Guidelines for International Clients

- Fill out the required information in the Card-Scan Application and Fingerprint form, and print them on regular paper.
- Have your fingerprints taken on the attached form (or a form having similar layout of fingerprints) by your local police or a fingerprinting agency. The name and address of the agency taking fingerprints need to be mentioned on the fingerprint form, and the officer taking fingerprints needs to sign this form.
- Include clear photocopies of two government issued identification documents (IDs). One must be a photo ID, with clearly visible photo.
- Complete the credit card payment form. If you want to pay via PayPal, please send us a quick email and we will send you a PayPal invoice.
- Send all the completed documents via mail (not-email) or courier to our Card Scan facility, to the address on the check-list. We cannot process scanned copies. For getting police check for US immigration, you would also need to complete the "Privacy Act" form and send the original to our office.
- We will digitize inked fingerprints to encrypted format and transmit them to the RCMP (via secure server).
- The RCMP will process fingerprints and after that they send the results (hard copy) via regular mail. The RCMP do not send the certificate via email or courier.
- Under Privacy Act, the RCMP will mail out the results directly to the applicant. No third party.

* If the applicant was ever charged by the police in Canada, overstayed in Canada or deported from Canada, the RCMP can take up to 120 days or more to send the results.

Checklist

1. Card Scan Application ☐
2. Fingerprint Form ☐
3. Photocopies of Two Identification Documents ☐
4. Completed Privacy Act form ☐
5. Credit Card Payment Form or a PayPal Receipt ☐

Please send your documents to the following address:

Worldwide Forensic Services Inc.
55 Town Centre Court, Suite 642
Toronto (Scarborough) ON M1P 4X4
Canada
Ph: 416-915-7139

Once we receive and process your application, we will send you a confirmation email. Please **do not** call us or send us emails to check if we received your documents or not.

Frequently Asked Questions

Can I email you a scanned version of my fingerprints for electronic transmission to the RCMP?

Unfortunately we cannot process scanned version of fingerprints. You would need to send us the original fingerprint form and the other documents, as per the check list, via mail or courier.

How would I know that you have received my documents?

Once we receive your documents and transmit fingerprints to the RCMP, we will send you a confirmation email. There is no need to keep on sending emails to check as to whether we have received your documents or not.

Can I get my fingerprints taken on the form used by the police of the country, I am living in?

Yes you can. Please make sure the fingerprint layout on that form is the same as on the RCMP's form or the FBI's fingerprint card. Please have a look on the sample fingerprint form.

Once you receive my documents, how long will it take to receive the police check from the RCMP?

The RCMP takes 3 to 5 business days to process fingerprints and after that they send out the results **via regular non track-able mail**. If there is a criminal record, the RCMP can take up to 4 months to send the results.

Can RCMP send the police check outside of Canada?

Yes, at no additional cost.

I need the Police Check as soon as possible. Can I request the RCMP to send it to your company and you can then forward to me via courier?

Under Privacy Act, the police check can only be sent directly to the applicant. Not to a third party.

How can I pay for your services?

You can pay by Credit Card (Visa or Master Card only), PayPal, International Money Order or Email transfer. If you want to pay via PayPal, send us a quick message to request a PayPal invoice.

Can my friend or relative pay on my behalf?

Yes they can. You can forward credit card payment form to your friend or family member. They can complete it, sign it and email to us.

How can I check the status of my application?

Once we receive your documents and transmit fingerprints to the RCMP, we will send you a confirmation email. The applicant can inquire about the status of fingerprints submission by sending an email to the RCMP at CCRTIS-SCICTR@rcmp-grc.gc.ca.

Can I print the Fingerprint form emailed by you and get my fingerprints taken on it?

Yes you can.

I have a photocopy of fingerprint form. Can I send it to you for processing?

We cannot process photocopy. You need to send us the original fingerprint form via mail or courier.

Cardscan Application

You can type in your information directly into the forms and print them.
You can also print them off and fill them in by hand.

