



CARDSCAN PACKAGE (Ink to Digital Fingerprints)

PROCEDURE EXPLANATIONS:

This is an explanation of the process, processing time, fees, remit to address and contact information for the completion and submission of your Cardscan package.

NOTE: Our Company has been certified to submit paper (ink and roll) fingerprints by scanning them and forwarding them electronically to the RCMP.

TIME

- The RCMP advises that, if no criminal record exists, the process takes on average 72 hours from the time the fingerprints are electronically submitted. This average does not include time required for processing by mail.

FEES

- The cost will be a total of **\$105.50 CDN. The total cost consists of \$70.00 Scanning fee (+taxes) +\$25.00 RCMP processing fee.**
- Exception for Canadian permanent residence and Canadian Citizenship applications. Fees for these types of applications will be \$80.50 (\$70.00 + taxes).** Please include your Client ID # associated with your Canadian immigration file and a copy of the Canadian citizenship letter requesting the fingerprints.
- Fees will only be charged after fingerprints have been scanned for suitability and are ready to be electronically submitted to the RCMP.

PAYMENT

- Payment can be made by credit card. Upon receipt of your fingerprints you will receive an invoice to your email address requesting an on-line payment.
- Or** you may send a Canadian money order in **CAD** funds with your application. Please make money orders payable to **C5 ID and Fingerprinting Solutions.**

RESULTS

- The RCMP will mail fingerprint results back to you by regular mail.
- If you have completed the **Third Party Consent Form (DOC#2)** the results will be mailed out by the RCMP to the address noted on DOC#2 by regular mail,

Mailing/ Contact Information

C5 ID and Fingerprinting Solutions

393 University Ave - Unit # 11

Charlottetown, PE

CANADA - C1A 4N4

Phone: 902-892-1211

Email: info@c5id.com



FILLING OUT THE FORMS:

- Complete Document #1 **RCMP C216 FINGERPRINT FORM** – see attached PDF

This is the RCMP fingerprint form. It can be printed off on either 8.5" x 11" or 8.5" x 14" paper. However, it is not mandatory that the RCMP fingerprint form be utilized. Many police services and agencies have their own fingerprinting forms and any such form can and may be used provided it allows for the capture of **10 rolled** and **10 flat** fingerprint impressions, the full name of the applicant, Date of Birth, and stamp or name and address of the department or agency that rolled the fingerprints. **Note: It is important that you send the "original" fingerprints and not photocopies.**

Document #1- Complete the following (print clearly)

- Your signature & the signature of the official taking the fingerprints.
- The date
- Full legal name
- Date of birth
- Sex
- Your telephone number
- Your home address
- Reason for the application (example: visa/immigration/pardon etc.)
- The stamp or name and address of the department or agency that provided the fingerprints.

Note: We require **10 rolled** and **10 flat** fingerprint impressions.
"Level of clearance" field is **NOT** required.



- ❑ Complete Document #2 **THIRD PARTY CONSENT FORM** – see page 4

This Document is used in order to give the RCMP your permission to mail the Canadian Criminal Record Check results to a third party.

If this form is not included with your application the RCMP will send the results of the Criminal Record Check to your address (as noted on the fingerprint form) by regular mail.

When the RCMP results are to be delivered outside of Canada we suggest that our clients complete the **Third Party Consent Form** in order to have them mailed to our address in Charlottetown. When we receive the results we will send you an email with a scanned copy provided an email address is included in your application. Courier services with tracking are available for the printed results of the Canadian Criminal Record Check for a nominal fee.

Document #2- Complete the following (print clearly)

- Full name of applicant
- Date of birth
- Reason
- Thirdparty'sfull mailing address
- **One fingerprint impression (mark which finger used; in the space provided.)**
- Signature & date

***Note*:** We require only one copy of the consent form.



DOCUMENT #2 -THIRD PARTY CONSENT FORM

***A FINGERPRINT IS REQUIRED ON THIS FORM IN THE BOX BELOW**

I, _____
(Full name of applicant)

born, _____, _____ require criminal record verification in order to obtain a
(Month/Day) Year

Visa /Waiver

Pardon
application

Employment
(Specify) _____

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

C5 ID and Fingerprinting
Solutions Inc
393 University Ave - Unit 11
Charlottetown, PE
CANADA - C1A 4N4

Send the results here (Name
and address)

I understand that I have the right to receive these results directly from the RCMP and that the assistance of a Third 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.

