

## Instructions for obtaining Criminal Record Check For Canadian Nationals

To ensure your Canadian criminal record check is properly certified, authenticated, and legalized so that it is accepted by Kuwaiti authorities. Completing all steps will prevent delays in obtaining your work permit and residency.

### Step 1 – Obtain RCMP Certified Criminal Record Check

- Submit a full set of rolled fingerprints (all ten fingers) and required personal information (name, date of birth, aliases) to the RCMP.
- Use an accredited fingerprinting agency if needed.
- Receive the certified criminal record check issued directly by the RCMP (not a local police check).

### Step 2 – Ensure Record is Current

- Ensure the RCMP certificate is issued **no more than three months before your planned arrival in Kuwait or embassy submission date.**
- If the document **is older than three months**, request a new one.

### Step 3 – Authenticate Through Global Affairs Canada

- Send the RCMP-issued certificate to Global Affairs Canada for authentication.
- This process confirms the document's legitimacy with a federal seal.

### Step 4 – Notify HR Before Embassy Submission

- Contact AIU HR ([hr@aiu.edu.kw](mailto:hr@aiu.edu.kw)) once Steps 1–3 are complete.
- Wait for HR's confirmation and the official HR letter stating the purpose of authentication and their contact information.
- Do not send documents to the embassy until you receive HR's Letter.

### Step 5 – Legalize at the Embassy of Kuwait in Ottawa

- Submit the authenticated RCMP record to the Kuwait Embassy.
- Include:
  - The HR letter from Step 4
  - A copy of your passport

- Any additional supporting documents required by the embassy
- A prepaid, self-addressed return envelope
- Pay the embassy fee as specified on their website.

#### **Step 6 – Submit to HR & Retain Copies**

- Scan and email the legalized document to HR as soon as you receive it.
- Keep the original document safely for your personal records.
- Notify HR immediately if there are delays in the process.

#### **Supporting Details / Requirements**

- **Fingerprint Requirement:** Documents must include full fingerprints. Local police certificates without fingerprints are **not accepted**. ( [Learn more about RCMP Certified Criminal Record Checks](#) )
- **RCMP Certificate Required:** The criminal record check must be issued directly by the RCMP, not just local municipal police. ( [RCMP Criminal Record Check Overview](#) )
- **Authentication by Global Affairs:** Authentication by Global Affairs Canada is mandatory. The Embassy of Kuwait in Ottawa will not accept documents that are not authenticated. ( [Authenticate a Document – Global Affairs Canada](#) )
- **Validity Period:** The RCMP certificate must be issued no more than **three months** before arrival or embassy submission. ( [Travel Advice for Kuwait – Government of Canada](#) )
- **Confirm Embassy Requirements:** Fees, processing times, and additional document requirements can change. ( [Embassy of Kuwait – Ottawa Contact Info](#) )

If you follow all steps Your criminal record check will be certified, authenticated, and legalized in a way that Kuwait authorities will accept.