Systems Delivery and Project Portfolio Management (SDPPM)

EFCD NMSO

ANNEX D TO APPENDIX A: DETAILED WORKFLOW REQUIREMENTS

Last Updated Date: 2020-07-04
Status: Final

Version: 1.2
RDIMS Document No.: 45525V1C

TABLE OF CONTENTS

1. Introduction 1
1.1 General 1
1.2 Document Organization 1
1.3 Supplemental Information 2
1.4 Objectives 4
1.5 Terms of Reference 5
2. Language Requirements 6
3. General Requirements 7
4. EFCD GUI General Requirements 9
4.1 General 9
4.2 Screen Headers 10
4.3 Helpful Tips 11
4.4 DCN and TCN 12
4.4.1 DCN (Tag 2.800) 12
4.4.2 TCN (Tag 1.009) 12
4.5 Vendor Information 13
4.6 Workflow Manager Button Functionality 13
4.6.1 EFCD Workflow 13
4.6.2 Livescan Elimination Workflow Buttons 15
4.6.3 Navigation Using Buttons 15
4.7 Status Menu 16
4.7.1 Appearance 16
4.7.2 Tab Functionality 17
4.7.3 Status Menu Tabs – Availability per Workflow 19
4.7.4 Navigation Using Status Menu Tabs 30
4.8 Cardscan Requirements 31
4.9 ORI and Agency Name Dropdown List Configuration 34
5. EFCD Workflow Manager - GUI General Requirements 35
5.1 Screen Appearance and Functionality 35
5.2 Functionality 36
6. EFCD Workflow Screens based on Transaction Type 37
7. Livescan RMS Data Screen 39
7.1 Screen Appearance and Functionality 39

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

8. EFCD Agency Information Screen 42
8.1 Screen Appearance 42
8.1.1 Livescan 42
8.1.2 Cardscan 42
8.2 Functionality 43
8.2.1 EFCD 43
8.2.2 LIVESCAN 45
8.2.3 CARDSCAN 46
9. EFCD Application Type Details Screen 47
9.1 Civil Application – Current State and Civil Efficiencies 47
9.1.1 Application Type Details Requirements 47
9.2 Civil Vulnerable Sector Application – Current State and Civil Efficiencies 51
9.2.1 Application Type Details Requirements 51
10. EFCD Demographic Data Capture screen 54
10.1 Screen Appearance and Functionality 54
10.2 CBSA Requirements 56
11. EFCD Photo Capture Screen 57
11.1 Livescan 57
11.1.1 Screen Appearance and Functionality 57
11.1.2 MAP Differences 60
11.1.3 CARN Differences and IMM Differences 60
11.2 Cardscan 61
11.2.1 Screen Appearance and Functionality 61
12. EFCD Fingerprint Capture Screen 67
12.1 Livescan 67
12.1.1 Screen Appearance and Functionality 67
12.2 Cardscan 93
12.2.1 Screen Appearance and Functionality 93
13. EFCD Consent Capture Screen 110
13.1 Livescan Screen Appearance and Functionality 110
13.1.1 Livescan Biometric Endorsement Finger Capture 110
13.2 Cardscan 112
13.2.1 Screen Appearance and Functionality 112
14. EFCD Submit Screen 114

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

14.1 Livescan Screen Appearance and Functionality 114
14.1.1 Submit Screen 114
14.2 Cardscan Submit Screen Appearance and Functionality 117
14.2.1 Submit Screen 117
15. Print Screen – Elimination Workflow Only 118
15.1 Livescan Screen Appearance and Functionality 118
15.1.1 Print 118
16. EFCD Tag Specific Requirements 120
16.1 Image Capture Equipment (Tag 2.067 or 2.8067) 120
16.2 Language Flag (Tag 2.819) 120
16.3 Retention Code (Tag 2.8005) 120
16.4 Date Fingerprinted (Tag 2.8038) 121
16.4.1 Livescan Requirements 121
16.4.2 Cardscan Requirements 121
16.5 External ICD Version Number (Tag 2.8910) 122
16.5.1 ICD 1.7.8 or ICD 2.1.1. 122
16.6 System Table Version Number (Tag 2.8911) 122
16.7 Federal Statutes Table Version Number (Tag 2.831) 122
16.8 Fingerprint Capture Location (Tag 2.8939) 123
16.8.1 EFCD Requirements 123
16.9 GCMS Unique Client Identifier (Tag 2.888) 124
16.9.1 CBSA Requirements 124
16.9.2 Non-CBSA Agency Requirements 127
16.10 Contributor Case/File Number (Tag 2.8908) 128
16.10.1 CARY, CARN Requirements 128
16.10.2 Elimination Prints 128
16.10.3 MAP / REF Requirements 128
16.10.4 IMM Requirements 128
16.11 Name of Person Responsible For Transaction (Tag 2.8931) 130
16.11.1 EFCD Requirement 130
16.12 Name of Official Taking Fingerprints (Tag 2.8938) 131
16.12.1 EFCD Requirement 131
16.13 Primary Name (Tag 2.806) 132
16.14 Other Names/Alias (Tag 2.824) 133
16.15 Home Address (Tag 2.802) 136

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.16 Sex (Tag 2.807) 137
16.17 Date of Birth (Tag 2.8022) 138
16.18 Place of Birth (Tag 2.815) 138
16.19 Country of Birth (Tag 2.8935) 138
16.20 Date of Entry (Tag 2.885) 139
16.21 Height (Tag 2.810) 139
16.22 Weight (Tag 2.811) 140
16.23 Race Descent (Tag 2.814) and Race Description (Tag 2.8936) 141
16.24 FPS (Tag 2.801) 142
16.25 FBI Search Request (Tag 2.874) 142
16.26 US State Search Request (Tag 2.876) 143
16.27 International Search Request (Tag 2.891) 145
16.28 International Countries to Search (Tag 2.892) 146
16.29 Foreign Search Reason (Tag 2.894) 148
16.30 Investigator Contact Information (Tag 2.8106) 149
16.31 Marks, Scars and Tattoos (Tag 2.823) 152
16.32 Young Person Flag (Tag 2.818) 156
16.33 Charge Information (Tag 2.829) 156
16.33.1 EFCD Charge Information 156
16.33.2 Deportee EFCD Charge Information 165
16.34 Caution Flags (Tag 2.816) 166
16.35 Authority for Canadian Search (Tag 2.896) 166
16.36 Immigration Retention End Date (Tag 2.8971) 167
16.37 Civil Application Types (Tag 2.869) 167
16.37.1 Civil Application – Current State and Civil Efficiencies 167
16.37.2 Civil Vulnerable Sector Application – Current State and Civil Efficiencies 177
16.38 Send Results to Source (Tag 2.8900) 180
16.38.1 Current State - EFCD 180
16.38.2 Civil Efficiencies - Livescan 182
16.38.3 Civil Efficiencies - Cardscan 187
16.39 Biometric Consent Forms 190
16.39.1 Livescan - Current State – Third Party Waiver and Vulnerable Sector Consent Forms 190
16.39.2 Cardscan - Current State – Third-Party Waiver and Vulnerable Sector Consent Forms 192
16.39.3 Livescan - Civil Efficiencies 193

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.39.4 Cardscan – Civil Efficiencies 195
16.40 Return Mailing Address (Tag 2.8903) 197
16.41 Civil Results Email Address (Tag 2.867) 200
16.42 Response to Agency Identifier (Tag 2.817) 201
16.42.1 Current State 201
16.42.2 Civil Efficiencies 201
16.43 Vulnerable Sector Details (Tag 2.8944) 202
16.44 Details of Information Sought (Tag 2.873) 202
16.45 Language of Results (Tag 2.833) 202
16.46 Application Type Specify (Tag 2.850) 203
16.47 Volunteer Confirmation Letter Verified Indicator (Tag 2.871) 203
16.48 Telephone Number (Tag 2.8934) 203
16.49 Payment Type (Tag 2.838) 204
16.50 Bulk Billing Agency Identifier (Tag 2.849) 204
16.51 Notepad Message (Tag 2.826) 204
16.52 Narrative Message (Tag 2.827) 204
16.53 Father's Name (Tag 2.8924) 204
16.54 Mother's Name (Tag 2.8925) 205
17. EFCD CARY Workflow 206
17.1 Criminal Charges Workflow 206
17.1.1 Livescan 206
17.1.2 Cardscan 206
17.2 Agency Information Details 207
17.2.1 Livescan 207
17.2.2 Cardscan 207
17.3 EFCD Demographic Data Capture 207
17.4 Photo Capture Requirements 210
17.4.1 Livescan 210
17.4.2 Cardscan 210
17.5 Fingerprint Capture Requirements 210
17.5.1 Livescan 210
17.5.2 Cardscan 210
17.6 Palm Print Capture Requirements 210
17.6.1 Livescan 210
17.6.2 Cardscan 210
17.7 Fingerprint Summary 210

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

17.7.1 Livescan 210
17.7.2 Cardscan 210
17.8 Submit 211
17.8.1 Livescan 211
17.8.2 Cardscan 215
18. EFCD Deportee Workflow 216
18.1 Deportee Workflow 216
18.1.1 Livescan 216
18.1.2 Cardscan 216
18.2 Agency Information Details 217
18.2.1 Livescan 217
18.2.2 Cardscan 217
18.3 EFCD Demographic Data Capture 217
18.4 Photo Capture Requirements 219
18.4.1 Livescan 219
18.4.2 Cardscan 219
18.5 Fingerprint Capture Requirements 219
18.5.1 Livescan 219
18.5.2 Cardscan 219
18.6 Palm Print Capture Requirements 220
18.6.1 Livescan 220
18.6.2 Cardscan 220
18.7 Fingerprint Summary 220
18.7.1 Livescan 220
18.7.2 Cardscan 220
18.8 Submit 220
18.8.1 Livescan 220
18.8.2 Cardscan 220
19. EFCD CARN Workflow 221
19.1 Criminal Record Inquiry Workflow 221
19.1.1 Livescan 221
19.1.2 Cardscan 221
19.2 EFCD Demographic Data Capture 222
19.3 Photo Capture Requirements 222

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

19.3.1 Livescan 222
19.3.2 Cardscan 222
19.4 Fingerprint Capture Requirements 224
19.4.1 Livescan 224
19.4.2 Cardscan 224
19.5 Palm Print Capture Requirements 224
19.5.1 Livescan 224
19.5.2 Cardscan 224
19.6 Fingerprint Summary 224
19.6.1 Livescan 224
19.6.2 Cardscan 224
19.7 Submit 224
19.7.1 Livescan 224
19.7.2 Cardscan 224
20. EFCD REF 225
20.1 Refugee Workflow 225
20.1.1 Livescan 225
20.1.2 Cardscan 225
20.2 On-Behalf-Of Agency Details 226
20.2.1 Livescan 226
20.2.2 Cardscan 226
20.3 EFCD Demographic Data Capture 226
20.4 Photo Capture Requirements 228
20.4.1 Livescan 228
20.4.2 Cardscan 228
20.5 Fingerprint Capture Requirements 228
20.5.1 Livescan 228
20.5.2 Cardscan 228
20.6 Palm Print Capture Requirements 229
20.6.1 Livescan 229
20.6.2 Cardscan 229
20.7 Fingerprint Summary 229
20.7.1 Livescan 229
20.7.2 Cardscan 229

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

20.8 Submit 229
20.8.1 Livescan 229
20.8.2 Cardscan 229
21. Livescan IMM Workflow 230
21.1 Immigration Workflow 230
21.1.1 Livescan 230
21.2 Livescan Demographic Data Capture 231
21.3 Photo Capture Requirements 232
21.3.1 Livescan 232
21.4 Fingerprint Capture Requirements 232
21.4.1 Livescan 232
21.5 Fingerprint Summary 232
21.5.1 Livescan 232
21.6 Submit 232
21.6.1 Livescan 232
22. EFCD MAP (Civil Application) – Current state and Civil Efficiencies 233
22.1 Civil Application Workflow 233
22.1.1 Livescan 233
22.1.2 Cardscan 234
22.2 Agency Information Details 234
22.2.1 Livescan 234
22.2.2 Cardscan 234
22.3 Application Type Details 235
22.3.1 EFCD Screen Layout 235
22.4 EFCD Demographic Data Capture 237
22.5 Photo Capture Requirements 240
22.5.1 Livescan 240
22.5.2 Cardscan 240
22.6 Fingerprint Capture Requirements 241
22.6.1 Livescan 241
22.6.2 Cardscan 241
22.7 Fingerprint Summary 242
22.7.1 Livescan 242
22.7.2 Cardscan 242
22.8 Consent Capture Requirements 243

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

22.8.1 Livescan 243
22.8.2 Cardscan 243
22.9 Submit 243
22.9.1 Livescan 243
22.9.2 Cardscan 243
23. EFCD MAP (Civil Vulnerable Sector Application) – Current State and Civil Efficiencies 244
23.1 Civil Vulnerable Sector Application Workflow 244
23.1.1 Livescan 244
23.1.2 Cardscan 245
23.2 Agency Information Details 245
23.2.1 Livescan 245
23.2.2 Cardscan 245
23.3 Application Type Details 246
23.3.1 EFCD Screen Layout 246
23.4 EFCD Demographic Data Capture 248
23.5 Photo Capture Requirements 250
23.5.1 Livescan 250
23.5.2 Cardscan 250
23.6 Fingerprint Capture Requirements 250
23.6.1 Livescan 250
23.6.2 Cardscan 251
23.7 Fingerprint Summary 252
23.7.1 Livescan 252
23.7.2 Cardscan 252
23.8 Consent Capture Requirements 253
23.8.1 Livescan 253
23.8.2 Cardscan 253
23.9 Submit 253
23.9.1 Livescan 253
23.9.2 Cardscan 253
24. RMS (Record Management System) Workflow 254
24.1 RMS Data 254
24.2 Continuation of the RMS Transaction 254

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

25. Elimination Prints 255
25.1 Elimination Prints Workflow 255
25.1.1 Livescan 255
25.1.2 Elimination Confirmation Screen 256
25.1.3 Livescan Demographic Data Layout 256
25.1.4 Fingerprint Capture Requirements 257
25.1.5 Fingerprint Summary 257
25.1.6 Print 257
26. EFCD Transaction Manager – GUI General Requirements 258
26.1 Screen Appearance and Functionality 258
26.1.1 Transaction Manager Button Functionality 259
26.1.2 Help 259
26.1.3 Delete 259
26.1.4 Print 260
26.1.5 Search 261
26.1.6 Refresh 261
26.1.7 Export Photo 262
26.1.8 Workflow Manager 263
26.2 Vendor Information 264
26.3 Transaction Manager Column Headers 264
26.3.1 Transaction Type (Tag 1.004) 264
26.3.2 DCN (Tag 2.800) 264
26.3.3 TCN (Tag 1.009) 265
26.3.4 Name (Tag 2.806) 265
26.3.5 Date Fingerprinted 265
26.3.6 Date Submitted (Tag 1.005) 265
26.3.7 Operator (Tag 2.8931) 265
26.3.8 Transaction State 266
26.3.9 Results 270
26.3.10 Ident 271
26.3.11 Transaction Manager Functionality 272
26.3.12 Transaction Manager - Viewing 273
26.3.13 Transaction Manager – Display of Responses 275

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.4 Resubmission after Receiving an ERRT 279
26.4.1 EFCD Resubmission Workflow 279
27. Helpful Tip Wording and Tag Display 282
28. Submit Screen Helpful Tips 294
29. Screen Mock-Ups 296
Last Page 367

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

TABLES

Table 1 – On-Behalf-Of Requirements For Vendors 43
Table 2 – On-Behalf-Of GUI Display 44
Table 3 - CBSA GCMS Display And Helpful Tip Wording 124
Table 4 - Non-CBSA GCMS Display and Helpful Tips 127
Table 5 - IMM CNON/GCMS Display And Helpful Tip Wording 129
Table 6 - Civil Application Types And Helpful Tips 168
Table 7 - Police And RCMP- Civil Application Conditional Mandatory Tags 172
Table 8 - Police And RCMP - Police Employment And International Search Request 174
Table 9 - Federal Government Agency - FBI And International Search Requests 174
Table 10 - Provincial Government Agency Application Type 176
Table 11 - Civil Vulnerable Sector Applications And Helpful Tips 177
Table 12 - Civil Vulnerable Sector Application And Conditional Mandatory Tags 179
Table 13 - Criminal Charges Demographic Data Layout 208
Table 14 - CARY And CARN Type 1 And Type 2 Data Comparison 213
Table 15 - Deportee Demographic Data Layout 218
Table 16 - Criminal Record Inquiry Demographic Data Layout 223
Table 17 - Refugee Demographic Data Layout 227
Table 18 - Immigration Demographic Data Layout 231
Table 19 - Civil Application - Application Type Details Layout 236
Table 20 - Civil Application Demographic Data Layout 238
Table 21 - Civil Vulnerable Sector Application - Application Type Details 247
Table 22 - Civil Vulnerable Sector Application Demographic Data Layout 249
Table 23 - Elimination Demographic Data Layout 257
Table 24 - Helpful Tip Wording And Tag Display 283
Table 25 - Submit Screen Helpful Tips 295

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

FIGURES

Figure 1 - Livescan Workflow Manager 296
Figure 2 - Cardscan Workflow Manager 297
Figure 3 - EFCD User Interface 298
Figure 4 - Cancel Transaction 299
Figure 5 - RMS Data Display 300
Figure 6 - Livescan Agency Information 301
Figure 7 - Cardscan Agency Information 302
Figure 8 - Civil Application Details 303
Figure 9 - Civil Efficiencies Application Type Details 304
Figure 10 - Demographic Data Capture 305
Figure 11 - Demographic Data Capture 2 306
Figure 12 - Demographic Data Capture Cardscan 307
Figure 13 - Civil Demographic Data Capture 308
Figure 14 - Civil VS Demographic Data Capture 309
Figure 15 - Refugee Demographic Data Capture 310
Figure 16 - CBSA GCMS Confirmation Pop-Up 311
Figure 17 - CBSA GCMS Populate Data 312
Figure 18 - Demographic CARY 2 313
Figure 19 - Other Names and Aliases Pop-up 314
Figure 20 - U.S. State to Search Pop-up 315
Figure 21 - Investigator Contact Information 316
Figure 22 - Charge Information Pop-Up 1 317
Figure 23 - Charge Information Pop-Up 2 318
Figure 24 - Charge Information Pop-Up 3 319
Figure 25 - Charge Information Pop-Up 4 320
Figure 26 - Charge Information Pop-Up 5 321
Figure 27 - Return Mailing Address Pop-Up 322

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Figure 28 - Scars, Marks and Tattoos 323
Figure 29 - Scars, Marks and Tattoos Head 324
Figure 30 - Livescan Photo Capture CARY, CARN, REF 325
Figure 31 - Cardscan Photo Capture CARY, CARN, REF 326
Figure 32 - Cardscan Photo Capture - MAP 327
Figure 33 - Missing Fingerprint Reason 328
Figure 34 - Livescan ID Flat Plain Impression Capture 329
Figure 35 - Livescan Fingerprint Capture 330
Figure 36 - Cardscan ID Flats Fingerprint Capture 331
Figure 37 - Cardscan Fingerprint Capture 332
Figure 38 - Livescan Upper Palm Capture 333
Figure 39 - Livescan Lower Palm Capture 334
Figure 40 - Livescan Writers Palm Capture 335
Figure 41 - Cardscan Palm Print Capture 336
Figure 42 - Ten Print Summary Screen 337
Figure 43 - Livescan Palm Summary Pop-Up 338
Figure 44 - Livescan ID Flat Summary 339
Figure 45 - Livescan Consent 340
Figure 46 - Cardscan Consent 341
Figure 47 - Cardscan Submit 342
Figure 48 - Livescan Submit Screen 343
Figure 49 - Elimination Prints-Elimination Confirmation Screen 344
Figure 50 - Elimination Printing 345
Figure 51 - Transaction Manager 346
Figure 52 - Transaction Manager Multiple TCN 347
Figure 53 - Transaction Manager Search Pop-Up 348
Figure 54 - SRE MAP Message 349
Figure 55 - ERRT Message 350

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Figure 56 - FBI SRE Message 351
Figure 57 - FBI ERRT Message 352
Figure 58 - SRE CARY CARN REF Message 353
Figure 59 - Cancel Button ERRT 354
Figure 60 - Transaction Viewing from TM 355
Figure 61 - Scars Marks and Tattoos 200 ARM RIGHT 356
Figure 62 – Scars Marks and Tattoos 200 HAND RIGHT 357
Figure 63 – Scars Marks and Tattoos 300 ARM LEFT 358
Figure 64 – Scars Marks and Tattoos 300 HAND LEFT 359
Figure 65 – Scars Marks and Tattoos 400 TORSO FRONT 360
Figure 66 – Scars Marks and Tattoos 500 LEG LEFT 361
Figure 67 – Scars Marks and Tattoos 600 LEG RIGHT 362
Figure 68 – Scars Marks and Tattoos 500-600 FEET LEFT RIGHT 363
Figure 69 – Scars Marks and Tattoos 700 TORSO BACK 364
Figure 70 – Charge Information Pop-up 6 365
Figure 71 – Charge Information Pop-up 7 366

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

THIS PAGE IS INTENTIONALLY LEFT BLANK

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

1. Introduction

1.1 General

1. This Annex D to the Appendix A SOR describes the detailed workflow requirements for the EFCDs. This is in addition to the workflow requirements stated in Annex B and the other requirements stated throughout the SOR and its accompanying documents. (I)
2. This document identifies what the Vendor's EFCDs are required to provide in order to satisfy the RCMP/GC/CPMG requirements for processing creating, editing, saving, deleting, sending and receiving criminal, refugee, immigration and civil fingerprint transactions. It describes the workflow and functional requirements to be provided by the EFCDs to support the business, interface, operational and quality requirements of the RCMP/GC/CPMG. (I)

1.2 Document Organization

1. The detailed workflow requirements to be supported by the EFCDs are presented herein. These requirements are presented under various headings, such as General, CARY, CARN, REF, MAP, and IMM. (I)
2. There are technical requirements included with the functional workflow requirements to ensure clarity concerning the requirements. However, most of the detailed technical and implementation requirements are presented in Annex B. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

1.3 Supplemental Information

1. “Instructional Mode” allows a user to familiarize themselves with screens, functionality, enrolments etc. and can be used as a training tool. Refer to Annex B for further information concerning Instructional mode. (I)
2. Operational Livescan/Cardscan User (OLU) in these requirements always refers to the EFCD users. The Role Based Access Controls (RBAC) defined in Annex B provides the details for the access privileges for each type of user. The OLU is a person or persons who perform day-to-day enrolments, resubmissions and reviews search results in an operational environment. (I)
3. Operational Livescan/Cardscan Administrator (OLA) is the Vendor/GC resource that has EFCD application administrative privileges on the Livescan/Cardscan. This resource has application administrative privileges beyond the OLU to change the configuration of the Livescan/Cardscan application. Refer to Vendor on-site support and maintenance responsibilities included in Appendix A, SOR for details. (I)
4. System Administrator (aka Sys Admin and Administrator) is the GC resource that has site administrative privileges which includes control and responsibility for all aspects of the EFCDs including Operating System (OS), network connectivity and device level configuration. (I)
5. Lag Time is the elapsed time between two events. The use of lag time in this document reflects the timeframe between an action being selected and the resulting execution of the action by the EFCD. (I)
6. There should be little to no lag time between the selecting of the action and the EFCD processing of the action. (R)
7. The terms Transaction Manager, Workflow Manager, etc., are RCMP terms to describe separate functional areas of the EFCDs. Any resemblance to a particular Vendor’s solution in name, form or function is coincidental. (I)
8. A configurable parameter refers to a parameter that can be adjusted by a User who possesses the appropriate level of authorization. Configurable parameters typically refer to a system defined function, such as a Service Level Agreement (SLA), retention period for files, queue size, number of candidates, etc." (I)
9. A practical example would be "Set time to delete transactions from the EFCD configurable parameter". The OLA can change the value of this parameter, which will change how long before completed transactions are removed from the EFCD, without requiring a code change. (I)
10. The HELP button on the EFCD device must provide the OLU with text and diagrams, if available, that provide help details based on the Vendor’s Best Practices. (M)
11. The “helpful tips” must display at the bottom of each screen in the workflow and provide information to assist the OLU with data entry or process for each field or capture screen. (M)
12. Type of Transaction (TOT) will be referred hereafter as TOT. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

13. The OLU must be able to use the following methods to navigate throughout the workflow to take an action or complete a selection, unless otherwise stated. (M)
    a. Tap on a touchscreen;
    b. Using a mouse to click or scroll;
    c. Press of a key (use of Tab key and up and down arrows to navigate the buttons and using the Enter key or Space key to activate the button).
14. The term ‘greyed out’ in this Annex, identifies that particular fields or buttons must not be editable or cannot be populated by the OLU. (M)
15. A NIST capture box for the purposes of this document is defined as a tool for defining the retained pixel image data by cropping unwanted image data from the area around the each of the rolled fingers, plain fingers, palms and ID Flat fingerprint impressions and saved in the appropriate fingerprint image type record. The NIST capture boxes must meet the following criteria and functionality: (M)
    a. The NIST capture boxes must appear as an overlay on the image of the scanned fingerprint form.
    b. The NIST capture boxes must have a border outline colour of blue.
    c. The NIST capture boxes must have an initial size and aspect ratio as specified in ICD 1.7.8 rev. 1.6, Table A-2: Finger/Palm Box Sizes, relative to the size of the scanned fingerprint form image displayed on screen.
16. The NIST capture box must provide the following functionality (M):
    a. Position:
        i. The NIST capture box must provide positional adjustment by placing the pointer within the NIST capture box area and click and dragging to a new location within the image area of the scanned fingerprint form.
    b. Size:
        i. The NIST capture box must provide horizontal and vertical adjustment of the NIST capture box pixel dimensions, by use of control handles in each corner of the NIST capture box.
        ii. The NIST capture box must not exceed the maximum horizontal and vertical pixel dimensions of the associated finger/palm impression as specified in ICD 1.7.8 rev. 1.6, Table A-2: Finger/Palm Box Sizes.
    c. Rotation:
        i. The NIST capture box must provide rotational adjustment relative to the centre of the NIST capture box, by use of a rotational control positioned on one edge of the NIST capture box.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

1.4 Objectives

1. The purpose of this document is to describe the functional requirements that are to be satisfied by the Vendor's EFCDs. (I)
2. The EFCD must support: (M)
    a. Criminal, Refugee and Civil workflows that are compliant with the NPS-NIST-ICD Version 1.7.8. Rev 1.6. Any further references herein will appear as ICD 1.7.8;
    b. Immigration workflow that is compliant with the NSP-NIST-ICD 2.1.1 Rev 3.0. Any further references herein will appear as ICD 2.1.1;
    c. The capture of rolled, plain and palm images for criminal and refugee, transactions;
    d. The capture of rolled and plain images for civil transactions;
    e. The capture of ID Flat images for civil transactions;
    f. The capture of ID Flat images for Immigration transactions;
    g. Electronic submission of fingerprints, palm prints, biographic data and facial images to the RTID System;
    h. FBI Appendix F certified specifications;
    i. Livescan and Cardscan capture of full or upper, lower and writer's palms;
    j. Fingerprint capture from fingerprint cards;
    k. Fingerprint sequence checks;
    l. Palm sequence checks;
    m. Biometric consent checks;
    n. Vulnerable Sector Screening;
    o. RMS/DMS (Record Management System/ Document Management System) interface;
    p. Ease of use (user friendly); and
    q. User configurable parameters.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

1.5 Terms of Reference

1. The term “description(s)” used in this document refers to how code values are displayed. (e.g., Code UP displayed as Bandaged). (I)
2. The term “stage” refers to the steps or processes of the workflow (e.g., Demographic Data Capture, Fingerprint Capture, etc.). (I)
3. The term “screen” refers to the individual screens included within a stage of the workflow. (e.g., Capture Left Index which would be associated to the stage of the workflow titled “Fingerprint Capture”.) (I)
4. Touchscreen, mouse click and tab refer to the acceptable methods of navigating the screens within all defined workflows. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

2. Language Requirements

2.1 General

1. The EFCD workflows must allow both the OLA and the OLU to work in Canadian English or Canadian French and the working language must be based on the language selected at login. (M)
2. If the OLU selects English, the EFCD must present all Graphical User Interface (GUI) screens in English and automatically populate Tag 2.819 with a code value of “E”. (M)
3. If the OLU selects French, the EFCD must present all GUI screens in Canadian French and automatically populate Tag 2.819 with a code value of “F**”**. (M)
4. All print jobs must print in the language selected at login. (M)
5. The EFCD Help Files must be in Canadian English or Canadian French based on the language selected at login (e.g. English help files for English language selection and French help files for French language selection). (M)
6. The EFCD workflow functionality must be identical regardless of language selected at login. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

3. General Requirements

3.1 General

1. The EFCD must allow for touchscreen capabilities that permit the OLU to make onscreen selections by touching specific buttons or fields located on the screen in lieu of using a mouse, a cordless mouse, a mouse touchpad or keyboard to allow the OLU to navigate the screens. (M)
2. The EFCD must include a keyboard, a corded mouse, a cordless mouse, and a mouse touchpad. (M)
3. The Cardscan device must include two monitors. (M)
4. Touchscreen, scroll bar fields and buttons should operate smoothly with no lag time. (R)
5. The GUI must use full screen mode. (M)
6. Dropdown lists on the EFCD must have a filter input for fields with a selection of possible values. (M)
    a. This filter input is defined as allowing an OLU to minimize the number of key strokes by entering the least number of alpha characters to select the desired input to a field. Additionally, it must support a dropdown list selection of data and allow the OLU to manually select the desired data input from a dropdown list.
    b. For example, if the cursor was at the “Hair Colour” field and the OLU entered the alpha character “B” then the application must display “BALD in the field. If the OLU added another alpha character such as “L” to represent “BL” then the application must display “BLACK” in the field. If the OLU was to add yet a third alpha character such as “O” to represent “BLO” then the application must display “BLONDE” in the field.
    c. The OLU must be able to navigate the dropdown list by use of the up and down arrows on the keyboard, mouse scroll and /or touchscreen.
    d. The OLA must be able to add/change/delete the list for site specific fields.
7. The EFCD must also allow the manual population of any input field. That is, if the user wants to continuous type to achieve the valid input for a field, then the EFCD must allow this and still validate that the input data is valid. (M)
8. The EFCD must validate input on manual entry fields to ensure that data populated conforms to the character type specified in the logical record. If the OLU enters an invalid character type, the EFCD must advise the OLU through use of a pop up window that this character type is not allowed. This functionality must allow the OLU to select OK and be returned to the data entry field for correction. (M)
9. The EFCD must not submit a transaction to the RTID System if the ICD validation and business rules are not met. (M)
10. The EFCD must prompt the OLU with an error message when an entry for a field is outside of the allowable parameters (e.g. Height is entered as 255 when the allowable range is 91-251). (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

11. All screens must have a scroll bar to allow the OLU to navigate the full length of the screen if required. (M)
12. All fields must word wrap if required and if necessary display scroll bars. (M)
13. The EFCD must highlight each mandatory field and conditional fields that become mandatory in pale yellow and be consistent throughout all workflows. (M)
14. It is preferred that the mandatory fields highlighted in pale yellow be configurable to allow a different colour as part of the EFCD installation process. (R)
15. A conditional field that does not become mandatory and thus does not require user input, must be greyed out. (M)
16. The requirements as written have screens that open upon selection of a button and under certain circumstances, the fields contained within these dialog boxes will become mandatory. The button must be highlighted in pale yellow to indicate to the OLU that there are mandatory requirements that must be met within that screen. (M)
17. The EFCD must remove the highlight when the OLU has entered all required information in the mandatory and conditionally mandatory fields. (M)
18. The Livescan must be equipped with a barcode/magstripe reader to allow for a scan/swipe and automatic population of identification information (e.g. Driver's license) that accounts for provincial and country variances. (M)
19. When an entry is selected within a table, the full row of information must be highlighted in pale grey so that OLU is able to distinguish it from the other rows of data. (M)
20. The Livescan must accommodate for Auto-Capture and Auto-Advance during the fingerprint capture process. (M)
    a. Auto-Capture
        i. The digitizing of the fingerprint is started automatically.
    b. Auto-Advance
        i. Once captured, if the image is of sufficient quality the EFCD must automatically move on to the capture of the next finger.
21. The Livescan must come equipped with a foot pedal to allow the OLU to force the capture of fingerprint images or a photo. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4. EFCD GUI General Requirements

4.1 General

1. The following notes apply to all screen mock-ups (I):
   a. “TOT” is a generic reference to mean whatever applicable TOT. There was no attempt to create a screen mock-up for every TOT. As stated in the requirements, the EFCD must populate the TOT with the appropriate titles; and
   b. The Status Menu has empty tabs (i.e. blank) for most tabs on the screen mock-ups. Typically, only the tab under consideration is shown on the screen mock-up. Since the tabs change based on the TOT and/or device, there was no attempt to create a screen mock-up for every TOT/device scenario. As stated in the requirements, the EFCD must populate the status menu tabs with the appropriate titles.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.2 Screen Headers

1. Refer to Figure 3 - EFCD User Interface. (I)
2. The EFCD must display as outlined below, a main header on each screen based on the TOT chosen by the OLU from the Workflow Manager screen. (M)
   a. CRIMINAL CHARGES
   b. DEPORTEE
   c. CRIMINAL RECORD INQUIRY
   d. REFUGEE
   e. IMMIGRATION
   f. CIVIL APPLICATION
   g. CIVIL VULNERABLE SECTOR APPLICATION
   h. ELIMINATION PRINTS
   i. CRIMINAL CHARGES RMS
   j. CRIMINAL RECORD INQUIRY RMS
3. The header must be centered on the screen and must be on each screen of the workflow process. (M)
4. A subheader must be displayed on each screen of the workflow process and must be centered below the main header. (M)
   a. ELIMINATION CONFIRMATION
   b. AGENCY INFORMATION
   c. APPLICATION TYPE DETAILS
   d. DEMOGRAPHIC DATA CAPTURE
   e. PHOTO CAPTURE
   f. FINGERPRINT CAPTURE
   g. PALM PRINT CAPTURE
   h. FINGERPRINT SUMMARY
   i. CONSENT
   j. PRINT
   k. SUBMIT
5. The main header must all be in uppercase. (M)
6. The subheader must all be in uppercase. (M)
7. All of the header rows must remain visible as the OLU scrolls through the input fields. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.3 Helpful Tips

1. Refer to Figure 3 - EFCD User Interface. (I)
2. Please note that there are “helpful tips” identified throughout the document that must also be implemented. (M)
3. The EFCD must display at the bottom of each screen in the workflow, “helpful tips” that assist the OLU with data entry or process for each field or photo/fingerprint capture screen. (M)
4. The “helpful tips” must be displayed when the cursor is placed on a field or button. (M)
5. The HELP button must open a generic on-line help file that the user can search for topics. (M)
6. The “helpful tips” table is found in Table 24 - Helpful Tip Wording and Tag Display for Type -2 demographic data. (I)
7. The table identifies the help text for each tag that must be present in each TOT and whether the tag applies to the Livescan or Cardscan. Please note potential differences in the “helpful tips” wording for Livescan compared to the Cardscan. (M)
8. The EFCD must display at the bottom of each screen in the workflow, “helpful tips” that assist the OLU with the requirements of the Submit Screen. (e.g. Priority requirements, printing of fingerprint forms, biometric consent forms and photos.) Please refer to Table 25 - Submit Screen Helpful Tips. (M)
9. The EFCD must display at the bottom of each screen in the workflow, “helpful tips” that assist the OLU with the photo capture process. These tips must be based on the vendor’s best practices for the capture of photos for the Livescan and the Cardscan. (M)
10. The EFCD must display at the bottom of each screen in the workflow, “helpful tips” that assist the OLU with fingerprint capture. These tips must be based on the Vendor’s best practices for the capture of fingerprints for the Livescan and the Cardscan but must not display any information about the order in which the prints are to be captured or information on which image to enroll. (M)
11. The EFCD must display at the bottom of each screen in the workflow, “helpful tips” that assist the OLU with the palm print capture. These tips must be based on the Vendor’s best practices for the capture of palm prints for the Livescan and the Cardscan. (M)
12. The EFCD must display at the bottom of each screen in the workflow, “helpful tips” that assist the OLU with consent capture. These tips must be based on the Vendor’s best practices. (M)
13. The font size for the “helpful tips” must be consistent throughout all screens. (M)
14. The “helpful tips” must be displayed to the OLU exactly as depicted in Section 27 Helpful Tip Wording and Tag Display. (M)
15. The Vendor’s Best Practices for the photo capture and fingerprint capture “helpful tips” must be displayed in the same manner as the “helpful tips” for ease of readability and consistency. (M)
16. The “helpful tips” must remain visible as the screen scrolls. (M)
17. The Helpful Tips box must include a scroll bar when required. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.4 DCN and TCN

4.4.1 DCN (Tag 2.800)

1. Refer to Figure 3 - EFCD User Interface. (I)
2. The EFCD must automatically generate a unique Document Control Number (DCN) for each new submission. (M)
3. The EFCD must automatically populate the DCN on the screen as per the screen mock-up. (M)
4. The DCN must not be editable by the OLU. (M)
5. The EFCD must display the DCN as: (M)
   a. DCN *nnnnnnnnnnnnnnnnnnn*
6. The DCN must be populated and visible on all workflow screens. (M)
7. Since the DCN is automatically generated, it must not be highlighted as a mandatory field. (M)

4.4.1.1 RMS DCN Requirements

1. Upon the selection of the following workflows, the DCN may have been created by the RMS system. (M)
   a. CRIMINAL CHARGES RMS
   b. CRIMINAL RECORD INQUIRY RMS
2. The Livescan must populate and display the DCN sent from the RMS. The Livescan must not generate a new DCN. (M)
3. If the RMS does not submit a DCN to the Livescan, the Livescan must automatically generate a unique DCN for the submission. (M)

4.4.2 TCN (Tag 1.009)

1. Refer to Figure 3 - EFCD User Interface. (I)
2. The EFCD must automatically generate a unique Transaction Control Number (TCN) for each new transaction. (M)
3. The EFCD must automatically populate the TCN on the screen as per the screen mock-up. (M)
4. The TCN must not be editable by the OLU. (M)
5. The EFCD must display the TCN as: (M)
   a. 1.7.8. TCN Format *nnnnnnnnnnnn*
   b. 2.1.1 TCN Format *nnnnnnnnnnnnnnnnnnn*
6. The TCN must be populated and visible on all workflow screens. (M)
7. Since the TCN is automatically generated, it must not be highlighted as a mandatory field. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.5 Vendor Information

1. Refer to Figure 3 - EFCD User Interface. (I)
2. The EFCD must display the Vendor name and the software version number on the top, left-hand side of the screen. (M)

4.6 Workflow Manager Button Functionality

4.6.1 EFCD Workflow

1. Refer to Figure 3 - EFCD User Interface. (I)
2. The following buttons must be displayed at the bottom of each screen in the workflow, below the “helpful tips” in the order listed and must remain visible to the OLU as the screen scrolls. (M)
   a. CANCEL
   b. HELP
   c. ON-HOLD
   d. PREVIOUS
   e. NEXT
   f. SUBMIT

4.6.1.1 Cancel

1. Refer to Figure 4 - Cancel Transaction. (I)
2. The CANCEL button must be displayed to the OLU at each stage of the workflow. (M)
3. The CANCEL button must allow the OLU to cancel a transaction prior to submitting to the RTID system. (M)
4. The EFCD must display a dialog box to confirm the cancellation of the transaction with a YES and NO option. (M)
   a. Upon selection of YES, the transaction is canceled and the OLU is returned to the Workflow Manager.
   b. Upon selection of NO, the OLU is returned to the current field or screen requiring OLU input in the workflow just before the selection of the CANCEL button.
5. The CANCEL button must be greyed out if the transaction has been submitted to the RTID system. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.6.1.2 Help

1. The HELP button must be displayed to the OLU at each stage of the workflow. (M)
2. The HELP button must provide the OLU with text and diagrams (if available) that provide help details based on the Vendor's Best Practices. (M)

4.6.1.3 On-Hold

1. The ON-HOLD button must be displayed to the OLU at each stage of the workflow. (M)
2. The ON-HOLD button must allow the OLU to put a transaction in an On-Hold state. Refer to Section 26.3.8.6 for further information on the On-Hold functionality. (M)

4.6.1.4 Previous

1. The PREVIOUS button must be displayed to the OLU at each stage of the workflow. (M)
2. The PREVIOUS button must allow the OLU to return to the previous stage in the workflow. (M)
3. The PREVIOUS button must be greyed out and not allow the OLU to return to the previous stage in the workflow, if that stage is the Workflow Manager Screen. (M)

4.6.1.5 Next

1. THE NEXT button must be displayed to the OLU at each stage of the workflow. (M)
2. The NEXT button must be greyed out and not allow the OLU to proceed to the next stage in the workflow until all mandatory requirements have been met in the current stage. (M)
3. The NEXT button must be greyed out on the last stage of the workflow. (M)

4.6.1.6 Submit

1. The SUBMIT button must be greyed out and only be available for selection once all mandatory requirements have been met, and the OLU has completed all stages of the workflow and the transaction is ready to be submitted for search. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.6.2 Livescan Elimination Workflow Buttons

1. Refer to Figure 49 - Elimination Prints-Elimination Confirmation Screen. (I)
2. The following button options must be displayed at the bottom of each screen in the Livescan Elimination workflow (Refer to Section 25.1.1), below the “helpful tips” in the order listed and must remain visible to the OLU as the screen scrolls. (M)
    a. CANCEL
    b. HELP
    c. PREVIOUS
    d. NEXT

4.6.3 Navigation Using Buttons

1. The EFCD must allow the OLU to navigate backwards from any of the workflow screens by use of the PREVIOUS button, even if all mandatory requirements have not been met on the current screen. (M)
2. The OLU must not be able to navigate back to the Workflow Manager screen by use of the PREVIOUS button. (M)
3. The EFCD must not allow the OLU to navigate forward from any of the screens in the workflow by use of the NEXT button, until all mandatory requirements have been met in each workflow screen. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.7 Status Menu

4.7.1 Appearance

1. Refer to Figure 3 - EFCD User Interface. (I)
2. Refer to Figure 49 - Elimination Prints-Elimination Confirmation Screen. (I)
3. The EFCD must display a status menu at each stage of the workflow that provides the OLU a visual of the stage that they are at in the process. (M)
4. The status menu must remain visible to the OLU as they move through each stage of the workflow. (M)The Livescan status menu must display the following in vertical tab format. Not all status menu tabs will be required for each TOT and the required status menu tabs as they apply to each TOT will be discussed within the workflow for each. (M)
    a. ELIMINATION CONFIRMATION;
    b. RMS DATA
    c. AGENCY INFORMATION
    d. APPLICATION TYPE DETAILS
    e. DEMOGRAPHIC DATA CAPTURE
    f. PHOTO CAPTURE
    g. FINGERPRINT CAPTURE
    h. PALM PRINT CAPTURE
    i. FINGERPRINT SUMMARY
    j. CONSENT CAPTURE
    k. SUBMIT; and
    l. PRINT.
5. The Cardscan status menu must display the following in tab format. Not all status menu tabs will be required for each TOT and the required status menu tabs as they apply to each TOT will be discussed within the workflow for each. (M)
    a. AGENCY INFORMATION
    b. APPLICATION TYPE DETAILS
    c. DEMOGRAPHIC DATA CAPTURE
    d. FINGERPRINT CAPTURE
    e. PALM PRINT CAPTURE
    f. CONSENT CAPTURE
    g. PHOTO CAPTURE
    h. SUBMIT
6. The EFCD must display the applicable status menu tabs once the OLU selects the TOT. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.7.2 Tab Functionality

