



SASKATCHEWAN REAL ESTATE COMMISSION

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Website: www.srec.ca

URGENT

TO: Phase I (*Real Estate as a Professional Career*) and *Real Estate Practice in Saskatchewan Students*
FROM: Al Jacobson, Executive Director/Registrar
RE: Criminal Record Check

IMMEDIATELY upon enrollment in one of the above-mentioned courses, you must make application for a criminal record check by fingerprint comparison by one of the procedures as outlined below.

The Saskatchewan Real Estate Commission is the regulatory body that registers individuals to trade in real estate upon successful completion of the applicable education course(s). One of the requirements for initial registration is a criminal record check by fingerprint comparison.

Commission Bylaw 307 states: "An initial applicant for registration who is an individual shall provide the Commission with his/her criminal record check that is:

- (a) satisfactory to the Commission and
 - (b) is in accordance with any related Saskatchewan Real Estate Commission policy
- unless it is determined that the applicant is continuously registered at the date of application or the applicant has previously provided the Commission with a criminal record check by fingerprint comparison."

The Commission deems that a criminal record check is a fingerprint comparison of an applicant's fingerprints obtained under the *Identification of Criminals Act*. Prior to the date of his/her application for registration to trade in real estate, the applicant is required to submit a criminal record check by fingerprint comparison to the RCMP in Ottawa. This request for a criminal record check must be sent to the RCMP within a reasonable period of time prior to the date of application for registration. An applicant may be issued a certificate of registration with terms on an initial application for registration prior to receipt by the Commission of a criminal record check by fingerprint comparison of the applicant if;

- i) the applicant provides written confirmation that the criminal record check has been submitted to the RCMP within a reasonable period of time, including the date of the submission of the request; and
- ii) in the opinion of the Commission, the applicant is suitable for registration.

The continued suitability of an applicant for registration will be contingent on the Commission's review of the applicant's criminal record check by fingerprint comparison. An applicant shall take all reasonable steps to ensure that the Commission receives the criminal record check within a reasonable period of time.

Please ensure that you are immediately addressing the criminal record issue by contacting the local police authority or a Commissionaire's office (Regina or Saskatoon) to begin the process.

The criminal record check procedure is as follows:

- ◆ Individuals may go to a Commissionaire's office or FPS Fingerprint Pardon Services located in either Regina or Saskatoon (**see their address/phone number on the next page**) or you may choose to go to the local police authority (i.e. RCMP or City Police, as the case may be) to request a criminal record check **by fingerprint comparison**. You will be required to provide two pieces of identification, one of which must verify your date of birth (i.e. driver's license, health card, social insurance card, birth certificate, etc.). **Please call ahead for an appointment and note that each organization charges a fee for this process and that payment may be requested by cash only.**
- ◆ Individuals should apply in sufficient time to allow for the processing of the criminal record check. The process through a Commissionaire's office or FPS Fingerprint Pardon Services is by digital fingerprint and may only take a few weeks. However, the length of time varies when you use the local policing authority. If you choose this method, **it is recommended that you allow at least three to six months for the process.**
- ◆ If you go to a Commissionaire's office or FPS Fingerprint Pardon Services, your fingerprints will be submitted electronically on your behalf and please ensure that you request that the Commissionaire's office forward the results directly to the Saskatchewan Real Estate Commission. However, if you go to a local police authority, they will give you the fingerprint document and it is your responsibility to send the application containing your fingerprints, **properly completed**, along with a **cheque or money order for \$25.00 (made payable to the Receiver General of Canada) and a self-addressed return envelope to:**
 - Commissioner, RCMP
 - Information and Identification Services
 - P.O. Box 8885
 - Ottawa, Ontario
 - K1G 3M8
 - Atten: Civil Fingerprint Screening Services
- ◆ If the criminal record check is returned directly to you, it is your responsibility to ensure that the Saskatchewan Real Estate Commission receives the form.

It is incumbent upon you to retain records confirming the date that your fingerprints were sent to the RCMP in Ottawa (i.e. copy of documentation from the Commissionaire's office, courier documentation, etc.). Also, please make a copy of the fingerprint form prior to mailing it to Ottawa. You may obtain verification of the receipt of your fingerprints by the RCMP in Ottawa and the stage of processing through telephone confirmation with the RCMP. Your application for registration should include a written outline of the contents of any telephone conversation(s) you had with Ottawa RCMP. The contact number is 613-998-6362. The e-mail address is civilnps@rcmp-grc.gc.ca. In any inquiries with the Ottawa RCMP regarding the status of your

criminal record check, you must include your full name, date of birth, the date and reason you sent in your application and whether you included the processing fee.

Commissionaires Offices:

Commissionaires Regina Office
122 Albert Street
Regina, SK
S4R 2N2
306-757-0998

Commissionaires Saskatoon Office
1219 Idylwyld Drive North
Saskatoon, SK
S7L 1A1
306-244-6588

FPS Fingerprint Pardon Services:

Regina Office:
Tkach Law Building
100B, 2500 – 13th Avenue
Regina, SK
S4P 0W2
306-205-2532

Saskatoon Office:
#5 – 39 – 23rd Street East
Saskatoon, SK
S7K 0H6
306-655-4030