YOUR FINGERPRINT KIT

RCMP criminal record check from outside Canada, apostilled and delivered to your door

You live outside Canada and a visa, residency, work or citizenship file is asking for a Canadian police certificate: the RCMP certified criminal record check, with an apostille. This kit tells you exactly what to do on your side. Everything else happens in Canada, and we write to you at every checkpoint.

How it works, in six steps

1

YOU · DAY 1

Approve your written quote

We open your file with our RCMP-accredited partner the same day. You pay 50% of the quote at this point; the other 50% is due only once the apostille is done and the scan is in your inbox.

2

YOU · DAY 1 TO 2

Watch for two emails from our accredited partner

Reliability Screening Solutions (Ottawa), the RCMP-accredited company that submits your prints, emails you a short online application and a consent package to sign electronically. They are expected and legitimate: complete both the same day, and check your spam folder if nothing arrives within 24 hours.

3

YOU · YOUR APPOINTMENT

Have your fingerprints taken in ink, where you live

A police service, a government department, a notary public, the embassy of a foreign government (not a Canadian one) or an approved fingerprinting company rolls all ten fingers in black ink on form C-216C. Page 2 is for the official; page 3 is for you.

4

YOU · SAME WEEK

Mail the card by tracked courier

Send the original card and the items listed on page 3 to the address printed in your consent package (our partner's processing centre in Ottawa, Canada). Flat, in a rigid envelope. Never mail anything directly to the RCMP.

5

US · 1 TO 2 WEEKS

Submission to the RCMP, certificate mailed to us

Your prints are submitted electronically, usually within one business day of arrival. The RCMP mails the certificate directly to our office in Laval, Québec, so it never leaves Canada without its apostille.

6

US · THE FEDERAL QUEUE

Apostille, scan, DHL Express

We file the original with Global Affairs Canada, or prepare the Canadian embassy route where your country offers one. You get a scan by email the day it is done, then the original leaves by DHL Express to the address on page 4.

Plan on about 10 to 12 weeks from your fingerprint appointment to delivery, when the RCMP finds no record. Most of that is the federal apostille queue, which no provider can shorten. Many destinations count validity from the date the RCMP issues the certificate, so tell us your filing date and we time the submission around it.

PAGE FOR THE OFFICIAL · HAND THIS PAGE TO THE PERSON TAKING YOUR FINGERPRINTS

To the officer or technician taking these fingerprints

This applicant needs a Certified Criminal Record Check from the Royal Canadian Mounted Police (RCMP), Canada's national police service. The RCMP accepts fingerprints taken outside Canada when they are rolled in ink by a police service, a government department, a notary public, the embassy or consulate of a foreign government, or an accredited fingerprinting company, on the RCMP form C-216C or the US FD-258 card. Thank you for your help. The points below are the RCMP's requirements: a card that misses one of them is rejected, and the applicant has to start again from your office.

1. Black ink, all ten fingers	Roll each finger nail to nail in its own box, right hand first, then take the flat (plain) impressions at the bottom. If a finger is missing, bandaged or cannot be rolled, write the reason in that box.
2. The applicant's name	Print the surname and every given name exactly as they appear in the passport, in the same order and spelling.
3. Agency stamp	In the box *Fingerprinting Agency / Department*, apply your agency's official stamp showing its name and full address. A card without the stamp is refused.
4. Your name and signature	In the box *Signature of official taking fingerprints*, print your name legibly and sign. Date the card (Y-M-D).
5. Keep the card flat	Do not fold, staple, punch or laminate it. Hand it back flat; the applicant will ship it in a rigid envelope.
6. Two cards if possible	A second original card lets the RCMP's accredited partner proceed if the first is smudged, without a new appointment.

