

Canadian Criminal Process

This Canadian Criminal Process is mandated by the Canadian Police Information Centre (CPIC) board in participation with the Royal Canadian Mounted Police (RCMP).

What are the steps required prior to ordering the Canadian Criminal Search?

Prior to requesting the Canadian Criminal Search, the job candidate must do the following:

1. Sign the [Consent Form](#)
2. Provide government-issued identification
 - a. Two (2) pieces of valid identification needed
 - i. One of which **must** be government-issued from the "Photo ID Standards" list below and include the candidate's name, date of birth, signature and photo of the candidate
 - ii. The other can come from the Non-Photo ID Standards listed below
3. Provide all names including: given name(s); surname; maiden name (if applicable); or any name changes applicable

Prior to requesting the Canadian Criminal Search, the employer must do the following:

1. Confirm that the candidate signing the informed consent is the individual on the government-issued identification
2. Compare the signature on the government-issued identification to the signature on the Consent Form
3. Sign the Consent Form signifying they have done steps 1 and 2.
4. Send Accurate Background **clear and legible** copies of both of the provided IDs

Please note: If you are unable to physically verify original copies of the photo ID's as outlined above, the candidate can go to a notary public to have their original ID's verified and notarized on the release form.

Photo ID Standards

Driver's License (issued by Canadian province or territory), Foreign Driver's License, Canadian Passport, Foreign Passport, Certificate of Indian Status, Canadian Citizenship Card, Permanent Resident (PR) Card, Federal, Provincial or Municipal Identification Card, and Military Family Identification Card (MFID)

Non-Photo Identification Standards

Birth Certificate, Fishing License, Outdoors Card, Baptismal Certificate, Hunting License, Hospital Card, Immigration Papers and a Canadian Blood Donor Card (only if date of birth indicated)

***SIN & HEALTH CARDS WILL NOT BE ACCEPTED FOR EITHER FORM OF ID**

Are there additional steps if the Canadian Criminal Search comes back with no records found on the candidate?

No, there are no additional steps required if no records are found on the candidate.

Are there additional steps if the Canadian Criminal Search comes back with a potential criminal record found on the candidate?

Yes, if there is a potential criminal record found based on the candidate's name and date of birth, you will receive a notice that there are potential criminal records that need to be confirmed using fingerprints. The fingerprinting process is as follows:

- **If the candidate is in Canada, they must:**
 - Visit a RCMP station to have the fingerprints taken.
 - The fee is \$25 Canadian (approx. \$23.50 US) and is payable in check or money order to "Receiver General for Canada".
 - The process will take about 120 days and the results are sent directly to the candidate.
- **If the candidate is not in Canada, they must:**
 - Visit a police station to have the fingerprints taken.
 - The fingerprint requirements are as follows:
 1. Rolled and flat impressions of all ten fingers taken with black ink
 2. Full name, date of birth and gender of the candidate
 3. The name and address of the police agency

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4. The signature of the official taking the fingerprints
 - The candidate must mail the original fingerprints directly to the RCMP with the \$25 fee in check or money order, made payable to "Receiver General for Canada":
 - The Director
 - Canadian Criminal Real Time Identification Services
 - RCMP, NPS Bldg.
 - 1200 Vanier Parkway
 - Ottawa ON K1A 0R2
 - The results are sent directly to the candidate and will take about 120 days.

Contact Accurate Background

For more information regarding this Canadian Criminal process, please contact Accurate Background at 800.784.3911 or customerservice@accuratebackground.com.