1. Refer to Figure 3 - EFCD User Interface. (I)
2. At the beginning of the workflow, each tab on the status menu must have a non-completion indicator at the start of each workflow to identify to the OLU that all stages of the workflow are incomplete. (M)
3. This non-completion indicator must be a red x. (M)
4. There must be a black left arrow pointing to the current stage of the workflow on the status menu. (M)
5. The status menu must identify to the OLU which stages of the workflow have been completed by use of a completion indicator. (M)
6. The status menu must identify to the OLU by use of a green checkmark, which stages of the workflow have been completed. (M)
7. The status menu must identify to the OLU which stages of the workflow have not been completed by use of a non-completion indicator. (M)
8. The status menu must identify to the OLU by use of a red x, which stages of the workflow have not been completed. (M)
9. The status menu must be capable of expanding downward to accommodate for submenus, if required when the OLU is at a specific stage in the workflow. (M)
10. The EFCD must highlight the tab, by use of shading to distinguish it from the other tabs. For example, The EFCD Demographic Data Capture tab must be highlighted to identify to the OLU that they are in the demographic data capture stage of the workflow. (M)
11. Upon completion of a stage in the workflow process and upon selection of the NEXT button, a completion indicator must appear to indicate to the OLU that all mandatory requirements have been completed. For example, upon completion of the Demographic Data capture on the EFCD and upon selection of the NEXT button, the completion indicator must appear to indicate to the OLU that all mandatory demographic data has been entered. (M)
12. When the NEXT button has been clicked or tapped on the EFCD, and all mandatory requirements have been met, the tab must no longer be highlighted (e.g. if all mandatory requirements in the Demographic Data Capture stage have been met, the tab must no longer be highlighted if the OLU selects the NEXT button.) (M)
13. The OLU must be able to select another status menu tab and be allowed to move to another stage in the workflow. Once in another stage of the workflow, the previously highlighted tab must no longer be highlighted. (M)
14. Upon completion of a stage in the workflow process, a green checkmark must be displayed beside the tab name, on the right side, to indicate to the OLU that all mandatory requirements for that particular process have been met. (M)
15. Once all mandatory data requirements for a process (e.g. Demographic Data Capture) have been completed, the OLU must be able to select the NEXT button and move to the next stage of the process and a completion indicator must be added to the tab. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16. The OLU must be allowed to select a tab and move to that stage of the workflow, even if all mandatory requirements have not been met in the current stage. (M)
17. The OLU must be allowed to select a tab that has a completion indicator in order to review and edit the information prior to the transaction being submitted to the RTID System. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.7.3 Status Menu Tabs – Availability per Workflow

4.7.3.1 Elimination Confirmation

1. The Elimination Confirmation status menu tab must be available on the Livescan for the following workflow: (M)
    a. ELIMINATION

4.7.3.2 RMS Data

1. The RMS Data status menu tab must be available on the Livescan for the following workflows: (M)
    a. CRIMINAL CHARGES RMS
    b. CRIMINAL RECORD INQUIRY RMS

4.7.3.3 Agency Information

1. The Agency Information status menu tab must be available on the Livescan for the following workflows: (M)
    a. REFUGEE
    b. CIVIL APPLICATION
    c. CIVIL VULNERABLE SECTOR APPLICATION
2. The Agency Information status menu tab must be available on the Cardscan for the following workflows: (M)
    a. CRIMINAL CHARGES
    b. DEPORTEE
    c. REFUGEE
    d. CIVIL APPLICATION
    e. CIVIL VULNERABLE SECTOR APPLICATION

4.7.3.4 Application Type Details

1. The Application Type Details status menu tab must be available on the Livescan and Cardscan for the following workflows: (M)
    a. CIVIL APPLICATION
    b. CIVIL VULNERABLE SECTOR APPLICATION

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.7.3.5 Demographic Data Capture

1. The Demographic Data Capture status menu tab must be available on the Livescan for the following workflows: (M)
    a. CRIMINAL CHARGES
    b. DEPORTEE
    c. CRIMINAL RECORD INQUIRY
    d. REFUGEE
    e. IMMIGRATION
    f. CIVIL APPLICATION
    g. CIVIL VULNERABLE SECTOR APPLICATION
    h. ELIMINATION PRINTS
    i. CRIMINAL CHARGES RMS
    j. CRIMINAL RECORD INQUIRY RMS
2. The Demographic Data Capture status menu tab must be available on the Cardscan for the following workflows: (M)
    a. CRIMINAL CHARGES
    b. DEPORTEE
    c. CRIMINAL RECORD INQUIRY
    d. REFUGEE
    e. CIVIL APPLICATION
    f. CIVIL VULNERABLE SECTOR APPLICATION

4.7.3.6 Photo Capture

1. The Photo Capture status menu tab must be available on the Livescan for the following workflows: (M)
    a. CRIMINAL CHARGES
    b. DEPORTEE
    c. CRIMINAL RECORD INQUIRY
    d. REFUGEE
    e. IMMIGRATION
    f. CIVIL APPLICATION
    g. CIVIL VULNERABLE SECTOR APPLICATION
    h. CRIMINAL CHARGES RMS
    i. CRIMINAL RECORD INQUIRY RMS
2. The Photo Capture status menu tab must be available on the Cardscan for the following workflows: (M)
    a. CRIMINAL CHARGES
    b. DEPORTEE
    c. CRIMINAL RECORD INQUIRY

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

d. REFUGEE
e. CIVIL APPLICATION
f. CIVIL VULNERABLE SECTOR APPLICATION

4.7.3.6.1 Photo Capture Tab - Functionality Differences

1. Upon selection of the NEXT button on the Livescan, a completion indicator must appear to indicate to the OLU that all mandatory photo requirements have been met. (M)
2. Upon selection of the NEXT button on the Cardscan, a completion indicator must appear to indicate to the OLU that all mandatory photo requirements have been met. (M)
3. If the Photo capture on the EFCD is skipped, the status menu tab must identify by use of a completion indictor, that although the capture was skipped, the photo requirements have been met. (M)
4. If a photo(s) on the EFCD was not captured, the tab must identify by use of a green x that the photo(s) was not captured. (M)
5. Once all Livescan photo capture requirements have been met, the OLU must be able to select the NEXT button and move to the next stage of the process and a completion indicator must be added to the tab. (M)
6. Once all Cardscan photo capture requirements have been met, the OLU must be able to select the SUBMIT button and move to the next stage of the process and a completion indicator must be added to the tab. (M)
7. When the NEXT button has been clicked or tapped on the Livescan, the Photo Capture tab must no longer be highlighted. (M)
8. When the SUBMIT button has been clicked or tapped on the Cardscan, the Photo Capture tab must no longer be highlighted. (M)
9. The non-completion indicator on the EFCD must be a red x and must be displayed on the tab after the Photo Capture label to indicate to the OLU that all mandatory requirements have not been met. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.7.3.7 Fingerprint Capture

1. The Fingerprint Capture status menu tab must be available on the Livescan for the following workflows: (M)
    a. CRIMINAL CHARGES
    b. DEPORTEE
    c. CRIMINAL RECORD INQUIRY
    d. REFUGEE
    e. IMMIGRATION
    f. CIVIL APPLICATION
    g. CIVIL VULNERABLE SECTOR APPLICATION
    h. ELIMINATION PRINTS
    i. CRIMINAL CHARGES RMS
    j. CRIMINAL RECORD INQUIRY RMS
2. The Fingerprint Capture tab must be available on the Cardscan for the following workflows: (M)
    a. CRIMINAL CHARGES
    b. DEPORTEE
    c. CRIMINAL RECORD INQUIRY
    d. REFUGEE
    e. CIVIL APPLICATION
    f. CIVIL VULNERABLE SECTOR APPLICATION

4.7.3.7.1 Fingerprint Capture Tab - Functionality Differences

1. Refer to Figure 35 - Livescan Fingerprint Capture. (I)
2. The Livescan Fingerprint Capture tab must expand downwards and display the sequence in which the fingerprints must be captured. (M)
3. The Cardscan Fingerprint Capture tab must be displayed but does not need to expand downwards. (M)
4. The Livescan Fingerprint Capture tab must display the sequence in which the fingerprint images are captured based on the TOT and the order described in Section 12.1.1.1. (M)
5. The Livescan capture of ID Flats fingerprint images must follow the order outlined in Section 12.1.1.1.3. (M)
6. Once all fingerprint capture requirements have been met, the Fingerprint Capture tab must collapse. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.7.3.7.1.1 Missing Fingerprint Reason Tab

1. Refer to Figure 33 - Missing Fingerprint Reason. (I)
2. The Livescan status menu must display a Missing Fingerprint Reason subtab. (M)

4.7.3.7.1.2 Rolled and Plain Fingerprint Images

1. The Livescan status menu must display the sequence in which the fingerprints must be captured. Refer to Section 12.1.1.1 for further information on the sequence of fingerprint capture. (M)
2. The Livescan status menu must identify that the plain impression image or finger has not been captured by displaying a missing finger reason and highlight the next plain impression image or finger to be captured. (M)
3. The EFCD status menu must identify to the OLU the current image capture that is being requested. (M)
4. The Livescan status menu must identify that the plain impression image or finger has been captured by use of a completion indicator and highlight the next plain impression image or finger to be captured. (M)
5. A green checkmark must be used to identify that the plain impression image or finger has been captured. (M)
6. The Livescan must display the missing finger reason beside each individual finger subtab in the status menu. (M)
7. The Status menu must display the missing fingerprint reason by use of the following: (M)
    a. Amputated as A
    b. Bandaged as B
    c. Physical Limitations as PL
8. Refer to Figure 35 - Livescan Fingerprint Capture. (I)
9. Refer to Figure 37 - Cardscan Fingerprint Capture for status tab functionality for Cardscan. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.7.3.7.1.3 ID Flats

1. Refer to Figure 34 - Livescan ID Flat Plain Impression Capture. (I)
2. The Livescan status menu must expand downwards to display the sequence in which the ID Flat images must be captured. (M)
3. The sequence in which the ID Flat images are displayed on the Livescan for capture, must be based on the order in Section 12.1.1.1.3. (M)
4. On a Livescan, if an ID Flat image or finger has been identified as missing, the status menu must identify the finger is missing. (M)
5. The EFCD status menu must identify to the OLU the current image capture that is being requested. (M)
6. The Livescan status menu must identify that the ID Flat image has been captured by use of a completion indicator and highlight the next plain impression image to be captured. (M)
7. A green checkmark must be used to identify that the ID Flat image has been captured. (M)
8. The Status menu must display the missing fingerprint reason by use of the following: (M)
    a. Amputated as A
    b. Bandaged as B
    c. Physical Limitations as PL
9. Refer to Figure 36 - Cardscan ID Flats Fingerprint Capture for status tab functionality for Cardscan. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.7.3.8 Palm Print Capture

1. The Palm Print Capture tab must be available on the Livescan for the following workflows: (M)
    a. CRIMINAL CHARGES
    b. DEPORTEE
    c. CRIMINAL RECORD INQUIRY
    d. REFUGEE
    e. CRIMINAL CHARGES RMS
    f. CRIMINAL RECORD INQUIRY RMS
2. The Palm Print Capture tab must be available on the Cardscan for the following workflows: (M)
    a. CRIMINAL CHARGES
    b. DEPORTEE
    c. CRIMINAL RECORD INQUIRY
    d. REFUGEE

4.7.3.8.1 Palm Print Capture Tab - Functionality Differences

1. Refer to Figure 38 - Livescan Upper Palm Capture. (I)
2. Refer to Figure 39 - Livescan Lower Palm Capture. (I)
3. Refer to Figure 40 - Livescan Writers Palm Capture. (I)
4. Refer to Figure 41 - Cardscan Palm Print Capture. (I)
5. The Livescan status menu must expand downwards to display the sequence in which the palm prints must be captured. Refer to Section 12.1.1.2. (M)
6. The sequence in which the palm prints are displayed on the Livescan for capture, must be based on the order in Section 12.1.1.2. (M)
7. The sequence in which the palm prints are displayed on the Cardscan for scanning must be based on the order in Section 12.2.1.3. (M)
8. Once all fingerprint capture requirements have been met, the Palm Print Capture tab must collapse. (M)
9. Upon completion of the Palm Print Capture requirements on the EFCD and upon selection of the NEXT button, a completion indicator must appear to indicate to the OLU that all mandatory palm print requirements have been met. (M)
10. If the Palm Print capture is skipped on the EFCD, the status menu tab must identify by use of a completion indicator, that although the capture was skipped, the palm print capture requirements have been met. (M)
11. If palm prints on the EFCD were not captured, the tab must identify by use of a green x that palm prints were not captured. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.7.3.9 Fingerprint Summary

1. Refer to Figure 42 - Ten Print Summary Screen. (I)
2. Refer to Figure 44 - Livescan ID Flat Summary. (I)
3. The Fingerprint Summary tab must be available on the Livescan for the following workflows: (M)
    a. CRIMINAL CHARGES
    b. DEPORTEE
    c. CRIMINAL RECORD INQUIRY
    d. REFUGEE
    e. IMMIGRATION
    f. CIVIL APPLICATION
    g. CIVIL VULNERABLE SECTOR APPLICATION
    h. ELIMINATION PRINTS
    i. CRIMINAL CHARGES RMS
    j. CRIMINAL RECORD INQUIRY RMS

4.7.3.9.1 Fingerprint Summary Tab – Functionality Differences

1. Upon selection of the NEXT button, a completion indicator must appear to indicate to the OLU that all mandatory fingerprint summary requirements have been met. (M)
2. Once all mandatory fingerprint summary requirements have been met, the OLU must be able to select the NEXT button and move the next stage of the process and a completion indicator must be added to the tab. (M)
3. When the next button has been clicked or tapped on the Livescan, the Fingerprint Summary tab must no longer be highlighted. (M)
4. If the NEXT button was not used to move to the next stage of the process, the Fingerprint Summary tab must display the non-completion indicator to alert the OLU that all mandatory requirements have not been met. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.7.3.10 Consent

1. Refer to Figure 45 - Livescan Consent. (I)
2. The Consent tab must be available on the Livescan for the following workflows: (M)
   a. CIVIL APPLICATION
   b. CIVIL VULNERABLE SECTOR APPLICATION
3. Refer to Figure 46 - Cardscan Consent. (I)
4. The Consent tab must be available on the Cardscan for the following workflows: (M)
   a. CIVIL APPLICATION
   b. CIVIL VULNERABLE SECTOR APPLICATION

4.7.3.10.1 Consent Tab - Functionality Differences

1. Upon completion of the Consent requirements on the EFCD and upon selection of the NEXT button, a completion indicator must appear to indicate to the OLU that all mandatory consent requirements have been met. (M)
2. If consent is not required on the EFCD, the status menu tab must identify by use of a completion indicator, that although the capture was not required, the consent requirements have been met. (M)
3. If consent was not required on the EFCD, the tab must identify by use of a green x that consent requirements have been met. (M)
4. When the NEXT button on the EFCD has been selected, the Consent tab must no longer be highlighted. (M)
5. If the NEXT button on the EFCD was not used to move to the next stage of the process, the Consent tab must display the non-completion indicator to alert the OLU that all mandatory requirements have not been met. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.7.3.11 Submit

1. Refer to Figure 48 - Livescan Submit Screen. (I)
2. The Submit tab must be available on the Livescan for the following workflows: (M)
   a. CRIMINAL CHARGES
   b. DEPORTEE
   c. CRIMINAL RECORD INQUIRY
   d. REFUGEE
   e. IMMIGRATION
   f. CIVIL APPLICATION
   g. CIVIL VULNERABLE SECTOR APPLICATION
   h. CRIMINAL CHARGES RMS
   i. CRIMINAL RECORD INQUIRY RMS
3. Refer to Figure 47 - Cardscan Submit. (I)
4. The Submit tab must be available on the Cardscan for the following workflows: (M)
   a. CRIMINAL CHARGES
   b. DEPORTEE
   c. CRIMINAL RECORD INQUIRY
   d. REFUGEE
   e. CIVIL APPLICATION
   f. CIVIL VULNERABLE SECTOR APPLICATION

4.7.3.11.1 Submit Tab - Functionality Differences

1. Upon completion of the Submit requirements on the EFCD, a completion indicator must appear to indicate to the OLU that all mandatory requirements have been met and that the transaction has been submitted for search. (M)
2. Upon completion of the Submit requirements on the EFCD and once the completion indicator has been added, the Submit tab must no longer be highlighted. (M)
3. If all mandatory requirements been met, a completion indicator must be added to the Submit tab. (M)
4. If all mandatory requirements have not been met, the Submit tab must display a non-completion indicator. (M)
5. If any of the previous tabs have a non-completion indicator, the OLU must not be able to SUBMIT the transaction for search until all mandatory requirements have been met within all tabs. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.7.3.12 Print

1. Refer to Figure 50 - Elimination Printing for the status menu tabs. (I)
2. The Print status menu tab must only be available on the Livescan for the following workflow: (M)
    a. ELIMINATION

4.7.3.12.1 Print Tab - Functionality

1. When the NEXT button is clicked or tapped and all of the mandatory requirements with regards to demographic and fingerprint capture have been met, the Print screen must be presented to the OLU. (M)
2. Upon completion of the Print requirements on the Livescan and once the completion indicator has been added, the Print tab must no longer be highlighted. (M)
3. If all mandatory requirements have been met, a completion indicator must be added to the Print tab. (M)
4. If all mandatory requirements have not been met, the Print tab must display a non-completion indicator. (M)
5. If any of the previous tabs have a non-completion indicator, the OLU must not be able to print the transaction until all mandatory requirements have been met within all tabs. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.7.4 Navigation Using Status Menu Tabs

1. The EFCD must allow the OLU to navigate to any part of the workflow process by use of the Status Menu tabs. (M)
2. The OLU must be able to select a Status Menu tab with a non-completion indicator or a completion indicator. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.8 Cardscan Requirements

1. Copies of the forms are included in the Statement of Requirements – Appendix A. (I)
2. The Cardscan must be able to create NIST compliant transactions from a hard copy information source. The Cardscan will be required to create the TOT's listed below: (M)
    a. Criminal Charges (CARY)
        i. The rolled and plain C-216 fingerprint form with associated demographic information, criminal charge information and photograph.
        ii. Palm print impression forms.
        iii. Photograph – similar size to a passport photograph (approximately 55 mm x 70 mm).
        iv. Overflow pages that could contain but not limited to: additional criminal charges, FBI and International search requests, aliases, scars, marks and tattoos.
    b. Criminal Record Inquiry (CARN)
        i. The rolled and plain C-216 fingerprint form with associated demographic information and photograph.
        ii. Palm print impression forms.
        iii. Photograph – similar size to a passport photograph (approximately 55 mm x 70 mm).
        iv. Overflow pages that could contain but not limited to: FBI and International search requests and aliases.
    c. Deportee (CARY)
        i. The rolled and plain C-216 fingerprint form with associated demographic information, criminal charge information and photograph.
        ii. Palm print impression forms.
        iii. Photograph – similar size to a passport photograph (approximately 55 mm x 70 mm).
        iv. Overflow pages that could contain but not limited to: FBI and International search requests, aliases, scars, marks and tattoos.
    d. Refugee (REF)
        i. The rolled and plain C-216R fingerprint form with associated demographic information, and photograph.
        ii. Palm print impression forms.
        iii. Photograph – similar size to a passport photograph (approximately 55 mm x 70 mm).
        iv. Overflow pages that could contain but not limited to: FBI and International search requests, aliases, scars, marks and tattoos.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

e. Civil Application and Civil Vulnerable Sector Application(MAP)
    i. The rolled and plain C-216C fingerprint form and associated demographic information.
    ii. Photograph – similar size to a passport photograph (approximately 55 mm x 70 mm).
    iii. Consent Form with a signature consent or a biometric endorsement finger consent.

f. Civil Application and Civil Vulnerable Sector Application (MAP)
    i. The C-216C ID Flat fingerprint form and associated demographic information.
    ii. Photograph – similar size to a passport photograph (approximately 55 mm x 70 mm).
    iii. Consent Form with a signature consent or a biometric endorsement finger consent.

3. The Cardscan setup must include two monitors. (M)
    a. One monitor must be designated the primary monitor used for the main application interface allowing the OLU to: interact with the Transaction Manager and the Workflow Manager; create transactions; enter demographic data; and submit transactions.
    b. One monitor must be designated the secondary monitor for displaying the scanned fingerprint form, allowing the OLU to view the fingerprint form demographic data while entering the data in the electronic form fields on the primary monitor.
    c. The primary monitor will be referred hereafter as the Interface Monitor.
    d. The secondary monitor will be referred hereafter as the Scanning Monitor.
    e. Zoom functionality must be incorporated to allow the OLU to zoom the scanned fingerprint form on the scanning monitor.

4. The Cardscan setup must also include a scanner. (M)
    a. The OLU must be allowed to place the C-216 fingerprint form on the flatbed scanner and the scanner must scan the entire fingerprint form and display the front of the form on the Scanning Monitor.
    b. The Cardscan must capture the rolled and plain fingerprints at 500ppi.
    c. The Cardscan must capture the photo on the Criminal Charges/Deportee (CARY) and Refugee (REF) fingerprint form at 500ppi.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

5. Scanning functionality: (M)
    a. During the Agency Information, Application Type Details and Demographic Capture input stage, as the OLU selects a field or button for input, the Cardscan must automatically block highlight the same text field on the scanned copy of the fingerprint form (e.g. the cursor is in the Name field on the Interface monitor, the Surname field on the Scanning monitor must be highlighted.)
        i. The highlighted field on the Scanning Monitor must be pale green.
    b. In the Fingerprint Capture screen the Cardscan must display the fingerprint images previously scanned on the Interface Monitor and allow the OLU to center the fingerprints, allow for fingerprint placement and to identify missing fingers if applicable.
        i. The OLU must be allowed to rescan the fingerprint images and the Cardscan must discard the previously scanned fingerprints.
    c. In the Photo Capture screen the photo must be displayed on the interface and if the OLU has selected the photo to be captured from the fingerprint form the Cardscan must display on the Interface Monitor that photo that was captured upon initial scan.
        i. If the OLU has selected the photo to be captured from a photograph, the Cardscan must discard the photo image captured from the fingerprint form.
        ii. The Cardscan must allow the OLU to capture a photo from a photograph.
        iii. If the Photo Capture option is skipped, the Cardscan must discard the photo image captured from the fingerprint form.
        iv. The Cardscan must allow the OLU to rescan the photo image, the Cardscan must discard the original scan of the photo and allow for a rescan of the photo either by photo from fingerprint form or photo.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4.9 ORI and Agency Name Dropdown List Configuration

1. Refer to Figure 7 - Cardscan Agency Information. (I)
2. Refer to Figure 8 - Civil Application Details. (I)
3. The EFCD must have a dropdown list that allows the OLU to choose an ORI or an Agency Name. (M)
4. The EFCD must have two separate input fields for this information and once the ORI or Agency Name is selected from either list, the ORI and Agency name must populate each respective field. (M)
    a. ORI
    b. Agency Name
5. This dropdown list must allow the OLU to select an agency either by use of the Agency Name or the Agency ORI. (M)
    a. The OLU must be able to select the ORI or Agency Name from one of the dropdown lists.
    b. The OLU must be able to select the Agency from either the ORI field or the Agency Name field.
6. The OLA must be allowed to add, modify or delete ORI’s and Agency Names in the lists through a simple GUI configuration. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

5. EFCD Workflow Manager - GUI General Requirements

1. The Workflow Manager GUI is the main screen that displays the TOT's and initiates new transactions to be submitted to the RTID System. The allowable transaction types are based on what transactions the agency is authorized to submit. (I)

5.1 Screen Appearance and Functionality

1. Refer to Figure 1 - Livescan Workflow Manager. (I)
    a. Criminal Tenprint Transaction Retain Y (CARY) to be displayed as:
        i. CRIMINAL CHARGES
    b. Criminal Tenprint Transaction Retain N (CARN) to be displayed as:
        i. CRIMINAL RECORD INQUIRY
    c. CBSA devices only – Criminal Tenprint Transaction Retain Y (CARY) for deportee purposes to be displayed as:
        i. DEPORTEE
    d. Elimination, an internal process for Police/RCMP to be displayed as:
        i. ELIMINATION PRINTS
    e. Criminal Tenprint Transaction Retain Y (CARY) with RMS receiving capabilities' to be displayed as:
        i. CRIMINAL CHARGES RMS
    f. Criminal Tenprint Transaction Retain N (CARN) with RMS receiving capabilities' to be displayed as:
        i. CRIMINAL RECORD INQUIRY RMS
    g. Miscellaneous Applicant Civil (MAP) (15 application types including 11 sub-types) Retain No to be displayed as:
        i. CIVIL APPLICATION
    h. Miscellaneous Application Civil (MAP) (5 application types) Retain No with VS to be displayed as:
        i. CIVIL VULNERABLE SECTOR APPLICATION
    i. CBSA devices only - Immigration (IMM) to be displayed as:
        i. IMMIGRATION
    j. Refugee Tenprint Transaction Retain Y (REF) to be displayed as:
        i. REFUGEE

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

2. The Cardscan must display the following TOT's as shown in Figure 2 - Cardscan Workflow Manager. (I)
    a. Criminal Tenprint Transaction Retain Y (CARY) to be displayed as:
        i. CRIMINAL CHARGES
    b. Criminal Tenprint Transaction Retain N (CARN) to be displayed as:
        i. CRIMINAL RECORD INQUIRY
    c. CBSA devices only – Criminal Tenprint Transaction Retain Y (CARY) for deportee purposes to be displayed as:
        i. DEPORTEE
    d. Miscellaneous Applicant Civil (MAP) (15 application types including 11 sub-types) Retain No to be displayed as:
        i. CIVIL APPLICATION
    e. Miscellaneous Application Civil (MAP) (5 application types) Retain No with VS to be displayed as:
        i. CIVIL VULNERABLE SECTOR APPLICATION
    f. Refugee Tenprint Transaction Retain Y (REF) to be displayed as:
        i. REFUGEE
3. The EFCD Workflow Manager screen must have a button labelled Transaction Manager. (M)

5.2 Functionality

1. The Agency's profile will determine which TOTs will be displayed to the OLU. (I)
2. The EFCD must be configured to default to the Workflow Manager GUI upon login. (M)
3. The EFCD Workflow Manager screen must allow the OLU to navigate between the Transaction Manager GUI and the Workflow Manager GUI by use of a button labeled Transaction Manager. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

6. EFCD Workflow Screens based on Transaction Type

6.1 General

1. Outlined below is a list of screens that are required and must appear for each TOT upon selection from the Workflow Manager. (M)
2. Livescan
   a. CRIMINAL CHARGES, CRIMINAL RECORD INQUIRY, DEPORTEE
      i. DEMOGRAPHIC DATA CAPTURE; and
      ii. PHOTO CAPTURE
      iii. FINGERPRINT CAPTURE
      iv. PALM PRINT CAPTURE
      v. FINGERPRINT SUMMARY
      vi. SUBMIT.
   b. CRIMINAL CHARGES RMS, CRIMINAL RECORD INQUIRY RMS
      i. RMS DATA SCREEN; and
      ii. DEMOGRAPHIC DATA CAPTURE
      iii. PHOTO CAPTURE
      iv. FINGERPRINT CAPTURE
      v. PALM PRINT CAPTURE
      vi. FINGERPRINT SUMMARY
      vii. SUBMIT.
   c. CIVIL APPLICATION, CIVIL VULNERABLE SECTOR APPLICATION
      i. AGENCY INFORMATION; and
      ii. APPLICATION TYPE DETAILS
      iii. DEMOGRAPHIC DATA CAPTURE
      iv. PHOTO CAPTURE
      v. FINGERPRINT CAPTURE
      vi. FINGERPRINT SUMMARY
      vii. CONSENT CAPTURE
      viii. SUBMIT.
   d. IMMIGRATION
      i. DEMOGRAPHIC DATA CAPTURE; and
      ii. PHOTO CAPTURE
      iii. FINGERPRINT CAPTURE
      iv. FINGERPRINT SUMMARY
      v. SUBMIT.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

e. REFUGEE
    i. AGENCY INFORMATION; and
    ii. DEMOGRAPHIC DATA CAPTURE
    iii. PHOTO CAPTURE
    iv. FINGERPRINT CAPTURE
    v. PALM PRINT CAPTURE
    vi. FINGERPRINT SUMMARY
    vii. SUBMIT.

f. ELIMINATION PRINTS
    i. ELIMINATION CONFIRMATION; and
    ii. DEMOGRAPHIC DATA CAPTURE
    iii. FINGERPRINT CAPTURE
    iv. FINGERPRINT SUMMARY
    v. PRINT.

3. Cardscan

a. CRIMINAL CHARGES, DEPORTEE
    i. AGENCY INFORMATION
    ii. DEMOGRAPHIC DATA CAPTURE; and
    iii. PHOTO CAPTURE
    iv. FINGERPRINT CAPTURE
    v. PALM PRINT CAPTURE
    vi. SUBMIT.

b. CRIMINAL RECORD INQUIRY
    i. DEMOGRAPHIC DATA CAPTURE; and
    ii. FINGERPRINT CAPTURE
    iii. PALM PRINT CAPTURE
    iv. SUBMIT.

c. CIVIL APPLICATION, CIVIL VULNERABLE SECTOR APPLICATION
    i. AGENCY INFORMATION; and
    ii. APPLICATION TYPE DETAILS
    iii. DEMOGRAPHIC DATA CAPTURE
    iv. FINGERPRINT CAPTURE
    v. CONSENT
    vi. PHOTO CAPTURE
    vii. SUBMIT.

d. REFUGEE
    i. AGENCY INFORMATION; and
    ii. DEMOGRAPHIC DATA CAPTURE
    iii. FINGERPRINT CAPTURE
    iv. PALM PRINT CAPTURE
    v. PHOTO CAPTURE
    vi. SUBMIT.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

7. Livescan RMS Data Screen

1. Refer to Figure 5 - RMS Data Display. (I)
2. The Livescan RMS Data Screen allows the OLU to view data that has been pushed from an RMS system. (I)
3. The following workflow buttons (refer to Section 4.6.1) must be greyed out on the RMS Data screen. (M)
    a. ON-HOLD
    b. PREVIOUS
    c. NEXT
    d. SUBMIT
4. Refer to Section 4.4.1.1 for DCN requirements and the RMS. (I)

7.1 Screen Appearance and Functionality

1. The RMS workflow will be available for the following transactions: (I)
    a. Criminal Charges RMS
    b. Criminal Record Inquiry RMS
2. Upon selection of a workflow, the RMS Data screen must be launched and display all records that have been pushed to the Livescan for the workflow selected. (M)
3. The RMS Data screen must display the buttons listed below and they must be located on the bottom of the screen and must remain visible to the OLU as the screen scrolls. (M)
    a. DELETE
        i. The DELETE button must allow the OLU to delete an RMS record from the Livescan.
        ii. The OLU must be allowed to select a highlighted record and the Livescan must allow the OLU to select the DELETE button.
        iii. The Livescan must display the message: “Do you want to delete this record from the Livescan?” and allow the OLU to choose YES or NO.
        iv. Upon the selection of YES, the Livescan must delete the record from the Livescan and close the dialog box.
        v. Upon the selection of NO, the Livescan must close the dialog box.
    b. REFRESH
        i. The REFRESH button must allow for a manual refresh, through a single mouse click and/or single tap on the touchscreen, and allow the OLU to view the most up-to-date information

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

c. SEARCH

i. The SEARCH button must allow the OLU to search the RMS data that has been pushed to the Livescan for the TOT that is displayed.

ii. The OLU must be able to perform a search using the following criteria:

a) Surname

b) Given Name 1

c) Date of Birth

d) Contributor Individual #

e) Date received

iii. The Livescan must display all records that match for the search performed and must remove all records that do not match the search criteria.

iv. Once a search is performed, the search filters must be cleared.

4. The Livescan must display the column headers listed below on the RMS Data screen and they must be displayed in the following order: (M)

a. Surname

i. Name (Tag 2.806)

b. Given Name 1

i. Name (Tag 2.806)

c. Date of Birth

i. DOB (Tag 2.8022) must be displayed in the standard date format of CCYY-MM-DD

d. Contributor Individual #

i. IRN (Tag 2.804)

e. Date Received

i. This date must be the date that the record was pushed to the Livescan.

ii. The date field must be displayed in the standard date format of CCYY-MM-DD

5. The Livescan must default to displaying the transactions by the most recent date. (M)

6. The Livescan must be able to sort alphabetically by Surname. (M)

7. The OLU must be able to select a record anywhere in the row and by a single mouse click and/or single tap on the touchscreen, the Livescan must highlight the full row. (M)

8. The OLU must be able to double-click the highlighted row and open the appropriate screen based on the TOT chosen, to allow the OLU to continue with the creation of the transaction. (M)

9. The RMS pushes demographic data and photos to the Livescan device each time a new record is created. (I)

10. The RMS Data Screen must have a scroll bar if required to allow the OLU to navigate within the full list of RMS transactions. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

11. The Livescan must auto-refresh the RMS Data Screen every 60 seconds with no lag time and allow the OLU to view the most up-to-date records. (M)
12. The OLA must be able to configure the Livescan auto-refresh frequency through a simple GUI configuration. (M)
13. When the screen refreshes, it must return to the same record that was being viewed prior to the screen refresh. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

8. EFCD Agency Information Screen

1. The Agency Information screen allows the OLU to identify the agency they are submitting on-behalf-of. (I)
2. For non-CBSA agencies submitting Refugee transactions, the EFCD must display the Agency Information Screen defaulted to the Submit On-Behalf-Of checkbox. (M)

8.1 Screen Appearance

8.1.1 Livescan

1. Refer to Figure 6 - Livescan Agency Information. (I)
2. This screen must allow the OLU to enter the agency information for the owner of the file using the On-Behalf-Of functionality. (M)
3. The Livescan must display the following two radio buttons: (M)
   a. Submission by our Agency
   b. Submit On-Behalf-Of Another Agency
4. The Livescan must default to Submission by our Agency with the radio button automatically selected. (M)
5. The Livescan must display a dropdown list titled ORI and a dropdown list titled Agency Name. (M)
6. Refer to Section 4.9 for further information on the ORI and Agency Name configuration. (I)

8.1.2 Cardscan

1. Refer to Figure 7 - Cardscan Agency Information. (I)
2. This screen must allow the OLU to enter the agency information for the owner of the file using the On-Behalf-Of functionality. This information would be found on the hardcopy fingerprint form. (M)
3. The Cardscan must display a button labeled SCAN and this button must be available on the Interface monitor. (M)
4. The SCAN button must allow the OLU to scan the C-216 fingerprint form. (M)
5. The Cardscan must display the following two radio buttons: (M)
   a. Submission by our Agency
   b. Submit On-Behalf-Of Another Agency
6. The ORI and Agency Name dropdown lists must only become available when the OLU selects Submit On-Behalf-Of another agency. (M)
7. Refer to Section 4.9 for further information on the ORI and Agency Name configuration. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

8.2 Functionality

8.2.1 EFCD

1. The Submit On-Behalf-Of term is used to indicate that the TOT is being sent to the RTID System from a submitting agency that is different from the originating agency. (I)
2. Table 1 – On-Behalf-Of Requirements for Vendors contains information on the On-Behalf-Of requirements that must be supported by the EFCD. (M)
3. Consult the ICD for further details regarding the On-Behalf-Of concept. (I)

Table 1 – On-Behalf-Of Requirements For Vendors

On-Behalf-Of Functionality for Vendors	
ICD Tag	Tags Must Not be Displayed to the OLU
OAI (Tag 1.008)	The Originating Agency Identifier must contain the ORI of the Owner of the file. This must be the ORI that the OLU selects from the ORI dropdown list. If the transaction is not being sent on-behalf-of another agency, the Originating Agency Identifier and Submitting ORI will be the same.
SDO (Tag 2.897)	The Submitting Device ORI must only be populated if the OLU chooses the Submit On-Behalf-Of Another Agency check box. The Submitting Device ORI tag must contain the ORI of the Submitting Agency (e.g. the Livescan configured default ORI or the Cardscan device ORI). If the Submission by our Agency check box is selected, the SDO (Tag 2.897) must not be populated.
END OF TABLE	

4. Table 2 – On-Behalf-Of GUI Display contains the “helpful tips” that must be displayed to the OLU to assist with the On-Behalf-Of requirements. (M)
    a. Reference
    b. Displayed As – the tags must be displayed on screen as indicated.
    c. Helpful Tips - the “helpful tips” must be displayed to the OLU for each of the data entry fields when the cursor is placed in the field.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 2 – On-Behalf-Of GUI Display

On-Behalf-Of - GUI Display		
Reference	Displayed As	Helpful Tips
Refer to Table 1 – On-Behalf-Of Requirements For Vendors for the configuration of On-Behalf –Of.	Submit On-Behalf-Of Another Agency	Select the checkbox Submit On-Behalf-Of Another Agency box if this transaction is being submitted On-Behalf-Of another agency. Select the ORI or Agency Name of the agency that is the owner of the file.
	Submission by our Agency	Select the checkbox Submission by our Agency box if the transaction is being submitted for your agency and you are the owner of the file.
END OF TABLE		

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

8.2.2 LIVESCAN

1. The Livescan must display the Agency Information Screen for the following TOTs: (M)
    a. Refugee
    b. Civil Application
    c. Civil Vulnerable Sector Application
2. Once a TOT workflow has been selected from the Workflow Manager, the Livescan must launch the Agency Information screen and allow the OLU to select the Submission by our Agency radio button or the Submit On-Behalf-Of Another Agency radio button: (M)
    a. Submission By Our Agency
        i. The Submission by Our Agency radio button must be the default,
        ii. The OLU must be able to unselect, the Submission By Our Agency by selecting the Submit On-Behalf-Of Another Agency radio button,
        iii. Upon selection of the Submit On-Behalf-Of Another Agency radio button, the OLU must be able to enter the ORI or the Agency Name. Refer to Section 4.9 for further information on the ORI and Agency Name configuration.
3. Once the ORI and Agency Name has been selected, the OLU must be allowed to select the NEXT button and proceed to the next stage of the process. (M)
4. With the Submission by Our Agency radio button selected, the OLU must be able to select the NEXT button to proceed to the next stage of the process. (M)
5. The Livescan must auto-populate the ORI information in the tags identified in the ICD subject to the On-Behalf-Of requirements. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

8.2.3 CARDSCAN

1. The Cardscan must display the On-Behalf-Of Agency Screen for the following TOTs: (M)
    a. Criminal Charges
    b. Deportee
    c. Refugee
    d. Civil Application
    e. Civil Vulnerable Sector Application
2. Once a TOT workflow has been selected from the Workflow Manager, the Cardscan must launch the Agency Information screen and allow the OLU to select the Submission By Our Agency radio button or the Submit On-Behalf-Of Another Agency radio button: (M)
    a. Submit On-Behalf-Of Another Agency
        i. The Submit On-Behalf-Of Another Agency radio button must be the default
        ii. The OLU must be able to enter the ORI or the Agency Name. Refer to Section 4.9 for further information on the ORI and Agency Name configuration.
    b. Submission By Our Agency
        i. The OLU must be able to unselect, the Submit On-Behalf-Of Another Agency radio button by selecting the Submission By Our Agency radio button.
3. Once the ORI and Agency Name has been selected, the OLU must be allowed to select the NEXT button and proceed to the next stage of the process. (M)
4. Upon selection of the Submission By Our Agency radio button, the OLU must be able to select the NEXT button to proceed to the next stage of the process. (M)
5. The Cardscan must auto-populate the ORI information in the tags identified in the ICD subject to the On-Behalf-Of requirements. (M)
6. For the Civil Application and Civil Vulnerable Sector Application workflows, the Cardscan must auto-populate the ORI of the agency identified as the On-Behalf-Of Agency in the Bulk Billing Agency Identifier (Tag 2.849), if a fee is required. Refer to Section 16.50 for further information on Bulk Billing. (M)
7. The Cardscan must allow the OLA to modify the Cardscan device to default to Submission By Our Agency check box by a simple GUI configuration. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

9. EFCD Application Type Details Screen

9.1 Civil Application – Current State and Civil Efficiencies

1. Refer to Figure 8 - Civil Application Details. (I)
2. Refer to Figure 9 - Civil Efficiencies Application Type Details. (I)
3. The Application Type Details Screen allows the OLU to enter information specific to the application type being submitted. (I)
4. The EFCD must guide the OLU through a series of data entry fields to enter the required mandatory, conditional mandatory and optional required data by positioning the cursor in each field. (M)
5. The EFCD must validate each data entry field for: (M)
    a. Tag conditions: mandatory, optional, conditional-mandatory, conditional-optional, optional-conditional-mandatory compliancy; and
    b. Correct data formats.
6. Once all required information for each field has been entered, the OLU must be able to select the NEXT button to proceed to the next stage of the process. (M)

9.1.1 Application Type Details Requirements

1. Based on the agencies profile, the screen may contain the following as well as other applicable dropdown lists: (I)
    a. Application Type
    b. Send Results To
    c. Preferred Delivery Method of Results
        i. For Civil Efficiencies only
    d. Fingerprint Capture Type
    e. FBI Search Request
    f. International Search Request

9.1.1.1 Application Type (Tag 2.869)

1. The Application Type must be displayed as a mandatory field. (M)
2. The Application Type must be a dropdown list that displays only the allowable Application Types as per the Agency Profile. (M)
3. Refer to the Supplemental Document to ICD 1.7.8. for Current State requirements. (I)
4. Refer to the Best Practices for the Implementation of Civil Efficiencies of Electronic Fingerprint Capture Device Workflows for further information on Agency Profile setup for Civil Efficiencies. (I)
5. The Application Type sub-tag field must be greyed out if the application type chosen does not require sub-tag information. (M).
6. Refer to Section 16.37.1 for further information on the Civil Application Types. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

9.1.1.2 Send Results to Source (Tag 2.8900)

9.1.1.2.1 Current State

1. The Send Results to Source, displayed as Send Results To, must be displayed as a mandatory field. (M)
2. The Send Results to Source must be a dropdown list that displays only the allowable options based on the Application Type and Agency Profile. (M)
3. Refer to the Supplemental Document to ICD 1.7.8. for Current State requirements. (I)
4. Refer to Section 16.38.1 for further information on the EFCD requirements for (Tag 2.8900). (I)

9.1.1.2.2 Civil Efficiencies

1. The Send Results to Source must be displayed as a mandatory field. (M)
2. The Send Results to Source list must be a dropdown list that displays only the allowable options based on the Application Type and Agency Profile. (M)
3. Refer to the Best Practices For the Implementation of Civil Efficiencies of Electronic Fingerprint Capture Device Workflows. (I)
4. Refer to Section 16.38.2 for further information on the Livescan requirements for Tag (2.8900). (I)
5. Refer to Section 16.38.3 for further information on the Cardscan requirements for Tag (2.8900). (I)

9.1.1.3 Preferred Delivery Method of Results (Tag 2.866)

9.1.1.3.1 Civil Efficiencies

1. The preferred delivery method must be displayed as Preferred Delivery Method of Results. (M)
2. The EFCD must display two radio buttons and allow for the following choices when applicable. (M)
   a. Clear Text Email
   b. Paper via Canada Post
3. Refer to the Best Practices For the Implementation of Civil Efficiencies of Electronic Fingerprint Capture Device Workflows. (I)
4. Refer to Section 16.38.2 for further information on the Livescan requirements for Tag (2.866). (I)
5. Refer to Section 16.38.3 for further information on the Cardscan requirements for Tag (2.866). (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

9.1.1.4 Fingerprint Capture Type

1. The Fingerprint Capture Type must be displayed as a mandatory field. (M)
2. The EFCD must display two radio buttons and allow for the following choices: (M)
   a. ID Flats
   b. Rolled and Plain
3. The Livescan must default the radio button to ID Flats. (M)
4. The OLU must be able to choose Rolled and Plain for Livescan. (M)
5. The Cardscan must default the radio button to Rolled and Plain. (M)
6. The OLU must be able to choose ID Flats for Cardscan. (M)
7. The EFCD must be configured to default to Rolled and Plain impressions for the following application types and the OLU must not be able to select ID Flats. (M)
   a. RCMP Member (3401)
   b. RCMP Civilian Employee (3402)
   c. PROS User (3405)

9.1.1.4.1 FBI Search Request

1. The FBI Search Request check box must only be available to the OLU based on the Agency Profile and Application Type. (M)
2. The FBI Search Request must not be visible to the OLU if the agency does not have the authorization for the request, based on a configurable parameter. (M)
3. Refer to Section 16.25 for further information on the FBI Search Request. (I)
4. If an FBI Search Request is selected and the OLU moves forward to the Demographic Data Capture screen, the conditional mandatory fields must become available for data entry. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

9.1.1.4.1.1 FBI Search - Conditional Mandatory Fields

1. If an FBI Search Request is selected, the EFCD must allow the OLU to populate the conditional mandatory fields in the Demographic Data Capture screen. (M)
2. The following conditional mandatory fields must become available for data entry. (M)
    a. Hair Colour (Tag 2.808)
    b. Eye Colour (Tag 2.809)
    c. Height (Tag 2.810)
        i. Refer to Section 16.21 for further information on height.
    d. Weight (Tag 2.811)
        i. Refer to Section 16.22 for further information on weight.
    e. Foreign Search Reason (Tag 2.894)
        i. Refer to Section 16.29 for further information on Foreign Search Reason.
3. The EFCD must not allow the OLU to populate the fields listed above, if the FBI Search Request was not selected. (M)
4. The above fields must not be displayed to the OLU if the FBI Search Request is not selected. (M)

9.1.1.4.2 International Search Request

1. The International Search Request check box must only be available to the OLU based on the Agency Profile and Application Type. (M)
2. If an International Search Request is not allowed, the OLU must not be able to select the International Search Request. (M)
3. The International Search Request must not be visible to the OLU if the agency does not have the authorization for the request, based on a configurable parameter. (M)
4. Refer to Section 16.27 for further information on International Search Request. (I)
5. If an International Search Request is selected and the OLU moves forward to the Demographic Data Capture screen, the conditional mandatory fields must become available for data entry. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

