

How to Obtain an RCMP Criminal Record Check from Outside Canada

For clients living outside Canada, Forensics Canada Inc. can assist in obtaining your RCMP criminal record check. Please follow these steps carefully to ensure a smooth process:

1. Fingerprint form

Have your local police service or accredited fingerprinting agency take your fingerprints on the C-216C Fingerprint Form, FD-258 (FD-1164), or a similar fingerprint form. You can download a fingerprint form from our website

2. Agency information, stamp and signature

The police service taking your fingerprints must place their official stamp in the area designated "Fingerprinting Agency/Department" and the official taking your fingerprints should print and sign their name in the area designated "Signature of Official taking fingerprints".

3. Results Disclosure Consent

Complete the Results Disclosure Consent form including the applicant's name and date of birth. The Results Disclosure Consent form must have the applicant's Right Thumb print in the designated box along with the signature of the applicant and the name and address of the person or organization who is to receive the results.

4. Passport photo

Include a passport size photo with your name, date of the photo and your date of birth written on the back of the photo.

5. Identification

Include copies of two pieces of government issued identification items. At least one piece of ID must have a clearly visible picture of the applicant on it.

6. Payment

Payment may be made by Visa, MasterCard, or Interac e-Transfer (Canadian accounts only). You may provide your credit card information by phone or complete the attached Forensics Canada Inc. Credit Card Authorization Form.

7. Send the package

Mail or courier your original fingerprint form/card and copies of supporting documents to Forensics Canada Inc. at the address shown below.

FORENSICS CANADA INC.

200 Town Centre Court, Unit 5 (Main Floor)
Scarborough, ON M1P 4X8, Canada

APOSTILLE SERVICE (OPTIONAL)

- If you require your RCMP criminal record check apostilled, please complete and sign the attached Apostille Authorization Form.
- Estimated processing time is approximately 4–6 weeks under current processing conditions. Government processing times are subject to change, and mailing/courier time is additional.
- Apostille fees are additional to the RCMP Criminal Record Check fee. Please contact us to confirm final delivery arrangements.



CardScan Application

Incomplete or missing information will cause delays in processing of the application

Please type in or write in block capitals

Last Name: _____ First Name: _____ Middle: _____

Current Address: _____

Address Line 2: _____

City: _____ State: _____ Zip/Postal Code: _____

Telephone: _____

Please write the same email address, which you used to communicate with us.

Email: _____

Date of Birth: _____ Sex/Gender: _____
(yyyy/mm/dd)

Checklist:

- | | | |
|---|---|---|
| ☐ Cardscan Application | ☐ Fingerprint Form | ☐ Copies of Two ID's |
| ☐ Passport Photo | ☐ Credit Card Payment Form or PayPal Receipt | |

Please write below the reason for certified criminal record check (e.g. Visa, Immigration to Canada, Employment etc).

☐ **Please check this box if you need your RCMP Certificate to be apostilled.**

Please Check-Mark Only One Option

- ☐ RCMP mails the certificate to me by Canada Post regular mail (non-trackable).
- ☐ RCMP mails the certificate to a third party address by Canada Post regular mail (non-trackable).
- ☐ RCMP sends the certificate to Forensics Canada Inc. for courier delivery.
- ☐ RCMP sends the certificate to Forensics Canada Inc. for apostille processing.

In the Box below, Please write the name and address for receiving the certified criminal record check.

Signature: _____

Date: _____

Send Completed document to Forensics Canada Inc.

200 Town Centre Court, Unit 5 (Main Floor), Scarborough, ON M1P 4X8, Canada

Results Disclosure Consent

Date: _____

The Commissioner,
R.C.M.P. 1200 Vanier
Parkway Ottawa, Ontario
K1A 0R2

Attention: Information & Identification Civil Section

Authorization for RCMP to disclose the results of Criminal Record Check

I, (Name) _____ Date of Birth _____ hereby
give consent to the Royal Canadian Mounted Police to disclose the results of a search of my
fingerprints against the national repository of criminal records in Canada to:

