



INSTRUCTIONS TO RCMP DETACHMENT, POLICE DEPARTMENT or RCMP Accredited Fingerprinting Company

The Security Programs Division (SPD) is an accredited body that has been granted an ORI number unique to our program. The Canadian Criminal Real Time Identification Services (CCRTIS) fingerprint processing fee can be billed directly to the Security Programs Division by selecting our ORI from the LiveScan, CardScan, or iScreen device drop down menu. Fingerprint results are to be sent directly from CCRTIS to the Security Programs Division. Fingerprints may be taken digitally (electronic) or manually (ink and roll) and converted to digital prints by using a CardScan device.

LIVESCAN/CARDSCAN INSTRUCTIONS

Please provide the following information when submitting the applicant's fingerprints via LIVESCAN/CARDSCAN to CCRTIS in Ottawa:

- The date of fingerprinting;
- The reason for application (employment);
- The applicant's position, title and description; and
- Applicant signature.

Civil Ten Print: Select 'BC Ministry of Public Safety' as the contributing agency name. This will automatically populate the correct response address as well as invoice CCRTIS federal processing fee directly to the Security Programs Division. Please ensure the fee required area is set to 'Bulk Billing' and the send results area is set to 'Contributor'.

Do not charge the applicant the \$25 CCRTIS federal processing fee. The Security Programs Division will cover this cost.

iSCREEN INSTRUCTIONS

Please provide the following information when submitting the applicant's fingerprints via iSCREEN to CCRTIS in Ottawa:

- The date of fingerprinting;
- The reason for application (employment);
- A photograph of the applicant
- The applicant's position, title and description; and
- Applicant signature.

Under the **Application Type** tab, please ensure the following are selected:

- Record Type as 'ID Flats Security Services Act';
- Billing Method and Payment Type as 'Bulk Billing';
- Bulk Billing Agency Identifier as **BC80927**;
- Send Results as 'Response Address'; and
- Response Address as 'SSA'.

Do not charge the applicant the \$25 CCRTIS federal processing fee. The Security Programs Division will cover this cost.

If you have any questions, please contact the Security Programs Division directly at the address indicated below or by phone at 1-855-587-0185, option 1.

**Ministry of Public Safety and
Solicitor General
Policing and Security Branch**

Security Programs Division

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