

CERTIFIED CRIMINAL RECORD CHECK INFORMATION

Important Information Regarding Criminal Record Checks:

Candidates for real estate licensing should be aware that the RECA requires a certified criminal record check (or proof of application) from the RCMP. 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. Contact RECA for more information (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)

HOW TO APPLY FOR A CERTIFIED CRIMINAL RECORD CHECK: (CALGARY & AREA ONLY)

Step 1

Calgary Residents can obtain a full set of fingerprints from:

1. **The Commissioner's Office** at 518-9th Avenue SE (403-244-4664) for **\$75** for digital fingerprinting services with results from 72-hrs to 15-days. The Commissioners 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**. *If candidates choose the digital services then step 2 below is not required. More information can be found at: <http://www.commissionaires-salta.ca/services/fingerprinting.html>*

Note: fees are required & the forms are available at the fingerprinting locations

2. **The Security Clearance Unit of the Calgary Police Services** at 316 – 7th Avenue SE (403-206-2052) for **\$25** for Traditional ink & roll fingerprinting services only.

Step 2 (if applicable)

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/crimrec/finger_e.htm

The RCMP in Ottawa must be provided with the following documents and information:

- ✓ your full legal name; date of birth; & gender
- ✓ current mailing address; phone number, fax number or e-mail address
- ✓ reason for a Certified Criminal Record Check (i.e. licensing by the Real Estate Council of Alberta)
- ✓ original completed fingerprint form (C-216C) completed in step 1
- ✓ a processing fee of \$25 (subject to change), paid by certified cheque or money order and made payable to the Receiver General for Canada.

Note: payment by credit card is not accepted

- Send all documents & information to:

By courier, send to:

RCMP Civil Fingerprint Screening Services
Information & Identification Services
National Police Services Building
Loading Dock #1
1200 Vanier Parkway
Ottawa ON K1A 0R2

By mail, send to:

RCMP Civil Fingerprint Screening
Services
PO Box 8885
Ottawa ON K1G 3M8

Candidates that live outside the city limits can obtain fingerprints at their respective RCMP detachment. The fingerprints must be the rolled and flat impression type of all 10 fingers taken on form C-216C.

★ Keep copies of your postal or courier receipt to provide to RECA ★

Certified Criminal Record Check (continued)

Step 3 (if applicable)

If the Certified Criminal Record Check is *not* received by the time you have completed your licensing education you will be expected to demonstrate that you requested the Certified Criminal Record Check a reasonable amount of time before applying.

- Mail or courier the following to:***
- ✓ a copy of the request you sent to the RCMP Civil Fingerprint Screening Services for a Certified Criminal Record Check
- ✓ a copy of your postal or courier receipt demonstrating that you have sent a request for a Certified Criminal Record Check to the RCMP
- ✓ the original criminal record check document obtained from a local police force (*no* photocopies)

The Real Estate Council of Alberta (RECA)
WestMount Corporate Campus
Suite 350, 4954 Richard Road SW
Calgary AB. T3E 6L1

★ Retain a copy of all documents provided to RECA★

Step 4

If the Certified Criminal Record Check *is* received by the time you have completed your licensing education & are eligible to apply for licensing.

- Mail or courier the following to:***
- ✓ the original criminal record check document from a local police force (*no* photocopies)

The Real Estate Council of Alberta (RECA)
WestMount Corporate Campus
Suite 350, 4954 Richard Road SW
Calgary AB. T3E 6L1

★ Retain a copy of all documents provided to RECA★

Step 5

Once RECA has received and reviewed the material sent in, you will become eligible for licensing – usually within two to three business days.

- Make an application for licensing and registration with a licensed brokerage.

Note: Do not send the application for licensing and registration with your criminal record documentation

For more information see RECA's website: http://www.reca.ca/licences_forms/criminal_check.htm