



## Fingerprint Instructions

### Applicant Instructions

You will be required to provide two pieces of valid photo identification. Present these instructions, along with your photo identification, to the accredited fingerprinting company, Canadian police force or department or agency of the Government of Canada. The cost of this service will vary from one accredited agency to another. The Public Health Agency of Canada does not cover these costs.

Your digital fingerprints will be sent directly to the Royal Canadian Mounted Police for verification. As the applicant, you are responsible to ensure that your fingerprints are submitted according to the below instructions. Prior to signing the third party release form, review the information with the official submitting your fingerprints to confirm it is accurate. Retain a copy of your third party release form for your records.

**Failure to submit your fingerprints according to these instructions will result in a rejected fingerprint application. You will be required to resubmit your fingerprints at your cost, which will create a delay in the clearance process.**

### Fingerprinting Agency Instructions

This is an application for a *Human Pathogens and Toxins Act* Security Clearance.

As a Royal Canadian Mounted Police accredited fingerprinting agency responsible for this application, please follow the steps below.

Step 1: In the "Request Application Type", field enter:

- "Employment - Federal Government" for employees of the Government of Canada, or
- "Employment - Private Industry" for all other employees such as employees of universities, provincial or territorial public laboratories or private industry.

Step 2: In the "Application Specifics" field, enter "HPTA Security Clearance".

Step 3: In the "Send Results To" field, enter:

- "ON80526" for employees of the Government of Canada, or
- "HPTA Screening, 161 Goldenrod Driveway, PL 1701B, Ottawa, ON, K1A 0K9" for all other employees such as employees of universities, provincial or territorial public laboratories or private industry.

Note the ORI option at step 3 is only available for the "Employment - Federal Government" application type. If an ORI number is not available, manually enter the HPTA Screening address provided above.

**Use the exact wording for each of the submission fields, as indicated above. Do not insert any additional text.**