

STEP ONE - HAVE A FULL SET OF FINGERPRINTS TAKEN BY A RECOGNIZED AGENCY:

- Fingerprints for U.S. record checks should be taken on the FBI FINGERPRINT FORM. **Do not contact any FBI office regarding fingerprinting.** A Fingerprint Form can be obtained by requesting one by mail from the FBI at:

**Federal Bureau of Investigation,
Criminal Justice Information Services Division
(CJIS Division)**

Attn: SCU, Mod. D-2

1000 Custer Hollow Road

Clarksburg, West Virginia, U.S.A. 26306

- Fingerprints can usually be taken in the U.S. by a LOCAL POLICE DEPARTMENT. Persons MAY also be fingerprinted at a private organization engaged in the fingerprinting business. **The applicant should always specify when making a fingerprinting request that it is required for Canadian immigration purposes.**
- Applicants appearing for fingerprinting will also need PHOTO IDENTIFICATION, such as a passport. They should also be prepared to provide fingerprinting agents with details including full name, maiden name, any aliases, date of birth, sex, race, social security number, proof of identity, and the reason for requesting fingerprinting (Canadian immigration purposes).
- A fee will usually be charged for fingerprinting. Fees vary according to the location where the applicant is fingerprinted.

STEP TWO - SEND FINGERPRINTS ALONG WITH A PROCESSING FEE TO THE FBI:

- A CERTIFIED CHECK OR MONEY ORDER for U.S. \$18 should be made payable to "Treasury of the United States".
- Processing usually takes between 6 and 8 weeks. The FBI will send the applicant the results of their check by RETURNING their fingerprint card. THAT IS THE APPLICANT'S POLICE CERTIFICATE.

FROM WISCONSIN:

- Requests may be submitted using a Single Subject Request Form (DJ-LE-250) providing the form includes a single legible inked fingerprint in

the applicable area. This form is available at www.doj.state.wi.us/dles/cib/forms. A completed full ten-print card may be submitted along with the DJ-LE-250 in lieu of a single fingerprint.

- A check or money order for \$20 payable to the CRIME INFORMATION BUREAU. Submit to:

**Crime Information Bureau
Record Check Unit
P.O. Box 2688
Madison, WI 53701-2688**

- Processing usually takes between 10 and 14 business days. CIB will send the applicant the results of their check by RETURNING the DJ-LE-250 or fingerprint card. THAT IS THE APPLICANT'S POLICE CERTIFICATE.

STEP THREE - SEND THE POLICE CERTIFICATE TO THE CANADIAN VISA OFFICE PROCESSING YOUR APPLICATION.

- Include the completed REHABILITATION FORM along with the appropriate processing fee. Check consulate website for current fee in U.S. dollars.

NORMAL PROCESSING TIME FOR APPROVAL OF REHABILITATION, TEMPORARY RESIDENT OR MINISTER'S PERMIT IS APPROXIMATELY 3 TO 10 MONTHS.

FOR MORE INFORMATION:

CANADIAN IMMIGRATION

www.dfait-maeci.gc.ca/can-am/menu-en.asp
(select Visas & Immigration)

WISCONSIN CRIMINAL HISTORIES

www.doj.state.wi.us/dles/cib/crimback.asp

IMPORTING A FIREARM INTO CANADA

www.cbsa-asfc.gc.ca/E/pub/cp/rc4227-e.html

REHABILITATION FORM / TEMPORARY RESIDENT PERMIT / MINISTER'S PERMIT or CONSULATES with VISA OFFICES

www.cic.gc.ca/english/applications/rehabil.html

For specific inquiries, call:

**Consulate General of Canada
Detroit Immigration Section
(313) 567-2085**



Visiting Canada

What you should know before you go

Wisconsin Department
of Justice

J.B. VAN HOLLEN
Attorney General



Crime Information Bureau
17 West Main Street
P.O. Box 2718
Madison, WI 53701-2718

Planning to Visit Canada?

Whether you plan on visiting Canada for a few days or several months, you must meet some important immigration requirements. This pamphlet will help you find out about these requirements before you make final travel plans.

