Canada's National Notary Public Company
Accredited Fingerprinting Agency

CHECKLIST:

- **-2 FINGERPRINT FORMS or 2 forms provided by the agency or police**

  10 rolled and 10 flat fingerprints-TWO FULL SETS AND MUST BE INK, NOT SCANNED

  Signature and stamp/seal of the official that took the fingerprints

  Suitable CLEAR fingerprints

  Additional fingerprints if sets are not clear

- **-APPLICANT INFORMATION FORM**
- **-INFORMED CONSENT FORM** – by purpose
- **-CERTIFIED COPY OF 2 IDENTIFICATION DOCUMENTS**

  Refer to Identity Requirements

  Two different pieces of government-issued Identification (No SIN Card)

  At least one must have your Photo

- **-PASSPORT SIZE PHOTO**

  Recent – well within 6 months and meeting the photo requirements below

- **-CREDIT AUTHORIZATION FORM**
- **-THIRD PARTY CONSENT FORM**

  If the results are to be sent to someone other than you

The entire package should be shipped to:

Red Seal Notary Inc.

Attn: Card Scan

25 Adelaide St East, Suite 100

Toronto, ON, CANADA M5C 3A1

Ink to Digital Fingerprints – CARD SCAN CONVERSION PACKAGE

Process, timeframe, fees, address and contact information for the completion and submission of Card Scan conversion.

ACCREDITATION

Red Seal Notary Inc. is an RCMP accredited fingerprinting company and is certified to submit Ink & Roll fingerprints by scanning and electronically submitting your prints to the RCMP.

TIMEFRAME

According to the RCMP, the process averages 72 hours from the time the fingerprints are converted and electronically submitted to be processed. This timeframe varies and does NOT include mailing time.

FEES

- RCMP Police Certificate fees $209.05 ($185.00+13% HST)
  (This fee Includes both RCMP Police Certificate and Red Seal Notary Scanning Fees)

PAYMENT

Payment information is required on the Credit Card Authorization Form. Please complete and include with your package. Once your Card Scan package is received, your credit card will be charged. You will receive an emailed receipt.

RESULTS

- The RCMP will mail fingerprint results back to you by regular mail. Please note if the address you provide is outside of Canada your results will be delivered by regular mail. If mail is unreliable in your area, in most cases you may choose to have the results mailed to our office instead (see below).
- If the Third Party Consent form is completed the results will be mailed out by the RCMP to the address selected by regular mail.
- If the Third Party Consent Form is completed with RED SEAL NOTARY's address, you will receive a scanned and emailed copy of the results after we receive them in the mail. After this, the original can be sent to you via courier or mail, if desired. Courier fees/postage will be calculated at the time of shipping and charged +Administrative fee of $10.00.

APPLICANT INFORMATION FORM

PLEASE PRINT CLEARLY

LAST NAME

FIRST NAME

MIDDLE NAME (S)

EMAIL

PHONE NUMBER

Full Address (Must be outside CANADA)

GENDER (Please Circle) MALE / FEMALE / UNKNOWN

DATE OF BIRTH Year/ Month/ Day/

Reason for Request (Please Circle)

VISA/WAIVER/FOREIGN WORK

PARDON (RECORD SUSPENSION) APPLICATION

EMPLOYMENT (Specify position and employer) _____

CANADIAN CITIZENSHIP

ADOPTION

CANADIAN IMMIGRATION APPLICATION (for Temporary or Permanent Status)

IMMIGRATION TO USA ('Green Card' or permanent/long term status – RCMP can ONLY mail these results directly to your residence outside Canada)

VOLUNTEER (Must include letter from Volunteer Organization)

OTHER (Specify) _____

Send Results to:

If the results are going to your home address you do not need a Third Party Consent

Home Address:

Canada's National Notary Public Company

Credit Payment Authorization Form

Name on Credit Card Provided: _____

Credit Card Type:

☐ **VISA** ☐ **Master Card** ☐ **American Express**

Credit card Number: _____

Exp. Date: _____ **Sec. Code (back of card):** _____

Client Signature: _____

Date: _____

PACKAGE REQUIREMENTS

Fingerprint Form-see PDF file downloaded separately

This form does not have to be printed in color.

