



Fingerprints applicant request form Contract Security Program

To: Personnel security screening applicant

A criminal record check with the Royal Canadian Mounted Police (RCMP) is required to process your personnel security screening request with the Government of Canada. To complete this check, visit an RCMP-accredited third-party fingerprint service provider 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 this officer to forward your fingerprint results electronically to this Originating Agency Identifier (ORI) number:

**Contract Security Program, Public Services and Procurement Canada:
ORI number PQ80800**

<http://www.rcmp-grc.gc.ca/en/where-do-get-a-criminal-record-check#a3>

To: Accredited third-party fingerprint service provider

Please assist the applicant in filling this form. The applicant is required to include their document control number (DCN) on their personnel security screening application form. This allows the Contract Security Program to continue processing their personnel security screening request. Without this number, the program will be unable to match the incoming criminal record check results from the RCMP, with their application, delaying the applicant's request. **Please ensure the DCN is accurate.**

Applicant name: _____
Name of applicant's organization (legal name): _____
Fingerprint service provider (legal name): _____
Name of officer conducting fingerprint check: _____
Date: _____

The applicant must be provided with the 20-digit DCN.

Document control number (DCN). Please write carefully and clearly.

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General enquiries

Telephone: 1-866-368-4646 or 613-948-4176 (Monday to Friday, 8 am to 5 pm eastern time)

Email: ssi-iss@tpsgc-pwgsc.gc.ca

Version 1.1