



Memorandum

To: Phase I (Real Estate as a Professional Career) Students
Reciprocity Applicants

From: Aaron Tetu, Executive Director/Registrar

RE: Criminal Record Check by Fingerprint Comparison

Upon enrollment in one of the above-mentioned courses and prior to completing Phase II or the Reciprocity process, apply for a criminal record check by fingerprint comparison as outlined below, and have **the results sent directly to the Saskatchewan Real Estate Commission** (Commission) at 237 Robin Crescent, Saskatoon, SK, S7L 6M8. The results must be received and approved by the Commission prior to the date of his/her application for registration to trade in real estate.

The Commission is the regulatory body that registers individuals to trade in real estate upon successful completion of the applicable education course(s). The Commission's mandate is to protect the public and the reputation of the profession. One of the requirements for initial registration is a criminal record check by fingerprint comparison. This process verifies whether an individual has a criminal record and provides the requesting agency with the detailed information that can be legally disclosed.

The Commission deems that a criminal record check is a fingerprint comparison of an applicant's fingerprints obtained under *The Identification of Criminals Act*. Effective July 1, 2014, the Canadian Criminal Real Time Identification Services will ONLY accept electronic fingerprint submissions for civil purposes. This new process aims at improving the service levels and accuracy of your screening.

The following services can now submit your fingerprints electronically; however, it is recommended to confirm with them as the services they offer can vary and may re-direct you to the nearest accredited agency.

- a) Any RCMP detachment in Canada;
- b) Any municipal police service office in Canada;
- c) Any Commissionaire office in Canada; and
- d) In Regina: FPS Fingerprint Pardon Services
1810 Albert Street
Regina, SK S4P 2S8
306 205-2532