Many police services and agencies have their own fingerprinting forms and any such form can and may be used provided it meets the basic requirements below.

NOTE: The agency used must be authorized in your jurisdiction to take your ink and roll prints

Police Stations are recommended

The Fingerprinting form should include:

1. Date prints are taken
2. Applicant's Full Legal Name, Date of Birth, Gender, Current home address (outside of Canada)
3. Reason for the application (example: visa/immigration/pardon etc.)
4. The stamp, seal or name and address of the department or agency that provided the fingerprints and signature of the Fingerprint Technician
5. *10 Rolled & 10 Flat ink fingerprinting impressions are required on each Fingerprint Form (i.e. must have all the impressions that appear on the pdf form).

*Reference Number field is not required.

NOTE:

1. FINGERPRINTS MUST BE BLACK INK, AND CLEAN AND CLEAR ENOUGH TO DIGITIZE.

2. TWO COMPLETE SETS OF YOUR FINGERPRINT IMAGES ARE REQUIRED IN YOUR ORIGINAL APPLICATION.

Caution: IF SUITABLE FINGERPRINT IMAGES ARE NOT PROVIDED AND CANNOT BE DIGITIZED, NEW SETS WILL BE REQUIRED. THIS WILL RESULT IN DELAYS AND ADDITIONAL COSTS. SCANNED AND PRINTED FINGERPRINT IMPRESSIONS CANNOT BE USED. (i.e. a scan of a scan will be rejected by the RCMP, delaying your application potentially by several weeks)

THIRD PARTY CONSENT FORM

see PDF file downloaded separately

This document is used in order to give RCMP permission to mail the Canadian Police Certificate to a third party such as RED SEAL NOTARY or any other Third-Party address.

Please note that the DCN number should be left blank.

If this form is not included with your application, the RCMP must send the results of the Criminal Records Check to your address by regular mail.

When the RCMP Police Certificate is to be mailed outside of Canada, Red Seal Notary recommends that clients fill in the Third-Party Consent Form for results to be mailed to Red Seal Notary's Head office in Toronto. This will expedite the process as it avoids border crossings and lengthy and sometimes unreliable mail services. Once received at our office, a scanned copy can be sent via email and then the original couriered or mailed to you overseas for an additional fee if the scanned copy is not sufficient for your purpose.

IDENTITY VERIFICATION REQUIREMENTS

You will need to bring two different pieces of government issued identification (preferably Passport and Driver's Licence, but at least one with photo) along with a recent ID photo (Passport Sized taken within the last six (6) Months to a Lawyer, Notary Public or Commissioner of Oaths for your Identity to be verified.

*SIN cards are NOT acceptable

They will photocopy the IDs, sign & stamp that they are true copies of your identification cards. Overseas Identification can be used, as long as it is Government issued, and your name appears in the Latin alphabet. If not, a formal translation to English or French must be included.

The applicant's photo must be signed and dated by the Lawyer, Notary Public or Commissioner of Oaths at the time of notarizing the IDs. Please refer to the below samples of Certified True Copies and the Photo Requirements below. Both the ID verification and the photo will be scanned and submitted to RCMP along with your fingerprints.



Certified Copy Statement and Date

Certified true copy of original document.

Date: 2021-01-01

O Hodges

Notary Signature

Olivia Hodges
Notary Public for the Province of Ontario

OLIVIA HODGES
NOTARY
PUBLIC
ONTARIO

Notary Embossing Seal

Photo Requirements

You must send original passport photo (see Sample below).

Passport Size Photo taken by professional Photographer.

Must be recent, taken within six (6) months of submission to the RCMP.

Plain white background.

Neutral Facial Expression (no smiling mouth closed looking straight at the camera).

Photos must show full front view of Face and top of shoulders squared to the camera head straight.

Either Black and White or Colour Photos are acceptable.