9.1.1.4.2.1 International Search – Conditional Mandatory Fields

1. If an International Search Request is selected, the EFCD must allow the OLU to populate the conditional mandatory fields in the Demographic Data Capture screen. (M)
2. The following conditional mandatory fields must become available for data entry. (M)
    a. Hair Colour (Tag 2.808)
    b. Eye Colour (Tag 2.809)
    c. Height (Tag 2.810)
        i. Refer to Section 16.21 for further information on height.
    d. Weight (Tag 2.811)
        i. Refer to Section 16.22 for further information on weight.
    e. Foreign Search Reason (Tag 2.894)
        i. Refer to Section 16.29 for further information on Foreign Search Reason.
3. The EFCD must not allow the OLU to populate the fields listed above, if the International Search Request was not selected. (M)
4. The above fields must not be displayed to the OLU if the International Search Request is not selected. (M)
5. Please refer to Section 16.28 for further information on International Countries to Search. (I)

9.2 Civil Vulnerable Sector Application – Current State and Civil Efficiencies

1. The Application Type Details Screen allows the OLU to enter information specific to the application type being submitted. (I)
2. Once all required information for each field has been entered, the OLU must be able to select the NEXT button to proceed to the next stage of the process. (M)

9.2.1 Application Type Details Requirements

1. This screen must contain the following fields: (M)
    a. Application Type
    b. Send Results to Source
    c. Preferred Delivery Method of Results
        i. For Civil Efficiencies Only
    d. Fingerprint Capture Method

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

9.2.1.1 Application Type (Tag 2.869)

1. The Application Type must be a dropdown list that displays only the allowable Application Types as per the Agency Profile. (M)
2. Refer to the Supplemental Document to ICD 1.7.8. for Current State requirements. (I)
3. Refer to the Best Practices for the Implementation of Civil Efficiencies of Electronic Fingerprint Capture Device Workflows for further information on Agency Profile setup for Civil Efficiencies. (I)
4. The Application Type sub-tags or conditional mandatory fields must only be displayed to the OLU when the conditions for these fields are met. (M).
5. Refer to Section 16.37.2 for further information on Tag (2.869). (I)

9.2.1.2 Send Results to Source (Tag 2.8900)

9.2.1.2.1 Current State

1. The Send Results to Source must be displayed as a mandatory field. (M)
2. The Send Results to Source must be a dropdown list that displays only the allowable options based on the Application Type and Agency Profile. (M)
3. Refer to the Supplemental Document to ICD 1.7.8. for Current State requirements. (I)
4. Refer to Section 16.38.1 for further information on the EFCD requirements for Tag (2.8900). (I)

9.2.1.2.2 Civil Efficiencies

1. The Send Results to Source must be displayed as a mandatory field. (M)
2. The Send Results to Source must be a dropdown list that displays only the allowable options based on the Application Type and Agency Profile. (M)
3. Refer to the Best Practices For the Implementation of Civil Efficiencies of Electronic Fingerprint Capture Device Workflows. (I)
4. Refer to Section 16.38.2 for further information on the Livescan requirements for Tag (2.8900). (I)
5. Refer to Section 16.38.3 for further information on the Cardscan requirements for Tag 2.8900). (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

9.2.1.3 Preferred Delivery Method of Results (Tag 2.866)

9.2.1.3.1 Civil Efficiencies

1. The preferred delivery method must be displayed as Preferred Delivery Method of Results. (M)
2. The EFCD must display two radio buttons and allow for the following choices when applicable. (M)
    a. Clear Text Email
    b. Paper via Canada Post
3. Refer to the Best Practices For the Implementation of Civil Efficiencies of Electronic Fingerprint Capture Device Workflows. (I)
4. Refer to Section 16.38.2 for further information on the Livescan requirements for Tag (2.866). (I)
5. Refer to Section 16.38.3 for further information on the Cardscan requirements for Tag (2.866). (I)

9.2.1.4 Fingerprint Capture Type

1. The Fingerprint Capture Type must be displayed as a mandatory field. (M)
2. The EFCD must display two radio buttons and allow for the following choices: (M)
    a. ID Flats
    b. Rolled and Plain
3. The Livescan must default the radio button to ID Flats. (M)
4. The OLU must be able to choose Rolled and Plain for Livescan. (M)
5. The Cardscan must default the radio button to Rolled and Plain. (M)
6. The OLU must be able to choose ID Flats for Cardscan. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

10. EFCD Demographic Data Capture screen

10.1 Screen Appearance and Functionality

1. Refer to Figure 10 - Demographic Data Capture. (I)
2. Refer to Figure 11 - Demographic Data Capture 2. (I)
3. Refer to Figure 12 - Demographic Data Capture Cardscan. (I)
4. Refer to Figure 14 - Civil VS Demographic Data Capture. (I)
5. The Livescan must allow for demographic data import from another system. (M)
6. The Demographic Data Capture screen allows the OLU to enter information specific to the individual. (I)
7. The EFCD must display the required data input fields as they apply to each TOT. The requirements for each TOT can be found in the EFCD Demographic Data Layout tables under each TOT workflow. (M)
8. The EFCD must display all free text fields and dropdown list entries to the max field length. The EFCD must use word wrap when specified. (M)
9. The EFCD must position the cursor in the first data entry field. (M)
10. The EFCD must allow the OLU to use the tab and/or Enter key, the touchscreen feature, and/or mouse to proceed through a series of data entry screens and fields and enter the required mandatory, conditional mandatory and/or optional data and allow for the bypassing of mandatory fields while in the Demographic Data Capture screen. (M)
11. The EFCD must guide the OLU through a series of data entry fields to enter the required mandatory, conditional mandatory and optional required data by positioning the cursor in each field. (M)
12. The EFCD must move the cursor to the next available field for data capture, after data has been entered in a field and when the Enter key, Tab key or touchscreen is used. (M)
13. The data entry fields on the GUI must be sequenced in such a way that conditional fields follow any fields that may trigger a conditional field to become a mandatory field. (M)
14. The EFCD must validate each data entry field for: (M)
    a. Tag conditions: mandatory, optional, conditional-mandatory, conditional-optional, optional-conditional-mandatory compliancy; and
    b. Correct data formats (Character Type, Field Size, and Occurrences)
15. The EFCD must allow the OLU to modify the data in any field prior to the transaction being submitted to the RTID System. (M)
16. The EFCD must validate for ICD compliancy as a result of a data change. (M)
17. The EFCD GUI must display and populate a field supported by a dropdown list with the description as outlined in the ICD and not the code value. (M)
18. The EFCD must validate that all mandatory data entry fields have been populated upon completion of the data input in the Demographic Data Capture screen. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

19. The Livescan must not allow the OLU to navigate forward by use of the NEXT button, to the photo capture stage of the workflow unless all mandatory demographic fields for the TOT have been entered. (M)
20. The Livescan must allow the OLU to navigate forward by use of the NEXT button, to the photo capture stage of the workflow once all mandatory demographic fields for the TOT have been entered. (M)
21. The Cardscan must not allow the OLU to navigate forward by use of the NEXT button to the fingerprint capture stage of the workflow, unless all mandatory demographic data capture has been completed. (M)
22. The Cardscan must allow the OLU to navigate forward by use of the NEXT button to the fingerprint capture stage of the workflow, once all mandatory demographic data capture requirements have been met. (M)
23. The EFCD “helpful tips” displayed to the OLU for the Demographic Data Capture screen, can be found in Section 27 in Table 24 - Helpful Tip Wording and Tag Display. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

10.2 CBSA Requirements

1. The EFCD must for CBSA Agencies, open a separate window that is overlaid on the Demographic Data Capture screen titled GCMS Unique Client ID. (M)
2. Refer to Figure 16 - CBSA GCMS Confirmation Pop-Up. (I)
3. The GCMS Unique Client ID pop up window must only be displayed for the following TOTs: (M)
    a. Criminal Charges and Deportee (CARY)
        i. Refer to Section 16.9.1 for GCMS requirements
    b. Criminal Record Inquiry (CARN)
        i. Refer to Section 16.9.1 for GCMS requirements
    c. Refugee (REF)
        i. Refer to Section 16.9.1 for GCMS requirements
    d. Immigration (IMM)
        i. Refer to 16.10.4 for GCMS requirements

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

11. EFCD Photo Capture Screen

11.1 Livescan

11.1.1 Screen Appearance and Functionality

1. Refer to Figure 30 - Livescan Photo Capture CARY, CARN, REF for CARY, CARN and REF. (I)
2. The Livescan must allow for the transfer of a photo from another system (e.g. RMS/DMS) as long as it is included with the associated Type-1 and Type-2 data. (M)
3. The Livescan must allow: (M)
    a. 0-3 facial images to be captured, saved in the NIST packet as a type-10 record, submitted to the RTID System, and stored locally on the Livescan in an area that is accessible to the OLU for CARY and REF transactions;
    b. 0-1 frontal facial image to be captured in the NIST packet as a type-10 record, submitted to the RTID System based on the application type, but not stored for MAP transactions and must be deleted when the transaction is in a completed state;
    c. 0-3 facial images to be captured and stored locally on the Livescan in an area that is accessible to the OLU for CARN; and
    d. 1-3 facial images to be captured and stored locally on the Livescan for IMM transactions.
4. The Livescan must display the following: (M)
    a. Capture
        i. The Capture button must allow the OLU to capture the photo.
    b. Subject Pose
        i. The subject Pose functionality must allow the OLU to choose the pose of the subject by use of radio buttons.
        ii. The subject pose radio buttons must have the associated text descriptions:
            1) Full Face Frontal
                a) The Subject Pose must be defaulted to Full Face Frontal
                b) Full Face Frontal must be displayed as the first radio button
                c) The Livescan must only allow for one photo using the Full Face Frontal pose
            2) Right Profile
                a) The Livescan must only allow for one photo using the Right Profile pose

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

3) Left Profile

a) The Livescan must only allow for one photo using the Left Profile pose

4) Angled Pose

a) The Livescan must allow for two photos using the Angled Pose

b) If Angled Pose is selected, the Livescan must all the OLU to adjust the angle by use of a slide bar.

d. Auto Face-Centring

i. The Auto Face-Centring checkbox option must be defaulted to on.

ii. The OLU must be able to clear the checkbox for the Auto Face-Centring option.

e. Photo Descriptors

i. The Photo Descriptors button must open a screen that is over-laid over the photo capture screen and allow the OLU to enter descriptors and comments for photos as outlined by the requirements in the ICD and the ANSI-NIST.

f. Photo Table

i. The Livescan must display a table that contains two columns:

1) Photo

a) The photo column must display the photo number.

b) The OLU must be allowed to select a photo number in the table and once the photo number is selected and highlighted, the Livescan must display photo to the OLU.

2) Pose

a) The pose column must display the subject pose.

g. Remove Photo

i. The Remove Photo button must allow the OLU to delete the recently captured photo.

ii. The Livescan must allow for the deletion of a captured photo by a single mouse click and/or single tap on the touchscreen using a button labelled Remove Photo.

iii. The OLU must be allowed to select a photo number in the table and once the photo is selected and highlighted, the Remove Photo button must allow for the deletion of the photo.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

h. Add Photo

i. The Add Photo button must allow the OLU to capture another photo.

ii. The Livescan must allow the OLU to capture up to a total of three photos.

iii. Upon selection of the Add Photo button, the Livescan must clear the previous photo displayed and allow the OLU to capture another photo.

5. The Livescan must allow the OLU to remove a photo by selecting the photo row. Once selected, the whole row must be highlighted and the OLU must be allowed to select the Remove Photo button. (M)
6. Once the Remove Photo button is clicked or tapped, a dialog box must appear and a message must be displayed to the OLU, “Do you want to remove this photo?” with Yes and No buttons. (M)
7. Upon selection of the Yes button, the photo must be deleted. (M)
8. Upon selection of the No button, the OLU will be returned to the Photo Capture Screen. (M)

11.1.1.1 Capture Photo

1. The photo capture screen must automatically activate the camera settings (e.g. open shutter, activate image sensor, etc) to allow the OLU to capture a photo upon entering this step in the workflow. (M)
2. The Livescan must allow Auto face-centring to be turned off by unselecting the auto face-centering checkbox (which is set by default). (M)
3. The Livescan must allow the OLU by use of the foot pedal to capture a photo. (M)
4. The Livescan must allow for the capture of a still image by use of a Capture button. (M)
5. The Livescan must allow the OLU to observe the captured facial image. (M)
6. The Livescan must allow the OLU to capture, remove and recapture facial images multiple times, as required. (M)
7. If the OLU recaptures a photo, the previous photo for that subject pose must be replaced by the recaptured photo. (M)
8. If a recapture of a photo is not required, the Livescan must store the captured digital facial image as a Type-10 record within the transaction. (M)
9. The OLU must be allowed to capture the next image in the series of image captures required by use of the Additional Photo button. (M)
10. The photo capture screen must display the number of photos that have been captured by way of an incremental display. (M)
11. Once the photo capture has been completed and all of the mandatory requirements have been met, the Livescan must allow the OLU by use of the NEXT button to proceed to the next stage of the process. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

11.1.1.2 Skip Photo Capture

1. The OLU must be allowed to select the NEXT button to move to the next stage of the process. (M)

11.1.2 MAP Differences

1. For the Subject Pose the Livescan must display the following option: (M)
    a. Subject Pose
        i. The subject pose values must be displayed in radio button format and must only include:
            1) Full Face Frontal
        ii. Subject Pose must be defaulted to Full Face Frontal.
2. The Add Photo button must not be available for the MAP Photo capture requirements and must not be displayed to the OLU. (M)
3. If the photo is mandatory, the Livescan must force the OLU to capture a photo by not enabling the Next button until after the photo is captured. (M)
4. If the photo is not mandatory, the Livescan must allow the OLU to use the Next button to proceed to the next stage of the process. (M)

11.1.3 CARN Differences and IMM Differences

1. For a CARN, if the photo is captured, the Livescan must store the captured digital facial image as a Type-10 record within the transaction, but the Type-10 record must not be included in the transaction submitted to the RTID System. (M)
2. For IMM the Livescan must store the captured digital facial image as a Type-10 record within the transaction, but the Type-10 record must not be included in the transaction submitted to the RTID System. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

11.2 Cardscan

11.2.1 Screen Appearance and Functionality

1. Refer to Figure 31 - Cardscan Photo Capture CARY, CARN, REF. (I)
2. The Cardscan must allow: (M)
    a. 0-3 facial images to be captured, saved in the NIST packet as a type-10 record, submitted to the RTID System, and stored locally on the Cardscan in an area that is accessible to the OLU for CARY and REF transactions;
    b. 0-3 facial images to be captured and stored locally on the Cardscan in an area that is accessible to the OLU for CARN.
    c. 0-1 frontal facial image or the template (Photo Not Available) to be captured in the NIST packet as a type-10 record submitted to the RTID System based on the application type, but not stored for MAP transactions.
3. The scanner must capture a facial image from a hardcopy photograph or a photograph from the fingerprint form and the captured facial image must appear on the screen within 30 seconds from the time the scan is initiated. (M)
4. The Cardscan must display a table that details information about the photo such as photo number and pose. (M)

11.2.1.1 CARY, CARN and REF Photo Capture

1. The OLU must be allowed to select a Photo Option from the choice of the following two radio buttons: (M)
    a. Photo
        i. The OLU will place the provided photo on the flatbed scanner.
        ii. The photograph will be a similar size to an average passport photo approximately 55 mm x 70 mm.
    b. Fingerprint Form Photo
        i. The Cardscan must display the photo on the fingerprint form that was captured in the initial scan.
2. The Cardscan must display the following buttons and options: (M)
    a. Scan / Rescan button
        i. The Scan button allows the OLU to scan the photograph on the flatbed scanner.
        ii. The Cardscan must allow an OLU to observe the scanned photo.
        iii. If there is a photo image due to a previous capture either from the original fingerprint card scan or from a previously captured photo the Scan button must change to a Rescan button.
        iv. If the OLU rescans a photo the previous photo for that subject pose must be deleted.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

b. Subject Pose

i. The subject Pose functionality must allow the OLU to choose the pose of the subject by use of radio buttons.

ii. The subject pose text descriptions must be the following options;

1) Full Face Frontal

a) The Full Face Frontal must be defaulted for the Subject Pose

b) The Full Face Frontal must be the first selection.

c) The Full Face Frontal must only be selected once.

2) Right Profile

a) The Right Profile must be must only be selected once.

3) Left Profile

a) The Left Profile must only be selected once.

c. Photo Descriptors

i. The Photo Descriptors button must open a separate window that is overlaid on the photo capture screen and allows the OLU to enter descriptors and comments for photos as outlined by the requirements in the ICD and the ANSI- NIST.

d. Photo Table

i. The Cardscan must display a table that contains two columns:

1) Photo

a. The photo column must display the photo number.

b. The OLU must be allowed to select a photo number in the table and once the photo number is selected and highlighted, the Cardscan must display photo to the OLU.

2) Pose

a. The pose column must display the subject pose.

e. Remove Photo

i. The Remove Photo button must allow the OLU to delete the recently captured photo.

ii. The Cardscan must allow for the deletion of a captured photo by a single mouse click and/or single tap on the touchscreen by use of a button labelled Remove Photo.

iii. The OLU must be allowed to select a photo in the table and once the photo is selected and highlighted, the Remove Photo button must allow for the deletion of the photo.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

f. Add Photo

i. The Additional Photo button must allow the OLU to capture another photo.

ii. The Cardscan must allow the OLU to capture up to a total of three photos.

iii. Upon selection of the Additional Photo button, the Cardscan must clear the previous photo displayed and allow the OLU to scan another photo on the flatbed scanner.

3. The Cardscan must apply the correct template to ensure the proper capture and placement of the photo for the onscreen display. (M)
4. The scanner must capture a facial image from a hardcopy photograph within 30 seconds from the time the scan is initiated to the time the complete facial image appears onscreen. (M)
5. The Cardscan must present the OLU the scanned photograph onscreen, overlaid with a positional and resizable image template box that maintains an aspect ratio of 1:1.25. (M)
6. The Cardscan must allow the OLU to centre the overlaid image template box over the scanned photograph. (M)
7. The Cardscan must allow the OLU to crop the photograph by reducing the size of the overlaid image template box, without changing the horizontal or vertical aspect ratio of 1:1.25. (M)
8. The Cardscan must store the captured digital facial image as a Type-10 record within the transaction. (M)
9. The Cardscan must allow the OLU to remove a photo by selecting the photo number column. Once selected, the whole row must be highlighted. (M)
10. The OLU must be allowed to select the Remove Photo button. (M)
11. Once the Remove Photo button is clicked or tapped, a popup window must appear and a message must be displayed to the OLU, “Do you want to remove this photo?” with Yes and No buttons. (M)
12. Upon selection of the Yes button, the photo must be deleted. (M)
13. Upon selection of the No button, the OLU will be returned to the Photo Capture Screen. (M)
14. Once the photo capture has been completed and all of the mandatory requirements have been met, the Cardscan must allow the OLU by use of the NEXT button to proceed to the next stage of the process. (M)

11.2.1.1.1 Skip Photo Capture

1. The OLU must be allowed to select the NEXT button to move to the next stage of the process. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

11.2.1.2 MAP Photo Capture

1. Refer to Figure 32 - Cardscan Photo Capture - MAP. (I)
2. The OLU must be allowed to select from the following Photo Options radio buttons: (M)
    a. Photo
        i. The OLU will place the provided photo on the flatbed scanner.
        ii. The photograph will be a similar size to an average passport photo approximately 55 mm x 70 mm.
    b. Photo Not Available
        i. If Photo Not Available is selected, the Cardscan must auto-populate the Type-10 data with the wording “Photo Not Available”.
3. The Cardscan must display the following buttons and options: (M)
    a. Scan/ Rescan
        i. The Scan button allows the OLU to scan the photograph on the flatbed scanner.
        ii. The Cardscan must allow an OLU to observe the scanned photo and optionally rescan it multiple times.
        iii. In order to rescan the photo, the Scan button label must change to a Rescan button.
        iv. If the OLU rescans a photo the previous photo for that subject pose must be deleted. (M)
    b. Subject Pose
        i. The subject pose values must be displayed in radio button format and must only include:
            1) Full Face Frontal
                a) The Full Face Frontal must be defaulted for the Subject Pose.
    c. Photo Descriptors
        i. The Photo Descriptors button must open a separate window that is overlaid on the photo capture screen and allows the OLU to enter descriptors and comments for photos as outlined by the requirements in the ICD and the ANSI- NIST.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

d. Photo Table

i. The Cardscan must display a table that contains two columns:

1) Photo

a) The photo column must display the photo number.

b) The OLU must be allowed to select a photo number in the table and once the photo number is selected and highlighted, the Cardscan must display photo to the OLU.

2) Pose

a) The pose column must display the subject pose.

e. Remove Photo

i. The Remove Photo button must allow the OLU to delete the recently captured photo.

ii. The Cardscan must allow for the deletion of a captured photo by a single mouse click and/or single tap on the touchscreen by use of a button labelled Remove Photo.

4. Upon selection of the Photo Not Available radio button, the OLU must be allowed to select the NEXT button. (M)

5. The Cardscan must store and transmit the “Photo Not Available” as a Type-10 record within the transaction. (M)

6. The Cardscan must generate an image placeholder with the words “Photo Not Available, to include in the NIST packet for submission to the RTID system. (M)

7. Upon selection of the Photo checkbox, the OLU must be allowed to select the Scan button. (M)

8. The Cardscan must apply the correct template to ensure the proper capture and placement of the photo for the onscreen display. (M)

9. The scanner must capture a facial image from a hardcopy photograph within 30 seconds from the time the scan is initiated to the time the complete facial image appears onscreen. (M)

10. The Cardscan must present the OLU the scanned photograph onscreen, overlaid with a positional and resizable image template box that maintains an aspect ratio of 1:1.25. (M)

11. The Cardscan must allow the OLU to centre the overlaid image template box over the scanned photograph. (M)

12. The Cardscan must allow the OLU to crop the photograph by reducing the size of the overlaid image template box without changing the horizontal or vertical aspect ratio of 1:1.25. (M)

13. Once the photo capture has been completed and all of the mandatory requirements have been met, the Cardscan must allow the OLU by use of the NEXT button to proceed to the next stage of the process. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

11.2.1.2.1 Skip Photo Capture

1. The OLU must be able to select the NEXT button if the photo is not supplied and not required for the MAP application type. (M)
2. If the Photo requirements are mandatory for the MAP application type the Cardscan must highlight the Photo options buttons in pale yellow to identify to the OLU that photo capture requirements are mandatory. (M)
3. The OLU must not be able to select the NEXT button if the photo is mandatory. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12. EFCD Fingerprint Capture Screen

12.1 Livescan

12.1.1 Screen Appearance and Functionality

1. Refer to Figure 33 - Missing Fingerprint Reason. (I)
2. Refer to Figure 34 - Livescan ID Flat Plain Impression Capture. (I)
3. Refer to Figure 35 - Livescan Fingerprint Capture. (I)
4. The Fingerprint Capture Screen must allow the OLU to capture the required fingerprints for the transaction being created. (M)

12.1.1.1 Fingerprint Capture

1. The Livescan Fingerprint Capture process will include: (I)
    a. Rolled and Plain Impressions; or
    b. ID Flat Impressions.

12.1.1.1.1 Missing Fingerprint Process for Rolled and Plain and ID Flat

1. The Livescan must display prior to rolled and plain fingerprint capture, a diagram of the back of the hands (left and right) to allow the OLU to identify missing fingers and plain impressions. (M)
2. The Livescan must permit the OLU in one screen the ability to identify all missing fingers with a reason. (M)
3. The Livescan must allow the OLU to select fingers to be identified as missing prior to the fingerprint capture process. (M)
4. The Fingerprint Capture Screen must contain the following as depicted in: (M)
    a. An image of the Left Hand and an image of the Right Hand for identifying an individual finger with a missing finger reason.
        i. The Livescan must identify one diagram of the hand as Left Hand and the other diagram of the hand as Right Hand.
        ii. These images must be used to identify an individual finger as missing.
        iii. The Livescan must display all missing finger reason codes in check box format using the descriptions as outlined in the ICD.
        iv. Only one or the other checkbox can be selected.
        v. Once the OLU selects a reason for the missing finger, the Livescan must automatically display an x in the box beside the name of the finger and on the corresponding finger on the image of the hand.
        vi. The OLU must also be allowed to enter the date the finger was amputated or bandaged.
        vii. If an image or finger is marked as amputated or bandaged, the Livescan must not prompt the OLU to capture the rolled finger, plain impression, or the D Flat impression.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

5. The Livescan must allow the OLU to remove a missing finger reason for a fingerprint or image by clearing the checkbox (i.e. check or uncheck) and only one checkbox per finger can be checked at a time. (M)

12.1.1.1.2 Capturing Of Rolled and Plain Fingerprints

1. The Livescan must allow for the auto-capture and auto-advance of fingerprint enrolments. (M)
2. The auto-advance feature must prompt the OLU to capture the next image in the series of image captures required. (M)
3. The auto-capture feature must allow the OLU to capture the image without use of the foot pedal. (M)
4. The Livescan scanner must use a beep sound to indicate to the OLU that either the rolled or plain impressions have been captured. (M)
5. The Livescan must allow the OLU by use of the foot pedal to force the capture of the plain impression if the required quality assessment is not achieved. (M)
6. The Livescan must capture Type-4 (Tenprint rolled and plain fingerprint impression images) at 500ppi. (M)
7. The Livescan must display all references to Finger codes using the descriptions as outlined in the ICD (e.g. right thumb, right index finger). (M)
8. The Livescan must prompt the OLU to capture fingerprints and must include the finger name. (M)
9. The Livescan must enforce the capture of Type-4 records for a CARY, CARN, REF and MAP (3401, 3402, and 3405) at 500ppi. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

10. The Livescan must capture the rolled and plain impressions in the following order: (M)
    a. Left and Right Thumb Plain impressions simultaneously
        i. Once captured, the Left and Right Thumb Plain impressions must be segmented to image 11 and image 12.
    b. Right Plain Impression
        i. Includes the right index, right middle, right ring and right little
        ii. Four fingers taken simultaneously
    c. Left Plain Impression
        i. Includes the left index, left middle, left ring and left little
        ii. Four fingers taken simultaneously
    d. Right Rolled Thumb
    e. Right Rolled Index
    f. Right Rolled Middle
    g. Right Rolled Ring
    h. Right Rolled Little
    i. Left Rolled Thumb
    j. Left Rolled Index
    k. Left Rolled Middle
    l. Left Rolled Ring
    m. Left Rolled Little
11. Refer to Figure 35 - Livescan Fingerprint Capture. (I)
12. The fingerprint capture screen must include an image of the back of the hand indicating the finger to be captured. (M)
13. The finger to be captured must be identified to the OLU by use of a prompt below the image of the hand and an arrow above the finger(s). (M)
14. For the plain impression capture, the Livescan must display the OLU with a quality assessment indicator. (M)
15. The quality assessment indicator must use green (good), yellow (fair) and red (poor) as the indicator of quality. (M)
16. If the auto-capture feature is unable to capture the plain impression to the required quality, the Livescan must allow the OLU to capture the plain impression by use of the foot pedal. (M)
17. The Livescan must perform a fingerprint quality check and hand placement sequence check each time the plain impressions are captured. (M)
18. The Livescan must allow the OLU to recapture plain impressions by use of a Rescan button. (M)
19. The Livescan must perform a fingerprint quality and sequence check against the plain impressions when the rolled impression is captured. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

20. The Livescan must perform a fingerprint quality and sequence check each time fingerprint impressions are captured. (M)
21. Where the rolled fingerprint impressions are found to be of insufficient quality, the Livescan must prompt the user to recapture the images a maximum of two times (initial capture plus one additional attempt), unless successfully captured to the required compliant quality. (M)
22. If the Livescan identifies that a rolled finger is of poor quality, the Livescan must display the following message to the OLU by use of a dialog box: (M)
    a. The fingerprint impression is of poor quality, please rescan.
    b. The dialog box must have an OK button.
23. Upon selection of the OK button, the Livescan must identify the finger to be recaptured and allow the OLU to capture the finger. (M)
24. The Livescan must permit the OLU to override the quality check after a maximum of two attempts (initial capture plus one additional attempt). (M)
25. If after the second attempt, the Livescan still indicates an issue with the quality of the impression(s), the Livescan must choose the best impression and delete the other impression. (M)
26. When the fingerprint quality override is invoked, the Livescan must prompt the OLU to enter a poor quality reason for the override from a dropdown list of options. The options must be listed using the descriptions as outlined in the ICD. (M)
27. The poor quality reasons dropdown list must be wide enough to uniquely identify the reason from all other reasons. (M)
28. The Livescan must, in the case of out of sequence fingers, identify the correct finger to recapture and force the OLU to recapture the correct finger by use of a dialog box. (M)
    a. The incorrect finger was rolled, please scan (e.g. the right thumb).
    b. The dialog box must have an OK button.
29. Upon selection of the OK button, the OLU must be allowed to recapture the correct finger. (M)
30. Once the finger is recaptured, the Livescan must delete the previously captured finger. (M)
31. Each time fingerprint impressions are recaptured, the Livescan must perform a fingerprint quality and sequence check. (M)
32. The Livescan must store and transmit override reason codes and finger numbers within the Type-2 record using Fingerprint Quality Override (Tag 2.893). (M)
33. The Livescan must perform a hand placement sequence check for the plain impressions. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

34. The Livescan Fingerprint Capture screen must display and must allow the OLU to add, modify or remove a missing finger or image reason by use of a list of radio buttons that identify the available missing reasons. (M)
    a. Amputated
    b. Bandaged
    c. Physical Limitations
        i. Identifies that the fingerprint impressions may or may not be able to be captured due to the physical limitations of the fingers. Refer to Section 12.1.1.1.2.3
    d. Remove Reason

12.1.1.1.2.1 Adding a Missing Reason of Amputated or Bandaged During Fingerprint Capture

1. During the fingerprint capture process for the rolled and/ or plain impressions, the OLU must be allowed to enter a missing reason of Amputated or Bandaged. (M)
2. The OLU must be allowed to select the missing reason of Amputated or Bandaged by use of a list of radio buttons. (M)
3. During the fingerprint capture of the plain impressions (e.g. right plain impression), if the OLU selects Amputated or Bandaged, the Livescan must not prompt the OLU to capture the rolled impressions for the plain impressions (e.g. right index, right middle, right ring and right little.) (M)
4. During the fingerprint capture of a rolled fingerprint image (e.g. left little), the OLU must be allowed to select Amputated or Bandaged. The Livescan must do a sequence check to verify that the Type-4 (image 14), does not contain an Amputated or Bandaged fingerprint image (e.g. left little). (M)
5. If a missing reason of Amputated or Bandaged is added, the Livescan must populate the Type-2 data for the missing finger. (M)

12.1.1.1.2.2 Removing a Missing Reason of Amputated or Bandaged During Fingerprint Capture

1. During the fingerprint capture process for the rolled and/or plain impressions, the OLU must be allowed to remove a missing reason of Amputated or Bandaged. (M)
2. The OLU must be allowed to select the menu tab for the missing finger image or plain impression image. (M)
3. The OLU must then be able to remove the missing reason by use of the Remove Reason radio button. (M)
4. If a missing reason of Amputated or Bandaged is removed, the Livescan must remove the Type-2 data for the identified missing finger. (M)
5. The Livescan must prompt the OLU to capture the fingerprint image. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.1.1.1.2.3 Missing Reason of Physical Limitations

1. When the OLU has identified that a fingerprint image has a missing reason of Physical Limitations, the Livescan must allow the OLU to capture an image. The 3 possible scenarios in which a Physical Limitation reason can be used are: (M)
    a. Select Physical Limitation (Tag 2.8084) in Rolled (Type-4, 1 to 10) and capture Fingerprint Image in Plain (Type-4, 11 to 14);
    b. Select Physical Limitation (Tag 2.8084) in Plain Impressions (Type-4, 11 to 14) and capture fingerprint imaged in Rolled (Type-4, 1 to 10);
    c. Select Physical Limitation (Tag 2.8084) in Plain Impressions (Type-4, 11 to 14) and Rolled Impressions (Type-4, 1 to 10).

12.1.1.1.2.3.1 A. Physical Limitations for the Rolled Fingerprint Images with the Ability to Capture Plain Impression Images

1. This scenario describes a situation where the rolled fingerprint images cannot be captured due to Physical Limitations but the plain impressions or partial plain impressions can be captured. (I)
2. The Livescan must allow the OLU to identify a missing reason of Physical Limitations for the rolled impressions, but must allow the OLU to capture the plain impressions (Type-4, 11 to 14); (M)
    a. If the OLU is attempting to capture the left plain impression, (e.g. Type-4, image 14) but only 2 fingers are able to be captured, the Livescan must allow the OLU to capture the partial images (2 fingers), and must not mark image 14 as missing.
    b. During the capture of the rolled impressions, if the OLU observes that any of the fingers are physically limited, the Livescan must allow the OLU to select a missing reason by using the radio button for Physical Limitations.
    c. If the rolled impression has been identified with a missing reason of Physical Limitations, the OLU must not be able to capture the rolled impressions for that finger.
    d. The Livescan must update the corresponding Type-2 data (Tag 2.8084) with PL.
    e. The Livescan must allow the OLU to remove the missing reason of Physical Limitations by use of the REMOVE REASON radio button and allow the OLU to capture the rolled image. The Livescan must delete the Type -2 data associated with the missing finger.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.1.1.1.2.3.2 B. Physical Limitations of the Plain Impression and Capture of the Rolled Fingerprint Image

1. This scenario describes a situation where the plain impressions cannot be captured due to Physical Limitations, but the rolled images can be captured. (I)
2. The Livescan must allow the OLU to identify a missing reason of Physical Limitations for the plain impressions, but allow the OLU to capture the rolled impressions; (M)
    a. If the OLU is attempting to capture the right plain impressions, (Type-4 image 13), but is unable to do so due to physical limitations, the Livescan must allow the OLU to select the missing reason of Physical Limitations.
    b. The Livescan must update the corresponding Type-2 data (Tag 2.8084) with code MI.
    c. During the capture process for the right rolled impressions (Type-4 images 2, 3, 4, and 5), the OLU must be able to capture the rolled fingerprint images.
    d. The Livescan must allow the OLU to remove the missing reason of Physical Limitations by use of the REMOVE REASON radio button and allow the OLU to capture the plain impression. The Livescan must delete the Type-2 data associated with the missing plain impression image.

12.1.1.1.2.3.3 C. Physical Limitations of the Rolled and Plain Impressions

1. This scenario describes a situation where both the plain impressions and rolled impressions cannot be captured due to Physical Limitations. (I)
2. The Livescan must allow the OLU to identify a missing reason of Physical Limitations for both the plain impressions (Type-4, 11-14) and the rolled fingerprint images (Type-4, 1 to 10); (M)
    a. The Livescan must update the corresponding Type-2 data (Tag 2.8084) with either PL or MI.
    b. The Livescan must allow the OLU to remove the missing reason of Physical Limitations by use of the REMOVE REASON radio button and allow the OLU to capture the plain impression. The Livescan must delete the Type-2 data associated with the missing plain impression image.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.1.1.1.3 Livescan Fingerprint Image Capture - ID Flats

1. The Livescan must capture Type-14 (Identification Flat - impression images) at 500ppi. (M)
2. The Livescan must allow for the capture of ID Flats for applicable MAP application types. (M)
3. The Livescan must enforce the capture of Type-14 records for IMM transactions. (M)
4. The Livescan must allow for the auto-capture and auto-advance of enrolments. (M)
5. The auto-advance feature must automatically prompt the OLU to capture the next image in the series of image captures required. (M)
6. The auto-capture feature must allow the OLU to capture the image without use of the foot pedal. (M)
7. The Livescan must display all references images as, Right Plain Impression, Left Plain Impression, Left and Right Thumbs). (M)
8. The Livescan must prompt the OLU to capture fingerprints and must include the ID Flat impression name. (M)
9. The Livescan must capture the ID Flat impressions in the following order: (M)
    a. Left and Right Thumb Plain impressions simultaneously
    b. Right ID Flat Impression
        i. Includes the right index, right middle, right ring and right little
        ii. Four fingers taken simultaneously
    c. Left ID Flat Impression
        i. Includes the left index, left middle, left ring and left little
        ii. Four fingers taken simultaneously
10. The fingerprint capture screen must include a diagram of a hand. (M)
11. The diagram of the hand displaying the fingers to be captured must appear to the OLU as the back of the hand. (M)
12. The ID Flat impression to be captured must be identified to the OLU by use of a prompt below the image of the hand. (M)
13. For the ID Flat impression capture, the Livescan must display the OLU with a quality assessment indicator. (M)
14. The quality assessment indicator must use green (good), yellow (fair) and red (poor) as the indicator of quality. (M)
15. The Livescan scanner must use a beep sound to indicate to the OLU that the ID Flat impressions have been captured. (M)
16. The Livescan must prompt the OLU to capture the ID Flat impression again if the impressions are of poor quality, a maximum of two times (initial plus two additional attempts), unless successfully captured to the required compliant quality. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

17. If the Livescan identifies that an ID Flat impression is of poor quality, the Livescan must display a message the same or similar to the following to the OLU by use of a dialog box; (M)
    a. The ID Flat impression is of poor quality, please rescan.
    b. The dialog box must have an OK button.
18. Upon selection of the OK button, the Livescan must identify the ID Flat impression to be recaptured and allow the OLU to capture the impression without the use of the Rescan button. (M)
19. The Rescan button must be available to the OLU to re-capture the ID Flat impression. (M)
20. If after the second attempt, the Livescan still indicates an issue with the quality of the plain impressions, the Livescan must choose the best ID Flat impression diagram of the two plain images taken and delete the other image. (M)
21. When the fingerprint quality override is invoked based on the fingerprint quality of each of the ten fingerprints, the Livescan must prompt the OLU to enter a poor quality reason for the override for each finger from a dropdown list of options. The options must be listed using the descriptions as outlined in the ICD. (M)
22. The Livescan must perform a fingerprint quality check and hand placement sequence check each time the plain impressions are captured. (M)
23. The Livescan must, in the case of incorrect hand placement of the plain impressions, identify the correct plain impression to recapture and force the OLU to recapture the correct ID Flat impression by use of a dialog box. (M)
    a. The incorrect plain impression was captured, please scan (e.g. the right plain impression).
    b. The dialog box must have an OK button.
24. Upon selection of the OK button, the OLU must be allowed to recapture the correct plain impression without the use of the Rescan button. (M)
25. The Rescan button must be available to the OLU to capture ID Flat impression to allow the OLU to manually rescan an ID Flat impression. (M)
26. Once the ID Flat impression is recaptured, the Livescan must delete the previously captured plain impression. (M)
27. Each time the ID Flat impressions are recaptured, the Livescan must perform a hand placement sequence check and quality assessment check. (M)
28. The Livescan must display to the OLU the recapture results of the ID Flat impression ID Flat quality check. (M)
29. The Livescan must store and transmit override reason codes and finger numbers within the Type-2 record using Fingerprint Quality Override (Tag 2.893). (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

30. The Livescan Fingerprint Capture screen must display and must allow the OLU to add, modify or remove the two thumb impressions, the right ID Flat impression and the left ID Flat impression by use of a list of radio buttons that identify the available missing reasons. (M)
    a. Amputated
    b. Bandaged
    c. Physical Limitations
        i. Identifies that the fingerprint impressions may or may not be able to be captured due to the physical limitations of the fingers.
    d. Remove Reason
31. The Livescan must only allow in the fingerprint capture screen to identify missing finger reasons by the following: (M)
    a. Right and Left Thumb Impressions
    b. Right Plain Impression
    c. Left Plain Impression
32. Individual missing fingers are identified in the Missing Reason Process and – or the Fingerprint Summary. (I)

12.1.1.1.3.1 Adding a Missing Reason of Amputated, Bandaged or Physical Limitations during ID Flats Capture

1. During the fingerprint capture process for the ID Flat impressions, the OLU must be allowed to enter a missing reason of Amputated, Bandaged or Physical Limitations. (M)
2. The OLU must be allowed to select the missing reason of Amputated, Bandaged or Physical Limitations by use of a list of radio buttons. (M)
3. During the capture of the ID Flat impressions (e.g. right ID Flat impression), if the OLU had selected Amputated or Bandaged on the Missing Finger Reason screen, the Livescan must not prompt the OLU to capture the ID Flat impression. (M)
4. The missing fingerprint reason must be used to identify the entire impression is missing. (e.g. Left four finger plain impression). (M)
5. During the capture of the ID Flat impressions, the Livescan may identify that all fingers have not been captured (e.g. left little not present). The OLU must be able to identify the missing finger on the Fingerprint Summary Screen. Refer to Fingerprint Summary Screen For ID Flats. (M)
6. If a missing reason of Amputated, Bandaged or Physical Limitations is added, the Livescan must populate the Type-2 data for the missing plain impression. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.1.1.1.3.2 Removing a Missing Reason of Amputated, Bandaged or Physical Limitations During ID Flat Capture

1. During the capture process for the ID Flat impression, the OLU must be allowed to remove a missing reason of Amputated and Bandaged. (M)
2. The OLU must be allowed to select the status menu tab associated to the ID Flat impression that is marked with an exemption reason of Amputated or Bandaged. (M)
3. The Livescan must display the fingerprint capture associated to the selected status menu tab, and allow the OLU to select the Remove Reason radio button. (M)
4. Upon selection of the Remove Reason radio button, the Livescan must allow the OLU to capture the ID Flat impression. (M)
5. If a missing reason of Amputated, Bandaged or Physical Limitations is removed, the Livescan must remove the Type-2 data for the previously missing plain impression. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.1.1.2 Livescan Palm Print Image Capture

1. Refer to Figure 38 - Livescan Upper Palm Capture. (I)
2. Refer to Figure 39 - Livescan Lower Palm Capture. (I)
3. Refer to Figure 40 - Livescan Writers Palm Capture. (I)
4. Palm print capture can include palm prints and writer's palm. (I)
5. The Livescan must capture the Palm Print impressions at 500ppi. (M)
6. The Livescan must allow for the auto-capture and auto-advance of enrolments. (M)
7. The auto-advance feature must prompt the OLU to capture the next image in the series of image captures required. (M)
8. The auto-capture feature must allow the OLU to capture the image without use of the foot pedal. (M)
9. If the auto-capture feature is unable to capture the palm print impressions to the required quality, the Livescan must allow the OLU to capture the palm print impressions by use of the foot pedal. (M)
10. For Palm Print impression capture, the Livescan must display the OLU with a quality assessment indicator. (M)
11. The quality assessment indicator must use a green (good), yellow (fair) and red (poor) as the indicator of quality. (M)
12. The Livescan must for the capture of the palm print impressions use a beep sound to indicate to the OLU that the palm print impressions have been captured. (M)
13. The Livescan must capture the Palm Prints based on the Vendor's Best Practice. (M)
14. The Livescan must display to the OLU the "Helpful Tips" based on the Vendor's Best Practice. Along with these Best Practices add a statement that upper palms must include the four fingers. (M)
15. If images 13 and 14 are identified as a missing image due to a missing reason of amputated or bandaged, the Livescan must not prompt the OLU to capture palm prints for that hand. (M)
16. If a finger image is identified with a missing reason code of physical limitations, the Livescan must allow for the capture of the palm print. (M)
17. If the rolled images are identified as PL and the plains are identified as MI, the Livescan must not prompt the OLU to capture palms for that hand. (M)
18. The Livescan must allow the OLU to capture palms from the right hand but no palms from the left hand and vice versa. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

19. If the Vendor solution for the capture of Palm Prints is, right and left upper and lower palm prints and writer's palm prints, the Print Capture screen must include a diagram of the back of the hand for the OLU. The image must include: (M)
    a. Upper/Lower Palm Prints and Writer's
        i. The upper and lower palm images must include the interdigital area as overlap for verification. This area must be highlighted on the image of the back of the hand.
        ii. The Upper Palm Print must contain the four fingers and the interdigital portion of the palm.
        iii. Four fingers refers to the three phalanges of the fingers and the two phalanges of the side of the thumb and the interdigital area refers to the top portion of the palm
        iv. The thumb may be captured in the upper palm capture.
        v. The Lower Palm Print must contain the part of the hand that extends from the wrist to the base of the fingers.
        vi. The writer's palm is the area on the side of the palm that normally rests against the paper when writing.
20. If the Vendor solution for the capture of Palm Prints is, right and left upper and lower palm prints and writer's palm prints, the Livescan must capture palm print impressions in the following order: (M)
    a. Right Upper Palm
    b. Right Lower Palm
    c. Right Writer's Palm
    d. Left Upper Palm
    e. Left Lower Palm
    f. Left Writer' Palm
21. If the Vendor solution for the capture of Palm Prints is, right and left upper and lower palm prints and writer's palm prints, the Vendor's best practice must ensure that the upper and lower palm prints are captured to ensure that a sequence check will be successful. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