Name of Individual /Agency: _____

Address: _____

City: _____ Province/State: _____

Country: _____ Postal Code: _____

I understand that 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: _____ Biometric Consent Instructions If fingerprints are being submitted to be processed by our CardScan facility, please place a single finger flat impression in the box on the right to confirm consent. The right thumb should be used when possible. If not possible due to injury or other reason then choose the left thumb and so on. The last choice for bioconsent impression would be the left little finger. Please use the chart to indicate which thumb or finger has been used	Applicant's Fingerprint "Flat Impression"	<table border="1"><thead><tr><th colspan="2">Right</th></tr></thead><tbody><tr><td>Thumb</td><td></td></tr><tr><td>Index</td><td></td></tr><tr><td>Middle</td><td></td></tr><tr><td>Ring</td><td></td></tr><tr><td>Little</td><td></td></tr><tr><th colspan="2">Left</th></tr><tr><td>Thumb</td><td></td></tr><tr><td>Index</td><td></td></tr><tr><td>Middle</td><td></td></tr><tr><td>Ring</td><td></td></tr><tr><td>Little</td><td></td></tr></tbody></table>	Right		Thumb		Index		Middle		Ring		Little		Left		Thumb		Index		Middle		Ring		Little	
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Credit Card Authorization Form

PAYMENT INFORMATION

Purpose of Payment (you may select more than one):

☐ Fingerprinting (RCMP Criminal Record Check) ☐ DNA Testing ☐ Apostille Service ☐ Other: _____

I authorize Forensics Canada Inc. to charge my credit card for the amount \$ _____

Credit Card Type: ☐ MasterCard ☐ Visa

Number: _____

Expiration Month: _____ Expiration Year: _____

Cardholder's SignatureX _____ Date: _____ / _____ / _____
YYYY / MM / DD

Security Code: _____

CARDHOLDER INFORMATION

Billing Address

Name: _____ Telephone: (_____) _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Country: _____

OTHER PAYMENT OPTIONS

☐ Interac e-Transfer (Canadian account only)

↳ info@forensicscanada.ca

☐ Pay via PayPal: Enter your email address below and we will send you a PayPal invoice. *A PayPal account is not required.

Email address for PayPal invoice: _____





Authorization for Apostille Processing

This form authorizes Forensics Canada Inc. to submit and process **apostille/authentication** services on documents for behalf of the applicant.

Applicant Full Name: _____

Date of Birth: _____ Phone Number: _____ Email Address: _____
(yyyy/mm/dd)

Purpose of Use: _____

Country of Use: _____

Document Type: _____

- ☐ *I authorize Forensics Canada Inc. to prepare and submit all required apostille/authentication documentation on my behalf, receive the completed apostilled/authenticated document from the appropriate government authority, and forward it to the final delivery address provided on this form.*

Recipient Information (Final Delivery Address)

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Country: _____

- ☐ I certify that the information provided is true and authorize Forensics Canada Inc. to process my apostille request on my behalf.

Applicant Signature: _____

Date: _____



FORENSICS CANADA INC. | 200 Town Centre Court, Unit 5 (Main Floor), Scarborough, ON M1P 4X8, Canada

Phone: +1 416 290 1919 Email: info@forensicscanada.ca www.forensicscanada.ca

FEES, DELIVERY OPTIONS & DOCUMENT CHECKLIST

International RCMP CardScan / Apostille Services

FEES AND DELIVERY OPTIONS

Certificate

RCMP Certified Criminal Record Check Processing Fee	\$150.00 + HST
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Plus Delivery Options Fee

RCMP mails directly to applicant via Canada Post regular mail (non trackable)	No additional Charge
Registered regular mail through Forensics Canada Inc.	\$75.00
International Courier through Forensics Canada Inc. (Faster)	Cost to be confirmed

Apostille Fees

Apostille Service + Client Provides Prepaid Return Courier Label	\$150.00
Apostille Service + Registered regular mail via Canada Post	\$250.00

All prices are in Canadian dollars (CAD)

IMPORTANT SUBMISSION NOTES

- Completed CardScan Application Form
- Signed Results Disclosure Consent Form
- Payment Form or Payment Receipt
- Original Fingerprint Form/Card
- Copies of Two Government-Issued IDs
- One Canadian passport-size photo (50 mm × 70 mm)
- Signed Apostille Authorization Form (if applicable)

Notes / Special Delivery Instructions (optional)

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