

## **International Fingerprinting Services - RCMP Certifications from Abroad**

To whom it may concern,

Canadians and foreign nationals requiring RCMP fingerprint certifications while living abroad must submit a set of ink fingerprints to the National Pardon Centre for digitization and certification.

Please note you do not need to use the RCMP C216 C fingerprinting form included as long as your local police station or fingerprinting provider uses a standardized fingerprinting form. It must include ten rolled impressions on top followed by pressed impressions below.

If you have any questions, please contact a fingerprinting specialist at the National Pardon Centre. You can also visit our website for more information.

Sincerely,

National Pardon Centre

416-477-1110

[www.nationalpardon.org](http://www.nationalpardon.org)



### **NPC Fingerprinting Division**

2 Carlton St. Suite 1503 Toronto ON M5B 1J3



Trusted



Connected



Secure

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# INTERNATIONAL FINGERPRINTING ORDER FORM

Name:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email:

\_\_\_\_\_

I require fingerprinting for the following reason (please select one):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Visa / Waiver         | <input type="checkbox"/> Adoption                        | <input type="checkbox"/> Volunteer           |
| <input type="checkbox"/> Canadian Citizenship  | <input type="checkbox"/> Privacy Act: Immigration to USA | <input type="checkbox"/> Employment          |
| <input type="checkbox"/> Immigration to Canada | <input type="checkbox"/> Privacy Act: Other              | <input type="checkbox"/> Other reason: _____ |
| <input type="checkbox"/> Pardon Application    | _____  |  |

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I Require:

Digitization and Certification of Ink Fingerprints: \$195

Options:

- Receive your results by regular mail directly from the RCMP: No additional charge (The above option is mandatory for all Privacy Act requests) OR
- Receive your results by registered mail via the National Pardon Centre: \$75
- Receive your results by Federal Express via the National Pardon Centre: Cost TBD.
- Receive your results by a scanned copy emailed from our office: \$50

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Credit Card # \_\_\_\_\_ Expiry Date \_\_\_\_\_ / \_\_\_\_\_

Security Code \_\_\_\_\_ (3 digit # on the back of Visa and Mastercard, 4 digit # on the front of Amex)

Signature \_\_\_\_\_ Name on card \_\_\_\_\_

**Accepted Forms of Payment:** Visa, American Express, Mastercard, Discover, cheque and money order. Please make cheques payable to the National Pardon Centre. DO NOT SEND CASH!



## Biometric Consent to Release Certification Results

*Please note that this authorization is only required if you DO NOT want your results returned directly to your home address from the RCMP. If you would like them sent to the National Pardon Centre, or another third party address, please complete this form.*

I, \_\_\_\_\_, require card scan fingerprint certification services for the purpose of obtaining a RCMP criminal record verification.

### **Please send my RCMP certification results to the following address:**

(leave this space blank if you are using our registered mail or fed ex forwarding service)

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If possible please provide a single flat impression of your Right thumb in the space provided. If you are unable to obtain an acceptable print simply sign this form and return to the National Pardon Centre with your other documents.

Applicant Signature: \_\_\_\_\_

Date (yyyy/mm/dd): \_\_\_\_\_

	X	R Thumb
		L Thumb
		R Index
		L Index
		R Middle
		L Middle
		R Ring
		L Ring
		R Little
		L Little

### **The following documents are required to complete this process**

1. Completed fingerprinting form: your fingerprints should include ten rolled impressions on top followed by flat impressions below.
2. Photo identification: it must be a copy of government issued identification with a photo included.
3. Signed Authorization Form.
4. Completed Payment Form.

### **Getting your fingerprints**

Your fingerprints should be taken by a professional with experience rolling and pressing ink fingerprints. If your fingerprints are not taken properly they will not be accepted and digitization will not be possible.

### **Submission policy**

Fingerprint quality is the responsibility of the applicant. For this reason we only accept fingerprint submissions by regular mail. Scanned fingerprints are typically of very poor quality and cannot be read by fingerprint card scanning technology.

**Please send completed documentation to our office location in Toronto by mail or courier**

**National Pardon Centre**  
ATT: Fingerprinting Division  
2 Carlton suite 1503  
Toronto, ON M5B 1J3

### **Receiving your RCMP certification results**

You have three options for receiving your RCMP certification:

1. Receive your results by regular mail directly from the RCMP. - no additional charge
2. Receive your results by registered mail via the National Pardon Centre. - \$75
3. Receive your results by Federal Express via the National Pardon Centre. – Cost TBD. Please contact us for details.

### **Questions or comments**

Questions or comments should be directed to [fingerprinting@nationalpardon.org](mailto:fingerprinting@nationalpardon.org) or call 416-477-1110 x 251

## **Correct Fingerprinting Example**

Below is an example of how your fingerprints should be formatted in order for our scanning technology to accept them.

1. The prints must have ten rolled impression on top.
2. The prints must have all impressions pressed flat underneath.

Common problems with submitted fingerprints

1. Non-standard fingerprinting forms.
2. Smudged impressions.
3. Impressions that are too light or too dark.

Please note that fingerprinting quality is the responsibility of the applicant. Therefore we strongly suggest you find a qualified fingerprinting technician to take your fingerprints. Typically a local police station will be able to assist.