22. If upper and lower palms are captured, the Livescan must perform a palm sequence check. (M)
    a. The Livescan upon upper palm capture must compare the fingerprints of the upper palms against the Type-4 rolled and plain impressions of the associated hand.
        i. If the Livescan is unable to compare the fingerprints and upper palm due to poor hand placement, the Livescan must instruct the OLU to reposition the upper palm.
        ii. If the Livescan is unable to verify the fingerprints and upper palm are a match due to quality, the Livescan must capture the upper palm and allow the OLU to proceed.
        iii. The Livescan must submit the captured upper palm to the RTID System.
    b. The Livescan upon lower palm capture must compare the lower palm image to the upper palm.
        i. If the Livescan is unable to compare the upper palm and lower palm due to poor hand placement, the Livescan must instruct the OLU to reposition the lower palm.
        ii. If the Livescan is unable to verify the fingerprints and lower palm are a match due to quality, the Livescan must capture the lower palm and allow the OLU to proceed.
        iii. The Livescan must submit the captured lower palm to the RTID System.
23. The Livescan must permit the OLU to skip the lower palm print capture enrolment sequence and proceed to the next step. (M)
    a. If the upper palm is captured, the OLU must be able to capture the lower palm on a separate screen.
    b. The OLU must be allowed to skip the lower palm capture once the upper palm has been captured by use of a SKIP button.
24. The lower palm must not be captured in the absence of the upper palm. (M)
25. Writer’s palms cannot be captured if upper, lower palm prints are not captured. (M)
26. If the Vendor solution for the capture of Palm Prints is, the right and left full palm prints and writer’s palm prints, the Print Capture screen must include a diagram of the back of the hand for the OLU. The image must include: (M)
    a. Full Palm Prints and Writer’s
        i. A full palm print must include the full impression of the hand from the wrist to the tips of the fingers.
        ii. Writer’s palm is the area on the side of the palm which normally rests against the paper when writing.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

27. If the vendor solution for the capture of Palm Prints is, the right and left full palm prints and writer's palm prints, the Livescan must capture palm print impressions for the Full Palm in the following order: (M)
    a. Right Full Palm
    b. Right Writer's Palm
    c. Left Full Palm
    d. Left Writer's Palm
28. If the vendor solution for the capture of Palm Prints is, the right and left full palm prints and writer's palm prints, the Livescan must prompt the OLU to capture the full palm and writer's palm for each hand. (M)
29. The palm impression to be captured must be identified to the OLU by use of a prompt below the image of the hand. (M)
30. The vendor's best practice must ensure that the full palm print is captured to ensure that a sequence check will be successful. (M)
31. If full palms are captured, the Livescan must perform a palm sequence check. (M)
    a. The Livescan device must compare the upper full palm to the Type-4 rolled and plain impressions.
        i. If the Livescan is unable to compare the fingerprints and full palm due to poor hand placement, the Livescan must instruct the OLU to reposition the full palm.
        ii. If the Livescan is unable to verify the fingerprints and full palm are a match due to quality, the Livescan must capture the full palm and allow the OLU to proceed.
        iii. The Livescan must submit the captured full palm to the RTID System.
    b. Writer's palms cannot be captured if full palm prints are not captured.
    c. The Writer's palm capture must not be displayed to the OLU if the full palm prints are not captured.
32. The Livescan must display the following buttons on the Right Hand Palm Print capture screen for the right upper capture or the right full palm capture: (M)
    a. SKIP PALM PRINT CAPTURE
        i. Upon selection of the button, the system must allow the OLU to skip the palm print capture and move to the next stage of the process.
    b. SKIP RIGHT PALM PRINT CAPTURE
        i. Upon selection of the button, the OLU must advance to the left palm print capture.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

33. If the OLU has captured the upper palm of the right or the left, the lower palm print capture screen must display the following button: (M)
    a. SKIP
        i. Upon selection of the button the Livescan must allow the OLU to skip the lower palm print capture and move to the next stage of the process.
        ii. The writer's palm must be skipped if the lower palm print is not captured.
        iii. If the SKIP button is selected for the right lower palm, the OLU must advance to the left palm capture.
        iv. If the SKIP button is selected for the left lower palm, the OLU must move to the next stage of the process.
34. Upon successful capture of the upper and lower palm print or the full palm print, the writer's palm print capture screen must display the following button: (M)
    a. SKIP
        i. Upon selection of the SKIP button, the Livescan must allow the OLU to skip the writer's palm print capture and move to the next stage of the process.
        ii. If the SKIP button is selected for the right writer's palm capture, the OLU must move to the left writer's palm capture.
        iii. If the SKIP button is selected for the left writer's palm capture, the OLU must move to the next stage of the process.
35. The Livescan must display the following button on the left hand palm print capture screen for the left upper capture or the left full palm capture. (M)
    a. SKIP LEFT PALM PRINT CAPTURE
        i. Upon selection of the button, the OLU must move to the next stage of the process.
36. Once the palm print capture has been completed and all mandatory requirements have been met, the OLU must have the option to move to the next stage of the process by use of the NEXT button. (M)
37. The palm sequence check should be effective and efficient with sequence checks for plains/rolled to upper palms and upper palms to lower palms. (R)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.1.1.3 Fingerprint Summary Screen

12.1.1.3.1 Fingerprint Summary Screen for Rolled and Plain Capture and Palm Print Capture

1. The Fingerprint Summary Screen must appear after the completion of the Rolled and Plain and Palm Print Capture. (M)
2. Refer to Figure 42 - Ten Print Summary Screen. (I)
3. Refer to Figure 43 - Livescan Palm Summary Pop-Up. (I)
4. The Livescan must allow the OLU to view all captured fingerprint images including the rolled impressions, Left and Right Plain Impressions and Thumb Plain Impressions on a single screen. (M)
    a. The display of the rolled and plain fingerprint impressions must be in a fingerprint card layout.
    b. The Livescan must identify to the OLU which fingers have an override reason associated to them.
    c. The Livescan must identify to the OLU which fingers are missing and the missing reason associated to them.
5. The Livescan must display the missing reason code using the description as outlined in the ICD for each missing finger in the centre of the fingerprint image box for: (M)
    a. Amputated
    b. Bandaged
    c. Physical Limitations
6. If the OLU chose a poor quality override reason during the capture of the rolled impressions, the Livescan must display the word “Override” for each poor quality finger, centered above the rolled impression box associated to that image. (M)
7. The Livescan must display a Missing Date field and allow the OLU to enter a date that the finger or impression went missing. (M)
8. The Livescan must display a button labelled Palm Prints to allow the OLU to view the Palm Print impressions for CARY, CARN and REF only. (M)
9. The Livescan must display a black check mark beside the Palm Prints button to identify that palm prints were captured. (M)
10. The Livescan must display a black X beside the Palm Prints button to identify that no palm prints were captured. (M)
11. If the Palm Prints button is clicked or tapped, the Livescan must display on a separate screen, the Palm Print images. (M)
12. The OLU must be able to recapture palm prints from the Fingerprint Summary Screen. Refer to Section 12.1.1.3.1.1.2 for further information on palm print recapture. (M)
13. The OLU must be able to recapture fingerprint images and fingers from the Fingerprint Summary Screen. Refer to Section 12.1.1.3.1.1 for further information on fingerprint recapture. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

14. Once the fingerprint capture has been completed and all mandatory requirements have been met, the OLU must have the option to move to the next stage of the process: (M)
    a. CARY, CARN and REF
        i. The SUBMIT button must allow the OLU to move to the Submit Screen
    b. MAP
        i. The NEXT button must allow the OLU to move to the Biometric Consent Screen.
        ii. The SUBMIT button must be greyed out.

12.1.1.3.1.1 Recapturing Of Plain Impression Fingerprint Images and Fingers

1. The Livescan must allow the OLU to recapture fingerprint images or fingers from the Fingerprint Summary Screen. (M)
2. The Livescan must display the following button. (M)
    a. Rescan
3. In order to recapture the plain impression image or finger, the Livescan must allow the OLU to select a fingerprint box or plain impression box. (M)
4. Once selected the Livescan must highlight the selected rolled impression box or plain impression box. (M)
5. Once highlighted a rescan of the fingerprint or plain impression must be possible by use of a Rescan button. (M)
6. The Livescan must present a screen allowing the OLU to capture the rolled impression or plain impression. (M)
7. The Livescan must capture the rolled impression or the plain impression. (M)
8. The Livescan must perform a fingerprint quality and sequence check each time fingerprint images are captured. (M)
9. Once the rescan, fingerprint quality and sequence check are complete, clicked or tapped, the Livescan must return the OLU to the Fingerprint Summary screen and allow the rescanning of another plain impression or rolled impression if required. (M)

12.1.1.3.1.1.1 Missing Finger Reasons

1. The Livescan must allow the OLU to add, modify or remove a missing finger or image reason by use of a list of radio buttons that identify the available missing reasons. (M)
    a. Amputated
    b. Bandaged
    c. Physical Limitations
    d. Remove Reason

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.1.1.3.1.1.1.1 Adding a Missing Reason of Amputated or Bandaged

1. This scenario describes the adding of a missing reason of amputated or bandaged when the plain impression or finger has been captured previously. (I)
2. The Livescan must allow the OLU to add a missing reason of amputated or bandaged for a fingerprint or plain impression previously captured. (M)
3. In order to add a missing reason of amputated or bandaged, the Livescan must allow the OLU to select a rolled impression box or plain impression box. (M)
4. Once selected the Livescan must highlight the selected rolled impression box or plain impression box. (M)
5. Once the rolled impression box or plain impression box has been highlighted, the Livescan must allow the OLU by use of a list of radio buttons to identify the missing reason of amputated or bandaged. (M)
6. If a single finger (e.g. right index, right middle) is identified as amputated or bandaged the Livescan must prompt the OLU to recapture the plain impression associated to the finger. (e.g. the right plain impression). (M)
7. If fingers 2,3,4,5 are identified as amputated or bandaged, the Livescan must remove image 13 and must record it as a missing image. (M)
8. If fingers 7, 8,9,10 are identified as amputated or bandaged, the Livescan must remove image 14 and must record it as a missing image. (M)
9. If image 14 is identified as amputated or bandaged by the OLU, the Livescan must remove fingers 7, 8,9,10 and record them as either amputated or bandaged. (M)
10. If finger 1 is identified as amputated or bandaged, the Livescan must remove image 11 and must record it as a missing image. (M)
11. If finger 6 is identified as amputated or bandaged, the Livescan must remove image 12 and must record it as a missing image. (M)
12. The Livescan must update the corresponding Type-2 data for Tag 2.8084. (M)
13. The Livescan must allow the OLU to remove a missing reason of Amputated or Bandaged by use of the REMOVE REASON radio button, and retain the captured image. (M)

12.1.1.3.1.1.1.2 Modifying a Missing Reason

1. This scenario describes the process of modifying a missing reason. (I)
2. The Livescan must allow the OLU to modify a missing reason for a rolled fingerprint image or plain impression. (M)
3. The Livescan must allow the OLU to select a rolled fingerprint image box or a plain impression image box in order to allow for a modification of the missing reason. (M)
4. The Livescan must allow the OLU to highlight the rolled fingerprint image box or the plain impression image box. (M)
5. Once the rolled fingerprint image box or plain impression image box has been highlighted, the Livescan must allow the OLU by use of a list of radio buttons to select another missing reason. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.1.1.3.1.1.1.2.1 Removing a Missing Reason of Amputated or Bandaged

1. This scenario describes the removal of a missing reason of Amputated or Bandaged and allowing for the capture of a plain impression image or finger. (I)
2. The Livescan must allow the OLU to remove a missing reason of amputated or bandaged and capture a plain impression image or finger. (M)
3. The Livescan must allow the OLU to select a rolled fingerprint image box or plain impression image box to allow for the removal of the missing reason. (M)
4. The Livescan must highlight the rolled fingerprint image box or plain impression box. (M)
5. Once the rolled fingerprint image box or plain impression image box has been highlighted, the Livescan must allow the OLU to remove the missing reason of Amputated or Bandaged by use of the REMOVE REASON radio button. (M)
6. If the missing reason of Amputated or Bandaged is removed, the Livescan must delete the missing reason and the corresponding Type-2 data for Tag 2.8084. (M)
7. The Livescan must allow the OLU to capture the plain impression image or finger by use of the Rescan button. (M)

12.1.1.3.1.1.1.2.2 Removing a Missing Reason of Physical Limitations

1. This scenario describes the removing of the missing reason of Physical Limitations and allowing for the capture of a plain impression image or finger. (I)
2. The Livescan must allow the OLU to remove a missing reason of Physical Limitations and capture a plain impression image or finger. (M)
3. The Livescan must allow the OLU to select a rolled fingerprint image box or plain impression box to allow for the removal of the missing reason. (M)
4. The Livescan must highlight the rolled fingerprint image box or plain impression box. (M)
5. Once the rolled fingerprint image box or plain impression box has been highlighted, the Livescan must allow the OLU to remove the missing reason of Physical Limitations by use of the Remove Reason radio button. (M)
6. If the missing reason of Physical Limitations is removed, the Livescan must delete the missing reason and the corresponding Type-2 data for Tag 2.8084. (M)
7. The Livescan must allow the OLU to capture the plain impression image or finger by use of the Rescan button. (M)
8. The Livescan must allow for a missing reason of physical limitations in the rolled impressions and have a corresponding image in the plain impressions, and vice versa. Refer to Section 12.1.1.1.2.3 for further information for further information on Physical Limitations. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.1.1.3.1.1.2 Recapturing Of Palm Print Impressions

12.1.1.3.1.1.2.1 Palm Prints Were Previously Captured

1. If the PALM PRINTS button is clicked or tapped, the Livescan must display the Palm Print images. (M)
2. Once the PALM PRINT button has been clicked or tapped, the Livescan must open up a new screen overlaid on the fingerprint summary screen. (M)
3. The Livescan must display both the left and right palm prints on the same screen. (M)
4. The Livescan must display the following for both the right and left hand each being displayed on a single screen. (M)
    a. Upper Palm print; and
    b. Lower Palm print; and
    c. Writer's Palm print; or
    d. Full Palm print; and
    e. Writer's Palm print
5. The Livescan must display the following buttons on the screen. (M)
    a. Rescan
    b. Done

12.1.1.3.1.1.2.1.1 Rescan Button

1. In order to recapture palm print impressions, the Livescan must allow the OLU to select the upper/lower palm print or full palm print and writer's palm print. (M)
    a. If the upper and lower palm print has been selected, the Livescan must recapture both the upper and lower impression image.
2. Once selected the Livescan must highlight the palm print impression box. (M)
3. Once highlighted a rescan of the image must be possible by use of a RESCAN button located on the screen. (M)
4. The Livescan must present the OLU with a screen allowing the OLU to capture the palm print impressions. (M)
5. The Livescan must capture the palm print image. (M)
6. If the RESCAN button is clicked or tapped, the Livescan must scan the palm print image and return the OLU to the Palm Print Summary screen. (M)
7. The Livescan must perform a fingerprint quality and sequence check each time palm print images are captured. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.1.1.3.1.1.2.1.2 Done Button

1. The OLU must be able to return to the Fingerprint Summary screen by use of the DONE button. (M)
2. If the DONE button is clicked or tapped, the Livescan must return the OLU to the Fingerprint Summary Screen. (M)

12.1.1.3.1.1.2.2 Palm Prints Were Not Previously Captured

1. If the PALM PRINTS button is clicked or tapped, the Livescan must display on a separate screen, the Palm Print images. (M)
2. If the Palm prints were not previously captured, the Livescan must allow the OLU to capture palm print impression images. Refer to Section 12.1.1.2 for further information on Palm Print capture. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.1.1.3.2 Fingerprint Summary Screen for ID Flats

1. Refer to Figure 44 - Livescan ID Flat Summary. (I)
2. The Fingerprint Summary Screen must appear after the completion of the ID Flats Capture. (M)
3. The Livescan must allow the OLU to view all captured fingerprint images including the Left and Right Plain Impressions and Thumb Plain Impressions on a single screen, after segmentation of the plain images has occurred. (M)
    a. The display of the ID Flat impressions must be in a fingerprint card layout.
    b. The ID Flat impressions must be segmented and must be displayed in a fingerprint card layout. (e.g. Right Index of the plain impression must be segmented and displayed in the right index rolled box).
    c. The Livescan must identify to the OLU which fingers have an override reason associated to them.
    d. The Livescan must identify to the OLU which fingers are missing and the missing reason associated to them.
4. The Livescan must display the missing reason code using the description as outlined in the ICD for each missing finger in the centre of the fingerprint image box for: (M)
    a. Amputated
    b. Bandaged
    c. Physical Limitations
5. If the Livescan generates a poor quality override reason upon capturing of the ID Flat impression, the Livescan must display the word “OVERRIDE” for each poor quality finger rolled impression box. (M)
6. The Livescan must display the word “OVERRIDE” directly centred above the rolled impression box. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.1.1.3.2.1 Recapturing Of ID Flats Fingerprint Images

1. The Livescan must allow the OLU to recapture ID Flat impression from the Fingerprint Summary Screen. (M)
2. The Livescan must display the following buttons. (M)
    a. RESCAN
3. In order to recapture the ID Flat impression, the Livescan must allow the OLU to select the plain impression box only. (M)
4. Once selected the Livescan must highlight the selected plain impression box. (M)
5. Once highlighted a rescan of the image must be possible by use of a Rescan button. (M)
6. The Livescan must present the OLU with a screen allowing the OLU to capture the image. (M)
7. The Livescan must capture the plain impression. (M)
8. If the RESCAN button is clicked or tapped, the Livescan must scan the ID Flat impression and return the OLU to the Fingerprint Summary screen and allow the rescanning of another ID Flat impression if required. (M)
9. The Livescan must perform a fingerprint quality and hand placement sequence check each time the ID Flat impressions are captured. (M)

12.1.1.3.2.1.1 Missing Finger Reasons - ID Flat Summary Screen

1. The Livescan must allow the OLU to add, modify or remove a missing ID Flat impression reason by use of a list of radio buttons that identify the available missing reasons. (M)
    a. Amputated
    b. Bandaged
    c. Physical Limitations
    d. Remove Reason

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.1.1.3.2.1.1.1 Adding a Missing Finger Reason of Amputated, Bandaged or Physical Limitations

12.1.1.3.2.1.1.1.1 Scenario 1

1. This scenario describes the adding of a missing reason of amputated, bandaged or physical limitations when the ID Flat impression has been captured previously. (I)
2. The Livescan must allow the OLU to add a missing reason of amputated, bandaged or physical limitations for an ID Flat impression previously captured. (M)
3. In order to add a missing reason of amputated, bandaged or physical limitations, the Livescan must allow the OLU to select an ID Flat impression box. (M)
4. Once selected the Livescan must highlight the selected ID Flat impression box. (M)
5. Once the ID Flat impression box has been highlighted, the Livescan must allow the OLU by use of a list of radio buttons to identify the missing reason of amputated, bandaged or physical limitations. (M)
6. The Livescan must update the corresponding Type-2 data for Tag 2.8084. (M)
7. The Livescan must allow the OLU to remove a missing reason of Amputated, Bandaged or Physical Limitations by use of the Remove Reason radio button, and retain the captured image. (M)

12.1.1.3.2.1.1.1.2 Scenario 2

1. This scenario describes the adding of a missing reason of amputated, bandaged or physical limitations when the ID Flat impression was missing a finger. (I)
2. The Livescan must allow the OLU to add a missing reason of amputated, bandaged or physical limitations for a finger image that was not captured. (M)
3. In order to add a missing reason of amputated, bandaged or physical limitations, the Livescan must allow the OLU to select the blank segmented rolled impression box. (M)
4. Once selected the Livescan must highlight the rolled impression box by a single click of the mouse and or single tap of touchscreen. (M)
5. Once highlighted, the Livescan must allow the OLU by use of a list of radio buttons to identify a missing reason of amputated, bandaged or physical limitations. (M)
6. The Livescan must allow the OLU to add a missing finger date. (M)
7. The Livescan must update the corresponding Type-2 data for Tag 2.8084. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.1.1.3.2.1.1.2 Modifying a Missing Reason

1. This scenario describes the process of modifying a missing reason. (I)
2. The Livescan must allow the OLU to modify a missing reason for a plain impression image. (M)
3. The Livescan must allow the OLU to select the ID Flat impression box in order to allow for a modification of the missing reason. (M)
4. The Livescan must allow the OLU to highlight the ID Flat impression box. (M)
5. Once the ID Flat impression box has been highlighted, the Livescan must allow the OLU by use of a list of radio buttons to select another missing reason. (M)

12.1.1.3.2.1.1.3 Removing a Missing Reason of Amputated, Bandaged or Physical Limitations

1. This scenario describes the removal of a missing reason of Amputated, Bandaged or Physical Limitations and allowing for the capture of an ID Flat impression. (I)
2. The Livescan must allow the OLU to remove a missing reason of amputated, bandaged or physical limitations and capture an ID Flat impression. (M)
3. The Livescan must allow the OLU to select an ID Flat impression box to allow for the removal of the missing reason. (M)
4. The Livescan must highlight the ID Flat impression box. (M)
5. Once the ID Flat impression box has been highlighted, the Livescan must allow the OLU to remove the missing reason of Amputated, Bandaged or Physical Limitations by use of the Remove Reason radio button. (M)
6. If the missing reason of Amputated, Bandaged or Physical Limitations is removed, the Livescan must delete the missing reason and the corresponding Type-2 data for (Tag 2.8084). (M)
7. The Livescan must allow the OLU to capture the ID Flat impression by use of the RESCAN button. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.2 Cardscan

12.2.1 Screen Appearance and Functionality

1. Refer to Figure 36 - Cardscan ID Flats Fingerprint Capture. (I)
2. Refer to Figure 37 - Cardscan Fingerprint Capture. (I)
3. The Fingerprint Capture screen allows the OLU to capture the required fingerprints for the transaction being created. (I)
4. The Cardscan must display the missing reasons by use of radio buttons. (M)
    a. Missing Finger Reason
        i. Amputated
        ii. Bandaged
        iii. Physical Limitations
        iv. Remove Reason
5. The Cardscan must display a Missing Date field and allow the OLU to enter a date that the finger or impression went missing. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.2.1.1 Scanning Of Rolled and Plain Fingerprints

1. The Cardscan must capture the Tenprint rolled and plain fingerprint impression images at 500ppi. (M)
2. The Cardscan fingerprint format in this document is defined as Rolled Fingerprint Impression Box and Plain Impression Box: (I)
    a. Rolled Fingerprint Impression Box consists of the following: (I)
        i. Rolled Right thumb - (Image 1),
        ii. Rolled Right index - (Image 2)
        iii. Rolled Right middle - (Image 3)
        iv. Rolled Right ring - (Image 4)
        v. Rolled Right little - (Image 5)
        vi. Rolled Left thumb - (Image 6)
        vii. Rolled Left index - (Image 7)
        viii. Rolled Left middle - (Image 8)
        ix. Rolled Left ring - (Image 9)
        x. Rolled Left little - (Image 10).
    b. Plain Impression Box consists of: (I)
        i. Plain Impression of the Right thumb - (Image 11)
        ii. Plain Impression of the Left thumb - (Image 12)
        iii. Right 4 finger plain impression - (Image 13)
        iv. Left 4 finger plain impression - (Image 14).
3. The Cardscan must display all references to Finger codes using the descriptions as outlined in the ICD (e.g. Right thumb, Right index). (M)
4. The Cardscan must enforce the capture of Type-4 records for a CARY, REF and MAP (3401, 3402, and 3405). (M)
5. The scanner must capture the fingerprint images from a hardcopy form within 30 seconds from the time the scan is initiated to the time the complete fingerprint images appear onscreen. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.2.1.1.1 Tenprint Fingerprint Card Scanning Process

1. The hardcopy C-216 will already be on the scanner as the form was previously scanned to allow for the form to appear on the second monitor. (I)
2. The Fingerprint Capture screen must be displayed to the OLU. (M)
3. The Cardscan must allow the OLU to scan the fingerprint form by use of a SCAN button. (M)
4. The Cardscan must capture Type-4 (10 print rolled and plain fingerprints impression images) at 500ppi. (M)
5. The fingerprint images must be displayed on the Interface Monitor. (M)
6. The Cardscan must allow the OLU to view all captured fingerprint images on a single screen. (M)
7. The Scanning Monitor must no longer be displaying the scanned C-216 hardcopy form. (M)
8. The Cardscan must display the scanned rolled fingerprint and plain impressions in a fingerprint card layout format. (M)
9. The Cardscan must scan and properly segment rolled fingerprint and plain images from a fingerprint form to create Type-4 records. (M)
10. The Cardscan must allow the OLU to manually centre the fingerprint images within the NIST capture boxes by use of the mouse. The NIST capture boxes will be illustrated as overlaid dotted boxes. (M)
11. The Cardscan image template must allow the OLU to reduce the size of the NIST template box by use of the mouse to eliminate or minimize any fingerprint print form box lines or artifacts from the image. (M)
12. The Cardscan must retain any adjustments that were made to centre the fingerprint print image or reduce the NIST capture box size. (M)
13. The SCAN button must change to a RESCAN button once the fingerprints have been captured to allow for the possible rescanning of the fingerprint form. (M)
14. If a RESCAN is done, the previous images that were captured must be deleted and replaced with the newly scanned images. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.2.1.1.1.1 Quality and Sequence Check of Rolled and Plain Impressions

1. The Cardscan must conduct a rolled finger impression to plain sequence check and a fingerprint quality check. (M)
2. The Cardscan must inform the OLU where the sequence check fails by highlighting the fingerprint images that are out of sequence. (M)
3. The Cardscan must label the fingerprint images that are out sequence with the correct finger or image that is detected using the descriptions as outlined in the ICD and not using finger code numbers. (M)
4. The Cardscan must in the case of a direct full hand rolled finger image swap, provide the OLU with the functionality to correct the out of sequence errors by allowing the OLU by use of a button labelled Swap Right Hand Rolled with Left Hand Rolled (e.g. Right thumb, right index, right middle, right ring and right little are in image boxes 6, 7, 8 ,9,10 and Left thumb, left index, left middle, left ring and left little are in image boxes 1, 2,3,4,5). (M)
5. The Cardscan must in the case of a direct plain impression swap, provide the OLU with the functionality to correct the out of sequence errors by use of a button labelled Swap Right Hand Plain Impression with Left Hand Plain Impression. (M)
6. If the out of sequence error is due to the same finger being rolled twice, the Cardscan must identify which image from the plain impressions must be moved and must allow the OLU to copy and move the plain impression to the correct finger image box. (M)
7. The Cardscan must conduct a rolled finger impression to plain finger sequence check and a fingerprint quality check each time fingerprint images are captured, swapped or centred within the NIST capture boxes. (M)
8. The Cardscan must conduct a hand placement sequence check each time fingerprint images are captured, swapped or centred within the NIST capture boxes. (M)
9. The Cardscan must perform a quality assessment of the allowable fingers and where quality does not meet a pre-set threshold, the Cardscan and not the user must insert an override reason. The override reason populated must be Code 99 (Other) with the reason “Cardscan Print” and the override reason must not be displayed to the OLU. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.2.1.1.2 Missing Finger or Image Process

1. The Cardscan must allow the OLU to add, modify or remove a missing finger or image reason by use of a list of radio buttons that identify the available missing reasons of: (M)
    a. Amputated
        i. Identifies that the fingerprint impression is missing due to an amputation.
    b. Bandaged
        i. Identifies that the fingerprint impression is missing due to a temporary injury and the plain impression image or finger cannot be captured.
    c. Physical Limitations
        i. Identifies that the fingerprint impressions may or may not be able to be captured due to the individual's physical limitations.
    d. Remove Reason
        i. Removes the previously set missing finger reason.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.2.1.1.2.1 Missing Reason of Amputated or Bandaged

1. The Cardscan must allow the OLU to identify a missing reason of amputated or bandaged. (M)
2. In order to add a missing reason of amputated or bandaged, the Cardscan must allow the OLU to select a rolled fingerprint box or a plain impression box. (M)
3. Once selected the Cardscan must highlight the selected rolled fingerprint impression box. (M)
4. Once the fingerprint impression box has been highlighted, the Cardscan must allow the OLU by use of a list of radio buttons to identify the missing reason of amputated or bandaged. (M)
5. The Cardscan must insert the missing reason of Amputated or Bandaged in the corresponding fingerprint box. (M)
6. The missing reason must be centred in the middle of the box. (M)
7. If a rolled fingerprint impression has been identified as amputated or bandaged, the Cardscan must not include a fingerprint image in the NIST packet submitted to the RTID System. (M)
8. If a single finger (e.g. right index, right middle) is identified as amputated or bandaged the Cardscan must allow the remaining fingers (right ring and right little) to be present in the plain impression. (M)
9. If the OLU attempts to capture a plain impression and a rolled impression for the hand has been identified as amputated or bandaged, the Cardscan must alert the OLU. (e.g. left ring is marked as bandaged and the plain impression includes the left index, left middle, left ring and left little). (M)
10. If the plain impression contains a finger that is marked as missing as shown in the rolled impression box, the Cardscan must present the OLU with the message: The plain impressions contain a finger that was marked as missing but was captured. The missing finger reason must be removed. (M)
11. The OLU must now be allowed to remove the missing finger reason. (M)
12. If fingers 2,3,4,5 are identified as amputated or bandaged by the OLU, the Cardscan must record image 13 as a missing image and display Missing Image in the centre of the box. (M)
13. If fingers 7, 8,9,10 are identified as amputated or bandaged by the OLU, the Cardscan must record image 14 as a missing image display Missing Image in the centre of the box. (M)
14. If finger 1 is identified as amputated or bandaged by the OLU, the Cardscan must record image 11 as a missing image and display the wording of Amputated or Bandaged in the centre of the box. (M)
15. If finger 6 is identified as amputated or bandaged by the OLU, the Cardscan must record image 12 as a missing image and display the wording of Amputated or Bandaged in the centre of the box. (M)
16. The Cardscan must update the corresponding Type-2 data for Tag 2.8084. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

17. The Cardscan must allow the OLU to remove a missing reason of Amputated or Bandaged by use of the Remove Reason radio button, and retain the captured image. (M)
18. The Cardscan must store and transmit the reason codes for missing fingers within the Type-2 record using Missing Finger Reason (Tag 2.8084). (M)
19. If a missing reason is removed, the Cardscan must delete the Type-2 data associated to the deleted missing finger. (M)
20. The Cardscan must allow an OLU to add a missing reason at any point in the capture process. (M)
21. If a missing reason is added, the Cardscan must populate the Type-2 data for the missing finger. (M)
22. Once the fingerprint capture has been completed and all mandatory requirements have been met, the OLU must have the option to move to the next stage of the process. (M)

12.2.1.1.2.2 Missing Reason of Physical Limitations

1. The Cardscan must allow the OLU during the manual centring of the fingerprint images the ability to identify a missing reason of physical limitations (M)
2. If a fingerprint impression box or a plain impression box has been identified as Physical Limitations, there must not be a fingerprint image captured and submitted in the NIST packet to the RTID System. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.2.1.1.2.2.1 Physical Limitations of Rolled Impressions

1. In order to add a missing reason of Physical Limitations, the Cardscan must allow the OLU to select a rolled fingerprint box. (M)
2. Once selected the Cardscan must highlight the selected fingerprint impression box. (M)
3. Once the fingerprint impression box has been highlighted, the Cardscan must allow the OLU by use of a list of radio buttons to identify the missing reason of physical limitations. (M)
4. The Cardscan must insert the missing reason of Physical Limitations in the corresponding fingerprint box. (M)
5. The missing reason must be centred in the middle of the box. (M)
6. If a single finger (e.g. right index, right middle) is identified as physical limitations by the OLU, the Cardscan must allow all the plain impressions to be present. (right index, right middle, right ring and right little). (M)
7. The Cardscan must not alert the OLU if a rolled impression has been identified as physical limitations and the same rolled impression is present as part of plain impression images. (M)
8. If fingers 2,3,4,5 are identified as physical limitations by the OLU, the Cardscan must allow the right plain impression to be present and centered. (M)
9. If fingers 7, 8,9,10 are identified as physical limitations by the OLU, the Cardscan must allow the left plain impression to be present and centered. (M)
10. If finger 1 is identified as physical limitations by the OLU, the Cardscan must allow the image 11 to be present and centred. (M)
11. If finger 6 is identified as physical limitations by the OLU, the Cardscan must allow the image 12 to be present and centred. (M)
12. The Cardscan must update the corresponding Type-2 data for Tag 2.8084. (M)
13. The Cardscan must allow the OLU to remove a missing reason of Physical Limitations by use of the Remove Reason radio button. (M)
14. The Cardscan must store and transmit the reason codes for missing fingers within the Type-2 record using Missing Finger Reason (Tag 2.8084). (M)
15. If a missing reason is removed, the Cardscan must delete the Type-2 data associated to the deleted missing finger. (M)
16. The Cardscan must allow an OLU to add a missing reason at any point in the capture process. (M)
17. If a missing reason is added, the Cardscan must populate the Type-2 data for the missing finger. (M)
18. Once the fingerprint capture has been completed and all mandatory requirements have been met, the OLU must have the option to move to the next stage of the process. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.2.1.1.2.2.2 Physical Limitations of Plain Impressions

1. In order to add a missing reason of Physical Limitations, the Cardscan must allow the OLU to select a plain impression box. (M)
2. Once selected the Cardscan must highlight the selected plain impression box. (M)
3. Once the fingerprint impression box has been highlighted, the Cardscan must allow the OLU by use of a list of radio buttons to identify the missing reason of physical limitations. (M)
4. The Cardscan must insert the missing reason of Physical Limitations in the corresponding plain impression box. (M)
5. The missing reason must be centred in the middle of the box. (M)
6. If the left plain impression (image 14) is identified as physical limitations, the Cardscan must allow for the presence of the rolled left index, left middle, left ring and the left little. (M)
7. If the right plain thumb (image 11) is identified as physical limitations, the Cardscan must allow the right rolled thumb (image 1) to be present and centred. (M)
8. If finger 6 is identified as physical limitations, the Cardscan must allow image 12 to be present and centred. (M)
9. The Cardscan must update the corresponding Type-2 data for Tag 2.8084. (M)
10. The Cardscan must allow the OLU to remove a missing reason of Physical Limitations by use of the Remove Reason radio button. (M)
11. The Cardscan must store and transmit the reason codes for missing fingers within the Type-2 record using Missing Finger Reason (Tag 2.8084). (M)
12. If a missing reason is removed, the Cardscan must delete the Type-2 data associated to the deleted missing finger. (M)
13. The Cardscan must allow an OLU to add a missing reason at any point in the process. (M)
14. If a missing reason is added, the Cardscan must populate the Type-2 data for the missing finger. (M)
15. Once the fingerprint capture has been completed and all mandatory requirements have been met, the OLU must have the option to move to the next stage of the process. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.2.1.1.2.2.3 Physical Limitations of Rolled and Plain Impressions

1. In order to add a missing reason of Physical Limitations, the Cardscan must allow the OLU to select a rolled fingerprint box or a plain impression box. (M)
2. Once selected the Cardscan must highlight the selected rolled fingerprint box or plain impression box. (M)
3. Once the fingerprint impression box has been highlighted, the Cardscan must allow the OLU by use of a list of radio buttons to identify the missing reason of physical limitations. (M)
4. The Cardscan must insert the missing reason of Physical Limitations in the corresponding plain impression box. (M)
5. Once selected the Cardscan must highlight the selected rolled fingerprint box. (M)
6. Once the rolled fingerprint box has been highlighted, the Cardscan must allow the OLU by use of a list of radio buttons to identify the missing reason of physical limitations. (M)
7. The Cardscan must insert the missing reason of Physical Limitations in the corresponding rolled impression box. (M)
8. The missing reason must be centred in the middle of the box. (M)
9. The Cardscan must update the corresponding Type-2 data for Tag 2.8084. (M)
10. The Cardscan must allow the OLU to remove a missing reason of Physical Limitations by use of the Remove Reason radio button. (M)
11. If the right plain impression (image 13) is identified as physical limitations, the Cardscan must allow for images 4 and 5 to be present. (M)
12. If the right plain thumb (image 11) is identified as physical limitations, the Cardscan must allow the right rolled thumb (image 1) to be identified as physical limitations. (M)
13. If a missing reason is removed, the Cardscan must delete the Type-2 data associated to the deleted missing finger. (M)
14. The Cardscan must allow an OLU to add a missing reason at any point in the capture process. (M)
15. If a missing reason is added, the Cardscan must populate the Type-2 data for the missing finger. (M)
16. Once the fingerprint capture has been completed and all mandatory requirements have been met, the OLU must have the option to move to the next stage of the process. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.2.1.2 Cardscan Fingerprint Scanning For ID Flats

1. The hardcopy C-216C will already be on the scanner as the form was previously scanned to allow for the form to appear on the second monitor. (I)
2. Refer to Figure 36 - Cardscan ID Flats Fingerprint Capture. (I)
3. The Fingerprint Capture screen must be displayed to the OLU. (M)
4. The Cardscan must allow the OLU to scan the fingerprint form by use of a SCAN button. (M)
5. The Cardscan must capture Type-14 (Identification Flats impression images) at 500ppi for applicable MAP application types. (M)
6. The fingerprint images must be displayed on the Interface Monitor. (M)
7. The Cardscan must allow the OLU to view all captured fingerprint images on a single screen. (M)
8. The Cardscan must conduct a hand placement sequence check each time fingerprint images are scanned. (M)
9. The Scanning Monitor must no longer be displaying the scanned C-216C hardcopy form. (M)
10. The scanner must capture the fingerprint images from a hardcopy form within 30 seconds from the time the scan is initiated to the time the complete fingerprint images appear onscreen. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

11. The Cardscan must display the scanned fingerprint impressions to the OLU in a Fingerprint card layout format. (M)
    a. Rolled Fingerprint Impression from image #.
        i. Segmented plain right thumb (impression in image 15) in the rolled right thumb image box (image 1).
        ii. Segmented plain right index (impression in image 13) in the rolled right index box (image 2).
        iii. Segmented plain right middle (impression in image 13) in the rolled right middle box (image 3).
        iv. Segmented plain right ring (impression in image 13) in the rolled right ring box (image 4).
        v. Segmented plain right little (impression in image 13) in the rolled right little box (image 5).
        vi. Segmented plain Left thumb (impression in image 15) in the rolled Left thumb box (image 6).
        vii. Segmented plain Left index (impression in image 14) in the rolled Left index box (image 7).
        viii. Segmented plain Left middle (impression in image 14) in the rolled Left middle box (image 8).
        ix. Segmented plain Left ring (impression in image 14) in the rolled Left ring box (image 9).
        x. Segmented plain Left little (impression in image 14) in the rolled Left little box (image 10).
    b. Plain Impression Boxes
        i. Consists of the Plain Impression of the Right thumb (image 15) and Left thumb (image 15)
        ii. Consists of the right 4 finger plain impression (image 13).
        iii. Consists of the left 4 finger plain impression (image 14).
12. The Cardscan must after the scan, properly segment the plain impressions and place them in the correct rolled NIST capture box. (M)
13. The Cardscan must allow the OLU to rotate the ID Flat impressions and include repositioning and resizing the NIST capture box over the image. (M)
14. The Cardscan must conduct a fingerprint quality check each time fingerprint images are moved or centred. (M)
15. The Cardscan image template must allow the OLU to reduce the size of the NIST template box by use of the mouse to eliminate or minimize any fingerprint print form box lines or artifacts from the image. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16. The Cardscan must retain any adjustments that were made to centre the fingerprint print image or reduce the NIST capture box size. (M)

17. The Cardscan must, in the case of incorrect hand placement of the right and left plain impression identify to the OLU that they are in the wrong position. (M)
    a. The Cardscan must label the plain impression images that are out sequence with the correct image that is detected, with the description as outlined in the ICD and not using image code numbers. (e.g. if the left plain impression is in the right plain impression box, the Cardscan must highlight the right plain impression box, and display a message to the OLU that states, “This is the left plain impression”.
    b. The Cardscan must clearly display the message above the fingerprint image and not directly on the image.
    c. The Cardscan must provide the OLU with the functionality to correct the out of sequence errors by allowing the OLU by use of the button labelled Swap Right Hand Plain Impression with Left Hand Plain Impression to move the fingerprint image to the correct position on screen.
    d. The Cardscan must correct and re-segment the fingers in the rolled boxes.

