

## **Fingerprinting Services**

The RCMP has accredited Commissionaires Victoria to conduct fingerprinting for submission to the Canadian Criminal Records Information Services.

### **Who needs fingerprints?**

Anyone who requires a background criminal records check for immigration, citizenship, permanent residence, pardons, international adoptions, employment, foreign travel permits, visas or volunteer work. Fingerprints are the most common, most reliable and easiest way to identify an individual because no two fingerprints are alike. That's why they are often part of the process when you are applying for any number of official documents.

If you...

- wish to immigrate to Canada;
- want to obtain Canadian citizenship. If you are applying for Canadian citizenship you may be required to provide a police clearance usually with fingerprints;
- are applying for permanent residence in Canada. You may be required to provide proof of non-criminality with the submission of fingerprints;
- need a passport, work permit or US waiver. People who need a 192 waiver to travel to the United States will require fingerprints;
- are travelling to a foreign land. While some countries accept police clearance done with only your name and birth date, others require that the process be done through fingerprinting;
- require a criminal record pardon. If you are seeking a pardon for past criminal offence or if you simply wish to verify whether or not you have a record, you are required to submit fingerprints as part of your application (Commissionaires across Canada have been approved by Pardons Canada as an agent for fingerprinting services); or
- are pursuing international adoption. If you wish to adopt a child from a foreign country you must provide proof of non-criminality through a police check with fingerprints prior to completing the adoption proceedings.

### **Where to go to Get Your Fingerprints Taken**

*Location:* 928 Cloverdale Avenue, Victoria, BC

*Hours of Operation:* Monday to Friday 8:00 am to 4:00 pm

No appointment necessary

**Cost:** \$45.00 including GST plus applicable RCMP charges (\$25.00) which is based on why the prints are being processed (Pardon, Employment etc)

**Method of Payment:** Cash, VISA, Mastercard or Bank card.

**What to Bring:** Two pieces of identification. One must be government issued with both a picture and a signature.

- Passport
- Permanent Resident Card
- Driver's Licence
- Citizenship Card
- Birth Certificate
- BC Health Card

If applying for Citizenship, bring your Permanent Resident Card or Record of Landing.  
If applying for Immigration, bring your letter(s) from the Immigration or Citizenship office where you have applied which include your file, case or client number.

**NOTE:** For immigration applicants your immigration file number is required.  
We are not able to process fingerprint requests without it.