

# CSI eConsent for Canadian Criminal Record Checks - Instructions

Corporate Login

English  
Français

Cart / \$38.50 1

HOME SERVICES - FAQs LINKS FORMS CONTACT US UPLOAD

What's New: We were happy to see so many of our clients at the recent HRPA 2015

Canadian owned and operated  
Secure servers in Canada only  
Fastest turn around times

No Contracts or monthly fees  
Known as the best in customer service  
Bilingual services

**Individual Requests**  
Canadian Criminal Check  
Criminal eConsent (paperless)  
Fingerprints  
USA Criminal Check  
International Criminal Check  
Police Clearance Letter  
[LEARN MORE](#)

**Corporate Clients**  
No contracts or monthly fees. CSI is known for providing the best customer service and best turn around times. We are Canadian owned and all files stay in Canada on secure servers. No extra charge for occasional rush orders.  
[LEARN MORE](#)

**Forms**  
In order to complete any request for criminal record checks, CSI requires the authorized forms to be completed and signed by the applicant.  
[LEARN MORE](#)

**Upload Documents**  
It is important to remember that once you have downloaded and completed the consent form, **you MUST email or upload a clear & legible scanned copy of your completed Consent & 2 ID's to us** before we can process your order...  
[LEARN MORE](#)

If you encounter any trouble during the eConsent process please call us at 1-888-818-5251 ext. 1. Thank you for your interest in CSI Background Screening; it is greatly appreciated.

1. To begin, please select the 'Services' dropdown menu.
2. Select 'eConsent for Canadian Criminal Record Checks'.



Our Services

- ▶ Canadian Criminal Check (manual)
- ▶ e-Consent Paperless Criminal Records Check
- ▶ Pardoned Sex Offenders Database
- ▶ USA Criminal Checks
- ▶ International Criminal Checks
- ▶ Fingerprinting Services
- ▶ Police Clearance Letter (Call for Corporate Pricing)
- ▶ Credit Checks
- ▶ Reference Checks
- ▶ Global Terrorist Watch – Plus Exclusive WorldProbe
- ▶ Education Verification
- ▶ Driver's Abstracts
- ▶ Social Networking
- ▶ Employment Verifications
- ▶ Canadian ID Verification
- ▶ Civil Litigation
- ▶ Cancellation and Refund Policy

## eConsent for Canadian Criminal Record Checks

### What is eConsent?

eConsent is a secure method of electronically verifying a person's identification online. It is done by answering a few questions that only the applicant would know the answer to. This system is exactly the same system Canada's banks and Canada Post uses to positively identify a person online.

Most adults in Canada have experienced Electronic ID Verification, sometimes referred to as eIV or eConsent at one time or another. It was developed by Canada's major credit bureaus, eConsent is used by most major financial institutions, and even by Canada Post when you change your address. eIV is recognized under the "Know your Customer" regulations as a suitable countermeasure against fraud and money laundering.

Drawing from the Trans Union credit bureau and other third-party databases, eIV produces four 'out of wallet' questions relating to the candidate's credit history – only the candidate will be able to accurately

#### Canadian Criminal Record Checks

**Canadian Criminal Check (Paper Consent) (call for Corporate pricing)**

CAD 47.00

[ADD TO CART](#)

**Canadian Criminal Record Check – eConsent (Paperless & Secure) (Call for Corporate Pricing)**

CAD 47.00

[ADD TO CART](#)

**Police Clearance Letter (Call for Corporate Pricing)**

CAD 50.00

[ADD TO CART](#)

3. Select 'Add to Cart'. You will be automatically redirected to view your product.



Corporate Login

English  
Français

Cart / CAD 47.00 1


HOME SERVICES FORMS UPLOAD NEWSLETTER FAQs ABOUT US CONTACT

CSI Background Screening  
Your Cart

## Cart

"Canadian Criminal Record Check - eConsent (Paperless & Secure) (Call for Corporate Pricing)" was successfully added to your cart.

[CONTINUE SHOPPING](#)

Product Name Nom	Unit Price Prix unitaire	Quantity Quantite	Total Price Prix
 Canadian Criminal Record Check - eConsent (Paperless & Secure) (Call for Corporate Pricing)	CAD 47.00	<input type="text" value="1"/>	CAD 47.00 <span>x</span>

[APPLY / APPLIQUER](#) [UPDATE CART](#) [PROCEED TO CHECKOUT](#)

## Cart Totals

<b>Cart Subtotal</b>	CAD 47.00
<b>HST (15%)</b>	CAD 7.05
<b>Order Total</b>	<b>CAD 54.05</b>

Note: Shipping and taxes are estimated and will be updated during checkout based on your billing and shipping information.

4. If your potential employer has provided you with a coupon code, please enter it and click 'Apply'. The order total should then display \$0.00. If they have not provided you with this code, please move forward to the payment screen.
5. Select 'Proceed to Checkout'.

# Checkout



Have a coupon? [Click here to enter your code](#)

## Your Information

**Country\***

**First Name\***

**Last Name\***

**Company Name**

**Address\***

**Town / City\***

**Province\***

**Postcode / Zip\***

**Email Address\***

**Phone\***

## Additional Information

**Order Notes**

**What company are you doing this check for?\***

**Employer contact Name and telephone number\***

**Employer Contact Email\***

**How did you hear about us?**

6. On the left hand side of this screen, you will enter in your personal information, as well as the name of the company you are doing the check for.
7. On the right hand side, you will enter in the specifics of the company you are doing the check for, such as the name and email address of a company contact. If you do not have this information you can simply enter in your name and email address.