18. The Cardscan must perform a quality assessment of each segmented finger image in the plain impressions and where image quality does not meet a pre-set threshold, the Cardscan and not the user must insert an override reason in Tag 2.893. The override reason populated must be Code 99 (Other) with the reason “Cardscan Print”. (M)

19. The Cardscan must allow the OLU to enter a missing reason after the scanning of the ID Flats: (M)
    a. Once the segmented fingers have been placed in the corresponding rolled boxes, the OLU must be able to select a missing reason for an empty box that does not contain an image.
    b. The OLU must be allowed to select the fingerprint box that requires the missing reason and once selected the box must be highlighted.
    c. The OLU must be allowed by use of radio buttons to choose one of the following missing reasons: (M)
        i. Amputated,
        ii. Bandaged,
        iii. Physical Limitations, or
        iv. Remove Reason.
    d. Once the missing reason has been selected, the rolled fingerprint box must display the missing reason.
    e. The missing reason must be centred in the middle of the box.
    f. The Cardscan must record and update the Missing Finger or Image Reason (Tag 2.8084) data.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

20. The Cardscan must allow the OLU to remove a previously entered missing reason. (M)
    a. The OLU must be able to select the fingerprint box that requires the removal of the missing reason, and once selected, the box must be highlighted.
    b. The OLU must be able to select the Remove Reason radio button to remove the missing reason and the image of the finger must be retained.
    c. The Cardscan must remove the Missing Finger or Image Reason (Tag 2.8084) data.
21. If all segmented images are missing from either the Left Hand or the Right Hand, the Cardscan device must annotate the corresponding plain impression box with “Missing Image” in the centre of the box. (M)
22. If either of the segmented thumbs are noted as being “Amputated or Bandaged”, the Cardscan device must annotate the thumbs with “Amputated or Bandaged”, in the centre of the box. (M)
23. The Cardscan must store and transmit the reason codes for missing fingers within the Type-2 record using Missing Finger or Image Reason (Tag 2.8084). (M)
24. The Cardscan must allow the OLU to remove a missing reason at any point in process. (M)
25. If a missing reason is removed, the Cardscan must delete the Type-2 data associated to the deleted missing finger. (M)
26. The SCAN button must change to a RESCAN button once the fingerprints have been captured to allow for the possible rescanning of the fingerprint form. (M)
27. If a RESCAN is done, the previous images that were captured must be deleted and replaced with the newly scanned images. (M)
28. Once the fingerprint capture has been completed and all mandatory requirements have been met, the OLU must have the option to move to the next stage of the process by use of the NEXT button. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12.2.1.3 Cardscan Palm Image Capture

1. Refer to Figure 41 - Cardscan Palm Print Capture. (I)
2. The Palm Print capture screen must be displayed to the OLU. (M)
3. The Cardscan must allow for the scanning of the Right Full Palm Print and Writers Palm or Right Upper and Lower Palm Print and Writers Palm and a separate scan for the Left Full Palm Print and Writers Palm or Left Upper and Lower Palm Print and Writers Palm. The requirements below are written for the Right Hand only and must be replicated for the Left Hand. (M)
4. The Cardscan must display the following palm print capture screens in the order listed: (M)
    a. Right Hand Palm Print Capture
    b. Left Hand Palm Print Capture
5. The Cardscan must display on the right hand palm print capture screen the following two buttons: (M)
    a. SKIP PALM PRINT CAPTURE
        i. Upon selection of this button, the system must allow the OLU to skip the palm print capture and move to the next stage of the process.
    b. SKIP RIGHT PALM PRINT CAPTURE
        i. Upon selection of this button, the OLU must advance to the left palm print capture.
6. The Cardscan must display on the left hand palm print capture screen the following button: (M)
    a. SKIP LEFT PALM PRINT CAPTURE
        i. Upon selection of this button the system must allow the OLU to move to the next stage of the process.
7. Scanning of Palm Prints must be based on the Vendor’s Best Practice. (M)
8. The Cardscan must display a label titled Palm Print Template with the following radio buttons to allow the OLU to choose whether they will be scanning a Full Palm Print or an Upper/Lower Palm Print with Full Palm Print as the default: (M)
    a. Full Palm;
    b. Upper/Lower Palm.
9. The Cardscan must display a single check box labelled Writer’s Palm directly below the Palm Print Template radio buttons and the default must be checked. (M)
10. The OLU must be allowed to choose a Full Palm or Upper/Lower Palm template and the Writer’s Palm check box associated to the template must be checked automatically. (M)
11. The OLU must be able to clear the checkbox for the writer’s palm if it will not be captured. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12. The Cardscan must apply the correct template based on the checkbox selected by the OLU: (M)
    a. Full Palm Print and Writer's Palm
        i. The Cardscan must allow the OLU to manually centre the full palm print image and writer`s palm within the NIST capture boxes by use of a mouse.
        ii. The Cardscan image template must allow the OLU to reduce the size of the NIST template box by use of the mouse to eliminate or minimize any palm print form box lines or artifacts from the image.
        iii. The Cardscan must retain any adjustments that were made to centre the palm print image or reduce the NIST capture box size.
        iv. The Cardscan device must compare and verify that the upper palm image of the full palm matches to the Type-4 rolled and plain impression on the appropriate hand.
    b. Upper, Lower Palm Print and Writer`s Palm
        i. The Cardscan must allow the OLU to manually centre the upper and lower palm print image and writer`s palm within the NIST capture boxes by use of a mouse.
        ii. The Cardscan image template must allow the OLU to reduce the size of the NIST template box by use of a mouse to eliminate or minimize any palm print form box lines or artifacts from the image.
        iii. The Cardscan must retain any adjustments that were made to centre the palm print impressions or reduce the NIST capture box size.
        iv. The Cardscan device must compare and verify that the upper palm impression matches to the Type-4 rolled and plain impression on the appropriate hand.
        v. Upon verification of the above match, the Cardscan must compare and verify the upper palms to the lower palms.
        vi. The upper and lower palm impression must be captured and verified for each hand in order to ensure sequencing and the Cardscan must not allow the Type-15 record for the applicable hand to be submitted to the RTID System if both the upper and lower palms are not captured.
13. The OLU must be allowed to place the Palm Print hardcopy form on the scanner. (M)
14. After the OLU selects a template, the Cardscan must allow the OLU to scan the palm print form by use of a SCAN button. (M)
15. The Cardscan must capture Type-15 (Palm Prints) at 500ppi. (M)
16. The scanner must capture the palm print image from a hardcopy form within 30 seconds from the time the scan is initiated to the time the complete palm print images appear onscreen. (M)
17. If the palm print form only contains the writer's palm, the Cardscan must not allow the writer's palm to be captured in the absence of the upper and lower or full palm. (M)
18. If the palm print form contains both left and right palm print impressions but no writer's palms, the Cardscan must allow the OLU to capture the left and right palm print impressions. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

19. The Cardscan must allow the OLU to submit the left palm print impressions without the right palm print impressions being captured and vice versa. (M)
20. If the Cardscan determines upon the sequence check that the right palm was scanned instead of the left palm, the Cardscan must advise the OLU and automatically move the right palm to the left palm or vice versa. (M)
21. If the Cardscan determines upon the sequence check that the palm impressions do not match to either of the plain impressions, the OLU must be informed that there is no match and be given the opportunity through a prompt to either INCLUDE or REMOVE the palm print impressions. (M)
    a. If the OLU chooses INCLUDE, the Type-15 data must be included in the submitted NIST packet.
    b. If the OLU chooses REMOVE, the Type-15 record must not be included in the submitted NIST packet.
22. The OLA must be able to configure the Cardscan to always REMOVE or to always INCLUDE palm print impressions that do not pass the sequence check based on their site policy, through a simple GUI configuration. (M)
23. The Cardscan must allow the rescanning of a palm print form from the Palm Print capture screen by use of a RESCAN button. (M)
24. The SCAN button must change to a RESCAN button once the palm prints have been scanned to allow for the possible rescanning of the palm print form. (M)
25. Once the palm print impressions have been captured and all mandatory requirements have been met, the OLU must have the option to move to the next stage of the process. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

13. EFCD Consent Capture Screen

13.1 Livescan Screen Appearance and Functionality

13.1.1 Livescan Biometric Endorsement Finger Capture

1. The endorsement finger must be captured on the same screen as the consent wording. (I)
2. Refer to Figure 45 - Livescan Consent. (I)
3. The Livescan must prompt the OLU to capture a Biometric Consent Endorsement Fingerprint when required by the MAP workflow. (M)
4. The Livescan must display on a single screen the appropriate consent form. (M)
    a. Refer to Section 16.39.1.1 for Current State Livescan Third-Party Waiver Consent Form. (I)
    b. Refer to Section 16.39.1.1 for Current State Livescan Vulnerable Sector Consent Form. (I)
    c. Refer to Section 16.39.3.1 for Civil Efficiencies Livescan Biometric Consent Form. (I)
    d. Refer to Section 16.39.3.1 for Civil Efficiencies Livescan Biometric Vulnerable Sector Waiver Consent Form. (I)
5. At the bottom of the consent capture screen, the Livescan must allow the OLU to capture the Biometric Endorsement Finger. (M)
6. The Livescan must capture the Biometric Endorsement at 500ppi. (M)
7. The Livescan must prompt the OLU and advise of the best finger to be used for Biometric Consent based on the NFIQ (NIST Fingerprint Image Quality) scoring. (M)
8. The Livescan must display a diagram of the hand that corresponds to the finger chosen for the Biometric Consent capture. (M)
9. The Livescan must allow the OLU to capture the finger based on the Vendor's Best Practice for the capture of fingerprints. (M)
10. The OLU must be allowed to capture the finger as a single finger plain impression image. (M)
11. The Livescan must use a beep sound to indicate to the OLU that the biometric consent fingerprint impression has been captured. (M)
12. The Livescan must allow the OLU to use a finger other than the one suggested by the Livescan and if this is done, the Livescan must automatically compare this finger to the Type-4 rolled and plain impressions or the Type-14 segmented images and if it matches, the Livescan must use this image for the biometric consent. (M)
13. The Livescan must display a biometric consent match status box labelled Consent. (M)
14. The consent status box must display whether there has been a match or not by use of the following: (M)
    a. MATCH
    b. NO MATCH

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

15. For a positive biometric match, the Livescan must display MATCH in the Consent box. (M)
16. If upon capture of the biometric endorsement finger, the Livescan is unable to match the biometric endorsement finger to the Type-4 rolled and plain impressions or the Type-14 segmented images, the Livescan must display NO MATCH in the Consent box. (M)
17. For a No Match, the Livescan must prompt the OLU to choose another fingerprint to be used for consent by use of a dialog box with the following message: (M)
    a. The finger chosen does not match, please choose (e.g. the right index).
        i. The Livescan must advise the user of the next best finger to be used for consent based on the NFIQ score.
    b. The dialog box must have an OK button.
18. If the second attempt at biometric consent capture fails, the Livescan must advise the OLU that the biometric consent image did not match by displaying NO MATCH. (M)
19. The Livescan must allow for the capture of the biometric consent two times unless a positive match occurs on the first attempt (initial capture plus one additional attempt). (M)
20. The Livescan must, after two failed attempts, (initial plus one additional attempt) display to the OLU a message that a match could not be made due to poor quality images. (M)
    a. Once the transaction has been submitted, the Livescan must display the following message “If an ERRT is returned for this transaction, a paper copy of the captured rolled and plain or identification flat impressions along with the associated signed consent forms must be mailed to the RCMP.”
21. The Error message dialog box must have a PRINT button allowing the OLU to print the message. Once the PRINT button is clicked or tapped the message must close. (M)
22. The Livescan must allow the OLU to submit the transaction even if a biometric consent match could not be made and must include the finger with the best NFIQ score. (M)
23. Once the biometric consent finger verification has been completed and all mandatory requirements have been met, the OLU must have the option to move to the next stage of the process. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

13.2 Cardscan

13.2.1 Screen Appearance and Functionality

13.2.1.1 Cardscan Biometric Endorsement Capture

1. Refer to Figure 46 - Cardscan Consent. (I)
2. The Cardscan must implement the applicable Biometric Consent form that applies based on the application type selected. Please reference the sections below for further information on form implementation. (M)
    a. Current State – Civil Application and Civil Vulnerable Sector Application
        i. Refer to 16.39.2.1
    b. Civil Efficiencies – Civil Application
        i. Refer to 16.39.4.1
    c. Civil Efficiencies – Civil Vulnerable Sector Application
        i. Refer to 16.39.4.2
3. If the radio button Biometric is clicked or tapped, the Cardscan must allow the OLU to capture a finger as the biometric consent. (M)
4. The Cardscan must allow the OLU to capture the finger from an image on a hardcopy paper consent form by use of a Scan button. (M)
5. Once the fingerprint image has been captured, the SCAN button must change to a RESCAN button. (M)
6. The scanner must capture the biometric endorsement finger image from a hardcopy form within 30 seconds from the time the scan is initiated to the time the complete biometric consent finger image appears onscreen. (M)
7. The Cardscan must present the image onscreen within a NIST Capture Box positioned over or close to the fingerprint on the form. (M)
8. The Cardscan must allow the OLU to centre the NIST Capture Box over the scanned biometric endorsement finger. (M)
9. The Cardscan must not allow the OLU to increase the size of the NIST onscreen box. (M)
10. The Cardscan must allow the OLU to reduce the size of the NIST onscreen box to eliminate any extraneous lines or artifacts captured from the captured biometric fingerprint. (M)
11. The Cardscan must retain any adjustments that were made to centre the biometric fingerprint image or reduce the NIST capture box size. (M)
12. The Cardscan must conduct a 1: N verification of the biometric endorsement finger image to all rolled finger and plain impressions or ID Flat impressions. (M)
13. The Cardscan must display a biometric consent match status box labelled Consent. (M)
14. The consent status box must display whether there has been a match or not by use of the following: (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

a. Match
b. No Match

15. For a positive biometric match, the Cardscan must display Match in the Consent box. (M)
16. For an unsuccessful biometric match, the Cardscan must display No Match in the Consent box. (M)
17. For a No Match, the Cardscan must display a dialog box with the following message: (M)
    a. The finger scanned does not match to any of the fingerprints
    b. The dialog box must have an OK button.
18. Upon selection of the OK button, the Cardscan must allow the OLU to submit the transaction when the finger image was not positively verified to the corresponding rolled finger and plain impressions or ID Flat impressions. (M)
    a. Once the transaction has been submitted, the Cardscan must display the following message “If an ERRT is returned for this transaction, a paper copy of the captured rolled and plain or ID Flat impressions along with the associated consent forms must be mailed to the RCMP.”
19. The Error message dialog box must have a PRINT button allowing the OLU to print the message. Once the PRINT button is clicked or tapped the message must disappear. (M)
20. Once the fingerprint scanning has been completed and all mandatory requirements have been met, the OLU must have the option to move to the next stage of the process. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

14. EFCD Submit Screen

14.1 Livescan Screen Appearance and Functionality

14.1.1 Submit Screen

1. Refer to Figure 48 - Livescan Submit Screen. (I)
2. The Submit screen must allow for the following functionality and buttons: (M)
    a) Priority
    b) SUBMIT
    c) Printer
    d) PRINT
    e) Transaction Manager
    f) Workflow Manager

14.1.1.1 Priority

1. A dropdown list must allow the OLU to choose a priority between 1 and 9. (M)
2. The Priority setting must be defaulted to 4. (M)
3. An Agency may request that the Livescan only display a priority between 1 and 4. (I)

14.1.1.2 Submit

1. The SUBMIT button must only be made available once all mandatory requirements have been met with regards to the transaction. (M)
2. The Livescan must allow the OLU to submit the transaction for search by use of the SUBMIT button. (M)
3. Upon selection of the SUBMIT button, the OLU must be presented a dialog box with the following message “Transaction has been submitted”. The dialog box must have an OK button which returns the OLU to the Submit Screen. (M)
4. Once the transaction has been submitted, the SUBMIT button must be greyed out. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

14.1.1.3 Printer

1. The Livescan must have the ability to print to more than one FBI certified network printer, or to a directly connected FBI certified printer. (M)
2. The Livescan printer must be an FBI certified printer. (M)
3. The OLU must have the ability to select the number of copies to print by use of a dropdown list. (M)
4. The printer must be defaulted to one certified printer and allow the OLU the ability to choose another printer. (M)
5. The printer must able to print the biometric consent forms on 8 ½ x 11 or 8 ½ x 14 paper. (M)
6. The printer must able to print the fingerprint forms on 8 ½ x 14 paper. (M)
7. The printer must able to print the photo on 8 ½ x 11 or 8 ½ x 14 paper. (M)

14.1.1.4 Print

1. The Livescan must allow the OLU to print the following by use of a PRINT button. (M)
    a. Fingerprint Forms
    b. Biometric Consent Forms
    c. Photo(s)
2. The OLU must only be presented with the forms that apply based on the TOT they have selected. (M)
3. The Livescan must have a configurable parameter allowing for the ability to select the forms to be printed by use of a check box or have the forms print automatically with all check boxes showing as being checked. (M)
4. The Livescan must allow the OLU to clear the checkbox for any of the forms. (M)
5. The Livescan must have a PRINT button. (M)
    a. The PRINT button must allow the OLU to print the requested forms.
6. The demographic and biometric data must be printed on the correct fingerprint form. (M)
7. The demographic and biometric data must be aligned to the corresponding field boxes on the fingerprint forms. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

14.1.1.4.1 Fingerprint Form Printing

1. The Livescan must have the ability to print the following forms and the fingerprint images must be printed and scaled 1:1 and aligned with the corresponding fingerprint image boxes on the printed form. (M)
    a. C-216
        i. The C-216 is the Criminal Fingerprint Form that is used for the Criminal Charges (CARY), Deportee (CARY) and Criminal Record Inquiry (CARN) workflow.
        ii. The C-216 printout must consist of overflow pages to support the additional data that is unable to print on the C-216 form itself.
        iii. The C-216 printout must include the Palm Prints if they were provided.
    b. C-216C
        i. The C-216C is the Civil Fingerprint Form that is used for the Civil Application (MAP) and Civil Vulnerable Sector Application workflow (MAP).
        ii. The rolled and plain impressions must be printed on the C-216C.
        iii. The C-216C template must be used for the Elimination Prints workflow.
    c. C-216C ID Flat Form
        i. The C-216C ID Flat is the Civil Fingerprint Form that is used for the Civil Application (MAP) and Civil Vulnerable Sector Application (MAP) workflow.
        ii. The type-14 data must be printed on the C-216C ID Flat Form.
    d. C-216I
        i. The C-216I is the Immigration Fingerprint Form that is used for the Immigration (IMM) workflow.
        ii. The Type-14 Fingerprint data must be segmented and placed in the appropriate rolled boxes and the ID Flat impressions must remain in the plain impression boxes.
    e. C-216R
        i. The C-216R is the Refugee Fingerprint Form that is used for the Refugee (REF) workflow.
        ii. The C-216R must consist of overflow pages to support the additional data that is unable to print on the C-216 form itself.
        iii. The C-216R printout must include the Palm Print prints if they were provided.
2. The Livescan must be able to print the fingerprint form once the demographic data, fingerprint images, palm images (if supplied), and photo (if supplied) have been captured. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

14.1.1.4.2 Biometric Consent Forms

1. The Biometric Consent forms must only be displayed and printed for MAP transactions. (M)
2. The Livescan must have capability to print a completed Biometric Consent Form after the transaction has been submitted. (M)
3. The demographic and biometric data must be aligned to the corresponding field boxes on the consent forms. (M)

14.1.1.4.3 Print Photo Only

1. The Livescan must be able to print the photo(s) using the PRINT button. (M)
2. The Livescan must not allow a photo for a MAP transaction to be printed. (M)
3. The Livescan must have the ability to allow the OLA to configure the print size to allow for the printing of the image in the following three sizes: (M)
    a. Passport Size Photo
        i. Must be 50mmx70mm
    b. 4 inches x 6 inches
    c. 5 inches x 7 inches

14.1.1.5 Transaction Manager

1. The Livescan must only allow the OLU to return to the Transaction Manager by use of a Transaction Manager button when the transaction has been submitted for search. (M)
2. Upon selection of the Transaction Manager button, the OLU is returned to the Transaction Manager. (M)
3. The Transaction Manager button must be greyed out until the transaction has been submitted for search. (M)

14.1.1.6 Workflow Manager

1. The Livescan must only allow the OLU to return to the Workflow Manager by use of a Workflow Manager button when the transaction has been submitted for search. (M)
2. Upon selection of the Workflow Manager button, the OLU is returned to the Workflow Manager. (M)
3. The Workflow Manager button must be greyed out until the transaction has been submitted for search. (M)

14.2 Cardscan Submit Screen Appearance and Functionality

14.2.1 Submit Screen

1. Refer to Figure 47 - Cardscan Submit. (I)
2. Other than the printing functionality which is not available on the Cardscan, all requirements are the same as the Livescan. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

15. Print Screen – Elimination Workflow Only

15.1 Livescan Screen Appearance and Functionality

15.1.1 Print

1. Refer to Figure 50 - Elimination Printing. (I)
2. The Livescan must allow the OLU to print the following by use of a PRINT button: (M)
   a. Fingerprint Form
3. Once the NEXT button is clicked or tapped and all of the mandatory requirements with regards to demographic, photo and fingerprint capture have been met the Print screen must be presented to the OLU. (M)
4. The Print screen must allow for the following buttons and functionality: (M)
   a. PRINT
   b. Printer

15.1.1.1 Print

1. The Livescan must allow the OLU to print the following by use of a PRINT button. (M)
   a. Fingerprint Form C-216C
2. The OLU must only be presented with the forms that apply based on the TOT they have selected. (M)
3. The OLU must have the ability to select the form to be printed by use of a check box. (M)
4. The Livescan must allow the OLU to clear the checkbox for any of the forms. (M)
5. The Livescan must have a PRINT button. (M)
   a. The PRINT button must allow the OLU to print the requested form.
6. The demographic and biometric data must be printed on the correct fingerprint form. (M)
7. The demographic and biometric data must be aligned to the corresponding field boxes on the fingerprint forms. (M)
8. Once the PRINT button is clicked or tapped, the C-216C must print. (M)
9. Once the printing process is complete, the OLU must be returned to the Workflow Manager screen. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

15.1.1.1.1 C-216C Fingerprint Form

1. The Livescan must be able to print the elimination fingerprint images and demographic data on a C-216C form. (M)
2. The Elimination fingerprint images must be printed and scaled 1:1 and aligned with the corresponding fingerprint image boxes on the printed C-216C form. (M)
3. The date of fingerprint capture must be indicated in the Date Fingerprinted field on the printed C-216C form. (M)
4. Refer to Section 16.4.1 for information on Date Fingerprinted. (I)
5. The wording ELIMINATION PRINTS in 14pt sans-serif bold text, centred vertically and horizontally within the Bar Code field box must appear on the printed C-216C form. (M)

15.1.1.2 Printer

1. The Livescan must have the ability to print to more than one FBI certified network printer, or to a directly connected FBI certified printer. (M) The Livescan must have the ability to print to more than one FBI certified network printer, or to a directly connected FBI certified printer. (M)
2. The Livescan printer must be an FBI certified printer. (M)
3. The OLU must have the ability to select the number of copies to print by use of a dropdown list. (M)
4. If more than one certified printer is available, the OLU must have the ability to choose another printer. (M)
5. The printer must able to print the fingerprint form on 8 ½ inches x 14 inch paper. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16. EFCD Tag Specific Requirements

1. Listed below are tag specific requirements that must be implemented on the EFCD and must be based on the specifications included in the ICD's. (M)
2. Definitions and business rules for these tags are found in the ICD. (I)

16.1 Image Capture Equipment (Tag 2.067 or 2.8067)

1. The image capture equipment has been incorporated into the ICD 1.7.8. or ICD 2.1.1 to identify the Image Capture Equipment: System Make, System Model and System Serial Number. (I)
2. The EFCD must automatically populate the make, model and serial number of the scanner block or flatbed scanner and this information must not be visible to the OLU. (M)
3. The OLA must be able to modify this configurable parameter if required, through a simple GUI configuration. (M)
4. It is preferred that the Livescan obtains the make, model and serial number directly from the scanner block to ensure the information is correct. (R)

16.2 Language Flag (Tag 2.819)

1. The language flag is used to capture the language of the transaction. (I)
2. The language flag must be automatically included in the NIST packet based on the OLU's language and not visible to the OLU. (M)

16.3 Retention Code (Tag 2.8005)

1. The retention code is used to capture whether the transaction data must be retained by the RTID System. (I)
2. The retention code must be automatically populated based on the TOT and not visible to the OLU. The automatic action must be based on the rules identified for the TOT in ICD 1.7.8. Rev 1.6 and ICD 2.1.1 Rev 3.0. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.4 Date Fingerprinted (Tag 2.8038)

16.4.1 Livescan Requirements

1. The date fingerprinted is used to capture the date that the individual was fingerprinted. (I)
2. The date fingerprinted must be not be visible to the OLU. (M)
3. The Livescan must auto-populate the date fingerprinted with the date that the individual was fingerprinted. (M)

16.4.2 Cardscan Requirements

1. Refer to Figure 12 - Demographic Data Capture Cardscan. (I)
2. The date fingerprinted as indicated on the hardcopy C-216/ C-216R or C-216C is used to capture the date that the individual was fingerprinted. (I)
3. The date fingerprinted must be visible to the OLU. (M)
4. The date fingerprinted must be a text field. (M)
5. The date fingerprinted must be displayed in the standard date format of CCYY-MM-DD. (M)
6. The Cardscan must allow the OLU to enter the date fingerprinted without the OLU having to enter hyphens or back slashes by auto-advancing the cursor. (M)
7. The date fingerprinted field must default to <blank> and not to the current date. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.5 External ICD Version Number (Tag 2.8910)

1. The EFCD must automatically populate the External ICD Version Number and the information must not be visible to the OLU. (M)

16.5.1 ICD 1.7.8 or ICD 2.1.1.

1. The External ICD Version Number must be set to 178 for TOT's in ICD 1.7.8 or 211 for ICD 2.1.1. TOT's. (M)

16.6 System Table Version Number (Tag 2.8911)

1. The System Table Version Number must be set to 001. (M)
2. The System Table Version Number must not be visible to the OLU. (M)
3. The OLA must have the ability to modify this configurable parameter if required' through a simple GUI configuration. (M)

16.7 Federal Statutes Table Version Number (Tag 2.831)

1. Refer to Figure 18 - Demographic CARY 2. (I)
2. The OLA must be able to update the Federal Statutes Table and the Version Number through a simple GUI configuration. (M)
3. The EFCD must populate the Federal Statutes Table Version Number and this version number must be visible on screen to the OLU. (M)
4. The OLU must not be able to edit this field on the main GUI screen. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.8 Fingerprint Capture Location (Tag 2.8939)

16.8.1 EFCD Requirements

1. The Fingerprint Capture Location is used to define where the Livescan is physically located. (I)
2. The Fingerprint Capture Location is used to define where the Cardscan is physically located. (I)
3. The EFCD must allow for the fields listed below to be displayed to the OLA in the 200 character narrative box, so that the OLA includes all relevant information. There must be a character counter to aid the OLA: (M)
    a. Address
        i. Office number or unit
        ii. Building name
        iii. Street address
        iv. Province
        v. Country
4. The Fingerprint Capture Location must be a configurable parameter and not visible to the OLU. (M)
5. The OLA must be able to modify this configurable parameter if required, through a simple GUI configuration. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.9 GCMS Unique Client Identifier (Tag 2.888)

1. Refer to Figure 15 - Refugee Demographic Data Capture. (I)
2. Refer to Figure 16 - CBSA GCMS Confirmation Pop-Up. (I)
3. Refer to Figure 17 - CBSA GCMS Populate Data. (I)
4. The GCMS (Global Case Management System) Unique Client Identifier is used to capture the GCMS Unique Client Identifier. (I)
5. In ICD 1.7.8. Tag 2.888 (FOSS) is identified as Immigration Client Identifier. This must be displayed in the GUI as “GCMS Unique Client ID” for CARY, CARN, REF and CARY (Deportee). (M)
6. Although the requirements in this section are stated for the GCMS data, the EFCD must support an interface to any other RCMP/GC/CPMGs system to retrieve the same data based on the interface specification defined in Annex F. (M)
7. This field must be a single text entry field for non-CBSA agencies. (M)

16.9.1 CBSA Requirements

1. The GCMS Unique Client ID (Tag 2.888) must be a mandatory field for all CBSA Agencies for the following TOTs (i.e., CARY, CARN, REF and CARY (Deportee). (M)
2. The EFCD must allow for double entry of the GCMS Unique Client ID to confirm that input in both fields is identical. (M)
3. The EFCD must have the following fields displayed and when information is entered, the EFCD must validate that the client ID’s are identical: (M)
    a. GCMS Unique Client ID
    b. Confirm CCMS Unique Client ID
4. The EFCD must display the character input as the information is being typed in the field. (M)
5. If the information in both fields is not identical, the EFCD must identify to the OLU that the entries are not identical and allow the OLU to correct the issues. (M)
6. The EFCD must display the helpful tip in Table 3 for the GCMS Unique ID for CBSA agencies. (M)
7. Once the GCMS Unique Client ID is entered on the EFCD, the EFCD must retrieve the demographic data associated with the Client ID from GCMS using the interface specification defined in Annex F. (M)

Table 3 - CBSA GCMS Display And Helpful Tip Wording

ICD Tag	Display As	Helpful Tip
FOSS (Tag 2.888) to be displayed in a two-step input field	GCMS Unique Client ID	Enter the GCMS Unique Client number
	Confirm the GCMS Unique Client ID	Re-enter the GCMS Unique Client ID number to confirm inputs are identical.
END OF TABLE		

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.9.1.1 CBSA CARY, CARN, REF, DEPORTEE Requirements

1. After successful double entry of the GCMS Unique Client ID, the EFCD must allow the OLU to search GCMS by use of the following button:
   a. SEARCH GCMS
2. After the search is initiated, the Livescan must display the following message, “Search in progress. Please wait.” and once the information is retrieved, the message must disappear.
3. Once the search is complete, the EFCD must prompt the OLU with the message “Would you like to populate the data into the record?” and allow the OLU to choose from the following buttons: (M)
   a. POPULATE DATA
   b. NO
   c. SEARCH ANOTHER CLIENT ID
4. If POPULATE DATA is selected, the transfer of information from the GCMS must commence. (M)
5. If NO is selected, the information must not be retrieved and the OLU must be returned to the Demographic Data Capture Screen. (M)
6. If SEARCH ANOTHER CLIENT ID is selected, the OLU must be presented with the GCMS Unique Client ID popup window. (M)
7. The data that can be auto-populated from the GCMS for a CARY, CARN, CARY (Deportee) and REF are: (I)
   a. Name
   b. Alias
   c. Sex
   d. Date of Birth
   e. Height
   f. Weight
   g. Eye Colour

   And additionally for CARY, CARY (Deportee) and REF are
   h. Country of Birth
8. If one or more of the above data fields are not populated in the data retrieved from GCMS, the fields in the Data Capture screen must not be populated. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

9. Once the search is complete and the information is ready to be populated into the Demographic Data Capture Screen, the EFCD must display to the OLU the message: “Please confirm you would like to populate the following data into the record”; (M)
    a. GCMS Unique Client ID: GCMS number entered
    b. Name: Surname, Given Name 1
    c. Alias: Surname, Given Name 1
    d. Sex: sex
    e. Date of Birth: CCYY-MM-DD
    f. Height: height in centimeters
    g. Weight: weight in kilograms
    h. Eye Colour: eye colour using the description as outlined in the ICD
    i. Country of Birth: country of birth using the description as outlined in the ICD
10. The OLU must be able to confirm the auto-populate or decline the auto-populate. (M)
    a. Yes
    b. No
11. If Yes is selected, the information must be auto-populated. The search status field must display a message to the OLU of, “Search Complete.” (M)
12. If No is selected, the information must not be populated and the OLU must be returned to the Demographic Data Capture Screen. (M)
13. Once the information has been auto-populated, the message must disappear. (M)
14. The OLU must be returned to the Demographic Data Capture Screen to allow for the completion of data entry. (M)
15. The OLU must be able to edit the auto-populated data fields. (M)
16. The OLU must be able to select the NEXT button and move to the next stage of the process and the EFCD must ensure that all mandatory requirements have been met. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.9.2 Non-CBSA Agency Requirements

1. Refer to Figure 11 - Demographic Data Capture 2. (I)
2. Non-CBSA agencies refer to Police and RCMP Agencies. (I)
3. Police and RCMP Agency requirements must only allow a single entry of the GCMS Unique Client ID. (M)
4. The Police and RCMP Agency GUI must display the helpful tip in Table 4. (M)
5. The GCMS Unique Client ID (Tag 2.888) must be a mandatory field for the REF TOT. (M)
6. The GCMS Unique Client ID (Tag 2.888) must be an optional field for the CARY and CARN TOT. (M)

Table 4 - Non-CBSA GCMS Display and Helpful Tips

ICD Tag	Display As	Helpful Tip
FOSS (Tag 2.888)	GCMS Unique Client ID	Enter the GCMS Unique Client number

END OF TABLE

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.10 Contributor Case/File Number (Tag 2.8908)

1. Refer to Figure 11 - Demographic Data Capture 2. (I)
2. The Contributor Case/File Number is used to capture the file number assigned by an agency. (M)
3. If this tag is included in an incoming transaction, the SRE response returned to the agency will contain the number in the sub-tag Contributor Supplied Reference Information (Tag 2.8952). (I)

16.10.1 CARY, CARN Requirements

1. The Contributor Case/File Number must be a free-text entry field. (M)
2. The EFCD must display the Contributor Case/File Number field in the following workflows: (M)
    a. Criminal Charges (CARY)
    b. Deportee (CARY)
    c. Criminal Record Inquiry (CARN)

16.10.2 Elimination Prints

1. The Contributor Case/File Number must be a free-text entry field. (M)
2. The Livescan must display the Contributor Case/File Number as: (M)
    a. Reference Number

16.10.3 MAP / REF Requirements

1. The EFCD must not display the Contributor Case/File Number field in the MAP (Civil Application and Civil Vulnerable Sector Application) or REF (Refugee) workflow. (M)

16.10.4 IMM Requirements

1. The CNON (Tag 2.8908) field must be displayed as GCMS Unique Client ID for the IMM TOT, and the logical record values for Tag 2.8908 must be as per the ICD requirements. (M)
2. The Livescan must allow for double entry of the GCMS Unique Client ID to confirm that input in both fields are identical. (M)
3. Refer to Section 16.9.1.1 for information on requirements and UI display and messaging. (M)
4. The Livescan must display the following fields and when information is entered, the Livescan must validate that the client ID’s are identical: (M)
    a. GCMS Unique Client ID
    b. Confirm GCMS Unique Client ID
5. The Livescan must display the character input as the information is being typed in the field. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

6. If the information in both fields is not identical, the Livescan must identify to the OLU that the entries are not identical and allow the OLU to correct the issues. (M)
7. The Livescan must display the helpful tip in Table 5 for the GCMS Unique ID for the IMM transaction. (M)
8. Once the GCMS Unique Client ID is entered on the Livescan and confirmed to be identical, the Livescan must retrieve the demographic data associated with the Client ID from GCMS using the interface specification defined in Annex F. (M)
9. The data that can be auto-populated from GCMS for IMM is: (I)
    a. Name
    b. Sex
    c. Date of Birth
10. If one or more of the above data fields are not populated in GCMS, the fields will not be populated in the Demographic Data Capture Screen. (I)
11. All fields being populated must be displayed to the OLU along with the message in Section 16.9.1.1, in the following format. (M)
    a. GCMS Unique Client ID: GCMS number entered
    b. Name: Surname, Given Name 1
    c. Sex: Sex
    d. Date of Birth: CCYY-MM-DD
12. The OLU must be able to edit the auto-populated data fields. (M)

Table 5 - IMM CNON/GCMS Display And Helpful Tip Wording

ICD Tag	Display As	Helpful Tip
CNON (Tag 2.8908) to be displayed in a two-step input field	GCMS Unique Client ID	Enter the GCMS Unique Client number
	Confirm the GCMS Unique Client ID	Re-enter the GCMS Unique Client ID number to confirm inputs are identical.

END OF TABLE

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.11 Name of Person Responsible For Transaction (Tag 2.8931)

16.11.1 EFCD Requirement

1. Refer to Figure 14 - Civil VS Demographic Data Capture. (I)
2. The name of the person responsible for transaction has been incorporated into the ICD 1.7.8. and 2.1.1 to capture the name or identifier of the person who submits the transaction to the RTID System from the Livescan. (I)
3. The EFCD must support the following three options and must be configurable to use one of these options based on Agency preference. (M)

16.11.1.1 Option 1

1. The EFCD must allow the population of the Name of Personal Responsible for Transaction as a free text field. (M)

16.11.1.2 Option 2

1. The EFCD must allow population of the Name of the Person Responsible for Transaction as a free text field and through the use of a pre-populated dropdown list of authorized users (M)
2. Once the Name of the Person Responsible for Transaction has been entered either by free text or by use of the dropdown list, the name of the person responsible for the transaction must be visible to the OLU and must be editable. (M)
3. The OLA must be able to add, modify or delete names from the dropdown list through a simple GUI configuration. (M)
4. The dropdown list associated with the name of the person responsible for transaction (Tag 2.8931) must have a filter control. (M)

16.11.1.3 Option 3

1. The EFCD must allow auto-population of the Name of the Person Responsible for Transaction based on the OLU login credentials. (M)
2. The auto-population of the Name of The Person Responsible for Transaction, must be directly correlated to the OLU that is logged onto the Livescan application. (M)
3. The value for Name of the Person Responsible must be displayed in a non-editable text field. (M)
4. The OLA must be able to add, modify or delete names from the list of authorized users through a simple GUI configuration. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.12 Name of Official Taking Fingerprints (Tag 2.8938)

16.12.1 EFCD Requirement

1. Refer to Figure 14 - Civil VS Demographic Data Capture. (I)
2. The name of the official taking fingerprints has been incorporated into the ICD 1.7.8. and 2.1.1 to capture the name or identifier of the person who took the fingerprint impressions electronically at a Livescan. (I)
3. The Livescan must support all three options identified below. (M)
4. The Cardscan must support the first two options identified below. (M)

16.12.1.1 Option 1

1. The EFCD must allow population of the Name of Official Taking Fingerprints as a free text field. (M)

16.12.1.2 Option 2

1. The EFCD must allow population of the Name of Official Taking Fingerprints as a free text field and through the use of a pre-populated dropdown list of authorized users. (M)
2. Once the Name of Official Taking Fingerprints has been entered either by free text or by use of the dropdown list, the name of the official taking the fingerprints must be visible to the OLU and must be editable. (M)
3. The OLA must be able to add, modify or delete names from the dropdown list through a simple GUI configuration. (M)
4. The dropdown list associated with the name of the official taking the fingerprints (Tag 2.8938) must have a filter control. (M)

16.12.1.3 Option 3

1. The Livescan must allow auto-population of the Name of Official Taking Fingerprints based on the OLU login credentials. (M)
2. The auto-population of the Name of Official Taking Fingerprints, must be directly correlated to the OLU that is logged onto the Livescan application. (M)
3. The value for the Name of the Person Responsible must be displayed in a non-editable test field. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.13 Primary Name (Tag 2.806)

1. Refer to Figure 10 - Demographic Data Capture. (I)
2. The EFCD must allow the OLU to enter a surname and given names on the Demographic Data Capture Screen and this information must be visible to the OLU. (M)
    a. This tag is identified in the ICD as Primary Name but must be displayed to the OLU as Name. (M)
3. The sub-fields must be displayed in a group box labelled “Name”. (M)
4. The following sub-fields must be displayed for the Name tag in the following order: (M)
    a. Name
        i. Surname
        ii. Given Name 1
        iii. Given Name 2
        iv. Given Name 3
        v. Given Name 4
5. The EFCD must implement the conditional mandatory requirements that apply as follows; (M)
    a. Surname
        i. Surname will be mandatory
        ii. Given Name 1, Given Name 2, Given Name 3 and Given Name 4 must be greyed out until the Surname has been entered.
    b. Given Name 1
        i. Given Name 1 will be made available for input once Surname has been entered.
        ii. Given Name 2, Given Name 3 and Given Name 4 must be greyed out until Given Name 1 has been entered.
    c. Given Name 2
        i. Given Name 2 will be made available for input once Given Name 1 has been entered.
        ii. Given Name 3 and Given Name 4 must be greyed out until Given Name 2 has been entered.
    d. Given Name 3
        i. Given Name 3 will be made available for input once Given Name 2 has been entered.
        ii. Given Name 4 must be greyed out until Given Name 3 has been entered.
    e. Given Name 4
        i. Given Name 4 will be made available for input once Given Name 3 has been entered.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.14 Other Names/Alias (Tag 2.824)

1. Refer to Figure 10 - Demographic Data Capture. (I)
2. Refer to Figure 19 - Other Names and Aliases Pop-up. (I)
3. The EFCD must allow the OLU to enter other names and aliases from the demographic data capture screen by use of a button labelled OTHER NAMES/ALIASES. (M)
4. If the Other Name/Aliases button is clicked or tapped, the EFCD must open a separate window that is overlaid on the demographic data capture screen titled Other Names/Aliases and this header must be centred on the Other Names/Aliases window. (M)
5. The EFCD must display the following fields to allow for the manual entry by the OLU and must implement the conditional mandatory requirements. (M)
    a. Surname
    b. Given Name 1
    c. Given Name 2
    d. Given Name 3
    e. Given Name 4
6. The EFCD must allow the OLU to enter up to 40 Other Names/Aliases. (M)
7. The EFCD must display in table format all names that have been entered. (M)
8. The table must be titled Other Names/Aliases. (M)
9. The table must contain columns must contain the following columns as subheaders under the Other Names and Aliases header. (M)
    a. Surname
    b. G 1
    c. G 2
    d. G 3
    e. G 4
10. The EFCD must display each additional entry added to the table in the appropriate column. (M)
11. The EFCD must allow the OLU to scroll through the list of names in the table and the headers must remain static. (M)
12. The EFCD must display the following buttons: (M)
    a. ADD NAME
    b. DONE
    c. DELETE NAME

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

13. If multiple name entries are required, the EFCD must allow the OLU to enter each new name by use of the ADD NAME button. (M)
    a. ADD NAME
        i. Upon selection of the Add Name button, the EFCD must insert the current name in the table and clear all entry fields to allow the OLU to enter an additional name.
        ii. The cursor focus must return to the Surname field.
        iii. The EFCD must not allow the OLU to enter an additional name if all mandatory requirements have not been met for the current name entered.
        iv. The EFCD must ensure that all mandatory requirements for Other Names/ Aliases have been met upon selection of the ADD NAME button.
    b. Helpful Tip to be displayed – Select Add Name to add another name or alias the table.
14. The EFCD must allow the OLU to complete the entry(ies) and return to the Demographic Data Capture Screen by use of the DONE button. (M)
    a. DONE
        i. The EFCD must allow the OLU to select the DONE button if they determine that no entries are required in this field.
    b. Select DONE to return to the Demographic Data Capture screen.
15. The EFCD must allow the OLU to delete a name and alias entry in the Other Names/ Aliases table by use of the DELETE NAME button. (M)
    a. DELETE NAME
        i. The EFCD must allow the OLU to highlight a name and alias entry in the Other Name/Aliases table by a single mouse click and/or single tap on the touchscreen and once selected, the DELETE NAME button must become active and allow the OLU to delete the other name and alias and the associated information from the list.
        ii. The following message must be displayed, “Do you want to delete this other name and alias?” with the options of Yes and No
        iii. If Yes is selected, the other name and alias entry must be deleted from the list.
        iv. If No is selected, the OLU must be returned to the Other Names/Aliases Screen.
    b. Helpful Tip to be displayed – Highlight the row to be deleted in the Other Name/Aliases table.
16. The EFCD must allow the OLU to edit a name and alias entry from the Other Names/Aliases table. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

17. The EFCD must allow the OLU by use of a double mouse click and/or double tap on the touchscreen to select an entry to edit. (M)
    a. The OLU must be allowed to modify the information and select the ADD NAME button once the edit is complete.
    b. The OLU must be allowed to view the information and if it is determined that no changes are required, the OLU must be allowed to select the DONE button.
18. Upon completion of the entry in the Other Names/Aliases field, a black checkmark completion indicator must be displayed on the Demographic Data Capture Screen to indicate to the OLU that there is an entry in the Other Names/Aliases field and the black checkmark must appear next to the Other Names/Aliases button. (M)
19. If there is no entry in the Other Names/Alias field, a black x completion indicator must be displayed on Demographic Data Capture Screen to indicate to the OLU that there isn't an entry in the Other Names/Aliases field and the black x must appear next to the Other Names/Aliases button. (M)
20. If there is no entry in the Other Names/Alias field and the Other Names/Alias is a mandatory requirement, a red x must be displayed on the Demographic Data Capture Screen to indicate to the OLU that there isn't an entry in the Other Names/Aliases field and the red x must appear next to the Other Names/Aliases button. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.15 Home Address (Tag 2.802)

1. Refer to Figure 13 - Civil Demographic Data Capture. (I)
2. The EFCD must allow the OLU to enter information required for the Home Address on the Demographic Data Capture Screen and this information must be visible to the OLU. (M)
3. The sub-fields must be displayed in a group box labelled “Home Address”. (M)
4. The following sub-fields must be displayed for the Home Address tag in the following order: (M)
    a. Home Address
        i. Apt./Unit # - Street #/ Name
        ii. City
        iii. Province/ State
        iv. Postal Code/ ZIP Code
        v. Country
5. The EFCD must implement the conditional mandatory requirements that apply as follows: (M)
    a. Apt./Unit # - Street #/ Name
        i. The OLU must be allowed to enter a street name in the text field.
    b. City
        i. The OLU must be allowed to enter a city in the text field.
    c. Province/State
        i. The OLU must be allowed to select the province or state where the individual resides by use of a dropdown list with a filter control.
        ii. The dropdown list should display the Canadian provinces in alphabetical order, followed by the US states in alphabetical order.
        iii. If the OLU selects Canada in the Country field before the Province/State field, the EFCD should only display provinces for selection.
        iv. If the OLU selects United States of America in the Country field before the Province/State field, the EFCD should only display states for selection.
        v. If the OLU selects a Canadian province, the EFCD should auto-populate the country code of Canada and display Canada as the country.
        vi. If the OLU selects a US state, the EFCD should auto-populate the country code of United States of America and display USA as the country.
    d. Postal Code/ ZIP Code
        i. If the OLU previously selected Canada, the EFCD must allow the OLU to enter the postal code without the use of a space.
        ii. The EFCD must automatically format the postal code field as per the ICD logical record requirements.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

e. Country
    i. The OLU must be allowed to select the Country for where the individual resides by use of a dropdown list with a filter control.
    ii. The dropdown list must display Canada as the first selection, followed by USA and then list the remaining countries in alphabetical order.
    iii. If the OLU selects Other (code 998), the EFCD must allow the OLU to manually enter a country.
    iv. The manual entry of a country must only be allowed when the Country is equal to Other (code 998).

