



DOCUMENT CHECKLIST

Below is a detailed checklist of documents which need to be shipped to our office (in original) to process your RCMP or FBI Clearance from outside Canada.

- 1) If you wish to obtain an RCMP Clearance from outside Canada, please download the document titled “**RCMP C-216C FINGERPRINTING FORM**”. This is the form you will get fingerprinted on in your current country of residence.

NOTE: The C-216C form MUST be printed on Legal Size Paper (8 ½ x 14 inches)

If you are looking to obtain an FBI Clearance from outside Canada, please download the document titled “**FBI FD-258 FINGERPRINTING FORM**”. This is the form you will get fingerprinted on in your current country of residence.

NOTE: This form MUST be printed on Letter Size Paper (8 ½ x 11 inches)

- 2) Please also download the document titled “**INTAKE FORM- OUT OF COUNTRY CLEARANCE**” and ensure **all the details are filled out in CAPITAL letters**.

NOTE: Depending on the chosen Destination of Results, you MUST download and fill out the document titled “**THIRD PARTY CONSENT FORM**”. The address for delivery of results will vary depending on if you choose to have the results delivered to a Canadian Contact, or our office. **Contact us via email at a2z.yeg@gmail.com for more information.**

- 3) In order to have your RCMP or FBI Clearance processed by us, in addition to getting fingerprinted on the relevant form, you also need to provide **CERTIFIED TRUE COPIES of two pieces of Valid, Government-Issued Photo Identification** (such as a Driver’s License, Passport etc.)

The Certification guidelines are as follows:

- a) Your documents must be certified by a person of suitable authority and according to the guidelines below.
- b) Documents that have not been certified correctly cannot be accepted.

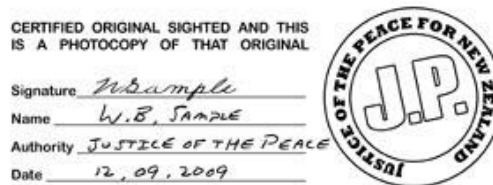
The following people are authorized to certify documents:

- **A Notary Public**
- **A Barrister and Solicitor**
- **Justice of Peace**

The authorized person must note the following on the Certified True Copy:

1. "Certified true copy" (in English)
2. Their authority (in English)
3. Their name
4. Their signature
5. Their official stamp
6. Certification must be done in English for it to be accepted

An example of a properly certified document is below:



- 4) Once you have downloaded and printed the appropriate Fingerprinting form, **you must go to a LOCAL POLICE STATION to have your fingerprints taken.**

Please ensure the officer taking your fingerprints completes their portion of the Fingerprinting form (Name/Designation and Date the Fingerprints were taken) and either emboss or wet stamp the document at appropriate place.

5) QUALITY OF FINGERPRINTS

NOTE: If the Quality of prints is poor or non-acceptable, the fingerprints must be re-done to ensure the fingerprints can be processed by our agency. You may provide these instructions to the officer taking your fingerprints to ensure that the quality of the fingerprints being taken is acceptable by the RCMP's standards.

ACCEPTABLE QUALITY:



As you will note, Partial Prints, Reverse Rolling of Prints, Smudging, and Dry rolling are NOT ACCEPTABLE. The prints have to be clear, and ridges must be clearly visible to the naked eye.

POSITIONING OF PRINTS:

TO - À Commissioner, RCMP Attn: Identification Services Directorate, Civil Section PO Box 8885 Ottawa, Ontario K1G 3M8 Le commissaire de la GRC À l'attn de la Direction du service de l'identité judiciaire, Section des affaires civiles C.P. 8885 Ottawa (Ontario) K1G 3M8		FOR IDENTIFICATION PURPOSES ONLY - AUX FINS DE L'IDENTIFICATION SEULEMENT			
TCN - NCT		AFIS - SAID	BAR CODE- BARRE-CODE		
		Year of Birth Date de naissance			
R I G H T H A N D	Thumb - Pouce	Index	Middle - Médius	Ring - Annulaire	Little - Auriculaire
	ROLLED IMPRESSIONS: Place them square in all fields Impression must be down to the first finger joint				
	IF ANY FINGERPRINT IS NOT RECORDED, GIVE REASON - IF AMPUTATED, DEFORMED OR INJURED, GIVE DATE SIL MANQUE UNE EMPREINTE, DIRE POURQUOI - EN CAS D'AMPUTATION, DE DEFORMATION OU DE BLESSURE, DONNER LA DATE				
FOUR FINGERS TAKEN TOGETHER - IMPRESSION SIMULTANÉE DES QUATRE DOIGTS					
LEFT THUMB - POUCE GAUCHE		RIGHT THUMB - POUCE DROIT			
Thumb impressions: Place thumb impressions on either side of the centre line		Signature of Official taking fingerprints - S	Slapped Impressions: Slap index, middle and ring finger together Slap little finger separately and place it next to the ring finger Make sure the slaps are not slanted at an angle		
Given Names - Prénoms		DOB - DDN Y-A M D-J	Previous names used previously, nom de		
Address - Adresse		Postal code - Code postal			
Reason for application (MUST BE COMPLETED) - Raison de la demande (DOIT ÊTRE REMPLI)					
<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"/> Vulnerable Sector (attach consent Form) Secteur sensible (joindre la formule de consentement)		
<input type="checkbox"/> Canadian Citizenship Citoyenneté canadienne Immigration to Canada (LIS)	<input type="checkbox"/> Adoption Adoption	<input type="checkbox"/> Employment (specify) Emploi (préciser)	Reference Number - Numéro de référence		
<input type="checkbox"/> Immigration au Canada (SIR)	<input type="checkbox"/> Volunteer Bénévolet	<input type="checkbox"/> Other (specify) Autre (préciser)			
Fingerprinting Agency/Department Service ou organisme prenant les empreintes		Contributing Agency/Department Service ou organisme contributeur			

