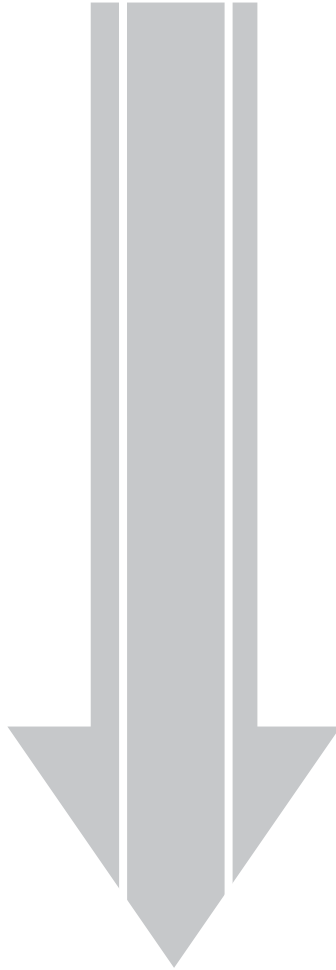




# Guidelines for International Clients



- Fill out the required information in the Card-Scan application and the fingerprint form, and print them on a regular paper.
- Get your fingerprints taken on the fingerprint form (or a form having similar layout of fingerprints) by your local police. The name and address of the police office need to be mentioned on the fingerprint form, and the officer taking fingerprints needs to sign this form.
- Complete Third Party Consent form **only if** you are requesting the RCMP to send the Certified Criminal Record Check to Worldwide Forensic Services Inc., a lawyer, friend or family member. Otherwise, the RCMP will send the results to you via regular (non-trackable) mail.
- Include clear photocopies of two government issued identification documents (IDs). One must be a photo ID, with clearly visible photo.
- Send one passport style photograph (any size, front profile, without glasses and with neutral expressions).
- 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.
- We will digitize inked fingerprints to encrypted format and transmit them to the RCMP (via a secure server).
- The RCMP will send the certified criminal record check (hard copy) via regular mail. The RCMP do not send the certificate via email or courier.
- In case you need it urgently, the RCMP can send it us and we can then forward it to you or a third party, via courier, at an additional cost. **Please send us an email and provide your complete address to obtain a quote from the courier company.**

**\*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.**

# Cardscan Application

INCOMPLETE OF MISSING INFORMATION WILL CAUSE  
DELAYS IN PROCESSING OF THE APPLICATION

PLEASE TYPE IN OR WRITE IN BLOCK CAPITALS

Last Name

First Name

Middle Name(s)

Current Address

Address Line 2

City

State/Province

Country

ZIP/Postal Code

Telephone #

## Checklist

- Cardscan application
- Fingerprint form
- Third Party Consent form (If Applicable)
- Copies of two IDs
- Passport style photo
- Credit card payment form or PayPal receipt

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

Email Address

Date of Birth  Sex/Gender

yyyy - mm - dd

I need RCMP's criminal record check for: (e.g. Visa, immigration to Canada)

## Please Check-Mark Only One Option

I request the RCMP to send the Certified Criminal Record Check directly to me, via Canada Post regular mail. (The regular mail is not trackable).

I request the RCMP to send the Certified Criminal Record Check, via Canada Post regular mail, to a third-pary, at the address given below and on the Third Party Consent form.

I request the RCMP to send the Certified Criminal Record Check to Worldwide Forensic Services Inc. Worldwide Forensic Services Inc will send it to me via courier. I have paid the additional courier cost/added it on the payment form.

In the box below, please write the name and **final address** for receiving the certified criminal record check.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Send completed documents via Post or Courier to:

Worldwide Forensic Services Inc., 55 Town Centre Court, Suite 642, Toronto  
(Scarborough) ON Canada M1P 4X4.



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 Fingerprinted \_\_\_\_\_:

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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, \_\_\_\_\_  
Full name of the applicant

Born, \_\_\_\_\_, \_\_\_\_\_ require criminal record verification in order to obtain  
Month Day Year

\_\_\_\_\_

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

Worldwide Forensic services Inc., or

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

I understand that I have the right to receive these results directly from the RCMP and the assistance of a 3<sup>rd</sup> party is not necessary to obtain these results.

I have read and signed the informed consent document and understand my rights with regard to obtaining criminal record information.

\_\_\_\_\_  
Applicant's Signature

This \_\_\_ day of \_\_\_\_\_, 20

# Credit Card Authorization Form

Name

(as it appears on the credit card)

Paying for

(if applicable)

Expiration Date (MM/YYYY)

CVV Code

Total amount to be applied CAD\$

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

Please make sure to add courier cost in case you want to receive the results via courier.

Card Holder's Signature: \_\_\_\_\_

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. You do not need a PayPal account to pay via PayPal.

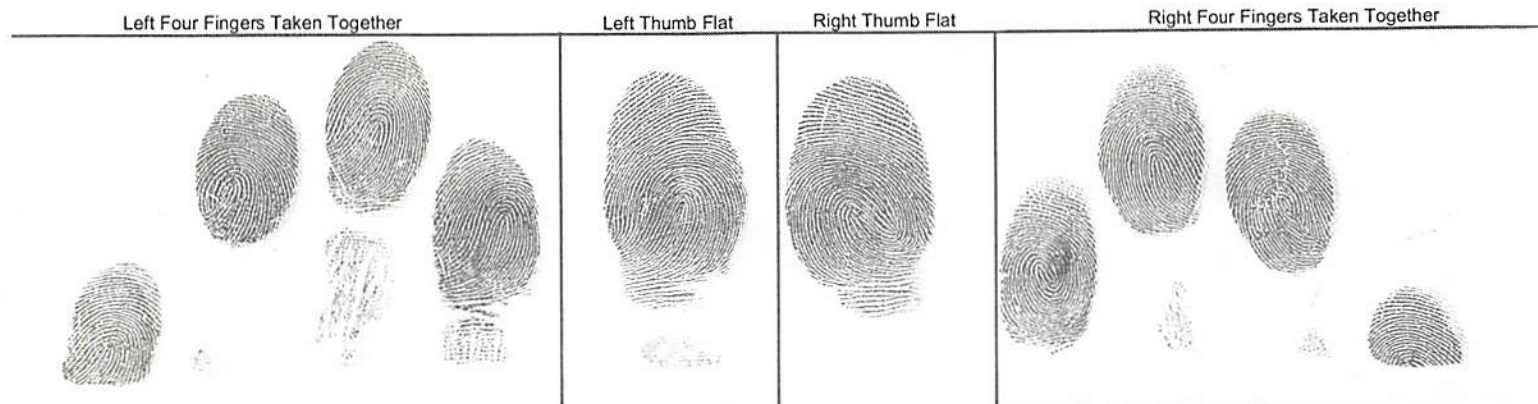
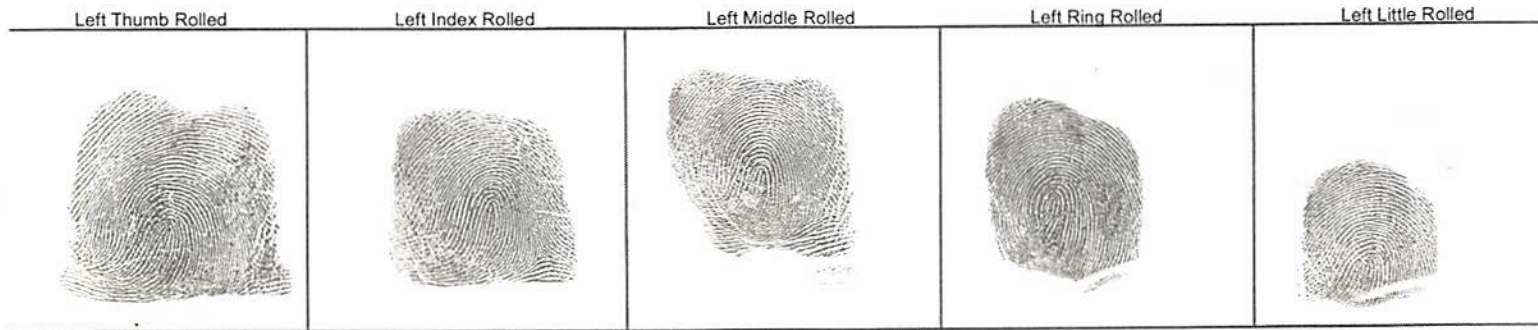
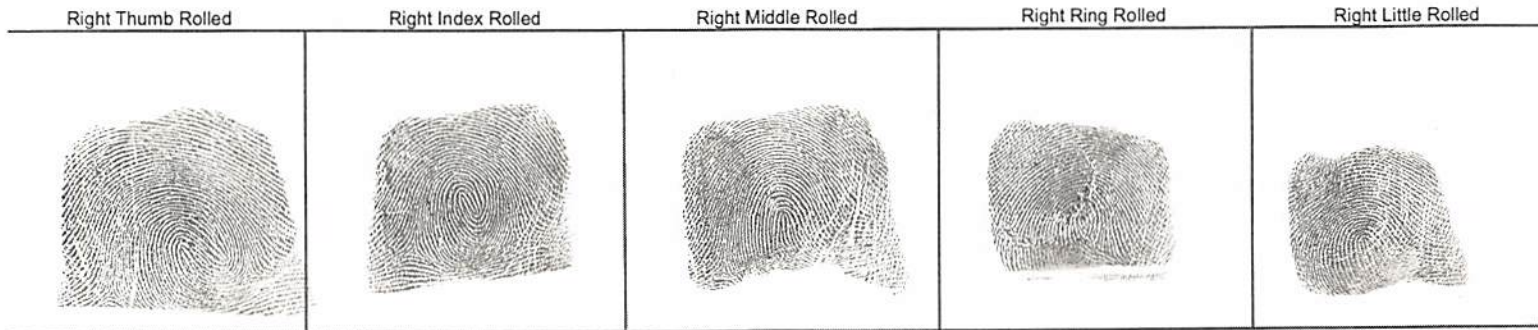
No charge backs or refunds