Five reasons cards are rejected

- ☐ **Smudged, faint or partial prints.** Ask the technician to check every box before you leave.
- ☐ **No agency stamp, or no printed name and signature of the official.**
- ☐ **A name that does not match your passport** (missing middle name, different order, married vs birth name).
- ☐ **A folded, stapled or laminated card**, or a photocopy or scan instead of the original.
- ☐ **The wrong check.** A name-based police letter is refused by many destinations; only the fingerprint-based certified check is accepted everywhere.

> **Questions about the card?** Viapostille, Laval, Québec, Canada · info@viapostille.ca · +1 (438) 300-2448 (WhatsApp available). Reference form: RCMP C-216C, Fingerprint Identification.

FOR YOU · BEFORE THE APPOINTMENT

Filling in form C-216C so it is not rejected

Most rejections come from the card, not from the RCMP. Print the C-216C included with this kit on white letter (8.5 × 11 in) or A4 paper, single-sided, at 100% scale, and complete the personal details in block capitals before your appointment. If the local agency only stocks the US FD-258 card, it is accepted too.

Surname, given names	Exactly as in your passport, same order, same spelling, accents included. A missing middle name is a classic refusal abroad. Former names (birth name, previous married name) go in *Maiden name, former surname(s)*.
Date of birth, gender, telephone	Year-Month-Day. Give a phone number you answer, with the country code.
Language of result	English or French: the language you want the certificate written in. Check what your destination accepts.
Address	Your current address abroad, complete. Province and postal code: write your region and your local postal code.
Reason for application	Tick the box that matches your file: *Visa/Waiver* for a visa or residency, *Employment* (specify the country), *Other* (specify, for example "Citizenship, Italy"). It must match what you entered in the online application.
Reference number	Leave blank unless your consent package gives you one.
Return result to	Leave blank unless your consent package tells you otherwise. The accredited company completes it so the certificate is mailed to our office in Canada.
Signature of person fingerprinted	Sign in front of the official, in that box only. Never sign in the official's box.
Fingerprinting agency, official's signature, date	Filled, stamped and signed by the agency. Check the stamp and the signature before you leave: they are the two most common omissions.

What goes in the envelope

- ☐ **The original C-216C card** with your ink fingerprints. If the agency agrees, take **two cards**: the second spares you a new appointment if the first is unreadable.
- ☐ **Clear copies of two pieces of government ID**, at least one with your photo. Your passport first.
- ☐ **Everything your consent package asks for**, exactly as written. It is the document that governs your submission; this kit explains it, it does not replace it.
- ☐ **Nothing folded, stapled or laminated.** Photos, scans and photocopies of the card cannot be processed: only the original ink card works.

FOR YOU · DELIVERY DETAILS AND AUTHORIZATION

Where the apostilled original should go

Fill in this page, sign it, and send us a photo or scan by email or WhatsApp. If you prefer, give us the same details by replying to our email: this page is for people who like paper.

Applicant

Full name, exactly as in your passport | **Date of birth (Y-M-D)**

Email | **Phone or WhatsApp, with country code**

Country where your fingerprints are taken | **Destination country and purpose (e.g. Portugal, residency)**

Date by which the file must be in the destination's hands, if any

Deliver the apostilled original to

Recipient's name (you, your lawyer, an office)

Street address, apartment or suite

City | **State, province or region** | **Postal code**

Country | **Recipient's phone, with country code (DHL calls this number)**

Authorization

I authorize Viapostille (Technologies Antecia, Laval, Québec, Canada) to receive my RCMP certified criminal record check on my behalf, to submit it to the competent Canadian authority for apostille or authentication, and to ship the original to the address above. I understand that government processing times are outside Viapostille's control, that the authority receiving my document decides what it requires, and that Viapostille does not give legal or immigration advice.

Signature | **Place** | **Date (Y-M-D)**

> **We write to you at every step.** When your card arrives, when the RCMP certificate reaches us, when the apostille is issued (with the scan), and when DHL picks up (with the tracking number). Reply to any of our emails, or write to info@viapostille.ca · +1 (438) 300-2448 (WhatsApp available).