**Please check the box
showing what finger was
used**

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

Date: _____

Applicant signature: _____



Complete Document #3 **APPLICANT INFORMATION** – see page 6

Document # 3- Complete the following (print clearly)

- Full name of applicant
- Full home address
- Phone number
- Email address
- Date of birth
- Sex
- Reason for the request
- Results destination- 3 choices (choose one)



DOCUMENT #3 – APPLICANT INFORMATION

Applicant Identification

LAST NAME	
FIRST NAME	
MIDDLE NAME(S)	

Address

Unit/Apt #

Street

City

Address

Province/State

Country

Postal Code

Phone:

Email address:

Birth Date:

YYYY / MM / DD

Gender:

Male

Female

Reason for the request-Please specify:

<input type="checkbox"/> VISA: (Specify which country)
<input type="checkbox"/> EMPLOYMENT: (Specify job title and country where employment will take place)
<input type="checkbox"/> IMMIGRATION: (Specify Canada or other/ Specify Permanent Residence or Citizenship)
<input type="checkbox"/> OTHER: (Explain) (Example Pardon)

Send Results to (please select one)

(Most clients have their results sent to our office from the RCMP to upgrade from basic Mail to a courier service.)

C5 ID and Fingerprinting
Solutions Inc.
393 University Ave., Unit 11
Charlottetown, PE
CANADA - C1A 4N4

Send the results to my address above

Send the results to this Third party address:



Complete Document #4 **INVOICE** – see page 8

Document # 4 -Complete the following (print clearly)

- Select a price based on the reason for your request.
- Indicate how results should be sent i.e. via Courier or regular mail
- Full mailing address for the results after RCMP processing (This does not have to be your home address. - Lawyer /friend /family / immigration /etc.)



Service Fees

- Reason for Cardscan**
- Canadian Citizenship
 - Permanent Residency in Canada

Ink to digital conversion fee.....	\$70.00
HST.....	<u>\$10.50</u>
Total.....	\$80.50

- Reason for Cardscan**
Any other reason that the one stated above including Visa and waiver

Ink to digital conversion fee	\$70.00
HST	\$10.50
RCMP Fee.....	<u>\$25.00</u>
Total	\$105.50

Please choose mailing option and provide the complete return shipping address. This service is only available for applicants who complete the Third Party Consent form indicating that C5 ID is to receive their results from the RCMP.

- FedEx (Additional fee + tracking provided) Regular Mail (No fee + no tracking)
Note: Couriers will not deliver to a PO Box.

Attention Name _____
Address _____

City _____
Province/ State _____
Postal/ Zip Code _____



SUBMISSION OF YOUR COMPLETED CARDSCAN PACKAGE

Once you have read & completed the required forms mail the completed documents to the following address:

C5 ID and Fingerprinting Solutions Inc
393 University Ave., - Unit # 11 (Kirkwood Mews)
Charlottetown, PE
CANADA - C1A 4N4

SCANNING AND PAYMENT

When fingerprints are received they are electronically scanned to ensure the quality is sufficient for submission to the RCMP.

We will advise you via telephone or email about the suitability of the fingerprints provided. If the **prints are not suitable for scanning** we will request you to have additional prints taken and forwarded to us

When fingerprints are determined to be of good quality and are deemed suitable for electronic submission to the RCMP, payment will be requested via an email invoice for an on-line payment via credit card or Money orders as submitted will be deposited to our account. Once we process full payment C5 ID will send the fingerprints to the RCMP electronically

The RCMP's processing time is on average 3 business days **plus** the time required for ground mail processing.

***NOTE* IF THERE IS A CRIMINAL RECORD ASSOCIATED WITH THE FINGERPRINTS THE RCMP'S PROCESSING TIME MAY INCREASE SIGNIFICANTLY.**



THE RESULTS

If you completed DOCUMENT #2 (**THIRD PARTY CONSENT FORM**) with C5 ID and Fingerprinting Solutions address, the results will be sent to our office.

Upon arrival we will contact you by emailing you a scanned copy of the results. If you have chosen to have results couriered to your attention or to a named third party, C5 ID will include those fees in our invoice. We will only charge the actual courier charges plus \$10.00 surcharge for processing. We will not courier any results until payment for these services has been processed. This service is **ONLY** available for clients who complete the third party consent form indicating C5 ID is to receive their results from the RCMP.

If you completed DOCUMENT #2 (THIRD PARTY CONSENT FORM) with a third party address other than C5 ID. RCMP will mail out the results by regular mail to that address.

If you did not complete the consent form the results will be mailed out to your address on the applicant information form by regular mail.

QUESTIONS: - info@c5id.com or + 1 902-892-1211

Website: **www.c5id.com**

