

Fingerprints Request Form



SECTION A – APPLICANT

A criminal record check with the Royal Canadian Mounted Police (RCMP) is required to process your personnel security screening request with Canada Post. To complete this requirement, visit a Canada Post site with fingerprinting capabilities or a Commissionaire location, and have your fingerprints taken electronically and submitted to the RCMP. **Please bring this form with you and ask the officer conducting your fingerprint check to complete the below portion of the form.** Please request that this officer forward your fingerprint results electronically to :

- **Canada Post**
- **ORI Number ON80223**
- **Transaction type – Employment Federal Government**

SECTION B – FINGERPRINT SERVICE PROVIDER

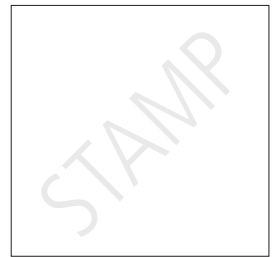
Please fill out the following part of the form. The applicant is required to include the document control number (DCN) with their Personnel Security Screening application form. This will allow Canada Post to match the criminal record check results from the RCMP with their application and follow up in case of non-receipt.

Applicant Name: _____ DOB: _____

Fingerprint Service Provider or Stamp: _____

Location: _____

Officer conducting the fingerprint check: _____ Date: _____



DCN : ----

IF DROP DOWN SELECTION IS UNAVAILABLE, PROVIDE A PAPER COPY OF FINGERPRINTS ON FORM C-216C TO THE CANDIDATE WHO WILL PROVIDE IT TO THE HUMAN RESOURCES REPRESENTATIVE OR COMPANY SECURITY OFFICER.



PERSONNEL SECURITY

CANADA POST
2701 RIVERSIDE DR SUITE N0060
OTTAWA ON K1A 0B1
General Inquiries Telephone 1-855-531-7764
Email personnel.security@canadapost.ca



FOR COMMISSIONAIRES' USE ONLY: If digital fingerprints are available, provide digital prints only. The applicant is not to be charged at the time of fingerprinting. Once prints are completed, email idservicessupport@commissionaires-ottawa.on.ca with the name and DCN of the transaction.