## Your order

Product	Total
Canadian Criminal Record Check - eConsent (Paperless & Secure) (Call for Corporate Pricing) × 1	CAD 47.00
<b>Cart Subtotal</b>	<b>CAD 47.00</b>
<b>Coupon:</b>	<b>-CAD 47.00, Free shipping coupon <a href="#">[Remove]</a></b>
<b>Order Total</b>	<b>CAD 0.00</b>

**PLACE ORDER**

- Further down the checkout page, you will see the total cost of your order. The above example is with a coupon code. Select 'Place Order'.

**eConsent**

**IMPORTANT - PLEASE READ** - eConsent or Electronic ID Verification (EIV) is the process of positively identifying an individual on file. It has been in use by Canada's major banks and financial institutions for many years. The secure process draws from Canada's credit bureaus and other third party databases to produce four "out of wallet" questions that only the individual answering would accurately be able to answer. Although the questions are drawn from your credit history, your credit file is not viewed.

Once you have answered all questions you will be presented with a form which must be completed and then click the submit button, otherwise the process cannot be completed.

Should the system fail to identify you, you will be presented with the option to submit your request by paper and you will be credited the difference between the two fees. If you choose to cancel your request after you have accessed the system, there will be a security system cancellation fee.

Please feel free to contact us with any questions at 888-818-5251 or [csi@csiscreening.com](mailto:csi@csiscreening.com)

Company: \* Company you are doing the check for

Last Name/Nom: \* Your Last Name

First Name/Prenom: \* Your First Name

Date Of Birth/Date de naissance: (MM/DD/YYYY) \* Your DOB (Month-Day-Year)  
**Please enter a date in the format mm/dd/yyyy.**

Address/Adresse: \* Your current address

City/Ville: \* Your current city

Postal Code/Code Postal: \* Your current postal code

Province: \* Alberta

**submit**

9. Once you have placed your order, you will be directed to the eConsent screen. This is where your identity will be verified via your Trans Union credit report. Here you will enter in your personal information then select 'Submit'.

- The next screen you will see is the first of the 4 or 5 questions used to verify your identity. **Please note you have only 30 seconds for each question.** To avoid timing out, have your information ready (ex. your SIN card, previous addresses, etc.).
- If you are not successful in answering these questions, you will be sent to a page directing you to fill out and send the manual consent form with two clearly scanned copies of your IDs. You will also receive a notification email from [csi@csiscreening.com](mailto:csi@csiscreening.com). Please ensure that this email has not been marked as Spam and moved to your Junk folder.



- Cancellation and Refund Policy
- USA Criminal Checks
- Police Clearance Letter

Corporate Clients

- Corporate Clients
- Privacy Policy

### B. Applicant Information Section

#### SEARCH AUTHORIZATION:

I HEREBY CONSENT TO THE SEARCH OF THE RCMP NATIONAL REPOSITORY OF CRIMINAL RECORDS BASED ON THE NAME(S), DATE OF BIRTH AND DECLARED CRIMINAL RECORD PROVIDED. I UNDERSTAND THAT THE RESULTS MAY BE TRANSMITTED OUTSIDE CANADA TO MY EMPLOYER FOR EMPLOYMENT PURPOSES.

#### A. Criminal Record (Adult)

#### AUTHORIZATION AND WAIVER

##### Authorization to Release Clearance Report:

I certify that the information set out by me in this application is true and correct to the best of my ability. I consent to the release of a Criminal Record to CSI Inc. and its partners. I hereby release and forever discharge all members and employees of the processing Police Service from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the processing Police Service to CSI Inc. and its partners. Information related to this criminal record is collected, retained, and disclosed in accordance with applicable federal, provincial, and municipal privacy legislation. Note: The presence of information does not necessarily mean the applicant will be disqualified from the position by the organization.

I understand, authorize and consent that by using this EIV/eConsent process, my identity will be positively verified electronically and once verified, I consent to the above search. I also understand that by providing the secure personal information used in this process that the positive verification of my identity will also be used as my legal informed consent.

Last/Surname	First Name
Middle Name	Maiden Name
Street/PO BOX/RR #	City
Province	Telephone # *
Gender *	
<input type="radio"/> Male	
<input type="radio"/> Female	

Name Changes (if applicable)	Postal Code / Zip Code
Date of Birth	Place of Birth
SIN / SSN	

### C. Self Declaration Section (Required)

Have you ever been convicted of a criminal offence in Canada? \*

No

Yes

(If yes provide all Canadian criminal convictions on the Form B pop-out below. These will be verified)

### D. Application Email Section

Email Address \*

Date

- If you are successful in answering all of the questions, you will be redirected to this page. Please give consent to have Canadian criminal record check processed by clicking on the box under the 'Authorization and Waiver' section.
- Personal information that you have already provided on the Order screen will prepopulate here. Fill in the remaining required fields marked by the red asterisk, provide any aliases in the Name Changes section (ex. David aka Dave, if you go by your middle name, etc.) and declare any criminal convictions in Canada. Then, click 'Submit'.



12. Provided no mandatory fields have been missed, you will be redirected to this page, confirming that your eConsent request has been submitted to the CSI Screening Team.