16.16 Sex (Tag 2.807)

1. Refer to Figure 10 - Demographic Data Capture. (I)
2. The EFCD must display the Sex field in radio button format and the choices must be listed in the following order: (M)
    a. Male
    b. Female
    c. Unknown
3. The sex value radio buttons must be displayed in a group box labelled Sex. (M)
4. The EFCD must allow the OLU to select one radio button. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.17 Date of Birth (Tag 2.8022)

1. Refer to Figure 10 - Demographic Data Capture. (I)
2. The Date of Birth must be displayed in the standard date format CCYY-MM-DD.(M)
3. The date of birth must be a valid date field. (M)
4. The date must be valid for the calendar year entered by the OLU. (M)
5. The EFCD must allow the OLU to enter the date of birth by auto-advancing the cursor without the OLU having to enter hyphens. (M)
6. The EFCD must calculate and display the age of the subject, in a field labelled Age, based on data entered for Date of Birth (Tag 2.8022) and the current system date for all TOT's. (M)
7. The age field must be auto-populated after the user has entered the Date of Birth and moved past the age field (e.g. pressed the Enter key, Tab key or used the mouse to move to another field. (M)
8. The age field must immediately follow the onscreen entry of the Date of Birth field (Tag 2.8022). (M)
9. The age field must not be editable. (M)
10. The age field must be updated each time the Date of Birth is entered or modified. (M)

16.18 Place of Birth (Tag 2.815)

1. Refer to Figure 12 - Demographic Data Capture Cardscan. (I)
2. The EFCD must allow the OLU to select a place of birth, by use of a dropdown list with a filter using the descriptions as outlined in the ICD, with the Canadian provinces listed alphabetically, followed by Europe, United Kingdom, USA, Other and Unknown. (M)

16.19 Country of Birth (Tag 2.8935)

1. Refer to Figure 12 - Demographic Data Capture Cardscan. (I)
2. The EFCD must allow the OLU to select the Country of Birth by use of a dropdown list with a filter (M)
3. The countries must be listed in alphabetical order using the description value as defined in the ICD. (M)
4. If the OLU selects Other (code 998), the EFCD must allow the OLU to manually enter a country. (M)
5. The manual entry of a country must only be allowed when the Country is equal to Other (Code 998). (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.20 Date of Entry (Tag 2.885)

1. The EFCD must allow the OLU to enter the date the individual entered Canada by use of a date field. (M)
2. The date of entry must be displayed in the standard date format of CCYY-MM-DD. (M)
3. The date of entry field must be a valid date field. (M)
4. The EFCD must allow the OLU to enter the date of entry by auto-advancing the cursor without the OLU having to enter hyphens. (M)

16.21 Height (Tag 2.810)

1. Refer to Figure 12 - Demographic Data Capture Cardscan. (I)
2. The EFCD must display the Height field and allow the OLU to enter the individual's height in metric or imperial. (M)
3. The EFCD must have a check box labelled unknown. (M)
4. If Unknown is checked, the EFCD must auto-populate the metric field with 0. (M)
5. The three fields must be displayed in a group box labelled Height. (M)
    a. Height
        i. Metric *nnn* cm.
        ii. Imperial *n* feet *nn* inches
        iii. Unknown
6. The OLU must be allowed to enter the height in metric (centimetres). (M)
7. The OLU must be allowed to enter the height in feet and inches. (M)
8. If the height is entered in metric, the EFCD must also display the height in imperial and vice versa. (M)
9. The EFCD must ensure the imperial height measurements are compliant with the minimum and maximum metric height measurements in the ICD and convert the measurement to metric upon submission of the transaction. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.22 Weight (Tag 2.811)

1. Refer to Figure 12 - Demographic Data Capture Cardscan. (I)
2. The EFCD must display the Weight field and allow the OLU to enter the individual's height in metric or imperial. (M)
3. The EFCD must also have a check box labelled unknown. (M)
4. If Unknown is checked, the EFCD must auto-populate the metric field with 0. (M)
5. The three fields must be displayed in a group box labelled Weight. (M)
    a. Weight
        i. Metric *nnn* kilograms
        ii. Imperial *nnn* pounds
        iii. Unknown
6. The OLU must be allowed to enter the weight in metric (kilograms). (M)
7. The OLU must be allowed to enter the weight in pounds. (M)
8. If the weight is entered in metric, the EFCD must also display the weight in imperial and vice versa. (M)
9. The EFCD must ensure the imperial weight measurements are compliant with the minimum and maximum metric weight measurement in the ICD and convert the measurement to metric upon submission of the transaction. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.23 Race Descent (Tag 2.814) and Race Description (Tag 2.8936)

1. Refer to Figure 12 - Demographic Data Capture Cardscan. (I)
2. The EFCD must display Race Descent (Tag 2.814) for the following TOTs: (M)
    a. Criminal Charges (CARY)
    b. Deportee (CARY)
    c. Criminal Record Inquiry (CARN)
    d. Refugee (REF)
3. The EFCD must allow for radio buttons that displays the Race Descent (Tag 2.814) options as outlined in the ICD. (M)
4. The following three options must be made available to the OLU on the EFCD. (M)
    a. White
    b. Other
        i. The Non-White option must be displayed as Other.
    c. Unknown
5. If Other is selected, the OLU must be allowed to manually enter a Race Description (Tag 2.8936). (M)
6. If White or Unknown is selected, the Race Description field must be greyed out and not allow for manual entry. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.24 FPS (Tag 2.801)

1. The EFCD must display the Fingerprint Section Number field labelled as FPS. (M)
2. The EFCD must display the FPS as a 1-to-6 digit numeric or a 1-to-6 digit numeric followed by a letter. (M)
    a. 1-to-6 digit numeric (e.g. 123456)
        i. A one digit value of zero (0) is not a valid entry.
        ii. Maximum of six numeric digits is allowed.
    b. 1-to-6 digit numeric followed by a letter (e.g. 654321A)
        i. A maximum of 6 numeric digits followed by 1 alpha character is allowed.
3. The OLU must be allowed to enter between one and five digits and the EFCD must pad the value entered with leading zero(s) to a maximum of 6 digits.: (M)
    a. 1-to-6 digit numeric (e.g. 123)
        i. The OLU will enter 123.
        ii. When the Enter key or Tab key is pressed, the EFCD must display and populate 000123.
    b. 1-to-6 digit numeric followed by a letter (e.g. 654A)
        i. The OLU will enter 654A.
        ii. When the Enter key or Tab key is pressed, the EFCD must display and populate 000654A.

16.25 FBI Search Request (Tag 2.874)

1. Refer to Figure 8 - Civil Application Details. (I)
2. Refer to Figure 11 - Demographic Data Capture 2. (I)
3. The EFCD must allow the OLU to choose to perform an FBI search. (M)
4. The EFCD must allow the OLU to select an FBI Search Request by use of a check box. (M)
5. The EFCD must allow the OLU to clear the checkbox for the FBI search request. (M)
6. If the FBI Search Request has been requested, the EFCD must allow the OLU to enter an FBI File Number. The OLU must not be allowed to enter an FBI File Number for a MAP transaction. (M)
7. The EFCD must allow the OLU to request an FBI search for any individual 12 years of age or over. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.26 US State Search Request (Tag 2.876)

1. Refer to Figure 20 - U.S. State to Search Pop-up. (I)
2. Refer to Figure 11 - Demographic Data Capture 2. (I)
3. An FBI search must be requested in order to allow for a U.S. State Search Request. (M)
4. The EFCD must allow the OLU to request a U.S. State Search for any individual 12 years of age or over. (M)
5. The U.S. State Search Request and the U.S. States to Search button must be greyed out until the FBI Search Request is selected. (M)
6. If the U.S. State Search Request is checked, the U.S. State to Search becomes conditionally mandatory and the U.S. States to Search button must be highlighted. (M)
7. If the U.S. State to Search button is clicked or tapped, the EFCD must open a separate window that is overlaid on the Demographic Data Capture screen titled U.S. States to Search and this header must be centred on the U.S. States to Search window. (M)
8. The EFCD must display the following fields: (M)
    a. U.S. State
        i. The EFCD must allow the OLU to select states for search using a dropdown list. The states must be listed in alphabetical order.
        ii. Once a US State has been selected for search, the EFCD must grey out the state and not allow the OLU to select it again from the dropdown list.
        iii. The U.S. states available for search are listed in the ICD.
    b. State File Number
        i. The EFCD must allow the OLU to enter a state file number for each state selected for search
9. The EFCD must allow the OLU to select up to 52 US States to search. (M)
10. The EFCD must display in table format at the bottom of the US States to Search window, all U.S. States that have been selected for search. (M)
11. This table must be titled U.S. States. (M)
12. The table must have the following columns:
    a. U.S. State
    b. File Number
13. In the table, the U.S. State and File Number must be listed in alphabetical order. (M)
14. The EFCD must allow the OLU to scroll through the list of U.S. States and the headers must remain static. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

15. The EFCD must display the following buttons: (M)
    a. ADD STATE
    b. DONE
    c. DELETE STATE
16. If multiple states are required for search, the EFCD must allow the OLU to enter each separate US State to search by use of the ADD STATE button. (M)
17. The EFCD must allow the OLU to enter an additional U.S state for search by use of an ADD STATE button. (M)
    a. Upon selection of the ADD STATE button, the EFCD must allow the OLU to enter another state for search.
    b. The cursor focus must return to the U.S. State field.
    c. Helpful Tip to be displayed – Select Add State to enter another state for search.
18. The EFCD must allow the OLU to return to the Demographic Data Capture screen by use of a DONE button, if no further entries are required. (M)
19. The EFCD must allow the OLU to delete a U.S. State from the U.S. State table by use of the DELETE STATE button. (M)
    a. DELETE STATE
        i. The EFCD must allow the OLU to highlight a U.S. State entry in the U.S. State Table, by a single mouse click and/or single tap on the touchscreen and once selected, the DELETE STATE button must become active.
        ii. The following message must be displayed “Do you want to delete this U.S. State?” with the options of Yes and No.
        iii. If Yes is selected, the U.S. State entry must be deleted from the list.
        iv. If No is selected, the OLU must be returned to the U.S. States to Search Screen.
    b. Helpful Tip to be displayed – Highlight the row to be deleted in the U.S. State table.
20. When an entry is deleted from the list, the EFCD must ensure that the U.S. States to search remain in alphabetical order.
21. The EFCD must allow the OLU to edit a U.S. State selected for search from the U.S. States table. (M)
22. The EFCD must allow the OLU by use of a double mouse click and/or double tap on the touchscreen to select an entry to edit. (M)
    a. The OLU must be allowed to modify the information and select the DONE button once the edit is complete.
    b. The OLU must be allowed to view the information and if it is determined that no changes are required, the OLU must be allowed to select the DONE button.
23. The EFCD must allow the OLU to edit a US State selected for search from the US States to search table. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

24. The EFCD must allow the OLU by use of a double mouse click and/or double tap on the touchscreen to select an entry to edit. (M)
    a. The OLU must be allowed to modify the information and select the DONE button once the edit is complete.
    b. The OLU must be allowed to view the information and if it is determined that no changes are required, the OLU must be allowed to select the DONE button.
25. Upon completion of the entry in the U.S. States to Search, a black checkmark must be displayed next to the U.S. States to Search button on the Demographic Data Capture Screen to indicate to the OLU that there is an entry in the U.S. States to Search field. (M)
26. If the U.S. State Search Request checkbox is cleared after the entry of U.S. States, the EFCD must prompt the OLU to confirm that the U.S. States to search will be deleted using a Yes/No selection. (M)
    a. If Yes is selected the U.S. States to Search button must be greyed out and the states to search data must be discarded; or
    b. If No is selected, the U.S. State Search Request must revert back to checked and the states to search data must be retained.
27. If there is no entry in the U.S. States to Search, and the U.S. State search request has been selected, a red x must be displayed next to the U.S. States to Search button on Demographic Data Capture Screen to indicate to the OLU that there isn't an entry in the U.S. States to Search field. (M)

16.27 International Search Request (Tag 2.891)

1. Refer to Figure 8 - Civil Application Details. (I)
2. Refer to Figure 11 - Demographic Data Capture 2. (I)
3. The EFCD must allow the OLU to select an International Country Search Request by use of a check box located on the main demographic data capture screen. (M)
4. The EFCD must allow the OLU to clear the checkbox for the International Country Search request. (M)
5. Upon selection of the International Search Request the International Countries to Search becomes conditionally mandatory and the International Countries to Search button must be highlighted. (M)
6. The OLA must be able to configure the EFCD to display or not display the International Search Request for MAP transactions only. (M)
7. The EFCD must allow the OLU to request an International Search for any individual 12 years of age or over. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.28 International Countries to Search (Tag 2.892)

1. Refer to Figure 8 - Civil Application Details. (I)
2. Refer to Figure 11 - Demographic Data Capture 2. (I)
3. If the International Country Search Request is checked, the OLU must be allowed to select the International Countries to Search button. (M)
4. If the International Search Request is not checked, the International Countries to Search button must be greyed out. (M)
5. If the OLU clicks or taps the International Countries to Search button, the EFCD must open a separate window that is overlaid on the Demographic Data Capture screen titled International Countries to Search. (M)
6. The EFCD must display the following fields:
    a. International Country
        i. The EFCD must allow the OLU to select countries for search using a dropdown list. The countries must be listed in alphabetical order.
        ii. Once a Country has been selected for search, the EFCD must grey out the country and not allow the OLU to select it again from the dropdown list.
        iii. The dropdown list must have a filter control.
        iv. The countries available for search are listed in the ICD.
        v. If the OLU selects Other, the EFCD must allow the OLU to manually enter a country name.
        vi. The manual entry of a country must only be allowed if the Other is selected.
        vii. Canada must not be included in the International Countries available for search.
    b. Country File Number
        i. The EFCD must allow the OLU to enter a country file number for each country selected for search
7. The EFCD must allow the OLU to select up to 5 countries to search for applicable MAP application types. (M)
8. The EFCD must allow the OLU to select up to 30 countries to search for CARY, CARN and REF TOTs. (M)The EFCD must display in table format all countries that have been selected for search. (M)
9. The table must be titled International Countries. (M)
10. The table must have the following columns:
    a. Country
    b. File Number
11. In the table, the countries to search and the file number must be listed in alphabetical order. (M)
12. The EFCD must allow the OLU to scroll through the list of countries to search and the headers must remain static. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

13. The EFCD must display the following buttons: (M)
    a. ADD COUNTRY
    b. DONE
    c. DELETE COUNTRY
14. If multiple countries are required for search, the EFCD must allow the OLU to enter each separate International Country to Search by use of the ADDITIONAL COUNTRY button. (M)
15. The ADD COUNTRY button must allow the OLU to select another International Country for Search. (M)
    a. ADD COUNTRY
        i. Upon selection of the ADD COUNTRY button, the OLU must be allowed to select another country for search.
        ii. The EFCD must not allow the OLU to select another International Country for search if all mandatory requirements have not been met for the current International Country selected for search.
    b. Helpful Tip to be displayed – Select Add Country to select another country for search.
16. The EFCD must allow the OLU to return to the Demographic Data Capture screen by use of a DONE button, if no further entries are required. (M)
17. The EFCD must allow the OLU to delete an International Country from the International Countries to Search table by use of the DELETE COUNTRY button. (M)
    a. DELETE COUNTRY
        i. The EFCD must allow the OLU to highlight an International Country entry in the International Countries to Search table, by a single mouse click and/or single tap on the touchscreen, and once selected, the DELETE COUNTRY button must become active and allow the OLU to delete the International Country and the associated information from the list.
        ii. The following message must be displayed, “Do you want to delete this International Country?” with the options of Yes and No.
        iii. If Yes is selected, the International Country entry must be deleted from the list.
        iv. If No is selected, the OLU must be returned to the International Countries to Search Screen.
        v. When an entry is deleted from the list, the EFCD must ensure that the International Countries to search remain in alphabetical order.
    b. Helpful Tip to be displayed – Highlight the row to be deleted in the International Countries to Search table.
18. The EFCD must allow the OLU to edit an International Country selected for search from the International Countries to search table. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

19. The EFCD must allow the OLU by use of a double mouse click and/or double tap on the touchscreen to select an entry to edit. (M)
    a. The OLU must be allowed to modify the information and select the DONE button once the edit is complete.
    b. The OLU must be allowed to view the information and if it is determined that no changes are required, the OLU must be allowed to select the DONE button.
20. Upon completion of the entry in the International Countries to Search, a black checkmark must be displayed next to the International Countries to Search button on the Demographic Data Capture Screen to indicate to the OLU that there is an entry in the International Countries to Search field. (M)
21. If there is no entry in the International Countries to Search field and the International Country Request has been selected, a red x must be displayed next to the International Countries to Search button on the Demographic Data Capture Screen to indicate to the OLU that there isn't an entry in the International Countries to Search field. (M)

16.29 Foreign Search Reason (Tag 2.894)

1. Refer to Figure 11 - Demographic Data Capture 2. (I)
2. Foreign Search Reason must always be a conditional mandatory field and must allow for OLU input when an International, State, or FBI search is requested. (M)
3. The field must be greyed out if the conditions have not been met. (M)
4. The EFCD must only display the Foreign Search Reason field when a FBI, US State Search or International Search Request has been selected. (M)
5. The EFCD must display the Foreign Search Reason as an editable field. (M)
6. The field must support word wrap. (M)
7. The Foreign Search Reason field must have a scroll bar if required to allow the OLU to view all of the text in the Foreign Search Reason field. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.30 Investigator Contact Information (Tag 2.8106)

1. Refer to Figure 11 - Demographic Data Capture 2. (I)
2. Refer to Figure 21 - Investigator Contact Information. (I)
3. Investigator Contact Information must always be a conditional mandatory field and allow for OLU input when an International or U.S. State Search has been requested. (M)
4. The EFCD must display the INVESTIGATOR CONTACT INFORMATION button when U.S. State Search Request or International Search Request are selected. (M)
5. The investigator contact information button must be greyed out when only an FBI search is requested. (M)
6. The EFCD must allow the OLU to enter the Investigator Contact Information by use of a button labelled INVESTIGATOR CONTACT INFORMATION. (M)
7. If the Investigator Contact Information button has been clicked or tapped, the EFCD must open a separate window that is overlaid on the demographic data capture screen titled Investigator Contact Information and this header must be centred on the Investigator Contact Information window. The fields required for this window are listed below. (M)
8. The Investigator Contact Information screen must display the following fields. (M)
    a. Investigator’s Name
        i. The EFCD must display this field as a free text field and allow the OLU to enter the name of the investigating officer
    b. Investigating Agency Name
        i. The EFCD must display this field as a free text field and allow the OLU to enter the name of the investigating agency
    c. Investigating Section Name
        i. The EFCD must display this field as a free text field and allow the OLU to enter the investigating agency section name
    d. Investigator’s Telephone Number
        i. The EFCD must display this field as a free text field and allow the OLU to enter a telephone number
        ii. The telephone number must be displayed in the standard phone number format:
            1) nnn-nnn-nnnn
            2) The EFCD must display the hyphens automatically by auto-advancing the cursor, while allowing the OLU to enter the phone number
            3) The hyphens must be in the packet submitted to the RTID system

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

e. Investigator's Fax Number

i. The EFCD must display this field as a free text field and allow the OLU to enter the investigators fax number

ii. The fax number must be displayed in the standard phone number format:

1) nnn-nnn-nnnn

2) The EFCD must display the hyphens automatically by auto-advancing the cursor, while allowing the OLU to enter the fax number

3) The hyphens must not be in the packet submitted to the RTID system

f. Investigator's Email Address

i. The EFCD must allow the OLU to enter an email address

g. Investigator's Mailing Address

i. The EFCD must display this field as a free text field and allow the OLU to enter the investigator's mailing address. The fields must be displayed as shown below:

1) Unit # - Street #/ Name

a) The OLU must be allowed to enter a street address

2) City

a) The OLU must be allowed to enter a city

3) Province

a) The OLU must be allowed to enter a province

b) This must be a free text field

4) Postal Code

a) The EFCD must allow the OLU to enter the postal code without the use of a space

b) The EFCD must automatically format the postal code field as per the ICD logical record requirements

5) Country

a) The EFCD must allow the OLU to enter a country

b) This must be a free text field

ii. The EFCD must format the information added by the OLU to be ICD compliant

9. The EFCD must display the following button: (M)

a. DONE

10. The OLU must be allowed to select the DONE button if no further information is required. (M)

11. The EFCD must ensure that all mandatory requirements for the Investigator Contact Information have been met upon selection of the DONE button. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12. The DONE button must allow the OLU to return to the Demographic Data Capture Screen. (M)
13. Upon completion of the entry in the Investigator Contact Information field, a black checkmark must be displayed next to the Investigator Contact Information button on the Demographic Data Capture Screen to indicate to the OLU that there is an entry in the Investigator Contact Information field. (M)
14. If there is no entry in the Investigator Contact Information field and the Investigator Contact Information is a mandatory requirement, a red x must be displayed next to the Investigator Contact Information button on the Demographic Data Capture Screen to indicate to the OLU that there isn't an entry in the Investigator Contact Information field. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.31 Marks, Scars and Tattoos (Tag 2.823)

1. Refer to Figure 28 - Scars, Marks and Tattoos. (I)
2. Refer to Figure 29 - Scars, Marks and Tattoos Head. (I)
3. Refer to Figure 61 - Scars Marks and Tattoos 200 ARM RIGHT. (I)
4. Refer to Figure 62 – Scars Marks and Tattoos 200 HAND RIGHT. (I)
5. Refer to Figure 63 – Scars Marks and Tattoos 300 ARM LEFT. (I)
6. Refer to Figure 64 – Scars Marks and Tattoos 300 HAND LEFT. (I)
7. Refer to Figure 65 – Scars Marks and Tattoos 400 TORSO FRONT. (I)
8. Refer to Figure 66 – Scars Marks and Tattoos 500 LEG LEFT. (I)
9. Refer to Figure 67 – Scars Marks and Tattoos 600 LEG RIGHT. (I)
10. Refer to Figure 68 – Scars Marks and Tattoos 500-600 FEET LEFT RIGHT. (I)
11. Refer to Figure 69 – Scars Marks and Tattoos 700 TORSO BACK. (I)
12. Refer to Figure 18 - Demographic CARY 2. (I)
13. The EFCD must allow the OLU to enter Scars, Marks and Tattoos from the demographic data capture screen by use of a button labelled Scars, Marks and Tattoos. (M)
14. If the Scars, Marks, and Tattoos button is clicked or tapped, the EFCD must open a separate window that is overlaid on the demographic data capture screen titled Scars, Marks, and Tattoos and this header must be centred on the Scars, Marks, and Tattoos window. (M)
15. If the Scars, Marks, and Tattoos button has been clicked or tapped, the EFCD must display two diagrams of the human body, one of the front of the body and one of the back of the body. (M)
    a. The EFCD must have a zoom function for the following body parts:
        i. Head
        ii. Right Arm
        iii. Right Hand
        iv. Front Torso
        v. Right Leg
        vi. Feet
        vii. Left Arm
        viii. Left Hand
        ix. Left Leg
    b. The EFCD must have a zoom function for the following body part:
        i. Back
16. The OLU must be able to click on the image or choose from a dropdown list, a location to reference the attribute. (M)
17. The descriptions as outlined in the ICD must be used in the dropdown list and not the codes. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

18. The EFCD must display on the screen the following message to aid the OLU. (M)
    a. Select a body location from the dropdown list below or from the diagram on the left. A detailed diagram will appear to provide options for annotation. (M)
19. The EFCD must allow the OLU to enter up to 50 scars, marks and tattoos. (M)
20. The EFCD must display in table format all scars, marks and tattoos that have been entered. (M)
21. The table must contain the following columns: (M)
    a. Body Location
        i. Display the body location related to the attribute as outlined in the ICD.
    b. Attribute
        i. Display the attribute selected.
    c. Description
        i. Display the description related to the attribute.
22. The EFCD must display the attributes in the order they were entered. (M)
23. The EFCD must allow the OLU to sort the entries in the table alphabetically using the body location column or alphabetically using the Attribute column. (M)
24. The EFCD must display the following buttons: (M)
    a. EDIT SELECTED LOCATION
        i. The EFCD must allow the OLU to select a row in the table by a single click of the mouse or tap on the touchscreen.
        ii. The EFCD must highlight the row.
        iii. The EFCD must allow the OLU to edit the entry.
    b. REMOVE SMT
        i. The EFCD must allow the OLU to select a row in the table by a single click of the mouse or tap on the touchscreen.
        ii. The EFCD must highlight the row.
        iii. The EFCD must delete the entry from the table.
    c. DONE
        i. The EFCD must allow the OLU to click or tap the DONE button and be returned to the Demographic Data Entry screen.
        ii. The EFCD must ensure that all mandatory requirements for Scars, Marks and Tattoos have been met upon selection of the DONE button.
25. The EFCD must display at the bottom of the screen, “helpful tips” that assist the OLU with the scar, mark and tattoo capture process. These tips must be based on the vendor’s best practices for the capture of scars, marks and tattoos. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26. Upon selection of a body location on either the diagram or from the dropdown list, the EFCD must open a diagram of that part of the body. (M)
    a. The EFCD must display the zoomed in area that was selected on the left and the location in the top right hand corner.
        i. The OLU must be able to click or tap on the specific body location or use the dropdown list.
        ii. The click or tap of the body location must update the list box item and vice versa.
        iii. The dropdown list must only contain the body locations that are displayed on the screen.
    b. The body location selected must be highlighted. (M)
27. The EFCD must display the attributes available in alphabetical order and in radio button format: (M)
    a. AMPUTATED
    b. BREAK
    c. DEFORMITY
    d. FOREIGN SUBSTANCE
    e. MARK
    f. PECULIARITY
    g. SCAR
    h. TATTOO
28. The OLU must be allowed to select the attribute that is associated to the body location. (M)
    a. The OLU must be allowed to select another radio button if an attribute was selected in error.
29. The EFCD must display the description field below the attributes. (M)
    a. The OLU must be allowed to enter a description for the attribute.
30. The EFCD must display a REMOVE ANNOTATION radio button. (M)
    a. The OLU must be able to click or tap on the REMOVE ANNOTATION radio button and the EFCD must remove the attribute and description.
31. The EFCD must display a button labelled ADDITIONAL SMT FOR THIS LOCATION. (M)
    a. The OLU must be able to click or tap on the ADDITIONAL SMT FOR THIS LOCATION button and the previously captured information must be retained but allow the OLU to enter an additional attribute for this body location area.
32. The EFCD must display a button labelled DONE. (M)
    a. The OLU must be able to click or tap on the DONE button and the EFCD must return the OLU to the main Scars, Marks, and Tattoos screen.
    b. The EFCD must ensure all mandatory requirements for the attribute, location and description have been met upon selection of the DONE button.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

33. Upon completion of the entry in Scars, Marks and Tattoos, a black checkmark must be displayed next to the Scars, Marks and Tattoos button on the Demographic Data Capture Screen to indicate to the OLU that there is an entry in the Scars, Marks and Tattoos field. (M)

34. If there is no entry in the Scars, Marks and Tattoos field, a black x must be displayed next to the Scars, Marks and Tattoos button on Demographic Data Capture Screen to indicate to the OLU that there isn't an entry in the Scars, Marks and Tattoos field. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.32 Young Person Flag (Tag 2.818)

1. The young person flag is only used for CARY transactions. (I)
2. The young person flag must not be displayed to the OLU. It should be automatically populated based on the age of the individual being charged at time of offence. Refer to the ICD for details to determine age. (M)

16.33 Charge Information (Tag 2.829)

16.33.1 EFCD Charge Information

1. Refer to Figure 22 - Charge Information Pop-Up 1. (I)
2. Refer to Figure 23 - Charge Information Pop-Up 2. (I)
3. Refer to Figure 24 - Charge Information Pop-Up 3. (I)
4. Refer to Figure 25 - Charge Information Pop-Up 4. (I)
5. Refer to Figure 26 - Charge Information Pop-Up 5. (I)
6. Refer to Figure 18 - Demographic CARY 2. (I)
7. The EFCD must allow the OLU to enter Charge Information from the demographic data capture screen by use of a button labelled CHARGES. (M)
8. If the Charges button is clicked or tapped, the EFCD must open a separate window that is overlaid on the demographic data capture screen titled Charge Information and this header must be centred on the Charge information window. (M)
9. The EFCD must allow the OLU to enter up to 200 charges. (M)
10. The EFCD must display all charges that have been entered in table format and the table must be titled Criminal Charges. (M)
11. The table must include the following columns and they must be displayed in the order outlined: The description as outlined in the ICD must be used for code values. (M)
    a. Charge #
        i. Charge Number is based on the order in which the criminal charges are entered on the EFCD.
    b. Occurrence #
        i. The occurrence number related to the charge.
    c. Federal Statute
        i. Federal Statute must be displayed using the full Federal Statue name and acronym if available. (e.g. Criminal Code (CC)).
    d. Section # of Charge
        i. Section number of the charge.
12. The EFCD must allow the OLU to scroll through the list of charges and the headers must remain static. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

13. The EFCD must display the following buttons: (M)
    a. ADD CHARGE
    b. DONE
    c. DELETE CHARGE
14. If multiple charge entries are required, the EFCD must allow the OLU to enter each charge by use of an ADD CHARGE button. (M)
15. The EFCD must allow the OLU to enter in an additional criminal charge by use of the Add Charge button. (M)
    a. ADD CHARGE
        i. Upon selection of the ADD CHARGE button, the EFCD must insert the current charge in the table and clear all entry fields to allow the OLU to enter an additional charge.
        ii. The cursor focus must return to the Date of Offence field.
        iii. The EFCD must not allow the OLU to enter an additional criminal charge if all mandatory requirements have not been met with for the current criminal information entered.
        iv. The EFCD must ensure that all mandatory requirements for Criminal Charges have been met upon selection of the ADD CHARGE button.
    b. Helpful Tip to be displayed – Select Add Charge to add a charge to the table.
16. The EFCD must allow the OLU to complete the entry(ies) and return to the Demographic Data Capture Screen by use of the DONE button. (M)
    a. DONE
        i. The EFCD must allow the OLU to select the DONE button if no other entries are required.
    b. Select Done to return to the Demographic Data Capture screen.
17. The EFCD must allow the OLU to delete a charge from the Criminal Charges table by use of the DELETE CHARGE button. (M)
    a. DELETE CHARGE
        i. The EFCD must allow the OLU to highlight a charge in the Criminal Charges table by a single mouse click and/or single tap on the touchscreen, and once selected, the DELETE CHARGE button must become active and allow the OLU to delete the charge and the associated charge information from the list.
        ii. The following message must be displayed, “Do you want to delete this criminal charge?” with the options of Yes and No
        iii. If Yes is selected, the charge information entry must be deleted from the list.
        iv. Upon deletion of a criminal charge in the list, the EFCD must renumber the charge number if necessary. (e.g. Charge 001 deleted, Charge 002 re-numbered to 001.)
        v. If No is selected, the OLU must be returned to the Charge Information Screen.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

b. Helpful Tip to be displayed – Highlight the row to be deleted in the Criminal Charges table.

18. The EFCD must allow the OLU to edit a charge entry from the Criminal Charges table. (M)
19. The EFCD must allow the OLU by use of a double mouse click and/or double tap on the touchscreen to select a charge entry to edit. (M)
    a. The OLU must be allowed to modify the information and select the ADD CHARGE button once the edit is complete.
    b. The EFCD must update the criminal charges with the modified information.
    c. The OLU must be allowed to view the information and if it is determined that no changes are required, the OLU must be allowed to select the DONE button.
    d. The EFCD must ensure all mandatory requirements have been met upon selection of the DONE button.
20. Upon completion of the entry in the Charges field, a black checkmark must be displayed next to the Charges button, on the Demographic Data Capture Screen to indicate to the OLU that there is an entry in the Charges field. (M)
21. If there is no entry in the Charges field, a red x must be displayed next to the Charges button, on the Demographic Data Capture Screen to indicate to the OLU that there isn't an entry in the Charges field. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.33.1.1 Charge Information

1. The EFCD must display the Charge Information sub-fields in the following order: (M)

16.33.1.1.1 Charge Number

1. The Charge Number field must be auto-populated and must not be editable by the OLU. (M)
2. The Charge Number must be displayed as a three digit number starting at a default value of 001. (M)
3. The charge number must increment by one for each additional charge added. (M)
4. The EFCD must display the number of entries in the following format: (M)
    a. 001 of 002 (001 being the first charge and 002 being the total number of charges entered)

16.33.1.1.2 Young Person Flag

1. The EFCD must indicate that the individual has been identified as a Young Person by auto populating the Young Person Flag field with a value of YES. (M)
2. The Young Person Flag must not be an editable field. (M)
3. If it is determined that the file is not a Young Person file, it must be auto-populated with a value of NO

16.33.1.1.3 Investigating Agency

1. The Investigating Agency field must be auto-populated with the EFCD ORI, which is the ORI identified in Tag 1.008. (M)
2. The Investigating Agency field must be editable and the OLU must be able to remove the information and add another Investigating Agency. (M)
3. The OLU must be allowed to edit the Investigating Agency field, the ORI identified in Tag 1.008 must remain the same. (M)
4. The EFCD must populate the CARY transaction investigating agency sub-tag with the Investigating Agency Name. (M)
5. Refer to Section 4.9 for ORI and Agency Name dropdown list configuration. (I)

16.33.1.1.4 Date of Offence

1. The Date of Offence must be an editable date field and the OLU must be able to add, delete and modify the Date of Offence. (M)
2. The date of offence must be displayed in the standard date format of CCYY-MM-DD. (M)
3. The EFCD must display the hyphens automatically by auto-advancing the cursor, while allowing the OLU to enter the date of offence. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.33.1.1.5 Occurrence Number

1. The Occurrence Number must be an editable free text field and the OLU must be able to add, delete and modify the Occurrence Number. (M)

16.33.1.1.6 Federal Statute

1. The EFCD must allow the OLU to select the Federal Statute using a dropdown list. (M)
2. The Federal Statutes in the dropdown list must be displayed in the following order using the description as outlined in the ICD. (M)
    a. Criminal Code (CC)
    b. Controlled Drugs and Substance Act (CDS Act) (CDSA)
    c. Immigration and Refugee Protection Act (IRPA)
    d. Other Federal Statute
    e. Aeronautics Act
    f. Bankruptcy And Insolvency Act
    g. Excise Act
    h. Food and Drugs Act (FDA)
    i. Canada Elections Act
    j. Cannabis Act
    k. Immigration Act
    l. Youth Criminal Justice Act (YCJA)
    m. Corrections and Conditional Release Act
    n. Income Tax Act
    o. Narcotic Control Act (NCA)
    p. Copyright Act
    q. Citizenship Act
    r. Railway Safety Act
    s. Excise Tax Act
    t. Proceeds of Crime (Money Laundering) and Terrorist Financing Act
    u. Custom Act
    v. Excise Act 2001
    w. Young Offenders Act (YOA)
3. The EFCD must only display the Federal Statutes that are relevant based on the date of offence. (M)
4. The EFCD must allow the OLU to unselect a Federal Statute and choose another Federal Statute. (M)
5. The EFCD must allow the OLA to configure and change the order of the Federal Statutes to be displayed in the dropdown list through a simple GUI configuration. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.33.1.1.7 Search for A Charge

1. The EFCD must allow the OLU to search for the Section Number of the Charge for the Federal Statute chosen by use of a SEARCH button. (M)
    a. Search by Section Number of the Charge
        i. The OLU must be able to search by entering the section number of the charge.
    b. Search by Wording of the Charge
        i. The OLU must be able to search by entering a word related to the charge.
2. The OLU must be allowed to select the SEARCH button. (M)

16.33.1.1.8 Section Number of Charge and Charge Description

1. The EFCD must filter and only display the list of charges and the charge description that apply to the section number or wording searched. (M)
2. The EFCD must only display the Section Number and wording that applies to the Federal Statute chosen and Date of Offence. (M)
3. The OLU must be able to select the charge number and charge description from the dropdown list and populate the Section Number of Charge field. (M)
4. Once the OLU selects the Section Number, the Charge Description must auto-populate in the Charge Description sub-tags 1-20. (M)
5. The wording of the charge displayed in the Charge Description sub-tags, must always be displayed using the description as outlined in the Federal Statutes Table and not by use of the numeric wording number. (M)
6. The Charge Description sub-tags must be identified as Charge Description. (M)
7. This sub-tag must auto-populate with the full wording and section number of the charge selected. (M)
8. The EFCD must display the wording and section number in paragraph format and not display the information separately in a line by line format. (M)
9. Once the Charge Description has been populated, there must not be any visible white space in the field after the display of the charge description. (M)
10. The Charge Description must be in a structured and readable format. (M)
11. If the Charge Description is auto-populated, the information must not be editable by the OLU. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.33.1.1.9 Free Form Charge Entry

1. If the OLU is unable to select from the charges displayed, an appropriate section number or charge description, the dropdown list must have the option of Free Form Charge Entry. (M)
2. The Free Form Charge Entry option must appear as the last entry below the displayed charges. (M)
3. The OLU must be able to select Free Form Charge Entry. (M)
4. The EFCD must auto-populate the Section Number of Charge field with Free Form Charge Entry when the OLU selects Free Form Charge Entry from the dropdown list. This is strictly for the viewing purposes of the OLU. The NIST packet must be compliant with ICD 1.7.8. (M)
5. If the OLU selects Free Form Charge Entry, the Free Form Section # field must allow for manual input. (M)
6. The EFCD must validate that the Free Form Section # entered is not available for the Federal Statute chosen. (M)
7. If the OLU chooses Free Form Charge Entry and the Section Number is found in the federal statute searched, the EFCD must identify to the OLU, the section number and allow the OLU to choose the section number and auto-populate the charge description fields. (M)
8. If the Section Number and Statute Name displayed is not the relevant charge, the EFCD must allow the OLU to continue with the free form entry and must drop the cursor in the Charge Description field and allow the OLU to enter the charge description information. (M)
9. Once entered, the EFCD must display the free text charge wording in paragraph format and not separately line by line and must word wrap after 26 characters. (M)
10. Upon selection of the ADD CHARGE button, the EFCD must format the charge description as follows to be submitted to the RTID System: (M)
    a. Free form charge description wording
    b. Free form section # with the prefix SEC
    c. Federal statute selected
11. The Free Form Flag field must not be displayed to the OLU. (M)
12. The Free Form Flag must automatically be set to Y when Free Form Charge Entry is selected from the dropdown list. (M)
13. The Free Form Flag must automatically be set to N when a charge is chosen from the dropdown list. (M)

16.33.1.1.10 Free Form Federal Statute

1. Refer to Figure 70 – Charge Information 6. (I)
2. Refer to Figure 71 – Charge Information 7. (I)
3. Upon selection of Other Federal Statute and Free Form Charge Entry, the EFCD must allow the OLU to manually enter the Free Form Federal Statute.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

4. The Free Form Federal Statute must only be available if the following requirements are met:
    a. Federal Statute = Other Federal Statute
    b. Section Number of Charge = Free Form Charge Entry
5. The OLU must be allowed to enter the:
    a. Free Form Federal Statute
    b. Free Form Section Number
    c. Charge Description
6. Upon selection of the ADD CHARGE button, the EFCD must format the charge description as follows to be submitted to the RTID System: (M)
    a. Free form charge description wording
    b. Free form section # with the prefix SEC
    c. Free form other federal statute

16.33.1.1.11 Number of Counts

1. The Number of Counts must be defaulted to 001. (M)
2. The Number of Counts must be an editable field. (M)
3. The OLU must not be able to enter in 000. (M)
4. If the OLU enters a value of less than three digits, the EFCD must pad the value entered with leading zero(s) to a maximum of 3 digits. (M)

16.33.1.1.12 Section Number of an Attempt or Conspiracy

1. The EFCD must allow the OLU to select the Section Number of an Attempt or Conspiracy by use of a dropdown list. (M)
2. The EFCD must allow the OLU to remove or modify the selection by use of a dropdown list. (M)

16.33.1.1.13 Court Information Number

1. The Court Information Number field must be editable and allow the OLU to add, remove and modify the information. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.33.1.1.14 Offence Information Code

1. The Offence Information Code field must be displayed to the OLU as VSI. (M)
2. The EFCD must allow the OLU to select the Offence Information Codes by use of a dropdown list. (M)
3. The dropdown list must display the Offence Information Codes using the descriptions as outlined in the ICD. (M)
4. The EFCD must allow the OLU to unselect an Offence Information Code. (M)
5. The EFCD must allow the OLU to select only one Offence Information Code per charge. (M)
6. If the Child Sex Offender Offence Information Code is selected, the EFCD must allow the OLU to choose a victim age group and victim sex. (M)

16.33.1.1.14.1 Victim Age Group Code

1. The Victim Age Group Code field must be displayed to the OLU as Victim Age Group. (M)
2. The Victim Age Group dropdown list must only be displayed if Child Sex Offender is selected. (M)
3. The EFCD must allow the OLU to select the Victim Age Group by use of a dropdown list. (M)
4. The dropdown list must display the Victim Age Group using the descriptions as outlined in the ICD. (M)
5. The EFCD must allow the OLU to modify or remove a victim age group by selecting another value from the dropdown list. (M)
6. The Victim Age Group must field must be greyed out if Sex Related, Spousal Assault or Other Family Violence is selected. (M)

16.33.1.1.14.2 Victim Sex Code

1. The Victim Sex Code field must be displayed to the OLU as Victim Sex. (M)
2. The EFCD must allow the OLU to select Victim Sex by use of a dropdown list. (M)
3. The dropdown list must display the Victim Sex codes using the descriptions as outlined in the ICD. (M)
4. The EFCD must allow the OLU to modify or remove a victim sex by selecting another value from the dropdown list. (M)
5. The Victim Sex must be greyed out if Sex Related, Spousal Assault or Other Family Violence is selected. (M)

16.33.1.1.15 Publication Ban Indicator

1. The Publication Ban Indicator must not be displayed to the OLU. (M)
2. The Publication Ban Indicator must be defaulted to (0). (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.33.2 Deportee EFCD Charge Information

1. Refer to Section 16.33.1 for information on how the charge information must be entered for a Deportee transaction. Deportee Charge information must follow the same format as EFCD Charge Information. (M)

16.33.2.1 Deportee Charge Information Differences

1. The Deportee transaction must only contain one charge. (M)
2. The EFCD must auto-populate the Federal Statute as: (M)
   a. Immigration and Refugee Protection Act (IRPA).
3. The EFCD must auto-populate the Section Number of Charge and Charge Description as: (M)
   a. SEC 48 and the wording that applies to SEC 48 of the IRPA.
4. The number of counts must be defaulted to 001 and must not be an editable field. (M)
5. The Section Number of an Attempt or Conspiracy field must not be displayed to the OLU. (M)
6. The EFCD must not display the VSI field and the associated sub-fields. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.34 Caution Flags (Tag 2.816)

1. Refer to Figure 18 - Demographic CARY 2. (I)
2. The EFCD must allow the OLU to select a caution flag by use of check boxes. (M)
3. The EFCD must allow the OLU to clear the checkbox for a caution flag if the OLU selected a caution flag. (M)
4. A caution flag must be auto-populated if the charge selected has a caution associated to it as outlined in the Federal Statutes Table. If a caution is populated by the charge, the OLU must not be able to unselect the caution flag. (M)

16.35 Authority for Canadian Search (Tag 2.896)

1. Authority for Canadian Search must only be displayed for an EFCD CARN transaction. (M)
2. The EFCD must allow the OLU to select the Authority for Canadian Search using radio buttons. (M)
3. The Authority for Canadian Search choices must be displayed in the following order on the Livescan: (M)
    a. Criminal Code - For Identification Purposes
    b. Immigration and Refugee Protection Act
    c. Amnesia / Loss of Capacity
    d. Taken with Informed Consent
4. The Authority for Canadian Search choices must be displayed in the following order on the Cardscan: (M)
    a. Criminal Code - For Identification Purposes
    b. Immigration and Refugee Protection Act
    c. Amnesia / Loss of Capacity / Unidentified Body
    d. Taken with Informed Consent
    e. Deceased Offender Notification
5. Taken with Informed Consent is not a valid entry if the individual is less than 18 years of age at date of fingerprinting. (I)
6. If taken with Informed Consent is chosen and the calculated age is less than 18, the Livescan must return the cursor to the Authority for Canadian Search field and display the following error message. (M)
    a. The individual is less than 18 years of age, “Taken with Informed Consent” cannot be used as the authority for fingerprinting.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.36 Immigration Retention End Date (Tag 2.8971)

1. The Immigration (IMM) transaction contains the Immigration Retention End Date (Tag 2.8971). (I)
2. The immigration retention end date is fifteen years from the date of fingerprinting. (I)
3. The Immigration retention end date must be auto-populated. (M)
4. The Livescan must display the Immigration Retention End date to the OLU. (M)
5. The Livescan must not allow the OLU to edit the Immigration Retention End Date. (M)
6. The Livescan must allow the OLA to configure the parameters of the Immigration Retention End date through a simple GUI configuration. (M)

16.37 Civil Application Types (Tag 2.869)

16.37.1 Civil Application – Current State and Civil Efficiencies

1. Refer to Figure 8 - Civil Application Details. (I)
2. Refer to Figure 9 - Civil Efficiencies Application Type Details. (I)
3. The Civil Application Types privileges are based on the following Agency Profiles. (I)
   a. Police and RCMP Agency
   b. Federal Government Agency
   c. Provincial Government Agency
4. Refer to the Best Practices for the Implementation of Civil Efficiencies of Electronic Fingerprint Capture Devices Workflows, for the allowable application types associated to each Agency Profile listed above. Information concerning the additional tags that must be displayed for each application type is also contained in the Best Practice document. (I)
5. Refer to the Supplemental Document to ICD 1.7.8., for Current State requirements. (I)
6. Table 6 - Civil Application Types and Helpful Tips is the “helpful tips” for each application type in the dropdown list that must be displayed to the OLU on the Application Type Details screen. (M)
7. The “helpful tips’ must be displayed to the OLU when the pointer is hovered over the application type in the dropdown list. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 6 - Civil Application Types And Helpful Tips

CIVIL APPLICATION FOR CURRENT STATE AND CIVIL EFFICIENCIES			
Code	Application Type		Helpful Tips
7	Employment (Private Industry)		Used to perform fingerprint based criminal record searches in support of employment background clearances for Private industry employment purposes.
10	CRIMINAL RECORD CHECK FOR PERSONAL USE		
	1001	For Suspended Record	Used to obtain a copy of a subject's criminal file for which a record suspension has been granted.
	1002	For Active Criminal Record	Used to obtain a copy of the subject's active criminal file.
	1003	Other (Provide Details)	This application type is used to request copies of all fingerprint holdings including sequestered information.
11	Adoption (Cdn/International)		Used to perform fingerprint based criminal record searches in support of adoption requests. These requests may be for either domestic or foreign adoption authorities.
12	Permanent Resident Status		Used to perform fingerprint based criminal record searches in support of applying for Permanent Residency in Canada with Immigration, Refugee and Citizenship Canada (IRCC).
20	Employment (Provincial Govt)		Used to perform fingerprint based criminal record searches in support of employment background clearances for Provincial government (including Municipal) employment purposes.
21	Employment (Federal Govt)		Used to perform fingerprint based criminal record searches in support of employment background clearances for Federal government employment purposes.
22	Employment (Other)		Used by non-government agencies to perform fingerprint based criminal record searches in support of employment background clearances that are considered neither private nor government employment.
23	Record Suspension Application		Used to obtain a subject's criminal record in support of their application for a record suspension.
25	Volunteer Employment		Used to perform fingerprint based criminal record searches in support of Volunteer Employment background clearances. The position must be one of non-compensated employment.
26	Canadian Citizenship		Used to perform fingerprint based criminal record searches in support of applying for Canadian Citizenship with Immigration, Refugee and Citizenship Canada (IRCC).
30	Criminal Record Modification		Used to perform no-fee fingerprint based criminal record searches of active criminal record information to provide an individual the opportunity to apply to have historic unjust convictions expunged from their criminal record.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 6 - Civil Application Types And Helpful Tips

CIVIL APPLICATION FOR CURRENT STATE AND CIVIL EFFICIENCIES			
Code	Application Type		Helpful Tips
32	Visa / Border Crossing / Foreign Travel / Work		Used to obtain permission to enter another country, usually for an extended time period or to work. A foreign nation may require the completion of a fingerprint based criminal records check as part of the process of obtaining a visa or other work document to enter that country. The Civil Product produced as a result of this type of civil search may be used as an official document in support of the subject's application for the visa, travel waiver or work permit.
34	Employment-Police		
	3401	RCMP Member	Used by RCMP Detachments for the purposes of hiring RCMP Regular Members and seconded police officers.
	3402	RCMP Civilian Employee	Used by RCMP Detachments for the purposes of hiring RCMP civilian members, RCMP public service employees, contractors, and other RCMP support staff.
	3403	Civilian Employee	Used by police agencies external to the RCMP for the purposes of hiring public service employees, contractors, and other support staff.
	3404	Canadian Police Force	Used by police agencies external to the RCMP for the purposes of hiring police officers.
	3405	PROS User	Used by police agencies external to the RCMP for the purposes of gaining access to the Police Reporting Occurrence System (PROS).
39	Other (Specify Reason)		Used if none of the other specific application types apply to the submission. Examples include kinship, copy of criminal record for civil court purposes, prenuptial agreements, etc.
44	National Sex Offender Registry		Used only by police agencies to confirm the identity of a registrant under the national sex offender program who is reporting to a national sex offender registry office.
50	Name Change		
	5001	Alberta	Used to process name change applications made in the Province of Alberta.
	5002	British Columbia	Used to process name change applications made in the Province of British Columbia.
	5003	Other	Used to process name change applications in a province other than Alberta or British Columbia.