Make sure the prints are within the blocks intended for the print, they do not overlap, and the slap prints are either straight or slightly inclined (Not more than 15 to 20 degrees)

6) PHOTOGRAPH REQUIREMENTS:

Please email us a digital photograph as well. Your photos must be recent and cannot be older than 6 months. Additionally, your photos must meet these specifications:

- **SIZE:** 50 mm wide by 70 mm high (2 inches wide by 2¾ inches high).
- **ADDITIONAL SPECIFICATIONS:** The height of your face must measure between 31 mm (1¼ inches) and 36 mm (1⁷/₁₆ inches) from your chin to the crown of your head (natural top of head).

All your photos must also meet the following specifications:

- Your photos must be clear, sharp, and in focus.
- Have a **NEUTRAL** Expression (no smiling or frowning, eyes must be open and clearly visible, mouth must be closed and ears must be visible).

Must show your face and shoulders straight on and squared to the camera, **centered**, and not tilted in any direction.

- They must be taken in uniform lighting and have **no** shadows, glare, or flash reflections.
- The photos must show a clear difference between your face and the background.
- The photos must **not be edited or altered in any way**.
- They must reflect your natural skin tone.
- These photos must be taken by someone else (no selfies).

- **ALL Photographs submitted MUST be in color.**

Examples of acceptable photographs include:



Good contrast



Good lighting



Non-tinted glasses



Correct format



Neutral expression



Mouth closed



Face square to camera



- 7) **FEES ASSOCIATED-** Once the above documents have all been gathered, you may email us clear, scanned copies of all the above documents to our email address at: a2z.yeg@gmail.com. Our team will approve your documents and share an Invoice for the payment via email. **Once the payment has been made, you will be assigned a unique FILE NUMBER. Please utilize this for any future communication regarding your Police Clearance.**

FINAL STEP

Once we confirm that all the documents are correct and can be processed via our digital system, our office will respond via email to approve your application package. Once this is done, you may mail the ORIGINAL documents to our office (we suggest using **trackable** international courier) to the address below:

A2Z Screening Ltd. (Mailing Address)

9186 34A Avenue, Edmonton, Alberta

Canada T6E 5P4

Contact: +1 780-680-7085

Email: a2z.yeg@gmail.com

Contact Person: MANI (ACSO)

Once you have mailed the originals to us, please share the tracking details with us via email.

Once our office has received the originals, the hard copy fingerprints will be converted to digital prints and submitted to the RCMP for further processing.

The following confirmations will be shared with you:

a) **Within 48 Hours of receiving the originals:**

A Confirmation of Submission-

This document confirms that the fingerprints have been successfully SUBMITTED to the RCMP's CCRTIS System.

b) **Within 3 to 5 business days AFTER receipt of a Confirmation of Submission:**

A Processing Confirmation:

This document confirms that the fingerprints have been **successfully processed** by RCMP and the results have been printed and sent back to address as specified during submission above.



RESULTS

Depending on the chosen option, our agency (or your chosen Canadian Contact) will receive your hard copy results **via Canada Post within 2-3 weeks from the Date of Processing**. Should you choose to have your results shipped to our office, we will email you a scanned copy of the results.

Typically, Original RCMP Clearance results do not need to be shipped outside Canada. However, if you wish to choose this option, you may request our office to COURIER the documents to any specified address outside Canada once the documents are received in our office.

TIMELINES

NOTE: ALL Timelines specified below are tentative only. Neither A2Z Screening Ltd. nor the RCMP can guarantee any timelines for when the fingerprints will be processed, shipped or received. If your results are not received within 3 weeks, please contact the RCMP directly at: CCRTIS-SCICTR@rcmp-grc.gc.ca.

1. **Document Collection Time:** Depends on how quickly you gather the required documents.
2. **Document Shipping Time:** Varies based on your chosen shipping method.
3. **Fingerprint Digitization:** 24 hours after receiving your originals.
4. **Submission Confirmation:** Within 48 hours of receiving your originals.
5. **RCMP Processing Confirmation:** Within 72 hours of receiving your originals.
6. **Hard Copy Results:** 3 weeks after submission, either to our office or any address in Canada.

COST

Please contact our office directly at +1 780-680-7085 or email us at a2z.yeg@gmail.com to get the updated pricing details.

CHECKLIST OF DOCUMENTS TO BE SENT TO US

Please ensure the following documents are enclosed in your EMAIL to obtain confirmation before shipping your documents. These documents also need to be enclosed in ORIGINAL in the shipment sent to our office.

The documents required are:

- Original Fingerprinting Card:** Ensure it is complete, signed by both you and the Fingerprinting Officer.
- Photo:** Digital format, can be sent via email.
- Original Certified ID:** Include BOTH required certified identification documents.
- Intake Form:** Ensure the intake form is complete and filled out appropriately.
If you have chosen the option to have your results delivered to our address, the **Third Party Consent Form** MUST be included as well.
- Third Party Consent Form (if required):** Ensure the form is completed, signed, and includes your fingerprint in the designated box.

Please write your file number in **BOLD LETTERS** on the top of the envelope when sending your documents.

EXAMPLE:

