

## Applicant Information Sheet - Certified Criminal Record Checks for Change of Name Applications

**Effective December 3, 2025, all applicants 18 years of age and older must have their fingerprints taken by a local police service, the Royal Canadian Mounted Police (RCMP), or an RCMP accredited company in Saskatchewan to obtain a Certified Criminal Record Check (CCRC) as part of the application process.**

**IMPORTANT** - Original paper results of your CCRC must be submitted to eHealth Saskatchewan along with your change of name application within 14 days of the date indicated on your CCRC results. Copies of CCRC results will NOT be accepted.

To have your fingerprints submitted to the RCMP's Canadian Criminal Real Time Identification Services (CCRTIS) for the purpose of obtaining a CCRC, **you must provide the information as outlined in the table below to one of the following:**

- 1) **Your local police service** (e.g. the Regina Police Service);
- 2) **An RCMP detachment** that provides fingerprinting services; or
- 3) **An RCMP-accredited private fingerprinting company in Saskatchewan** (see <https://rcmp.ca/en/criminal-records/criminal-record-checks/private-fingerprinting-companies-accredited-rcmp> for a list of eligible agencies in Saskatchewan).

Required Field	Information to Provide
Application Type	"Other (Specify Reason)" <b>*IMPORTANT INFORMATION BELOW</b>
Application Type Specifics	"Name Change - Saskatchewan"
Individual Contributor Reference Number	Current Legal Name: "Last Name, First Name, Middle Name"
Name	Proposed New Name: "Last Name, First Name, Middle Name"
Send Results	"Individual"
Return Mailing Address	Return mailing address must match the applicant's home address. If the applicant has different address to receive mail such as a Canada Post PO Box please contact CCRTIS at 1-833-541-3089 (Monday to Friday 7:30am-5:30pm Eastern Time). ( <a href="mailto:CCRTIS-SCICTR@rcmp-grc.gc.ca">CCRTIS-SCICTR@rcmp-grc.gc.ca</a> )
<p><b>*DO NOT select Application Type "Name Change – Saskatchewan" or "Criminal Record Check for Personal Use – Other (Provide Details)" - these selections will produce incorrect reports and will be rejected by eHealth Saskatchewan.</b></p> <p><b>Entries such as 'Unknown', 'X', 'XXX', 'N/A', etc. are not permitted.</b></p>	

**Please note:** Fees for fingerprinting services and to produce a CCRC may vary by agency. These fees are paid directly to the agency providing the service and are not included in the change of name application fee paid to eHealth Saskatchewan.

eHealth Saskatchewan is not responsible for any costs related to a CCRC if a change of name application is denied.

## Results:

CCRTIS will mail the CCRC results directly to the applicant.

Please visit <https://rcmp.ca/en/criminal-records/criminal-record-checks> for information on CCRTIS and the certified criminal record check process.