

Criminal Background Check

Summary: Steps required to obtain a federal background check for new staff

Updated: 11/2017

Applies to: New Expatriate Staff

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File Type: Procedure<Employment

This report is valid only for 6 months from the issuing date so please start to work on that in January.

You need to provide a federal background check from your home country **and** from the country that you are currently residing in. – *Original copies are required. If you are obtaining FBI background check, please apply for both a digital copy and a hard report. Bring the originals in August.*

If you are a trailing spouse with minimum 2 full years of teaching experience and looking for subbing at Concordia, we suggest you also to complete the following authentication process for non-criminal background check report.

Country of Current Residence (other than home country): If you currently teach overseas (excluding China), please provide a criminal background check covering the time (minimum one consecutive year) you have been employed in your most recent country of residence. Your school's HR Office should be able to assist you with this.

and

Home Country: This **must be from your home/passport country**, even if you have been out of country for a prolonged time. You will need to ask the federal police how you obtain a **criminal record** or letter from them stating that you are clear of criminal activity and may need some help from friends/family on this one!

When Residing in Home Country

United States

1. Please obtain a FBI criminal report. You will need to complete fingerprints with the FBI for their CJIS division. <https://www.fbi.gov/services/cjis/fingerprints-and-other-biometrics>
 - Normally an FBI background check will take 12-14 weeks and costs \$18 plus mailing. <https://www.fbi.gov/services/cjis/identity-history-summary-checks#Submit-a%20Request%20to%20the%20FBI>
 - However, FBI-Approved Channels for Departmental Order Submissions are available to expedite the process to 2-3 business days and costs \$50 plus mailing. Make sure to order a hard copy and a electronic copy as well. Here's one recommendation: <http://www.nationalbackgroundcheck.com/fbi-channeling.htm>
2. Send the FBI criminal report to the [Authentications Office of the Department of State](#), following the instruction on that office's web page and they will also attach an authentication certificate. [Mailing instructions](#). This certificate costs \$8.
 - FBI Criminal Report should be authenticated directly by the US Department of State. No notary or state authentication is needed.
3. Obtain the documents legalization by Chinese Embassy as the final step.
 - If the Chinese Embassy is nearby that you can easily visit, take all the required documents to apply in person. Check their website for the details before you visit [Chinese Embassy in US](#)
 - If it's not convenient due to the distance, please send all the required documents to visa agency "Visa Rite" following the instructions which are STEP 3-STEP 6 on the [VisaRite website](#)

Please upload the clear color scan copies to your Office 365 One Drive folder in between each step.

Canada

- Call the local RCMP station and ask for assistance with the process.
 - with two pieces of picture ID and I would be out the door within fifteen minutes with the letter (assuming I had no record). <http://www.rcmp-grc.gc.ca/cr-cj/index-eng.htm>
 - Another teacher contacted the Fingerprint Room www.thefingerprintroom.com and secured a crime report overseas for \$250 in 2016. If you need support you could also try this handy service: <https://xl-id.com/en/fingerprinting/canadian-criminal-records-check-by-fingerprints-international-mail/>

UK

- Try this link for obtaining an ICPC police certificate in the UK. <https://www.acro.police.uk/icpc/>

Australia

- Police Checks <http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>

Home Country Background Check when Living Overseas

The key will be obtaining a FEDERAL police record/letter **without fingerprints** (except for US citizens who must do this for the FBI and therefore fingerprints are needed) as processing fingerprints will delay processing considerably. Call your home police agency (local vs. federal) or have a family member call and ask for help with the paperwork.

USA

- See the notes above on gaining FBI clearance.

Canada

- Go to <http://www.rcmp-grc.gc.ca/en> to find your federal RCMP police office. Some police indicate that you should be there in person but with some persistence it is reported that they will accept a third-party application. This means that your lawyer or family member could receive a Power of Attorney letter from you stating them as the third-party authorized by you to obtain the criminal record on your behalf (there will be a fee of about \$45 for this to be notarized at your current Canadian embassy). The Head Quarters for the Toronto Police 416-808-7000 reported that this is all that is needed to get a criminal background check without fingerprinting:
 - a. Fax/mail: Letter of Authorization to Third Party (parent) include:
 1. your name
 2. your current foreign place of residence
 3. that a background check is needed for employment
 4. that I authorize the third-party (parent) to do it
 - b. You also need to send copies of **two picture IDs that have been certified** at your local Canadian embassy overseas (there will be a fee of about \$20 for this).
 - c. The parent needs to go to the local police headquarters with the papers (Toronto Police Head Quarters, 40 College Street, Mon-Fri, 8am~6pm,) and to pay the fee \$30.
 - d. It takes about two weeks to do the background check. They'll send the results to the parent.

UK

See the info listed above as well. The British police do not issue "certificates of good conduct" or "police clearance certificates". However, you can request a police reply under the subject access provisions of the Data Protection Act 1998 as a suitable equivalent. The Korean authorities would find this acceptable.

- a. It is possible for British Citizens living in China to make this request to their local police authority from outside the UK. You do not have to have been living in the UK before making this request.
- b. The reply from the British police has no expiry date as it covers the time up to the request was made. We understand that the request and reply take around 40 days to complete. The reply will be sent to you by post only and will not be sent by either email or fax. You can only make the request via the British police - the British Embassy cannot facilitate this for you.
- c. The Metropolitan Police website has further information on obtaining a police reply under the subject access provisions of the Data Protection Act 1998.
- d. Click here: <https://www.acro.police.uk/icpc/> for step by step instructions on how to make this request. Similar requests can be made to other police forces in the UK.
- e. For a list of Police Forces in the UK, including contact details, click here: www.askthe.police.uk.

Other countries

Check with your local police or embassy.