**Worldwide Forensic Services Inc.**  
**Canada**

Acceptable Fingerprints Layout

TYPE OR PRINT ALL INFORMATION IN BLOCK CAPITALS

APPLICANT	LAST NAME Smith	FIRST NAME Joe	MIDDLE NAME Peter
SIGNATURE OF THE PERSON FINGERPRINTED 	COUNTRY OF BIRTH USA	DATE OF BIRTH Month: 02, Day: 02, Year: 1983	SEX Male
RESIDENCE OF THE PERSON FINGERPRINTED 123 ABC Street Florida 12345 USA	Police/Fingerprinting Office Stamp <b>Police Office/Fingerprinting Agency/ Notary Public Stamp is Required</b> DATE: 02-02-2022		



Signature of the official taking fingerprints	<b>A signature is required.</b>
Name of the official taking fingerprints:	<b>Name of the official is required.</b>
Address of the fingerprinting office:	<b>The address of the fingerprinting place is required</b>

# Frequently Asked Questions

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## **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.

## **Can RCMP send the Certified Criminal Record Check outside of Canada?**

Yes (via regular mail), at no additional cost.

## **The Certified Criminal Record Check issued by the RCMP needs to be authenticated and legalized by an Embassy/Consulate in Canada. Do you also offer this service?**

Yes we also offer this service at an additional fee. Please let us know your requirement and we will send you a price quote.

## **I need the Certified Criminal Record 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?**

Yes you can. Please send us a quick email providing your complete address. We will obtain a quote from the courier company and let you know. You would need to send a third party consent form.

## **Why do you ask for a photograph?**

The photograph is printed on the certified criminal record check. We transmit photograph, along with the fingerprints, to the RCMP.

## **How can I pay for your services?**

You can pay by a Credit Card (Visa or Master Card only), PayPal, an 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. Unless authorized by the applicant, the RCMP do not release any further information to Worldwide Forensic Services Inc. The applicant or an authorized third party can inquire about the status of finger-prints submission by sending an email to the RCMP at [cctis-scictr@rcmp-grc.gc.ca](mailto:cctis-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.

**Can RCMP send my Certified Criminal Record Check to my lawyer, immigration office or a third party?**

Yes it is possible. You need to complete a third party consent form and write their address on it.