END OF TABLE

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.37.1.1 Agency Profile Requirements for Civil Application

16.37.1.1.1 Police and RCMP Civil Application – Current State and Civil Efficiencies

1. The Application Types and conditional mandatory fields that must be visible to the OLU are outlined in Table 7 - Police and RCMP- Civil Application Conditional Mandatory Tags. (M)
2. The conditional mandatory tags must be greyed out if they are not required for the application type. (M)
3. The application types listed in Table 7 - Police and RCMP- Civil Application Conditional Mandatory Tags must be displayed in the dropdown list for the Application Type field in alphabetical order and using the exact wording shown. (M)
4. The OLA must have the ability to modify the order in which the application types are displayed in the dropdown list through a simple GUI configuration. (M)
5. Table 7 - Police And RCMP- Civil Application Conditional Mandatory Tags provides information on certain fields and how they must be displayed. (M)
    a. Code Value and Subtype Codes
        i. Information for the Vendor only and must not be displayed to the OLU.
    b. Application Type
        i. The application types that must be displayed to the OLU in the dropdown list.
        ii. Name Change (50), Police Employment (34), and Criminal Record Check for Personal Use (10) have associated sub-tags.
            1. The OLU must be allowed to select an application type and the Livescan must display the sub application types associated to that application type.
            2. The OLU must be allowed to select the sub application type. Refer to the sections listed for information on the fields.
    c. Application Type Specify (ATS Tag 2.850)
        i. Refer to Section 16.46. (I)
    d. Volunteer Confirmation Letter Verified Indicator (VCL Tag 2.871)
        i. Refer to 16.47 (I)
    e. Details of Information Sought (DIS Tag 2.873)
        i. Refer to Section 16.44. (I)
    f. Language of Result (LOR Tag 2.833)
        i. Refer to Section 16.45. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

6. The Police and RCMP Agency must be able to request an International Search (Tag 2.891) for the following application types identified in Table 8 - Police And RCMP - Police Employment And International Search Request (ISR 2.891): (M)
    a. Canadian Police Force (3404)
    b. Civilian Employee (3403)
    c. RCMP Member (3401)
    d. RCMP Civilian Employee (3402)
    e. PROS User (3405)
7. Refer to Section 16.27 for information on the functionality for International Searches. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 7 - Police And RCMP- Civil Application Conditional Mandatory Tags

CIVIL APPLICATION CONDITIONAL MANDATORY TAGS					
Code & Subtype	Application Type	ATS (tag 2.850)	VCL (tag 2.871)	DIS (tag 2.873)	LOR (tag 2.833)
11	Adoption				
26	Canadian Citizenship				
30	Criminal Record Modification				
21	Federal Government Employment				
50	Name Change				
5001	Alberta				
5002	British Columbia				
5003	Other				
44	National Sex Offender Registry				
22	Other Employment	Display field			
39	Other (Specify Reason)	Display field			
12	Permanent Resident Status				
34	Police Employment				
3403	Canadian Police Force Member				
3404	Civilian Employee				
3405	PROS User				
3401	RCMP Member				
3402	RCMP Civilian Employee				

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 7 - Police And RCMP- Civil Application Conditional Mandatory Tags

CIVIL APPLICATION CONDITIONAL MANDATORY TAGS					
Code & Subtype	Application Type	ATS (tag 2.850)	VCL (tag 2.871)	DIS (tag 2.873)	LOR (tag 2.833)
7	Private Employment	Display field			
10	Criminal Record Check for Personal Use				
1002	For Active Criminal Record				
1001	For Record Suspension				
1003	Other (Provide Details)			Display field	
20	Provincial Government Employment	Display field			
23	Record Suspension Application				
32	Visa / Border / Foreign Travel / Work				
25	Volunteer Employment	Display field	Display field		
END OF TABLE					

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 8 - Police And RCMP - Police Employment And International Search Request

CIVIL APPLICATION
- Current State and Civil Efficiencies

Code	Application Type	ISR (Tag 2.891)
21	Federal Government Employment	YES
3401	RCMP Member	YES
3402	RCMP Civilian Employee	YES
3403	Civilian Employee	YES
3404	Canadian Police Force	YES
3405	PROS User	YES

END OF TABLE

Table 9 - Federal Government Agency - FBI And International Search Requests

CIVIL APPLICATION
- Current State and Civil Efficiencies

Code	Application Type	SFBI (Tag 2.874)	ISR (Tag 2.891)
26	Canadian Citizenship		
21	Federal Government Employment	YES with an MOU	YES
12	Permanent Resident Status		

END OF TABLE

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.37.1.1.2 Federal Government Agency Civil Application – Current State and Civil Efficiencies

1. Table 9 - Federal Government Agency - FBI and International Search Requests outlines the application types that a Federal Government Agency is authorized to submit. (I)
2. The FBI Search request must not be displayed to the OLU if the Federal Government Agency does not have a Memorandum of Understanding (MOU) in place with the FBI. (M)
3. The application types listed in the table below must be displayed in the dropdown list for the Application Type field in alphabetical order and using the exact wording shown. (M)
4. The OLA must have the ability to modify the order in which the application types are displayed in the dropdown list through a simple GUI configuration. (M)
5. Table 9 - Federal Government Agency - FBI and International Search Requests provides information on certain fields and how they must be displayed. (M)
    a. Code Value
        i. Information for the Vendor must not be displayed to the OLU.
    b. Application Type
        i. The application types that must be displayed to the OLU in the dropdown list.
    c. FBI Search Request (SFBI Tag 2.874)
        i. Use of SFBI (Tag 2.874) is dependent on whether the Federal Government Agency has an MOU with the FBI. (I)
        ii. The FBI Search Request checkbox must only be displayed for a Federal Government Agency authorized to conduct an FBI Search for the application type of Federal Government Employment (21).
        iii. The FBI Search Request check box must not be displayed if the Federal Government Agency is not authorized to conduct an FBI Search.
        iv. Refer to Section 16.25 for further information on the requirements for an FBI Search request. (I)
    d. ISR (Tag 2.891)
        i. The International Search Request checkbox must only be displayed for a Federal Government Agency for the application type of Federal Government Employment (21).
        ii. Refer to Section 16.27 for further information on the requirements for an International Search request. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.37.1.1.3 Provincial Government Agency Civil Application – Current State and Civil Efficiencies

1. Table 10 - Provincial Government Agency Application Type outlines the application type that a Provincial Government Agency is authorized to submit. (I)
2. The application type listed in the table below must be displayed in the dropdown list for the Application Type field in alphabetical order and using the exact wording shown. (M)
3. Table 10 - Provincial Government Agency Application Type provides information on certain fields and how they must be displayed. (M)
   a. Code Value
      i. Information for the Vendor must not be displayed to the OLU.
   b. Application Type
      i. The application types that must be displayed to the OLU in the dropdown list.

Table 10 - Provincial Government Agency Application Type

CIVIL APPLICATION - Current State and Civil Efficiencies	
Code	Application Type
20	Provincial Government Employment
END OF TABLE	

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.37.2 Civil Vulnerable Sector Application – Current State and Civil Efficiencies

1. The Civil Vulnerable Sector Application Types privileges are based on the following Agency Profiles. (I)
    a. Police Agency
    b. RCMP Agency
2. Refer to the Best Practices for the Implementation of Civil Efficiencies of Electronic Fingerprint Capture Devices Workflows, for the allowable application types associated to each Agency Profile listed above. Information concerning the additional tags to be displayed for each application type is also contained in the Best Practice document. (I)
3. Refer to the Supplemental Document to ICD 1.7.8., for the Current state requirements. (I)
4. The “helpful tips” in Table 11 - Civil Vulnerable Sector Applications and Helpful Tips for each application type in the dropdown list must be displayed to the OLU on the Application Type Details screen. (M)
5. The “helpful tips” must be displayed to the OLU when the pointer is hovered over the application type in the dropdown list. (M)

Table 11 **- Civil Vulnerable Sector Applications And Helpful Tips**

CIVIL VULNERABLE SECTOR APPLICATION
FOR CURRENT STATE AND CIVIL EFFICIENCIES

Code	Application Type	Helpful Tips
7	Employment (Private Industry)	Used to perform fingerprint based criminal record searches in support of employment background clearances for Private industry employment purposes for individuals who will be in positions of trust or authority over children or vulnerable persons.
20	Employment (Provincial Govt)	Used to perform fingerprint based criminal record searches in support of employment background clearances for Provincial government (including Municipal) employment purposes for individuals who will be in positions of trust or authority over children or vulnerable persons.
22	Employment (other)	Used by non-government agencies to perform fingerprint based criminal record searches in support of employment background clearances that are considered neither private nor government employment for individuals who will be in positions of trust or authority over children or vulnerable persons.
25	Volunteer Employment	Used to perform fingerprint based criminal record searches in support of Volunteer Employment background clearances for individuals who will be in positions of trust or authority over children or vulnerable persons. The position must be one of non-compensated employment in a bona fide registered non-profit organization.
39	Other (Specify Reason)	Used if none of the other specific application types apply to the submission that apply for individuals who will be in positions of trust or authority over children or vulnerable persons.

END OF TABLE

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.37.2.1 Agency Profile Requirements for Civil Vulnerable Sector Application

16.37.2.1.1 Police and RCMP Civil Vulnerable Sector Application – Current State and Civil Efficiencies

1. Table 12 - Civil Vulnerable Sector Application and Conditional Mandatory Tags outlines the application types that a Police and RCMP Agency are authorized to submit. (I)
2. The conditional mandatory tags must be greyed out if they are not required for the application type. (M)
3. The application types listed in Table 12 - Civil Vulnerable Sector Application and Conditional Mandatory Tags must be displayed in the dropdown list for the Application Type field in alphabetical order and using the exact wording shown. (M)
4. The OLA must have the ability to modify the order in which the application types are displayed in the dropdown list through a simple GUI configuration. (M)
5. Table 12 - Civil Vulnerable Sector Application and Conditional Mandatory Tags provides information on certain fields and how they must be displayed. (M)
    a. Code Value
        i. Information for the Vendor must not be displayed to the OLU.
    b. Application Type
        i. The application types that must be displayed to the OLU in the dropdown list.
    c. ATS (Tag 2.850)
        i. Refer to Section 16.46. (I)
    d. VSD (Tag 2.8944)
        i. Refer to Section 16.43 (I)
    e. VCL (Tag 2.871)
        i. Refer to Section 16.47 . (I)
    f. LOR (Tag 2.833)
        i. Refer to Section 16.45. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 12 - Civil Vulnerable Sector Application And Conditional Mandatory Tags

CIVIL VULNERABLE SECTOR - Current State and Civil Efficiencies					
Code	Application Type	ATS (tag 2.850)	VCL (tag 2.871)	LOR (tag 2.833)	VSD (tag 2.8944)
22	Other Employment	Display field			Display field
39	Other (Specify Reason)	Display field			Display field
7	Private Employment	Display field			Display field
20	Provincial Government Employment	Display field			Display field
25	Volunteer Employment	Display field	Display field		Display field

END OF TABLE

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.38 Send Results to Source (Tag 2.8900)

16.38.1 Current State - EFCD

1. Refer to Figure 8 - Civil Application Details. (I)
2. Refer to Figure 9 - Civil Efficiencies Application Type Details. (I)
3. The Send Results to Source (Tag 2.8900) is used to capture where to send the search results for a MAP transaction. Listed below are the possible options. (I)
    a. Contributor
    b. Response to Agency
    c. Individual
    d. Third-Party Address
4. Based on the agency profile and the Supplemental Document to ICD 1.7.8., the Send Results to Source field must only allow for the selection of search responses permitted for Current State. (M)
5. The Send Results to Source options that are not allowable in a particular scenario, must not be available to the OLU. (M)

16.38.1.1 Contributor

1. If Contributor is selected, the EFCD must not allow the Return Mailing Address field (Tag 2.8903) or the Response to Agency Identifier field (Tag2.817) to be populated; and these two options must be greyed out. (M)
2. For Livescan Biometric Consent information, refer to Section 16.39.1. (I)
3. For Cardscan Biometric Consent information, refer to Section 16.39.2. (I)

16.38.1.2 Response to Agency

1. Refer to Section 16.42 for further information on the response to agency functionality. (I)
2. If Response to Agency is selected, the EFCD must not allow the Return Mailing Address field (Tag 2.8903) to be populated and Return Mailing Address must be greyed out. (M)

16.38.1.3 Individual

1. Refer to Section 16.40 for information concerning the Return Mailing Address field. (I)
2. If Individual is selected, the EFCD must allow the Return Mailing Address field (Tag 2.8903) to be populated. (M)
3. If Individual is selected, the EFCD must not allow the Response to Agency Identifier field (Tag 2.817) to be populated and the Response to Agency Identifier must be greyed out. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.38.1.4 Response Address

1. Response Address (code 4) must be labelled as Third-Party Address. (M)
2. Refer to Section 16.40 for information concerning the Return Mailing Address field. (I)
3. If Third-Party Address is selected, the EFCD must allow the Return Mailing Address field (Tag 2.8903) to be populated. (M)
4. If Third-Party Address is selected, the EFCD must not allow the Response to Agency Identifier field (Tag 2.817) to be populated and the Response to Agency Identifier must be greyed out. (M)
5. For Livescan Biometric Consent information, refer to Section 16.39.1. (I)
6. For Cardscan Biometric Consent information, refer to Section 16.39.2. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.38.2 Civil Efficiencies - Livescan

1. The Send Results to Source (Tag 2.8900) is used to capture where to send the search results for a MAP transaction. Listed below are the possible options. (I)
    a. Contributor
    b. Response to Agency
    c. Individual
    d. Third-Party Address
2. Refer to The Best Practices for the Implementation of Civil Efficiencies of Electronic Fingerprint Capture Device Workflows, for the agency profile and the Send Results to Source field search response options permitted for Civil Efficiencies. (I)
3. The Send Results to Source options that are not allowable in a particular scenario, must not be available to the OLU. (M)
4. Based on the Send Results to Source, the Preferred Delivery Method (Tag 2.866) must be available. (M)

16.38.2.1 Contributor

1. If Contributor is selected, the Livescan must not allow the Return Mailing Address field (Tag 2.8903), Response to Agency Identifier field (Tag 2.817), and Civil Results Email Address field (Tag 2.867) to be populated and these options should be greyed out. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.38.2.1.1 Preferred Delivery Method For Contributor

1. The allowable options for the Preferred Delivery method are listed below: (I)
    a. Clear Text Email (Code 1)
    b. Encrypted Email (Code 2)
    c. Paper via Canada Post (Code 3)
2. If Contributor is selected, the Livescan must allow the OLU to choose a preferred delivery method. (M)
3. If a Preferred Delivery Method of Encrypted Email is allowed, the Livescan must auto-populate the Preferred Delivery Method field with Encrypted Email and the encrypted email option code must not be available to the OLU. (M)
4. The Livescan must display the consent form associated to the encrypted email option for Consent Capture. (M)
5. The Preferred Delivery Method of Results options must be greyed out if encrypted email is the agency`s configured option. (M)
6. The Livescan must display the following Preferred Delivery Method for Results: (M)
    a. Clear Text Email
    b. Paper via Canada Post
7. For information on Clear Text Email: (I)
    a. Refer to Section 16.41
8. For information on Paper via Canada Post: (I)
    a. Refer to Section 16.40
9. Upon selection of the Preferred Delivery Method, the Livescan must display at the time of Biometric consent capture, the applicable Biometric Consent form that corresponds to the Preferred Delivery Method chosen. Refer to Section 16.39. (M)

16.38.2.2 Response to Agency

1. Refer to Section 16.42. (I)
2. If Response to Agency is selected, the Livescan must not allow the Return Mailing Address field (Tag 2.8903) or the Civil Results Email Address field (Tag2.867) to be populated and these options must be greyed out. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.38.2.2.1 Preferred Delivery Method for Response to Agency

1. The allowable options for the Preferred Delivery method are listed below: (I)
   a. Clear Text Email (Code 1)
   b. Encrypted Email (Code 2)
   c. Paper via Canada Post (Code 3)
2. If Response to Agency is selected, the Livescan must allow the OLU to choose a Preferred Delivery Method. (M)
3. If a Preferred Delivery Method of Encrypted Email is allowed, the Livescan must auto-populate the Preferred Delivery Method field with Encrypted Email and the encrypted email option code must not be available to the OLU. (M)
4. The Livescan must display the consent form associated to the encrypted email for Consent Capture. (M)
5. The Preferred Delivery Method of Results options must be greyed out if the Response to Agency is encrypted email. (M)
6. The Livescan must display the following Preferred Delivery Method for Results: (M)
   a. Clear Text Email
   b. Paper via Canada Post
7. For information on Clear Text Email: (I)
   a. Refer to Section 16.41
8. For information on Paper via Canada Post: (I)
   a. Refer to Section 16.40
9. Upon selection of the Preferred Delivery Method, the Livescan must display at the time of Biometric consent capture, the applicable Biometric Consent form that corresponds to the Preferred Delivery Method chosen. Refer to Section 16.39 for further information on biometric consent. (M)

16.38.2.3 Individual

1. Refer to Section 16.40 for information concerning the Return Mailing Address field. (I)
2. If Individual is selected, the Livescan must allow the Return Mailing Address field (Tag 2.8903) to be populated. (M)
3. If Individual is selected, the Livescan must not allow the Response to Agency Identifier field (Tag 2.817) to be populated and this option must be greyed out. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.38.2.3.1 Preferred Delivery Method for Individual

1. The allowable options for the Preferred Delivery method are listed below: (I)
    a. Clear Text Email (Code1)
    b. Paper via Canada Post (Code 3)
2. If Individual is selected, the Livescan must display the following Preferred Delivery Method for Results: (M)
    a. Clear Text Email
    b. Paper via Canada Post
3. For information on Clear Text Email: (I)
    a. Refer to Section 16.41
4. For information on Paper via Canada Post: (I)
    a. Refer to Section 16.40
5. Upon selection of the Preferred Delivery Method, the Livescan must display at the time of Biometric consent capture, the applicable Biometric Consent form that corresponds to the Preferred Delivery Method chosen. Refer to Section 16.39 for further information on biometric consent. (M)
6. If Paper via Canada Post (Code 3) is selected, the OLU must not be able to populate the Civil Results Email Address field (Tag 2.867) and this option must be greyed out. (M)

16.38.2.4 Response Address

1. Response Address (code 4) must be labelled as Third-Party Address. (M)
2. Refer to Section 16.40 for information concerning the Return Mailing Address field. (I)
3. If Third-Party Address is selected, the Livescan must allow the Return Mailing Address field (Tag 2.8903) to be populated. (M)
4. If Third-Party Address is selected, the Livescan must not allow the Response to Agency Identifier field (Tag 2.817) to be populated. (M)
5. The Response to Agency Identifier field (Tag 2.817) must be greyed out if it is not a required field. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.38.2.4.1 Preferred Delivery Method for Response Address

1. The allowable options for the Preferred Delivery method are listed below: (I)
    a. Clear Text Email (Code1)
    b. Paper via Canada Post (Code 3)
2. If Third-Party Address is selected, the Livescan must display the following Preferred Delivery Method for Results: (M)
    a. Clear Text Email
    b. Paper via Canada Post
3. For information on Clear Text Email: (I)
    a. Refer to Section 16.41
4. For information on Paper via Canada Post: (I)
    a. Refer to Section 16.40
5. Upon selection of the Preferred Delivery Method, the Livescan must display at the time of Biometric consent capture, the applicable Biometric Consent form that corresponds to the Preferred Delivery Method chosen. Refer to Section 16.39 for further information on biometric consent. (M)
6. If Paper via Canada Post (Code 3) is selected, the OLU must not be able to populate the Civil Results Email Address field (Tag 2.867). (M)
7. The Civil Results Email Address field (Tag 2.867) must be greyed out. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.38.3 Civil Efficiencies - Cardscan

1. The Send Results to Source (Tag 2.8900) is used to capture where to send the search results for a MAP transaction. Listed below are the possible options. (I)
    a. Contributor
    b. Response to Agency
    c. Individual
    d. Third-Party Address
2. Based on the agency profile and the Best Practices for the Implementation of Civil Efficiencies of Electronic Fingerprint Capture Device Workflows, the Send Results to Source field must only allow for the selection of search response options permitted for Civil Efficiencies. (M)
3. The Send Results to Source options that are not allowable in a particular scenario, must not be available to the OLU. (M)
4. Based on the Send Results to Source, the Preferred Delivery Method (Tag 2.866) must be displayed. (M)

16.38.3.1 Contributor

1. If Contributor is selected, the Cardscan must not allow the Return Mailing Address field (Tag 2.8903) to be populated. (M)
2. The Return Mailing Address field (Tag 2.8903) must be greyed out it is not a required field. (M)
3. If Contributor is selected, the Cardscan must not allow the Response to Agency Identifier field (Tag 2.817) to be populated. (M)
4. The Response to Agency Identifier field (Tag 2.817) must be greyed out. (M)
5. If Contributor is selected, the Cardscan must not allow the Civil Results Email Address field (Tag 2.867) to be populated and this option must be greyed out. (M)
6. Refer to Section 16.39.4 for information on Consent Forms. (I)

16.38.3.1.1 Preferred Delivery Method for Contributor

1. The allowable option for the Preferred Delivery method is listed below: (I)
    a. Encrypted Email (Code 2)
2. If Contributor is selected, the Cardscan must auto-populate the Preferred Delivery Method as Encrypted Email. (M)
3. The Preferred Delivery Method of Results options must be greyed out. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.38.3.2 Response to Agency

1. Refer to Section 16.42 for further information of the response to agency functionality. (I)
2. If Response to Agency is selected, the Livescan must not allow the Return Mailing Address field (Tag 2.8903) to be populated. (M)
3. The Return Mailing Address field (Tag 2.8903) must be greyed out. (M)
4. Refer to Section 16.39.4 for Information on Consent Forms. (I)

16.38.3.2.1 Preferred Delivery Method for Response to Agency

1. The allowable option for the Preferred Delivery method is listed below: (I)
    a. Encrypted Email (Code 2)
2. If Response to Agency is selected, the Cardscan must auto-populate the Preferred Delivery Method as Encrypted Email. (M)
3. The Preferred Delivery Method of Results options must be greyed out. (M)

16.38.3.3 Individual

1. Refer to Section 16.40 for information concerning the Return Mailing Address field. (I)
2. If Individual is selected, the Cardscan must allow the Return Mailing Address field (Tag 2.8903) to be populated. (M)
3. If Individual is selected, the Cardscan must not allow the Response to Agency Identifier field (Tag 2.817) to be populated. (M)
4. The Response to Agency Identifier field (Tag 2.817) must be greyed out. (M)
5. Refer to Section 16.39.4 for Information on Consent Forms. (I)

16.38.3.3.1 Preferred Delivery Method for Individual

1. The allowable options for the Preferred Delivery method are listed below: (I)
    a. Clear Text Email (Code1)
    b. Paper via Canada Post (Code 3)
2. If Individual is selected, the Cardscan must allow the OLU to choose a Preferred Delivery Method. (M)
3. The Cardscan must display the following Preferred Delivery Method of Results: (M)
    a. Clear Text Email
    b. Paper via Canada Post
4. For information on Clear Text Email: (I)
    a. Refer to Section 16.41
5. For information on Paper via Canada Post: (I)
    a. Refer to Section 16.40

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.38.3.4 Response Address

1. Response Address (code 4) must be labelled Third-Party Address. (M)
2. Refer to Section 16.40 for information concerning the Return Mailing Address field. (I)
3. If Third-Party Address is selected, the Cardscan must allow the Return Mailing Address field (Tag 2.8903) to be populated. (M)
4. If Third-Party Address is selected, the Cardscan must not allow the Response to Agency Identifier field (Tag 2.817) to be populated. (M)
5. The Response to Agency Identifier field (Tag 2.817) must be greyed out. (M)
6. Refer to Section 16.39.4 for information on Consent Forms. (I)]

16.38.3.4.1 Preferred Delivery Method for Response Address

1. The allowable options for the Preferred Delivery method are listed below: (I)
   a. Clear Text Email (Code1)
   b. Paper via Canada Post (Code 3)
2. If Third-Party Address is selected, the Cardscan must allow the OLU to choose a preferred Delivery Method. (M)
3. The Cardscan must display the following Preferred Delivery Method of Results: (M)
   a. Clear Text Email
   b. Paper via Canada Post
4. For information on Clear Text Email: (I)
   a. Refer to Section 16.41
5. For information on Paper via Canada Post: (I)
   a. Refer to Section 16.40
6. If Paper via Canada Post (Code 3) is selected, the OLU must not be able to populate the Civil Results Email Address field (Tag 2.867). (M)
7. The Civil Results Email Address field (Tag 2.867) must be greyed out. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.39 Biometric Consent Forms

16.39.1 Livescan - Current State – Third Party Waiver and Vulnerable Sector Consent Forms

16.39.1.1 Screen Appearance and Functionality

16.39.1.1.1 Endorsement Finger On Same Screen As The Consent Form – Part 1.

1. Refer to Figure 45 - Livescan Consent and the Best Practices for the Implementation of Civil Efficiencies of EFCDs for Consent form content. (I)
2. If the Application Type requirements dictate that a biometric consent is required, the Livescan must display the Consent Form. (M)
3. The Consent Form must be displayed on screen and allow the OLU to scroll the length of the form so that it may be read in its entirety. (M)
4. The Consent Form must be pre-populated with the required demographic data and the data must not be editable by the OLU. (M)
5. The OLU must be allowed to return to the demographic data screen to add, modify or delete demographic data. (M)
6. If the demographic data is modified, the updated information must be populated on the Consent Form. (M)
7. The Livescan must display a Read and Consented check box for the Consent form. (M)
8. Upon selection of the Read & Consented check box, the Livescan must complete the Biometric Endorsement Capture and display the captured fingerprint in a square box on the Consent Form screen. (M)
9. Refer to Section 13.1.1 for information on Biometric Endorsement Capture. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.39.1.1.2 Endorsement Finger On Same Screen As The Consent Form – Part 2.

1. The consent for the release of information to a third party is a continuation of Section 13.1.1. (I)
2. Upon completion of the Biometric Consent Endorsement Capture, the Livescan must display the Consent Form that details the information concerning the third party receiving the Civil Product. (M)
3. The Livescan must display the following buttons: (M)
   a. AUTHORIZE
   b. DO NOT AUTHORIZE
4. The AUTHORIZE and DO NOT AUTHORIZE buttons must be located at the bottom of the Consent Form on the screen. (M)
5. Upon selection of the AUTHORIZE button, the Livescan must ensure that all mandatory requirements have been met, and the OLU must be allowed to proceed to the next stage in the workflow. (M)
6. Upon selection of the DO NOT AUTHORIZE button, the Livescan must present the OLU with a dialog window with the following message. “The client does not authorize the Civil Product being returned to the third party, the transaction will be deleted.” (M)
7. The Livescan must display the following buttons: (M)
   a. YES
   b. NO
8. If YES is selected, the Livescan must return the OLU to Workflow Manager Screen and delete the transaction. (M)
9. If NO is selected, the Livescan must return the OLU to the Consent Form. (M)
10. A copy of the Consent forms will be provided. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.39.2 Cardscan - Current State – Third-Party Waiver and Vulnerable Sector Consent Forms

16.39.2.1 Screen Appearance and Functionality

1. Refer to Figure 46 - Cardscan Consent. (I)
2. If the application requirements dictate that a biometric consent is required, the Cardscan must allow for two consent options. (M)
3. The Cardscan must display two radio buttons and allow for the following choices: (M)
   a. Signature
   b. Biometric
4. Above the radio buttons must be a label titled Method of Consent. (M)
5. The Cardscan must allow the OLU to select a radio button, which automatically unselects the other radio button. (M)
6. The Cardscan must only allow for one option to be selected with regards to consent. (M)
7. The Cardscan must not prompt for the capture of a Consent when one is not required by the MAP workflow. (M)

16.39.2.1.1 Signature Consent Is Selected

1. If the signature consent is selected, the Cardscan must automatically populate the appropriate Type-2 data. (M)
2. Once the signature consent has been completed and all mandatory requirements have been met, the OLU must have the option to move to the next stage of the process by use of the NEXT button. (M)

16.39.2.1.2 Biometric Finger Consent Is Selected

1. If biometric finger consent is selected, refer to Section 13.2.1 for further information. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.39.3 Livescan - Civil Efficiencies

16.39.3.1 Livescan - Biometric Waiver and Vulnerable Sector Consent Forms – Civil Efficiencies

16.39.3.1.1 Endorsement Finger on Same Screen as the Consent Form – Part 1

1. If the Application Type requirements dictate that a biometric consent is required, the Livescan must display the applicable Biometric Waiver Consent Form. (M)
2. The Biometric Waiver Consent form that must be displayed is dependent on the Application Type, Agency profile, Send Results to Source, and the Preferred Delivery Method: (M)
    a. Refer to Section 16.37 for Civil Application Types and Agency Profile requirements. (I)
    b. Refer to Section 16.38.2 for Send Results to Source and Preferred Delivery Method requirements. (I)
3. The form numbers that must be used when a Third-Party Consent is required are shown below and must auto-populate the Consent Form Number field (Tag 2.865): (M)
    a. Form 1.0 – search results will be sent via clear text email.
        i. A value of 1.0 must be populated.
    b. Form 2.0 – search results will be sent via encrypted email.
        i. A value of 2.0 must be populated.
    c. Form 3.0 – search results will be returned by paper via Canada Post.
        i. A value of 3.0 must be populated.
4. The VS Biometric Waiver Consent Form that must be displayed is dependent upon the Application Type, Agency profile, Send Results to Source, and the Preferred Delivery Method: (M)
    a. Refer to Section 16.37 for Civil Application Types and Agency Profile requirements. (I)
    b. Refer to Section 16.38 for Send Results to Source and Preferred Delivery Method requirements (I)
5. The form numbers that must be used when a Vulnerable Sector Consent is required are shown below and must be populated in Consent Form Number (Tag 2.865): (M)
    a. Form 4.0 – search results will be sent via clear text email.
        i. A value of 4.0 must be populated.
    b. Form 5.0 – search results will be sent via encrypted email.
        i. A value of 5.0 must be populated.
    c. Form 6.0 – search results will be returned by paper via Canada Post.
        i. A value of 6.0 must be populated.
6. The Consent Form must be displayed on screen and allow the OLU to scroll the length of the form so that it may be read in its entirety. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

7. The Consent Form must be pre-populated with the required demographic data and the data must not be editable by the OLU. (M)
8. The OLU must be allowed to return to the demographic data screen to add, modify or delete demographic data. (M)
9. If the demographic data is modified, the updated information must be populated on the Consent Form. (M)
10. The consent form must allow for the capture of a fingerprint image as the method for consent. (M)
11. The Livescan must display a Read and Consented check box for the Consent form. (M)
12. Upon selection of the Read & Consented check box, the Livescan must complete the Biometric Endorsement Capture and display the captured fingerprint in a square box on the Consent Form screen. (M)
13. Refer to Section 13.1.1 for information on Biometric Endorsement Capture. (I)
14. Refer to the Best Practices for the Implementation for Civil Efficiencies of Electronic Fingerprint Capture Device Workflow for additional details. (I)
15. Copies of the Consent forms will be provided. (I)

16.39.3.1.2 Endorsement Finger on Same Screen as the Consent Form – Part2

1. The consent with regards to the method of delivery for the search results is a continuation of Section 13.1.1. (I)
2. Upon completion of the Biometric Consent Endorsement Capture, the Livescan must display the consent form that details the method of delivery and where the search results will be sent. (M)
    a. AUTHORIZE
    b. DO NOT AUTHORIZE
3. Upon selection of the AUTHORIZE button, the Livescan must ensure that all mandatory requirements have been met, and the OLU must be allowed to proceed to the next stage in the workflow by use of the NEXT button. (M)
4. Upon selection of the DO NOT AUTHORIZE Button, the Livescan must present the OLU with a dialog window with the following message. “The client does not authorize the search results being sent, the transaction will be deleted”. (M)
5. The Livescan must display the following buttons. (M)
    a. YES
    b. NO
6. If YES is selected, the Livescan must return the OLU to Workflow Manager Screen and delete the transaction. (M)
7. If NO is selected, the Livescan must return the OLU to the Consent Form. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.39.4 Cardscan – Civil Efficiencies

16.39.4.1 Cardscan – Biometric Waiver and Vulnerable Sector Consent Forms – Civil Efficiencies

1. If the application requirements dictate that a biometric consent is required, the Cardscan must allow for two consent options. (M)
2. The Cardscan must display two radio buttons and allow for the following choices: (M)
    a. Signature
    b. Biometric
3. Above the radio buttons must be a label titled Method of Consent. (M)
4. The Cardscan must allow the OLU to select a radio button, which will automatically unselect the other radio button. (M)
5. The Cardscan must only allow for one option with regards to consent. (M)
6. The Cardscan must allow the OLU to capture a Consent when required by the MAP workflow. (M)
7. The Cardscan must not prompt for the capture of a Consent when one is not required by the MAP workflow. (M)
8. The Biometric Waiver Consent form that must be used is dependent on the Application Type, Agency profile, Send Results to Source, and the Preferred Delivery Method: (M)
    a. Refer to Section 16.37 for Civil Application Types and Agency Profile requirements. (I)
    b. Refer to Section 16.38.2 for Send Results to Source and Preferred Delivery Method requirements (I)
9. The form numbers that must be used when a Third-Party Consent is required are shown below and must auto-populate the Consent Form Number field (Tag 2.865): (M)
    a. Form 1.0 – search results will be sent via clear text email.
        i. A value of 1.0 must be populated.
    b. Form 2.0 – search results will be sent via encrypted email.
        i. A value of 2.0 must be populated.
    c. Form 3.0 – search results will be returned by paper via Canada Post.
        i. A value of 3.0 must be populated.
10. The Consent form to be used depends on the Application Type, Agency profile, Send Results to Source, and the Preferred Delivery Method: (M)
    a. Refer to Section 16.37 for Civil Application Types and Agency Profile requirements. (I)
    b. Refer to Section 16.38.2 for Send Results to Source and Preferred Delivery Method requirements (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

11. The form numbers that must be used when a Vulnerable Sector Consent is required are shown below and must be populated in Consent Form Number (Tag 2.865). (M)
    a. Form 4.0 – search results will be sent via clear text email.
        i. A value of 4.0 must be populated.
    b. Form 5.0 – search results will be sent via encrypted email.
        i. A value of 5.0 must be populated.
    c. Form 6.0 – search results will be returned by paper via Canada Post.
        i. A value of 6.0 must be populated

16.39.4.1.1 Signature Consent Is Selected

1. If the signature consent is selected, the Cardscan must automatically populate the appropriate Type-2 data. (M)
    a. Once the signature consent has been completed and all mandatory requirements have been met, the OLU must have the option to move to the next stage of the process by use of the NEXT button. (M)

16.39.4.1.2 Biometric Finger Consent Is selected

1. If the biometric finger consent is selected, refer to Section 13.2.1 (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.40 Return Mailing Address (Tag 2.8903)

1. Refer to Figure 13 - Civil Demographic Data Capture. (I)
2. Refer to Figure 27 - Return Mailing Address Pop-Up. (I)
3. When the Send Results to Source (Tag 2.8900) is equal to Individual (3) or Third-Party Address (4), the OLU must be able to enter a Return Mailing Address by use of a button labelled Return Mailing Address. (M)
4. The Return Mailing Address button must be greyed out if the Send Result to Source (Tag 2.8900) is equal to Contributor (1) or Response to Agency (2). (M)
5. If the Return Mailing Address button is clicked or tapped, the EFCD must open a separate window that is overlaid on the demographic data capture screen. The window must be titled Return Mailing Address and this header must be centred on the Return Mailing Address window. (M)
6. If the Send Results to Source (Tag 2.8900) is equal to Individual (3), the EFCD must allow the OLU by use of a check box to indicate that the return mailing address must be the same as the individual's home address, populate the Home Address (Tag 2.802) and Primary Name (Tag 2.806) in the Return Mailing Address field (Tag 2.8903) and allow the OLU to modify the date. (M)
7. If the check box is not checked, the OLU must be allowed to manually enter the return mailing address information. (M)
8. The following fields must be displayed on the Return Mailing Address screen. (M)
    a. Attention Name
    b. Apt./Unit # - Street #/ Name
    c. City
    d. Province/State
    e. Postal Code/Zip Code
    f. Country
9. The EFCD must display the Return Mailing Address sub-fields in the following order: (M)
    a. Attention Name
        i. The OLU must be allowed to manually enter the name of the person(s) that will be responsible for receiving the Civil Product.
    b. Apt./Unit # - Street #/ Name
        i. The OLU must be allowed to manually enter the street address to where the Civil Product will be sent.
    c. City
        i. The OLU must be allowed to manually enter the city to where the Civil Product will be sent.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

d. Province/State
    i. The OLU must be allowed to select the Canadian province or US state to where the Civil Product will be sent by use of a dropdown list.
    ii. The dropdown list must have a filter control.
    iii. The dropdown list must display the Canadian provinces in alphabetical order, followed by the US states in alphabetical order.
    iv. If the OLU selects Canada before the province selection, the EFCD must only display provinces for selection.
    v. If the OLU selects United States before the state selection, the EFCD must only display states for selection.
    vi. If the OLU selects a Canadian province, the EFCD must auto-populate the country code of Canada and display Canada as the country.
    vii. If the OLU selects a US state, the EFCD must auto-populate the country code of United States and display USA as the country.

e. Postal Code/ ZIP Code
    i. If the OLU selects Canada, the EFCD must allow the OLU to enter the postal code without the use of a space.
    ii. The EFCD must automatically format the postal code field as per the ICD logical record requirements.

f. Country
    i. The OLU must be allowed to select a Country for where the Civil Product will be sent by use of a dropdown list.
    ii. The dropdown list must have a filter control.
    iii. The countries must be listed in alphabetical order.
    iv. The dropdown list must display Canada as the first selection, followed by USA and then list the remaining countries in alphabetical order.
    v. If the OLU selects Other (code 998), the EFCD must allow the OLU to manually enter a country.
    vi. The manual entry of a country must only be allowed when the country is equal to Other.