Below is a low resolution example of an acceptable set of fingerprints.

FD-36 Communications Section Identification Services 2000 North 17th Street PO Box 8888 Ottawa, Ontario K1G 0M8 Le commissaire de la GRC À l'attention de la Direction du service de l'identité judiciaire (Section des affaires civiles C.P. 8888) Ottawa (Ontario) K1G 0M8		FOR IDENTIFICATION PURPOSES ONLY - AUX FINS DE L'IDENTIFICATION SEULEMENT FCN - SCF AFIS - SAIS BAR CODE - BARRE-CODE Year of Birth Année de naissance			
	Thumb - Pouce	Index	Middle - Milieu	Ring - Anneau	Little - Auriculaire
R I G H T H A N D L E F I N G E R S L E F T H A N D L E F I N G E R S					
IF ANY FINGERPRINTS ARE IMPRESSIONS, GIVE REASON - IF AMPUTATED, DEFORMED OR INJURED, GIVE DATE SI MANQUE UNE EMPREINTE, DONNE RAISON. EN CAS D'AMPUTATION, DE DÉFORMATION OU DE BLESSURE, DONNER LA DATE					
FOUR FINGERS TAKEN TOGETHER - IMPRESSIONS MANIANTES DES QUATRE DOIGTS 			FIVE FINGERS TAKEN TOGETHER - IMPRESSIONS MANIANTES DES CINQ DOIGTS 		
Signature of person fingerprinted - Signature de la personne dont on prend les empreintes			Signature of Official taking fingerprints - Signature du personnel aux empreintes		
Date Date			FA M DJ		

<b>TO - À</b> The Director General Canadian Criminal Real Time Identification Services RCMP, NPS Building 1200 Vanier Parkway Ottawa, Ontario K1A 0R2  Directeur General Services canadiens d'identification criminelle en temps reel Quartier General de la GRC, immeuble des SNP 1200, promenade Vanier Ottawa (ont) K1A 0R2	<b>FOR IDENTIFICATION PURPOSES ONLY - AUX FINS DE L'IDENTIFICATION SEULEMENT</b>		
	TCN - NCT	AFIS - SAID	BAR CODE- BARRE-CODE
		Year of Birth Date de naissance	

R I G H T H O U B T E	Thumb - Pouce	Index	Middle - Médius	Ring - Annulaire	Little - Auriculaire

L E F T H A U C H E					

IF ANY FINGERPRINT IS NOT RECORDED, GIVE REASON - IF AMPUTATED, DEFORMED OR INJURED, GIVE DATE  
 S'IL MANQUE UNE EMPREINTE, DIRE POURQUOI - EN CAS D'AMPUTATION, DE DÉFORMATION OU DE BLESSURE, DONNER LA DATE

FOUR FINGERS TAKEN TOGETHER - IMPRESSION SIMULTANÉE DES QUATRE DOIGTS

LEFT THUMB - POUCE GAUCHE	RIGHT THUMB - POUCE DROIT
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Signature of person fingerprinted - Signature de la personne dactyloscopiée	Signature of Official taking fingerprints - Signature du préposé aux empreintes	Date Y-A M D-J
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Surname (include former names, maiden name, etc.) - Nom de famille (y compris noms utilisés précédemment, nom de jeune fille, etc.)

Given Names - Prénoms	DOB - DDN Y-A M D-J	Sex - Sexe <input type="checkbox"/> M <input type="checkbox"/> F	Telephone No. - N° de téléphone
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Address - Adresse	Postal code - Code postal
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Reason for application ( <b>MUST BE COMPLETED</b> ) - Raison de la demande ( <b>DOIT ÊTRE REMPLI</b> )			<input type="checkbox"/> Vulnerable Sector (attach consent Form) Secteur sensible (joindre la formule de consentement)
<input type="checkbox"/> Visa/Waiver Visa/désistement	<input type="checkbox"/> Pardon Application Demande de réhabilitation	<input type="checkbox"/> Privacy Act Loi sur la protection des renseignements personnels	
<input type="checkbox"/> Canadian Citizenship Citoyenneté canadienne Immigration to Canada (LIS)	<input type="checkbox"/> Adoption <input type="checkbox"/> Volunteer Bénévolat	<input type="checkbox"/> Employment (specify) Emploi (préciser) _____  <input type="checkbox"/> Other (specify) Autre (préciser) _____	Reference Number - Numéro de référence

Fingerprinting Agency/Department Service ou organisme prenant les empreintes	Contributing Agency/Department Service ou organisme contributeur
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## Final Checklist

Before sending us your documents please make sure you have all of the required items included in your package. Please note that fingerprint quality is the responsibility of the applicant. Therefore we only accept original ink fingerprints for submission. We strongly advise sending 2 sets of fingerprints to avoid errors.

- 2 complete sets of fingerprints taken on standard fingerprinting forms (providing an extra set of fingerprints reduces the chance of rejection by the RCMP)
- A copy of photo ID (it must be government issued identification with a photo included)
- Biometric consent to release form (when results are going to a third party – not possible for a privacy act)
- Completed Payment Form

Please send completed documentation to our office location in Toronto by mail or courier:

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**T: 416-477-1110**

**[fingerprinting@nationalpardon.org](mailto:fingerprinting@nationalpardon.org)**