required to provide a police clearance with fingerprints.
- **Permanent Residence**—If you are applying for permanent residence in Canada, you may be required to provide a police clearance with fingerprints. You may also be required to provide police clearances from every country you have lived in for six months or longer. In most cases we can provide the forms and the information you need from various countries to assist you in this process.
- **International Adoptions**—If you wish to adopt a child from a foreign country, you will be required to provide a police clearance with fingerprints prior to completing the adoption proceedings.
- **Foreign Travel, Passports, Work Permits, Visas and US Waivers**—Those wishing to visit or work in other countries may be required to provide a police clearance. While some countries accept police clearance done with only your name and birth date, others require that the process be done through fingerprinting. N.B. Obtaining an I-192 waiver to travel to the United States will require fingerprints.
- **Record Suspensions (Pardons)**—If you are seeking a record suspension for a past criminal offence or if you simply wish to verify whether or not you have a record, you will be required to submit fingerprints as part of your application. We can also assist you with your record suspension application.

FAQ 3) Do I need an appointment?

Appointments are always recommended.

FAQ 4) What kinds of identification are required to process my fingerprints?

Applicants should bring two pieces of valid government issued identification and one must be a photo ID. The following are types of acceptable identification:

- Passport
- Driver's Licence
- Birth Certificate
- Canadian Citizenship Card
- Permanent Resident Card
- Certificate of Indian Status
- Immigration Documents
i.e. work or study permits
- Military Family ID Card
(MFID)
- Record of Landing for
Citizenship Applicant
- Certificate of Live Birth
- Nexus card

Notes:

- It is recommended applicants have with them a letter or file number from the requesting source, if applicable.
- All identification must be current and not expired.
- All digital fingerprinting requests for Canadian Citizenship must include a letter from Citizenship and Immigration Canada. This letter must include the address for third party results and should have a CIC file number, which will be included in your transaction. Please ensure this letter is available during the fingerprinting application session.
- Our experienced staff will be happy to assist in answering any questions.

FAQ 5) What payment methods are available? We accept major credit cards, debit or cash at all of our locations. Note: For some applications, e.g. submission to the FBI, we offer traditional ink and roll method of fingerprinting. In this case a hard copy document of your prints will be given to you to send to the requesting source.

FAQ 6) How long will it take to get my fingerprints taken? Our digital process is fast, efficient, clean and normally takes approximately 20 minutes to complete—but results for digital applicants who do not have a criminal record can be returned in 72 hours or less. Our traditional ink and roll method takes approximately 10 minutes to complete, but results can take between four to six months.

FAQ 7) How do I get my results? Your criminal record verification results can be sent directly back to you or to a designated 3rd party such as a family member, an immigration or pardons agency, an employer, etc. If you are under the age of 18, your results must be returned directly back to your home address. Please ensure you have all address information including postal codes, apartment numbers and office suite numbers for both your home address and for the 3rd party (if required).

FAQ 8) How quickly can I get my results? RCMP processing time for digital applicants who do not have a criminal record is often 72 hours or less from the time we take your fingerprints to the time we mail your results. For those clients who have a criminal record, the results can take 120 days or more to be processed. For traditional ink and roll methods, results can take between four to six months. In all cases, the digital fingerprinting process guarantees faster results than the old ink and roll process.

FAQ 9) Do I get a copy? All applicants can receive a hard copy of the digital submission to the RCMP included in the transaction fee.