

6 Steps to Ordering a Names Based Canadian Criminal Record Verification

STEP 1 Have the candidate complete and sign all necessary consent forms.

STEP 2 Collect, verify, and photocopy two pieces of identification; one primary and one secondary.

Examples of Primary ID are: Driver's License (issued by Canadian province or territory) , Foreign Driver's License, Canadian or Foreign Passport, Canadian Citizenship Card, Permanent Resident (PR) Card, Certificate of Indian Status, Firearms Acquisition Certificate (FAC), Canadian National Institute of the Blind (CNIB) Identification Card, Federal, provincial, or municipal employee identification card, Military Family Identification Card (MFID).

Secondary ID can be any type of ID containing the applicant's full name. This is preferably a second piece of government issued ID, however non-government issued ID will also be acceptable. Example: Birth certificate.

STEP 3 A company representative (IE: Manager or Hiring Team) completes the Identification Verification section (located at the bottom of the service order form).

Two (2) pieces of legible identification are required:

- The first of which must be government-issued and include the applicant's name, date of birth, signature and photo (e.g. Driver's License, Passport, Citizenship Card, Permanent Resident Card, Certificate of Indian Status).
- The second piece of identification should be government-issued, however at minimum must include full name.
~ Please send legible copies of the identification to BackCheck along with this cover and consent form. ~

Candidate Name: ▼ James Franklin		Position Applied For: ▼ General Office Employee	
ID Verification One (1):	Type: ▼ Driver License	Identification Number: ▼ 12345678	
ID Verification Two (2):	Type: ▼ Social Insurance Number	Identification Number: ▼ 123 123 123	

I, David Johnson (print name of Representative) have examined the identification of James Franklin (print name of candidate) and I am satisfied that the candidate and person depicted in the photo identification are one and the same.

Signature of Rep. Confirming ID Check: David Johnson

STEP 4 Sign the witness portion on the bottom of the consent form titled, Names Based Canadian Criminal Record Verification. (This is located under the candidate's signature on the consent form).

State:	Candidate Signature: Authorizing Name Based Criminal Record Verification	<input checked="" type="checkbox"/> <u>James Franklin</u>	Date: (yyyy/mm/dd) ▼ 2009 / 12 / 08
	Hiring Managers Signature: Witnessing the candidate's signature	<input checked="" type="checkbox"/> <u>David Johnson</u>	Date: (yyyy/mm/dd) ▼ 2009 / 12 / 08

STEP 5 Please send consent forms and legible photocopies of both the primary and secondary identification to Back-Check at 1.866.323.3097 or orders@backcheck.net

Please note: BackCheck must be able to see the applicant's name, date of birth and signature. BackCheck must also be able to confirm that a photograph is present.

STEP 6 BackCheck will send an email notification to let you know that we are processing your file. You will receive a final report notification upon completion of the file. The final report will be delivered online.