In order to visit Canada:

- you must be in good health, law-abiding and have enough money to support yourself and your dependants during your stay;
- in most cases, you will need a valid passport, proof of identity or other travel documents;
- you must have a temporary resident Visa to travel to Canada if you are a citizen of one of a number of countries;
- you may need a study or work permit if you are coming to study or work.

PLEASE READ THE FOLLOWING IMPORTANT INFORMATION IF YOU HAVE A CRIMINAL RECORD OR DRUNKEN DRIVING CONVICTION.

Persons who have been convicted of a criminal offence in **any** country may be **inadmissible to Canada** as a result of their criminal record. Even persons who do not require a Visa to enter Canada may still be refused permission to enter Canada if they are **members of an inadmissible class**.

INADMISSIBLE CLASSES:

Members of Inadmissible Classes include those who have been convicted of minor offenses (including shoplifting, theft, assault, dangerous driving, unauthorized possession of a firearm, possession of illegal substances, etc.), or of indictable criminal offenses (including assault with a deadly weapon, manslaughter, etc.). As well, those who have been convicted of **driving while intoxicated (DWI)** are considered members of an Inadmissible Class. Driving while under the influence of alcohol is regarded as an extremely serious offense in Canada.

Those who have received traffic violations including parking/speeding tickets, etc.) and other minor violations (i.e. littering, etc.) most likely will **not** be prohibited from entering Canada. Similarly, those who have juvenile convictions (convictions for crimes committed while under age 18) most likely will **not** be prohibited from entering Canada unless they could have been tried as an adult for their offenses.

How does an Inadmissible person get into Canada?

Those who have been convicted of an offense **outside Canada**, and have had 5 years elapse since the termination of the custodial portion (if any) of the sentence imposed (not the sentence served), may apply for a **Minister's APPROVAL OF REHABILITATION**. The Minister's Approval will permanently remove the inadmissibility caused by conviction.

Persons who committed criminal activity or were convicted of criminal offenses outside Canada can apply for approval of rehabilitation by the Minister of Citizenship and Immigration if five years have passed since the end of the criminal activity or the completion of the sentence.

Persons who wish to enter Canada but are ineligible for approval of rehabilitation because not enough time has passed can complete the form and check "For Information Only". An immigration officer will decide if a Temporary Resident/Minister's Permit for temporary admission is warranted.

If less than 5 years have elapsed, or if persons are only seeking entry to Canada for a single or limited period, then they may apply for a **TEMPORARY RESIDENT PERMIT**.

Documentation that may be required is as follows:

- A statement from you indicating how often and for what purpose you are likely to visit Canada in the future;
- A copy of the Court Judgment including the verdict and sentence;
- A copy of the text of the law violated;

- Evidence of your rehabilitation. This may be in the form of 3 letters from parole boards, public officials, respected citizens, clergymen, etc. (Note* letters from friends or neighbors are NOT acceptable);
- Police certificates (FBI and state authority);
- A full written explanation in your own words concerning the circumstances of the conviction(s);
- 3 recent identical passport photographs;
- A copy of the probation or parole officer's report on your progress. If the terms of your probation restrict your travel, please provide evidence that the court consents to your visit(s) to Canada;
- A completed application (visitor Visa form);
- If you have been ordered deported from Canada, full details including the date and place at which the deportation was ordered. If possible, forward a copy of the deportation order with the completed application.

OBTAINING A POLICE CERTIFICATE:

- A Police Certificate, or certificate of "no criminal record" is necessary for every applicant age 18 and older who requires it.
- A Police Certificate is required from the state/country where the applicant **CURRENTLY** lives, along with **ALL** other states/countries where the applicant has resided in for 6 months or more since age 18.
- The Police Certificate should be issued by a **NATIONAL** or **FEDERAL** police agency where possible.
- All Police Certificates must have been issued within the last **SIX MONTHS**.
- All Police Certificates **MUST BE ORIGINALS**. Photocopies will **NOT** be accepted.
- All Police Certificates **MUST** be accompanied by an **ORIGINAL TRANSLATION** prepared by an accredited translator if they are in a language other than English or French.

FROM THE FBI:

Applicants requiring Police Certificates who are currently present in the United States or who have stayed in the U.S. for six months or more **MUST** obtain police clearance from the **FEDERAL BUREAU OF INVESTIGATION (FBI)**.