PLEASE TYPE IN OR WRITE CLEARLY & IN BLOCK CAPITALS

Last Name	
First Name	
Middle Name(s)	
Current Address	
Address Line 2	
City	
State/Province	
Country	
ZIP/Postal Code	
Telephone #	
Email Address	
Date of Birth (yyyy-mm-dd)	Sex/Gender
Criminal Record Check needed for: (e.g. Visa)	

OPTIONS FOR RECEIVING RESULT FROM THE RCMP

Please check-mark only one option

☐ I request the RCMP to send the result directly to me, at the above address, via Canada Post regular non-trackable mail.

Signature_____ Date_____

TYPE OR PRINT ALL INFORMATION IN BLOCK CAPITALS

APPLICANT	LAST NAME	FIRST NAME	MIDDLE NAME
SIGNATURE OF THE PERSON FINGERPRINTED	COUNTRY OF BIRTH	DATE OF BIRTH Month Day Year	SEX
RESIDENCE OF THE PERSON FINGERPRINTED	Police/Fingerprinting Office Stamp DATE:		

Right Thumb Rolled	Right Index Rolled	Right Middle Rolled	Right Ring Rolled	Right Little Rolled

Left Thumb Rolled	Left Index Rolled	Left Middle Rolled	Left Ring Rolled	Left Little Rolled

Left Four Fingers Taken Together	Left Thumb Flat	Right Thumb Flat	Right Four Fingers Taken Together

Signature of the official taking fingerprints _____

Name of the official taking fingerprints: _____

Address of the fingerprinting office: _____

_____

Government of Canada | Gouvernement du Canada

Personal Information Request Form

Protected when completed

For official use only

Info Source

Privacy Act

Step 1
Determine which federal government institution is most likely to hold personal information about you. Decide whether you wish to submit an informal request for the information or a formal request under the *Privacy Act*. If you wish to make an informal request, contact the appropriate institution. The address can likely be found in ***Info Source*** publications which are available across Canada, generally in major public and academic libraries, constituency offices of federal Members of Parliament and most federal government public enquiry and service offices.

Step 2
To apply for personal information about you under the *Privacy Act*, complete this form. Describe the information being sought and provide any relevant details necessary to help the institution find it. If you require assistance, refer to ***Info Source (Sources of Federal Government Information)*** for a description of personal information banks held by the institution or contact its Privacy Coordinator.

Step 3
Forward the personal information request form to the Privacy Coordinator of the institution holding the information. The address is listed in the "Introduction" to ***Info Source***.

Step 4
When you receive an answer to your request, review the information to determine whether you wish to make a further request under the Act. You also have the right to complain to the Privacy Commissioner should you believe that you have been denied any of your rights under the Act.

Federal Government Institution

Royal Canadian Mounted Police

I wish to examine the information

☒ As it is ☐ All in English ☐ All in French

Provide details regarding the information being sought

Include RCMP National Repository Entire Holdings

Method of access preferred

☒ Receive copies of originals ☐ Examine originals in government offices

Name of applicant

Street, address, apartment | City or town

Province | Postal Code | Telephone number

I request access to personal information about myself under the *Privacy Act* as I am a Canadian citizen, permanent resident or another individual, including an inmate, present in Canada

Signature | Date

The personal information provided on this form is protected under the provisions of the *Access to Information Act* and the *Privacy Act.*

Canada

Credit Card Authorization Form

Name
(as it appears on the credit card)

Paying for
(if applicable) Mr./Ms.

Credit Card #

Expiration Date (MM/YYYY)

CVV Code

4% of the total amount will be added as transaction fee.

Total amount to be applied to credit card $

Card holder's signatures:

Date signed _____

Other Payment Options

1. Send an international money order, payable to "Worldwide Forensic Services Inc."
2. Pay via Email Transfer to: "info@fingerscan.ca".
3. Pay via PayPal. Send us a quick email and we will send you a PayPal invoice.

No charge backs or refunds

Worldwide Forensic Services Inc.
Canada