

CERTIFIED CRIMINAL RECORD CHECK INFORMATION

NOTE: Certified Criminal Record Check information is to be provided to RECA, as per licensing requirements.

The Real Estate Council of Alberta (RECA)

Suite 350, 4954 Richard Road SW
Calgary AB. T3E 6L1

Phone: 403-228-2954 or 1-888-425-2754 (Toll Free in Alberta, British Columbia, Saskatchewan)



Important Information Regarding Criminal Record

Checks:

Candidates for real estate licensing should be aware that RECA requires a **current** certified criminal record check (CCRC), **dated within the last six months** from the RCMP. To obtain a CCRC, you must provide your fingerprints to the RCMP Civil Fingerprint Screening Services in Ottawa (electronically or in paper based format). A certified criminal record check can take up to 6 months or more to complete, therefore applicants are encouraged to submit their request to the RCMP at the start of their licensing education.

The existence of a criminal record does not necessarily disqualify a candidate from successful licensing but will be reviewed for licensing suitability. For more information, contact RECA at:

<http://www.reca.ab.ca/industry/content/licensing-renewals/real-criminal-record-check.htm> or (403) 228-2954

A Certified Criminal Record Check using fingerprint comparison must be sent to RECA for:

- a new applicant for licensing OR
- a previously licensed member who is re-entering the industry after a period of time exceeding 1-yr

A request for a Certified Criminal Record Check must be made to the Royal Canadian Mounted Police (RCMP) in Ottawa before you apply for a licence with the Real Estate Council of Alberta (RECA)

APPLYING FOR FINGERPRINTS AND CERTIFIED CRIMINAL RECORD CHECK (CALGARY & AREA ONLY), as per requirements of RECA (A list of Canadian Fingerprint locations in Calgary are located on the following page)

Electronic Fingerprint Submissions

Step 1: Attend at an accredited private fingerprint agency such as:

- Canadian Corps of Commissionaires (offices located in Lethbridge, Red Deer, Edmonton and Calgary)
- L-1 Identity Solutions (offices located in Edmonton and Calgary)

The agency will complete and submit your fingerprints to the RCMP electronically on your behalf

Step 2: Retain a copy of the NIST form, which is the receipt of your electronic fingerprint submission

Step 3 (optional): Complete a "Third Party Waiver of Consent form at the agency, which authorizes the RCMP in Ottawa to send your CCRC directly to RECA. If you do not complete a Third Party Waiver of Consent, you must forward your CCRC to RECA once you receive it.

Paper-Based Fingerprinting Submissions

Step 1: Attend at your local police station or RCMP detachment to obtain a full set of fingerprints using Form C-216C.

Note: Fees for fingerprinting vary and must be paid by the applicant at the time services are performed.

Step 2 (optional): Complete a "Third Party Waiver of Consent" form, which authorizes the RCMP in Ottawa to send your CCRC directly to RECA. If you do not complete a Third Party Waiver of Consent, you must forward your CCRC to RECA once you receive it.

Step 3: Photocopy the completed Form C-216C (fingerprint form) and retain the photocopy

Certified Criminal Record Check (continued)

Step 4: Send the original completed Form C-216C, completed “Third Party waiver of Consent” form (optional) and \$25 processing fee by certified cheque or money order payable to the Receiver General for Canada to one of the addresses below:

Via Mail:

The Director
Canadian Criminal Real Time
Identification Services
RCMP, NPS Building
1200 Vanier Parkway
Ottawa ON K1A 0R2

Via Courier:

The Director
Canadian Criminal Real Time
Identification Services
RCMP, NPS Building, Loading Dock #1
1200 Vanier Parkway
Ottawa ON K1A 0R2

Step 5: Retain a copy of your postal receipt or courier slip.

Calgary Residents can obtain a full set of fingerprints from the following Canadian Fingerprint locations in Calgary:

1. **615 Macleod Trail South, Suite 103**, Calgary, AB T2G 4T8 (Phone: 403-261-9880)
2. **Gamma DynaCare Calgary, 4888 – 72nd Avenue S.E.**, Calgary, AB T2C 3Z2 (Phone: 877-236-8544)
3. **Commissionaire’s Office, 518 – 9th Avenue S.E.**, Calgary, AB (Phone: 403-244-4664). More information can be found at <http://www.commissionaires-salta.ca> **Note:** The Commissionaires have clearance from the RCMP to capture fingerprints and submit them directly to the Canadian Criminal Records Information Services for processing. Traditional ink & roll fingerprinting services are also available for **\$30**.
4. **The Security Clearance Unit of the Calgary Police Service, 316 – 7th Avenue S.E.** (Phone: 403-206-2052)

Request a Certified Criminal Record Check from the RCMP – Civil Fingerprint Screening Services in Ottawa.

More information can be found at: <http://www.rcmp-grc.gc.ca/cr-cj/fing-empr-eng.htm>

If you submitted your fingerprints to the RCMP

- **electronically** and have met all other requirements, and wish to apply for license and registration prior to receiving your CCRC, you must provide RECA with the following documentation:
 - An original copy of a criminal record check based on your name and date of birth, which you can obtain from your local police department. This document is completely separate from a CCRC; and
 - A copy of the receipt of your electronic fingerprint submission (NIST form)
- **in paper-based format** and have met all other requirements and wish to apply for license and registration prior to receiving your CCRC, you must provide RECA with the following documentation:
 - An original copy of a criminal record check based on your name and date of birth, which you can obtain from your local police department. This document is completely separate from a CCRC.
 - A copy of your fingerprints (completed Form C-216C); and
 - Proof you have sent your Form C-216C to the RCMP Civil Fingerprint Screening Services in Ottawa, such as a postal receipt of courier slip.

NOTE: In the event that RECA grants you an authorization prior to receipt of a CCRC, that authorization will be issued on the condition that your CCRC be provided to RECA within a specified time period. Failure to meet this condition may result in suspension or cancellation of your license [section 38(i) of the Real Estate Act Rules].