



COMMISSIONAIRES

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INTERNATIONAL FINGERPRINTING – SCAN TO DIGITAL SERVICE

Commissionaires offers a service for Canadians and foreign residents living abroad who need to provide a Canadian criminal record check using fingerprints for immigration or other purposes.

Results are sent to us and take on average **10 business days** to arrive and are then couriered back to your location anywhere in the world.

**Note: If there are convictions on file with the RCMP,
the processing time can exceed 120 days.**

**If your submission requires further information, we will contact you.
Once your fingerprint package arrives, it will be scanned
and submitted to the RCMP in a timely manner.**

Fingerprint process:

- Your fingerprints need to be taken in ink and recorded on RCMP Form C-216C. Most people go to a local police station or private fingerprinting agency in the country where they are residing to get the prints done. The RCMP Form C-216C provided with the package can be printed either in colour or black and white on legal (8.5" x 14") or letter size (8.5" x 11") paper. Fingerprint forms from other countries are usually acceptable, as long as the form provides for the capture of 10 rolled and 10 flat impressions as shown in our Form C216C example (i.e. in the package).
- We are able to scan fingerprints from a digitally produced fingerprint form **providing** you (the client) and fingerprint officer have signed it.

Take page 3 (Form 1) of this package with you when you get fingerprinted.

- When completing the form, make sure that the name and address of the fingerprinting agency is completed in the "Fingerprinting/Agency" field. You can leave the "Contributing Agency field" blank.
- Ensure that the official who is taking your fingerprints signs the fingerprint form. **NOTE: we cannot process the transaction if there is no signature.**

PLEASE NOTE:

COMMISSIONAIRES WILL NOT ACCEPT RESPONSIBILITY IF THE SCANNED PROCESS FAILS BECAUSE OF POOR QUALITY FINGERPRINTS SUBMITTED BY YOU OR YOUR AGENT TO US.



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Photograph:

- If you require a photograph to be included on your RCMP document, please send a passport sized photograph placed in an envelope in your package.

Scanning results to client:

- If you require the RCMP certificate to be scanned and emailed to you prior to us couriating it to you, there will be a \$10.00 charge.

Certification or authentication (Apostille/Authentication) of RCMP document:

- If the requesting authority requires the certificate to be authenticated by the Canadian Foreign Affairs office or have it legalized by a foreign embassy or consulate, please indicate this in your package.

Example of additional fees:

Fee Charged by the Embassy: \$10.00 (Varies Per Embassy)

IDC Fee – Standard Authentication \$125 (Global Affairs Canada)

IDC Fee – Document Legalization \$125 (Embassy)

Almost all embassies require that certificates be authenticated by Global Affairs Canada before being legalized.

Identification

Photocopies of **both sides** of **TWO** pieces of valid identification must be submitted with the fingerprints. At least **ONE** piece of identification must bear a photograph with name and date of birth, and be government issued. **Note:** Expired documents are not acceptable.

PLEASE NOTE: If page 3 (Form 1) in this package was not completed by the fingerprinting agency, please have a notary or lawyer provide true copies of two pieces of notarized identification.

Examples of identification which can be used:

- Passport
- Citizenship Card or Document
- Immigration Document (i.e., Landing Papers)
- Birth Certificate
- Drivers Licence
- Permanent Resident card or Record of Landing for Citizenship Applicants



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International Fingerprinting Form 1: ID Verification Form

Please have this page completed by the official taking the fingerprints.

I declare I am an official of law enforcement or an accredited private fingerprinting agency which routinely takes fingerprints and I have been trained to do so.

Identification 1 (Type & Number):

Identification 2 (Type & Number):

Name of Applicant (Please Print):

Signature of Applicant:

TO BE COMPLETED BY THE FINGERPRINT OFFICER/AGENT:

Name of person taking fingerprints
(Please Print):

Signature:

Fingerprinting Agency
(Name and Address):

Date:

Phone Number:



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International Fingerprinting Form 2: Third Party Waiver Form

This form authorizes the RCMP to send the results to our office.

Please complete in full:

I, (Name) _____

Born: (Date of Birth) _____

hereby authorize the Royal Canadian Mounted Police central repository of criminal records to release my Criminal Record search results to the following third party:

**Commissionaires Ottawa
International ID Services
24 Colonnade Road
Ottawa, ON K2E 7J6
Canada**

I fully understand that I am entitled to receive this information personally, and my refusal to consent to disclosure of this information to the above person or company will not have any negative consequences on my request.

Signature: _____

Date: _____



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**International Fingerprinting
Form 3: Cost and Payment Authorization Form**

Our processing fee is \$250.00 plus the RCMP fee of \$25.00 where applicable, plus taxes. We only accept Visa or Mastercard.

PAYMENT AUTHORIZATION (Please print):

Credit Card Type (**Please circle one**): MasterCard Visa

Name of Cardholder: _____

Credit Card Number: _____

Expiration Date: _____

I authorize **Commissionaires Ottawa** to charge the processing fee for fingerprint scanning and I authorize submission of my fingerprints to the RCMP.

Signature: _____ Date: _____



International Fingerprinting Form 4: Shipping Address Form

DOCUMENT CHECKLIST

Make sure you have:

- Completed the RCMP C216C form
- Photocopies of two pieces of valid identification
- Fingerprint authenticity form completed by the official taking the fingerprints (Form 1)
- Completed third party waiver (Form 2)
- Completed the payment authorization form (Form 3)
- Passport photograph if required
- Completed this form (Form 4)

Please provide a complete return shipping address and telephone number:

Note: A P.O. box is not an acceptable address. A street name and address must be provided.

PLEASE PRINT:

Name _____
Street _____
City _____
Province (if appl.) _____
Postal Code/Zip _____
Country _____

Phone _____

Email _____

Application Reason _____

Mail to:

Commissionaires Ottawa
ATTN: International ID Services
24 Colonnade Road
Ottawa, ON K2E 7J6
CANADA

Questions?

Please email us: internationals@commissionaires-ottawa.on.ca
For those without email access, please call: 613-231-6462, ext. 309