10. The following buttons must be displayed: (M)
    a. CLOSE
    b. DONE
11. The EFCD must allow the OLU to select the CLOSE button. (M)
12. If the OLU selects the CLOSE button, the EFCD must retain the information that has been entered in the Return Mailing Address window and the OLU must be returned to the Demographic Data Capture Screen. (M)
13. If the CLOSE button is clicked or tapped, an entry for the Return Mailing Address must still be identified as a mandatory requirement. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

14. Upon completion of the return mailing address information, the OLU must be able to select the DONE button: (M)
15. The DONE button must be greyed out if all mandatory requirements have not been met. (M)
16. If the OLU selects the DONE button, the EFCD must ensure all mandatory requirements have been met for the Return Mailing Address field. (M)
17. If the OLU attempts to move forward by use of the DONE button without capturing all mandatory data in the Return Mailing Address screen, the EFCD must place the cursor in the first missing mandatory field. (M)
18. The OLU must be returned to the Demographic Data Capture Screen upon selection of the DONE button. (M)
19. Upon completion of the entry in the Return Mailing Address field, a black checkmark must be displayed beside the Return Mailing Address button on the Demographic Data Capture Screen to indicate to the OLU that there is an entry in the Return Mailing Address field. (M)
20. If there is no entry in the Return Mailing Address field, and the return mailing address is mandatory, a red x must be displayed next to the Return Mailing Address button on the Demographic Data Capture Screen to indicate to the OLU that there isn't an entry in the Return Mailing Address field. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.41 Civil Results Email Address (Tag 2.867)

1. Refer to Figure 13 - Civil Demographic Data Capture. (I)
2. The Civil Results Email Address is used to identify the email address to which the Civil Product will be returned, when the preferred delivery method is clear text email. (I)
3. The OLU must be allowed to enter a Civil Results Email address (Tag 2.867) when the Send Results to Source (Tag 2.8900) is equal to Individual (3) or Third-Party Address (4). (M)
4. The Civil Results Email address must be greyed out if the Send Result to Source (Tag 2.8900) is equal to Contributor (1) or Response to Agency (2). (M)
5. If Clear Text Email (Code 1) is selected as the preferred delivery method (Tag 2.866), the OLU must be able to populate the Civil Results Email Address field (Tag 2.867). (M)
6. The following must be displayed for the Civil Results Email Address field (Tag 2.867). (M)
    a. Civil Results Email Address
    b. Confirm Civil Results Email Address
7. The EFCD must display the following helpful tip for the each of the fields: (M)
    a. Civil Results Email Address
        i. Enter the email address of the individual or 3rd party receiving the Civil Product.
    b. Confirm the Civil Results Email Address
        i. Re-enter the email address of the individual or 3rd party receiving the Civil Product in order to confirm that input in both fields is the same.
8. When the email address is entered, the EFCD must validate that the email address in both fields is identical. (M)
9. As information is being entered, the EFCD must display the input. (M)
10. If both entries are not identical, the EFCD must advise the OLU and allow the OLU to modify both or one of the entries. (M)
11. The EFCD must ensure that the entry conforms to the general format of an email address: (M)
    a. The email address must contain an @ sign.
    b. The email address must contain a domain name.
    c. For example, Local-part@domain
12. If Paper via Canada Post (Code 3) is selected, the OLU must not be able to populate the Civil Results Email Address field (Tag 2.867). (M)
13. The Civil Results Email Address field (Tag 2.867) must not be displayed to the OLU when the Preferred Delivery Method is via Canada Post. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.42 Response to Agency Identifier (Tag 2.817)

1. Refer to Figure 7 - Cardscan Agency Information. (I)
2. Refer to Figure 8 - Civil Application Details. (I)
3. The response to agency identifier is only used for MAP transactions and it must not be displayed to the OLU for IMM, REF, CARY and CARN transactions. (M)
4. The Response to Agency Identifier field (Tag 2.817) must be displayed next to the Send Results To field and must be greyed out and only be available when Response to Agency is chosen. (M)
5. Refer to Section 4.9 for the ORI and Agency Name configuration. (I)
6. The Authorized Agency list will be provided to Vendors upon request. (I)

16.42.1 Current State

1. For Current State, the EFCD must only allow the Response to Agency Identifier to be displayed and allow for population when the Application Type is Federal Government Employment (21). (M)
2. Refer to the Supplemental Document to ICD 1.7.8., for Current state requirements. (I)

16.42.2 Civil Efficiencies

1. For Civil Efficiencies, the EFCD must only allow the Response to Agency Identifier to be displayed and allow for population when: (M)
    a. Federal Government Employment (21); or
    b. Employment in Vulnerable Sector Indicator (Tag 2.8943) is populated and one of the following:
        i. Vulnerable Sector – Private Employment (7)
        ii. Vulnerable Sector – Provincial Government Employment (20)
        iii. Vulnerable Sector – Other Employment (22)
        iv. Vulnerable Sector – Volunteer Employment (25)
        v. Vulnerable Sector – Other (Specify Reason) (39)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.43 Vulnerable Sector Details (Tag 2.8944)

1. Refer to Figure 14 - Civil VS Demographic Data Capture. (I)
2. The EFCD must display the Vulnerable Sector Details when Employment in Vulnerable Sector Indicator has been selected for the following application types. (M)
    a. Employment Private (7)
    b. Employment Provincial Government (20)
    c. Employment (Other) (22)
    d. Volunteer Employment (25)
    e. Other (Specify Reason) (39)
3. The Vulnerable Sector Details sub-fields must be grouped together on screen and must be surrounded by a border to indicate to the OLU that they are part of the same field. (M)
4. The following sub-fields must be displayed for Vulnerable Sector Details: (M)
    a. Vulnerable Sector Details
        i. Description of Position
        ii. Name of Person or Organization
        iii. Description or Details Regarding Children or Vulnerable Person(s)

16.44 Details of Information Sought (Tag 2.873)

1. Refer to Figure 8 - Civil Application Details. (I)
2. Refer to Figure 9 - Civil Efficiencies Application Type Details. (I)
3. The Details of Information Sought field must be auto-populated with “ALL RCMP HOLDINGS”, only be visible to the OLU and be displayed below the application type field for the following MAP Application Type: (M)
    a. Criminal Record Check for Personal Use
        i. Sub-type – Other (Provide Details)
4. The Details of Information Sought field must not be editable by the OLU and must be greyed out for all other application types. (M)

16.45 Language of Results (Tag 2.833)

5. There must be a configurable parameter set to “As Is” and when set must set the Language of Results to “As Is” and not displayed the field to the user. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.46 Application Type Specify (Tag 2.850)

1. Refer to Figure 8 - Civil Application Details. (I)
2. Refer to Figure 9 - Civil Efficiencies Application Type Details. (I)
3. The Application Type Specify field must be displayed on screen if the application type chosen triggers this conditional mandatory field; otherwise it must be greyed out. (M)
4. The field must be displayed to the OLU as Name of Company/Agency and Position Title. (M)
5. The Application Type Specify field must be an editable field. (M)

16.47 Volunteer Confirmation Letter Verified Indicator (Tag 2.871)

1. Refer to Figure 9 - Civil Efficiencies Application Type Details. (I)
2. The Volunteer Confirmation Letter Verified Indicator must be displayed as a check box. (M)
3. The Volunteer Confirmation Letter Verified Indicator must be displayed if the application type chosen triggers this conditional mandatory field; otherwise it must be greyed out. (M)

16.48 Telephone Number (Tag 2.8934)

1. Refer to Figure 13 - Civil Demographic Data Capture. (I)
2. The Telephone Number field must only be made available for MAP transactions. (M)
3. The telephone number must be displayed in the standard phone number format: (M)
    a. nnn-nnn-nnnn
    b. The hyphen must be displayed to the OLU.
    c. The EFCD must allow the OLU to enter the telephone number without the OLU having to enter hyphens by auto-advancing the cursor.
4. The telephone number and extension must be displayed as: (M)
    a. Telephone Number: *-nnn-nnn-nnnn*
    b. Extension: *nnnnn*
5. The EFCD must remove the dashes prior to submitting the NIST file to the RTID system. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.49 Payment Type (Tag 2.838)

1. The payment type is only used for MAP transactions. (I)
2. The payment type is always pre-set to 4 and must not be displayed to the OLU. (M)

16.50 Bulk Billing Agency Identifier (Tag 2.849)

1. The bulk billing agency identifier is only used for MAP transactions. (I)
2. The bulk billing agency identifier must be populated with the ORI in Tag 1.008 (Originating Agency Identifier). (M)
3. The bulk billing agency identifier must not be displayed to the OLU. (M)

16.51 Notepad Message (Tag 2.826)

1. The notepad message must not be implemented for this NMSO. (M)

16.52 Narrative Message (Tag 2.827)

1. For the purposes of this NMSO, the narrative message field (Tag 2.827) must only be displayed and implemented for incoming EFCD transactions for the Refugee Workflow. (M)
2. Narrative Message (Tag 2.827) must not be sent as part of the NIST packet to the RTID System. (M)
3. Refer to Section 20 EFCD REFUGEE workflow for further information. (I)

16.53 Father's Name (Tag 2.8924)

1. The EFCD must allow the OLU to enter the individual's father's name on the Demographic Data Capture Screen and this information must be visible to the OLU. (M)
2. The sub-fields associated to Father's Name must be displayed in a group box labelled "Father's Name, and displayed in the following order. (M)
    a. Father's Name
        i. Surname
        ii. Given Name 1
        iii. Given Name 2
        iv. Given Name 3
        v. Given Name 4

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16.54 Mother's Name (Tag 2.8925)

1. The EFCD must allow the OLU to enter the individual's mother's name on the Demographic Data Capture Screen and this information must be visible to the OLU. (M)
2. The sub-fields associated to Mother's Name must be displayed in a group box labelled Mother's Name, and displayed in the following order. (M)
    a. Mother's Name
        i. Surname
        ii. Given Name 1
        iii. Given Name 2
        iv. Given Name 3
        v. Given Name 4

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

17. EFCD CARY Workflow

17.1 Criminal Charges Workflow

1. The following information provides details on the requirements for the Criminal Charges transaction. (I)
2. Refer to the following sections for the structure of the workflow. (I)
    a. Refer to Section 4.2 for EFCD workflow screen header appearance and functionality.
    b. Refer to Section 4.3 for EFCD workflow helpful tips appearance and functionality.
    c. Refer to Section 4.4 for TCN and DCN information and screen appearance.
    d. Refer to Section 4.5 for Vendor name placement.
    e. Refer to Section 4.6 for workflow manager buttons appearance and functionality and navigation of screens.
    f. Refer to Section 4.7 for workflow status menu appearance and functionality.
    g. Refer to Section 4.8 for Cardscan creating a Cardscan transaction.

17.1.1 Livescan

1. The screens listed are part of the Criminal Charges workflow on the Livescan and must be displayed to the OLU in the following order: (M)
    a. Demographic Data Capture
    b. Photo Capture
    c. Fingerprint Capture
    d. Palm Print Capture
    e. Fingerprint Summary
    f. Submit

17.1.2 Cardscan

1. The screens listed are part of the Criminal Charges workflow on the Cardscan and must be displayed to the OLU in the following order: (M)
    a. Agency Information
    b. Demographic Data Capture
    c. Photo Capture
    d. Fingerprint Capture
    e. Palm Print Capture
    f. Submit

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

17.2 Agency Information Details

17.2.1 Livescan

1. Not applicable. (I)

17.2.2 Cardscan

1. Refer to Section 8 for the Agency Information requirements. (I)

17.3 EFCD Demographic Data Capture

1. Refer to Section 10 for the EFCD Demographic Data Capture screen appearance and functionality. (I)
2. Table 13 - Criminal Charges Demographic Data Layout must be used as a reference for the layout of the fields that must appear on the Demographic Data screen for the Criminal Charges workflow. (M)
3. Table Column Definitions: (M)
    a. Field Name
        i. The field name column is being used to identify the order in which the fields must be displayed and not as a reference for what the field name must be displayed as.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for information on what the field name must be displayed as.
    b. Reference Information
        i. Refer to the sections identified for layout and reference information.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for the ‘helpful tip’ wording.
    c. Livescan
        i. If there is a √ in the column, the field name must be displayed on the Livescan.
        ii. If the field is blank, the field name must not be displayed on the Livescan
    d. Cardscan
        i. If there is a √ in the column, the field name must be displayed on the Cardscan.
        ii. If the field is blank, the field name must not be displayed on the Cardscan

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 13 - Criminal Charges Demographic Data Layout

CRIMINAL CHARGES			
Demographic Data Capture			
Field Name	Reference Information	LIVESCAN	CARDSCAN
Name	Refer to Section 16.13	√	√
Other Names/Alias	Refer to Section 16.14	√	√
Date of Birth	Refer to Section 16.17	√	√
Sex	Refer to Section 16.16	√	√
Contributor Individual Reference Number	The EFCD must allow for the manual entry of a reference number that is assigned by the contributor to uniquely identify an individual.	√	√
Contributor Case/File Number	Refer to Section 16.10	√	√
GCMS Unique Client ID	Refer to Section 16.9	√	√
FPS	Refer to Section 16.24	√	√
FBI Search Request	Refer to Section 16.25	√	√
US State to Search Request	Refer to Section 16.26	√	√
International Search Request	Refer to Section 16.27	√	√
Foreign Search Reason	Refer to Section 16.29	√	√
Investigator Contact Information	Refer to Section 16.30	√	√
Date Fingerprinted	Refer to Section 16.4.2		√
Height	Refer to Section 16.21	√	√
Weight	Refer to Section 16.22	√	√
Hair Colour	The EFCD must allow for a dropdown list that displays the hair colour options with the descriptions as outlined in the ICD.	√	√
Eye Colour	The EFCD must allow for a dropdown list that displays the eye colour options with the descriptions as outlined in the ICD. The EFCD must allow for the entry of two different eye colours.	√	√
Race Descent	Refer to Section 16.23	√	√
Race Description	Refer to Section 16.23	√	

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 13 - Criminal Charges Demographic Data Layout

CRIMINAL CHARGES			
Demographic Data Capture			
Field Name	Reference Information	LIVESCAN	CARDSCAN
Place of Birth	Refer to Section 16.18	√	√
City of Birth	The EFCD must allow the OLU to enter the city where the individual was born.	√	√
Country of Birth	Refer to Section 16.19	√	√
Place of Entry into Canada	The EFCD must allow the OLU to enter the location the individual entered Canada.	√	√
Date of Entry	Refer to Section 16.20	√	√
Home Address	Refer to Section 16.15	√	√
Scars, Marks and Tattoos	Refer to Section 16.31	√	√
Federal Statutes Table Version Number	Refer to Section 16.7	√	√
Charge Information	Refer to Section 16.33	√	√
Caution Flags	Refer to Section 16.34	√	√
Name of Official Taking Fingerprints	Refer to Section 16.12	√	√
Name of Person Responsible for Transaction	Refer to Section 16.11	√	√
END OF TABLE			

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

17.4 Photo Capture Requirements

17.4.1 Livescan

1. Refer to Section 11.1 for the Livescan Photo Capture requirements. (I)

17.4.2 Cardscan

1. Refer to section 11.2 for the Cardscan Photo Capture requirements. (I)

17.5 Fingerprint Capture Requirements

17.5.1 Livescan

1. Refer to Section 12.1 for Livescan Fingerprint Capture requirements. (I)

17.5.2 Cardscan

1. Refer to Section 12.2 for Cardscan fingerprint capture requirements. (I)

17.6 Palm Print Capture Requirements

17.6.1 Livescan

1. Refer to Section 12.1.1.2 for Livescan Palm Print capture requirements. (I)

17.6.2 Cardscan

1. Refer to Section 12.2.1.3 for Cardscan Palm Print Capture requirements. (I)

17.7 Fingerprint Summary

17.7.1 Livescan

1. Refer to Section 12.1.1.3 for information on the Fingerprint Summary screen. (I)

17.7.2 Cardscan

1. Not applicable. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

17.8 Submit

17.8.1 Livescan

1. Refer to Section 14.1 for information on the submit functionality. (I)
2. In addition to the requirements outlined in Section 5.1.4.7, the Livescan must allow the OLU to place a transaction into a state of Pending Sworn Charges. (M)
3. After the completion of the transaction and once the SUBMIT Button has been clicked or tapped, a dialog box must appear to the OLU with the message “Have the charges associated to this transaction been sworn in court?” (M)
    a. There must be 2 options made available to the OLU;
        i. Yes - Submit
        ii. No - Still Pending Sworn Charges
4. If Yes is selected, the transaction must be submitted to the RTID System for search. (M)
5. If No is selected, the transaction must be placed in the Pending Sworn Charges state in the Transaction Manager and the CARY must not be submitted to the RTID System for search. (M)

17.8.1.1 Creation of a Criminal Record Inquiry (CARN) From A CARY

1. As part of an investigation to determine if an individual has a criminal record, the agency must have the ability to identify the individual prior to the information being sworn. (I)
2. If No has been selected, the Livescan must allow the OLU to generate a CARN transaction. (M)
3. The Livescan must display the following message “The Criminal Charges transaction has been placed in a Pending Sworn Charges State. Is a Criminal Record Inquiry required at this time to identify the individual?” (M)
    a. There must be 2 options made available to the OLU;
        i. Yes – Create a Criminal Record Inquiry to submit to the RTID System.
        ii. No – A Criminal Record Inquiry is not required

17.8.1.1.1 If YES Is Selected

1. If Yes is selected, the message must disappear and the Livescan must generate a Criminal Record Inquiry (CARN) transaction. (M)

17.8.1.1.2 If No Is Selected

1. If No is selected, the message must disappear and the OLU must remain on the Submit Screen. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

17.8.1.1.2.1 Demographic Information Copy

1. The Livescan must generate a CARN transaction and generate a new DCN/TCN. (M)
2. The Livescan must copy the CARY demographic information that is required into a CARN transaction. (M)
3. Table 14 - CARY and CARN Type 1 and Type 2 Data Comparison must be used as a reference for the copy of the applicable Type 1 and Type 2 data from a CARY transaction to a CARN transaction. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 14 - CARY And CARN Type 1 And Type 2 Data Comparison

Tags to be Used to Create a CARN				
Identifier and Tag	CARY Condition	In CARY	Required in CARN	CARN Condition
LEN (Tag 1.001)	M	Yes	Create new	M
VER (Tag 1.002)	M	Yes	Create new	M
CNT (Tag 1.003)	M	Yes	Copy but exclude photo	M
TOT (Tag 1.004)	M	Yes	Copy	M
DAT (Tag 1.005)	M	Yes	Create new	M
PRY (Tag 1.006)	M	Yes	Create new	M
DAI (Tag 1.007)	M	Yes	Copy	M
OAI (Tag 1.008)	M	Yes	Copy	M
TCN (Tag 1.009)	M	Yes	Create new	M
TCR (Tag 1.010)	O	Yes	n/a	O
NSR (Tag 1.011)	M	Yes	Copy	M
NTR (Tag 1.012)	M	Yes	Copy	M
GMT (Tag 1.014)	O	Yes	Create new	O
LEN (Tag 2.001)	M	Yes	Create new	M
IDC (Tag 2.002)	M	Yes	Create new	M
IMA (Tag 2.067)	M	Yes	Copy	M
DCN (Tag 2.800)	M	Yes	Create new	M
FPS (Tag 2.801)	O	Yes	Copy	O
ADR (Tag 2.802)	M	Yes	No	n/a
IRN (Tag 2.804)	O	Yes	Copy	O
NAME (Tag 2.806)	M	Yes	Copy	M
SEX (Tag 2.807)	M	Yes	Copy	M
HAI (Tag 2.808)	O,C	Yes	Copy	O,C
EYE (Tag 2.809)	O,C	Yes	Copy	O,C
HGT (Tag 2.810)	M	Yes	Copy	O,C
WGT (Tag 2.811)	M	Yes	Copy	O,C
RACE (Tag 2.814)	O,C	Yes	Copy	O,C

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 14 - CARY And CARN Type 1 And Type 2 Data Comparison

Tags to be Used to Create a CARN				
Identifier and Tag	CARY Condition	In CARY	Required in CARN	CARN Condition
POB (Tag 2.815)	M	Yes	Copy	O,C
FLG (Tag 2.816)	O	Yes	No	n/a
YPF (Tag 2.818)	C	Yes	No	n/a
LGF (Tag 2.819)	M	Yes	Create based on user logged on	M
MKS (Tag 2.823)	O	Yes	No	n/a
OTN (Tag 2.824)	O	Yes	Copy	O
CHG (Tag 2.829)	M	Yes	No	n/a
CGV (Tag 2.831)	M	Yes	No	n/a
SFBI (Tag 2.874)	O	Yes	Copy	O
USS (Tag 2.876)	C	Yes	Copy	C
COB (Tag 2.883)	M	Yes	No	n/a
POE (Tag 2.884)	C	Yes	No	n/a
DOE (Tag 2.885)	C	Yes	No	n/a
FOSS (Tag 2.888)	O	Yes	Copy	O
ISR (Tag 2.891)	O	Yes	Copy	O
IRP (Tag 2.892)	C	Yes	Copy	C
FQO (Tag 2.893)	O	Yes	Copy	O
FER (Tag 2.894)	C	Yes	Copy	C
ACS (Tag 2.896)	n/a	No	Add and auto-populate Code 1	M
RET (Tag 2.8005)	M	Yes	Change from Y to N	M
FBI (Tag 2.8014)	O	Yes	Copy	O
DOB (Tag 2.8022)	M	Yes	Copy	M
DPR (Tag 2.8038)	M	Yes	Copy	M
MFR (Tag 2.8084)	C	Yes	Copy	C
ICI (Tag 2.8106)	C	Yes	Copy	C

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 14 - CARY And CARN Type 1 And Type 2 Data Comparison

Tags to be Used to Create a CARN				
Identifier and Tag	CARY Condition	In CARY	Required in CARN	CARN Condition
CNON (Tag 2.8908)	O	Yes	Copy	O
NVN (Tag 2.8910)	M	Yes	Copy	M
STV (Tag 2.8911)	M	Yes	Copy	M
NFT (Tag 2.8931)	M	Yes	Create based on user logged on	M
CTRY (Tag 2.8935)	C	Yes	No	n/a
RTX (Tag 2.8936)	C	Yes	Copy	C
NOTF (Tag 2.8938)	M	Yes	Copy	M
FPCL (Tag 2.8939)	M	Yes	Copy	M
END OF TABLE				

17.8.1.1.2.2 Photo Copy

1. The Livescan must not copy the Type-10 record to the CARN. (M)

17.8.1.1.2.3 Fingerprint Capture and Palm Print Capture Copy

1. The Livescan must copy the Type-4 record. (M)
2. The Livescan must copy the Type-15 record. (M)

17.8.1.1.2.4 Copy of Data Complete

1. Once all the data and required fingerprint images have been copied, the Livescan must allow the user to submit the transaction for search from the SUBMIT screen. (M)
2. Refer to Section 14.1 for information on the submit functionality. (I)

17.8.2 Cardscan

1. Refer to Section 14.2 for information on the submit functionality. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

18. EFCD Deportee Workflow

18.1 Deportee Workflow

1. The following information provides details on the requirements for the Deportee transaction. (I)
2. Refer to the following sections for the structure of the workflow. (I)
   a. Refer to Section 4.2 for EFCD workflow screen header appearance and functionality.
   b. Refer to Section 4.3 for EFCD workflow helpful tips appearance and functionality.
   c. Refer to Section 4.4 for TCN and DCN information and screen appearance.
   d. Refer to Section 4.5 for Vendor name placement.
   e. Refer to Section 4.6 for workflow buttons appearance and functionality and navigation of screens.
   f. Refer to Section 4.7 for workflow status menu appearance and functionality.
   g. Refer to Section 4.8 for Cardscan creating a Cardscan transaction.

18.1.1 Livescan

1. The screens listed are part of the Deportee workflow on the Livescan and must be displayed to the OLU in the following order: (M)
   a. Demographic Data Capture
   b. Photo Capture
   c. Fingerprint Capture
   d. Palm Print Capture
   e. Fingerprint Summary
   f. Submit

18.1.2 Cardscan

1. The screens listed are part of the Deportee workflow on the Cardscan and must be displayed to the OLU in the following order: (M)
   a. Agency Information Details
   b. Demographic Data Capture
   c. Photo Capture
   d. Fingerprint Capture
   e. Palm Print Capture
   f. Photo Capture
   g. Submit

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

18.2 Agency Information Details

18.2.1 Livescan

1. Not applicable. (I)

18.2.2 Cardscan

1. Refer to Section 8 for the Agency Information requirements. (I)

18.3 EFCD Demographic Data Capture

1. Refer to Section 10 for the EFCD Demographic Data Capture screen appearance and functionality. (I)
2. Table 15 - Deportee Demographic Data Layout must be used as a reference for the layout of the fields that must appear on the Demographic Data screen for the Criminal Deportee workflow. (M)
3. Table Column Definitions: (M)
    a. Field Name
        i. The field name column is being used to identify the order in which the fields must be displayed and not as a reference for what the field name must be displayed as.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for information on what the field name must be displayed as.
    b. Reference Information
        i. Refer to the sections identified for layout and reference information.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for the ‘helpful tip’ wording.
    c. Livescan
        i. If there is a √ in the column, the field name must be displayed on the Livescan.
        ii. If the field is blank, the field name must not be displayed on the Livescan
    d. Cardscan
        i. If there is a √ in the column, the field name must be displayed on the Cardscan.
        ii. If the field is blank, the field name must not be displayed on the Cardscan.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 15 - Deportee Demographic Data Layout

DEPORTEE			
Demographic Data Capture			
Field Name	Reference Information	LIVESCAN	CARDSCAN
Name	Refer to Section 16.13	√	√
Other Names/Alias	Refer to Section 16.14	√	√
Date of Birth	Refer to Section 16.17	√	√
Sex	Refer to Section 16.16	√	√
Contributor Individual Reference Number	The word DEPORTEE must be hardcoded into this field and not editable by the OLU.	√	√
Contributor Case/File Number	Refer to Section 16.10	√	√
GCMS Unique Client ID	Refer to Section 16.9	√	√
FPS	Refer to Section 16.24	√	√
FBI Search Request	Refer to Section 16.25	√	√
US State to Search Request	Refer to Section 16.26	√	√
International Search Request	Refer to Section 16.27	√	√
Foreign Search Reason	Refer to Section 16.29	√	√
Investigator Contact Information	Refer to Section 16.30	√	√
Date Fingerprinted	Refer to Section 16.4.2		√
Height	Refer to Section 16.21	√	√
Weight	Refer to Section 16.22	√	√
Hair Colour	The EFCD must allow for a dropdown list that displays the hair colour options with the descriptions as outlined in the ICD.	√	√
Eye Colour	The EFCD must allow for a dropdown list that displays the eye colour options with the descriptions as outlined in the ICD. The EFCD must allow for the entry of two different eye colours.	√	√
Race Descent	Refer to Section 16.23	√	√
Race Description	Refer to Section 16.23	√	
Place of Birth	Refer to Section 16.18	√	√
City of Birth	The EFCD must allow the OLU to enter the city where the individual was born.	√	√
Country of Birth	Refer to Section 16.19	√	√

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 15 - Deportee Demographic Data Layout			
DEPORTEE			
Demographic Data Capture			
Field Name	Reference Information	LIVESCAN	CARDSCAN
Place of Entry into Canada	The EFCD must allow the OLU to enter the location the individual entered Canada.	√	√
Date of Entry	Refer to Section 16.20	√	√
Home Address	Refer to Section 16.15	√	√
Scars, Marks and Tattoos	Refer to Section 16.31	√	√
Federal Statutes Table Version Number	Refer to Section 16.7	√	√
Charge Information	Refer to Section 16.33.2	√	√
Caution Flags	Refer to Section 16.34	√	√
Name of Official Taking Fingerprints	Refer to Section 16.12	√	
	Refer to Section 16.12		√
Name of Person Responsible for Transaction	Refer to Section 16.11	√	
	Refer to Section 16.11		√
END OF TABLE			

18.4 Photo Capture Requirements

18.4.1 Livescan

1. Refer to Section 11.1 for the Livescan Photo Capture requirements. (I)

18.4.2 Cardscan

1. Refer to Section 11.2 for the Cardscan Photo Capture requirements. (I)

18.5 Fingerprint Capture Requirements

18.5.1 Livescan

1. Refer to Section 12.1 for the Livescan Fingerprint Capture requirements. (I)

18.5.2 Cardscan

1. Refer to Section 12.2 for the Cardscan Fingerprint Capture requirements. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

18.6 Palm Print Capture Requirements

18.6.1 Livescan

1. Refer to Section 12.1.1.2 for the Livescan Palm Print Capture requirements. (I)

18.6.2 Cardscan

1. Refer to Section 12.2.1.3 for the Cardscan Palm Print Capture requirements. (I)

18.7 Fingerprint Summary

18.7.1 Livescan

1. Refer to Section 12.1.1.3.1 for the Livescan Fingerprint Summary requirements. (I)

18.7.2 Cardscan

1. Not applicable. (I)

18.8 Submit

18.8.1 Livescan

1. Refer to Section 14.1 for the Livescan Submit requirements. (I)

18.8.2 Cardscan

1. Refer to Section 14.2 for the Cardscan Submit requirements. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

19. EFCD CARN Workflow

19.1 Criminal Record Inquiry Workflow

1. The following information provides details on the requirements for the Criminal Record Inquiry Workflow. (I)
2. Refer to the following sections for the structure of the workflow. (I)
    a. Refer to Section 4.2 for EFCD workflow screen header appearance and functionality.
    b. Refer to Section 4.3 for EFCD workflow helpful tips appearance and functionality.
    c. Refer to Section 4.4 for TCN and DCN information and screen appearance.
    d. Refer to Section 4.5 for Vendor name placement.
    e. Refer to Section 4.6 for workflow buttons appearance and functionality and navigation of screens.
    f. Refer to Section 4.7 for workflow status menu appearance and functionality.
    g. Refer to Section 4.8 for Cardscan creating a Cardscan transaction.

19.1.1 Livescan

1. The screens listed are part of the Criminal Record Inquiry on the Livescan and must be displayed to the OLU in the following order: (M)
    a. Demographic Data Capture
    b. Photo Capture
    c. Fingerprint Capture
    d. Palm Print Capture
    e. Fingerprint Summary
    f. Submit

19.1.2 Cardscan

1. The screens listed are part of the Criminal Record Inquiry on the Cardscan and must be displayed to the OLU in the following order: (M)
    a. Demographic Data Capture
    b. Photo Capture
    c. Fingerprint Capture
    d. Palm Print Capture
    e. Submit

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

19.2 EFCD Demographic Data Capture

1. Refer to Section 10 for the EFCD Demographic Data Capture screen appearance and functionality. (I)
2. Table 16 - Criminal Record Inquiry Demographic Data Layout must be used as a reference for the layout of the fields that must appear on the Demographic Screen for the Criminal Record Inquiry workflow. (M)
3. Table Column Definitions: (M)
    a. Field Name
        i. The field name column is being used to identify the order in which the fields must be displayed and not as a reference for what the field name must be displayed as.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for information on what the field name must be displayed as.
    b. Reference Information
        i. Refer to the sections identified for layout and reference information.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for the 'helpful tip' wording.
    c. Livescan
        i. If there is a √ in the column, the field name must be displayed on the Livescan.
        ii. If the field is blank, the field name must not be displayed on the Livescan
    d. Cardscan
        i. If there is a √ in the column, the field name must be displayed on the Cardscan.
        ii. If the field is blank, the field name must not be displayed on the Cardscan.

19.3 Photo Capture Requirements

19.3.1 Livescan

1. Refer to Section 11.1 for the Livescan Photo Capture Requirements. (I)
2. During the photo capture process, the Livescan must display in the 'helpful tips' that the photo(s) will not be submitted to the RTID System. (M)
3. The Livescan must not transmit the Type-10 record in the NIST packet for the Criminal Record Inquiry transaction. (M)
4. The photos must be stored locally on the Livescan until the transaction is deleted. (M)

19.3.2 Cardscan

1. Refer to Section 11.2.1.1. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 16 - Criminal Record Inquiry Demographic Data Layout

CRIMINAL RECORD INQUIRY			
Demographic Data Capture			
Field Name	Reference Information	LIVESCAN	CARDSCAN
Name	Refer to Section 16.13	√	√
Other Names/Alias	Refer to Section 16.14	√	√
Date of Birth	Refer to Section 16.17	√	√
Sex	Refer to Section 16.16	√	√
Authority for Canadian Search	Refer to Section 16.35	√	√
Contributor Individual Reference Number	The EFCD must allow for the manual entry of a reference number that is assigned by the contributor to uniquely identify an individual.	√	√
Contributor Case/File Number	Refer to Section 16.10	√	√
GCMS Unique Client ID	Refer to Section 16.9	√	√
FPS	Refer to Section 16.24	√	√
FBI Search Request	Refer to Section 16.25	√	√
US State to Search Request	Refer to Section 16.26	√	√
International Search Request	Refer to Section 16.27	√	√
Foreign Search Reason	Refer to Section 16.29	√	√
Investigator Contact Information	Refer to Section 16.30	√	√
Date Fingerprinted	Refer to Section 16.4.2		√
Height	Refer to Section 16.21	√	√
Weight	Refer to Section 16.22	√	√
Hair Colour	The EFCD must allow for a dropdown list that displays the hair colour options with the descriptions as outlined in the ICD.	√	√
Eye Colour	The EFCD must allow for a dropdown list that displays the eye colour options with the descriptions as outlined in the ICD. The EFCD must allow for the entry of two different eye colours.	√	√
Race Descent	Refer to Section 16.23	√	√
Race Description	Refer to Section 16.23	√	
Place of Birth	Refer to Section 16.18	√	√
Name of Official Taking Fingerprints	Refer to Section 16.12	√	√
Name of Person Responsible for Transaction	Refer to Section 16.11	√	√
END OF TABLE			

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

19.4 Fingerprint Capture Requirements

19.4.1 Livescan

1. Refer to Section 12.1 for the Livescan Fingerprint Capture requirements. (I)

19.4.2 Cardscan

1. Refer to Section 12.2.1.1 for the Cardscan Fingerprint Capture requirements. (I)

19.5 Palm Print Capture Requirements

19.5.1 Livescan

1. Refer to Section 12.1.1.2 for the Livescan Palm Print Capture requirements. (I)

19.5.2 Cardscan

1. Refer to Section 12.2.1.3 for the Cardscan Palm Print Capture requirements. (I)

19.6 Fingerprint Summary

19.6.1 Livescan

1. Refer to Section 12.1.1.3.1 for the Livescan Fingerprint Summary requirements. (I)

19.6.2 Cardscan

1. Not applicable (I)

19.7 Submit

19.7.1 Livescan

1. Refer to Section 14.1 for the Livescan Submit requirements. (I)

19.7.2 Cardscan

1. Refer to Section 14.2 for the Cardscan Submit requirements. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

20. EFCD REF

20.1 Refugee Workflow

1. The following information provides details on the requirements for the Refugee transaction. (I)
2. Refer to the following sections for the structure of the workflow. (I)
    a. Refer to Section 4.2 for EFCD workflow screen header appearance and functionality.
    b. Refer to Section 4.3 for EFCD workflow helpful tips appearance and functionality.
    c. Refer to Section 4.4 for TCN and DCN information and screen appearance.
    d. Refer to Section 4.5 for Vendor name placement.
    e. Refer to Section 4.6 for workflow buttons appearance and functionality and navigation of screens.
    f. Refer to Section 4.7 for workflow status menu appearance and functionality.
    g. Refer to Section 4.8 for Cardscan creating a Cardscan transaction.

20.1.1 Livescan

1. The screens listed are part of the Refugee workflow on the Livescan and must be displayed to the OLU in the following order: (M)
    a. Agency Information Details
    b. Demographic Data Capture
    c. Photo Capture
    d. Fingerprint Capture
    e. Palm Print Capture
    f. Fingerprint Summary
    g. Submit

20.1.2 Cardscan

1. The screens listed are part of the Refugee workflow on the Cardscan and must be displayed to the OLU in the following order: (M)
    a. Agency Information Details
    b. Demographic Data Capture
    c. Photo Capture
    d. Fingerprint Capture
    e. Palm Print Capture
    f. Submit

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

20.2 On-Behalf-Of Agency Details

20.2.1 Livescan

1. Refer to Section 8 for the Agency Information requirements. (I)

20.2.2 Cardscan

1. Refer to Section 8 for the Agency Information requirements. (I)

20.3 EFCD Demographic Data Capture

1. Refer to Section 10 for the EFCD Demographic Data Capture screen appearance and functionality. (I)
2. Table 17 - Refugee Demographic Data Layout must be used as a reference for the layout of the fields that must appear on the Demographic Screen for the Refugee workflow. (M)
3. Table Column Definitions: (M)
    a. Field Name
        i. The field name column is being used to identify the order in which the fields must be displayed and not as a reference for what the field name must be displayed as.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for information on what the field name must be displayed as.
    b. Reference Information
        i. Refer to the sections identified for layout and reference information.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for the ‘helpful tip’ wording.
    c. Livescan
        i. If there is a √ in the column, the field name must be available on the Livescan.
        ii. If the field is blank, the field name must not be available on the Livescan
    d. Cardscan
        i. If there is a √ in the column, the field name must be available on the Cardscan.
        ii. If the field is blank, the field name must not be available on the Cardscan.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 17 - Refugee Demographic Data Layout

REFUGEE

Demographic Data Capture

Field Name	Reference Information	LIVESCAN	CARDSCAN
GCMS Unique Client ID	Refer to Section 16.9	√	√
Name	Refer to Section 16.13	√	√
Other Names/Alias	Refer to Section 16.14	√	√
Date of Birth	Refer to Section 16.17	√	√
Sex	Refer to Section 16.16	√	√
Date Fingerprinted	Refer to Section 16.4.2		√
FBI Search Request	Refer to Section 16.25	√	√
US State to Search Request	Refer to Section 16.26	√	√
International Search Request	Refer to Section 16.27	√	√
Foreign Search Reason	Refer to Section 16.29	√	√
Investigator Contact Information	Refer to Section 16.30	√	√
Height	Refer to Section 16.21	√	√
Weight	Refer to Section 16.22	√	√
Hair Colour	The EFCD must allow for a dropdown list that displays the hair colour options with the descriptions as outlined in the ICD.	√	√
Eye Colour	The EFCD must allow for a dropdown list that displays the eye colour options with the descriptions as outlined in the ICD. The EFCD must allow for the entry of two different eye colours.	√	√
Race Descent	Refer to Section 16.23	√	√
Race Description	Refer to Section 16.23	√	
Place of Birth	Refer to Section 16.18	√	√
Country of Birth	Refer to Section 16.19	√	√
City of Birth	The EFCD must allow the OLU to enter the city where the individual was born.	√	√
Place of Entry into Canada	The EFCD must allow the OLU to enter the location the individual entered Canada.	√	√
Date of Entry	Refer to Section 16.20	√	√
Home Address	Refer to Section 16.15	√	√

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 17 - Refugee Demographic Data Layout			
REFUGEE			
Demographic Data Capture			
Field Name	Reference Information	LIVESCAN	CARDSCAN
Scars, Marks and Tattoos	Refer to Section 16.31	√	√
Narrative Message	Refer to Section 16.52	√	√
CBSA/ IRCC Office Number	The EFCD must allow the OLU to enter the number of the CBSA/IRCC Office responsible for the Refugee claimant	√	√
Father's Name	Refer to Section 16.53	√	√
Mother's Name	Refer to Section 16.54	√	√
Name of Official Taking Fingerprints	Refer to Section 16.12	√	√
	Refer to Section 16.12		√
Name of Person Responsible for Transaction	Refer to Section 16.11	√	√
END OF TABLE			

20.4 Photo Capture Requirements

20.4.1 Livescan

1. Refer to Section 11.1 for the Livescan Photo Capture requirements (I)

20.4.2 Cardscan

1. Refer to Section 11.2 for the Cardscan Photo Capture requirements. (I)

20.5 Fingerprint Capture Requirements

20.5.1 Livescan

1. Refer to Section 12.1 for the Livescan Fingerprint Capture requirements. (I)

20.5.2 Cardscan

1. Refer to Section 12.2 for the Cardscan Fingerprint Capture requirements. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

20.6 Palm Print Capture Requirements

20.6.1 Livescan

1. Refer to Section 12.1.1.2 for the Livescan Palm Print Capture requirements. (I)

20.6.2 Cardscan

1. Refer to Section 12.2.1.3 for the Cardscan Palm Print Capture requirements. (I)

20.7 Fingerprint Summary

20.7.1 Livescan

1. Refer to Section 12.1.1.3.1 for the Livescan Fingerprint Summary requirements. (I)

20.7.2 Cardscan

1. Not applicable. (I)

20.8 Submit

20.8.1 Livescan

1. Refer to Section 14.1 for the Livescan Submit requirements. (I)

20.8.2 Cardscan

1. Refer to Section 14.2 for the Cardscan submit requirements. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

21. Livescan IMM Workflow

21.1 Immigration Workflow

1. The following information provides details on the requirements for the Immigration transaction. (I)
2. Refer to the following sections for the structure of the workflow. (I)
    a. Refer to Section 4.2 for EFCD workflow screen header appearance and functionality.
    b. Refer to Section 4.3 for EFCD workflow helpful tips appearance and functionality.
    c. Refer to Section 4.4 for TCN and DCN information and screen appearance.
    d. Refer to Section 4.5 for Vendor name placement.
    e. Refer to Section 4.6 for workflow buttons appearance and functionality and navigation of screens.
    f. Refer to Section 4.7 for workflow status menu appearance and functionality.

21.1.1 Livescan

1. The screens listed are part of the Immigration workflow on the Livescan and must be displayed to the OLU in the following order: (M)
    a. Demographic Data Capture
    b. Photo Capture
    c. Fingerprint Capture
    d. Fingerprint Summary
    e. Submit

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

21.2 Livescan Demographic Data Capture

1. Refer to Section 10 for the EFCD Demographic Data Capture screen appearance and functionality. (I)
2. Table 18 - Immigration Demographic Data Layout must be used as a reference for the layout of the fields that must appear on the Demographic Data screen for the Immigration workflow. (M)
3. Table Column Definitions: (M)
    a. Field Name
        i. The field name column is being used to identify the order in which the fields must be displayed and not as a reference for what the field name must be displayed as.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for information on what the field name must be displayed as. (M)
    b. Reference Information
        i. Refer to the sections identified for layout and reference information.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for the 'helpful tip' wording.
    c. Livescan
        i. If there is a √ in the column, the field name must be available on the Livescan.
        ii. If the field is blank, the field name must not be available on the Livescan.

Table 18 - Immigration Demographic Data Layout

IMMIGRATION		
Demographic Data Capture		
Field Name	Reference Information	LIVESCAN
GCMS Unique Client ID	Refer to Section 16.9	√
Name	Refer to Section 16.13	√
Date of Birth	Refer to Section 16.17	√
Sex	Refer to Section 16.16	√
Name of Official Taking Fingerprints	Refer to Section 16.12	√
Name of Person Responsible for Transaction	Refer to Section 16.11	√
Immigration Retention End Date	Refer to Section 16.36	√
END OF TABLE		

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

21.3 Photo Capture Requirements

21.3.1 Livescan

1. Refer to Section 11.1 for the Livescan Photo Capture requirements. (I)
2. The Livescan must not transmit the Type-10 record in the NIST packet for the IMM transaction. (M)
3. The photos must be stored locally on the Livescan until the transaction is deleted. (M)

21.4 Fingerprint Capture Requirements

21.4.1 Livescan

1. Refer to Section 12.1.1.1.3 for the Livescan ID Flats Capture requirements. (I)

21.5 Fingerprint Summary

21.5.1 Livescan

1. Refer to Section 12.1.1.3.2 for the Livescan Fingerprint Summary requirements. (I)

21.6 Submit

21.6.1 Livescan

1. Refer to Section 14.1 for the Livescan Submit requirements. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

22. EFCD MAP (Civil Application) – Current state and Civil Efficiencies

22.1 Civil Application Workflow

1. The following information provides details on the requirements for the Civil Application transaction. (I)
2. Refer to the following sections for the structure of the workflow. (I)
    a. Refer to Section 4.2 for EFCD workflow screen header appearance and functionality.
    b. Refer to Section 4.3 for EFCD workflow helpful tips appearance and functionality.
    c. Refer to Section 4.4 for TCN and DCN information and screen appearance.
    d. Refer to Section 4.6 for workflow buttons appearance and functionality.
    e. Refer to Section 4.5 for Vendor name placement.
    f. Refer to Section 4.7 for workflow status menu appearance and functionality and navigation of screens.
    g. Refer to Section 4.8 for Cardscan creating a Cardscan transaction.

22.1.1 Livescan

22.1.1.1 Current State and Civil Efficiencies

1. The screens listed are part of the Civil Application workflow on the Livescan and must be displayed to the OLU in the following order: (M)
    a. Agency Information Details
    b. Application Type Details
    c. Demographic Data Capture
    d. Photo Capture
    e. Fingerprint Capture
    f. Fingerprint Summary
    g. Consent
    h. Submit

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

22.1.2 Cardscan

22.1.2.1 Current State and Civil Efficiencies

1. The screens listed are part of the Civil Application workflow on the Cardscan and must be displayed to the OLU in the following order: (M)
    a. Agency Information Details
    b. Application Type Details
    c. Demographic Data Capture
    d. Fingerprint Capture
    e. Consent
    f. Photo Capture
    g. Submit

22.2 Agency Information Details

22.2.1 Livescan

22.2.1.1 Current State and Civil Efficiencies

1. Refer to Section 8 for the Agency Information requirements. (I)

22.2.2 Cardscan

22.2.2.1 Current State and Civil Efficiencies

1. Refer to Section 8 for the Agency Information requirements. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

22.3 Application Type Details

22.3.1 EFCD Screen Layout

1. Refer to Section 9 for Application Type Details screen appearance and functionality. (I)
2. Table 19 - Civil Application - Application Type Details Layout must be used as a reference for the layout the field that must appear on the Demographic Screen for the Civil Application workflow. (M)
3. Table Column Definitions: (M)
    a. Field Name
        i. The field name column is being used to identify the order in which the fields must be displayed and not as a reference for what the field name must be displayed as.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for information on what the field name must be displayed as.
    b. Reference Information
        i. Refer to the sections identified for layout and reference information.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for the ‘helpful tip’ wording.
    c. Livescan
        i. The Livescan column is divided into two columns:
            1) CS – Current State
            2) CE – Civil Efficiencies
        ii. If there is a √ in the column, the field name must be available on the Livescan for CS and/ or CE.
        iii. If the field is blank, the field name must not be available on the Livescan for CS and/or CE.
    d. Cardscan
        i. The Cardscan column is divided into two columns:
            1) CS – Current State
            2) CE – Civil Efficiencies
        ii. If there is a √ in the column, the field name must be available on the Cardscan for CS and/ or CE.
        iii. If the field is blank, the field name must not be available on the Cardscan for CS and/or CE.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 19 - Civil Application - Application Type Details Layout

CIVIL APPLICATION					
APPLICATION TYPE DETAILS					
Field Name	Reference Information	LIVESCAN		CARDSCAN	
		CS	CE	CS	CE
Application Type	Refer to Section 16.37.1	√	√	√	√
Name of Company/ Agency and Position Title	Refer to Section 16.46	√	√	√	√
Details of Information Sought	Refer to Section 16.44	√	√	√	√
Volunteer Letter Confirmation Verified	Refer to Section 16.47	√	√	√	√
Send Results To	Refer to Section 16.38.1	√		√	
	Refer to Section 16.38.2		√		
	Refer to Section 16.38.3				√
Fingerprint Capture Type	Refer to Section 9.1.1.4	√	√	√	√
FBI Search Request	Refer to Section 16.37 If Allowable	√	√	√	√
International Search Request	Refer to Section 16.37 If Allowable	√	√	√	√
END OF TABLE					

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

22.4 EFCD Demographic Data Capture

1. Refer to Section 10 for the EFCD Demographic Data Capture screen appearance and functionality. (I)
2. Table 20 - Civil Application Demographic Data Layout must be used as a reference for the layout of the fields that must appear on the Demographic Screen for the Civil Application Workflow.
3. Table Column Definitions: (M)
    a. Field Name
        i. The field name column is being used to identify the order in which the fields must be displayed and not as a reference for what the field name must be displayed as.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for information on what the field name must be displayed as.
    b. Reference Information
        i. Refer to the sections identified for layout and reference information.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for the 'helpful tip' wording.
    c. Livescan
        i. The Livescan column is divided into two columns:
            1) CS – Current State
            2) CE – Civil Efficiencies
        ii. If there is a √ in the column, the field must be displayed on the Livescan for CS and/ or CE.
        iii. If the field is blank, the field name must not be displayed on the Livescan for CS and/or CE.
    d. Cardscan
        i. The Cardscan column is divided into two columns:
            1) CS – Current State
            2) CE – Civil Efficiencies
        ii. If there is a √ in the column, the field must be displayed on the Cardscan for CS and/ or CE.
        iii. If the field is blank, the field must not be displayed on the Cardscan for CS and/or CE.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 20 - Civil Application Demographic Data Layout

CIVIL APPLICATION					
DEMOGRAPHIC DATA DETAILS					
Field Name	Reference Information	LIVESCAN		CARDSCAN	
		CS	CE	CS	CE
Name	Refer to Section 16.13	√	√	√	√
Other Names/Alias	Refer to Section 16.14	√	√	√	√
Date of Birth	Refer to Section 16.17	√	√	√	√
Sex	Refer to Section 16.16	√	√	√	√
Contributor Individual Reference Number	The EFCD must allow for the manual entry of a reference number that is assigned by the contributor to uniquely identify an individual.	√	√	√	√
Height	Refer to Section 16.37 Refer to Section 16.21 for requirements when height is a conditional mandatory field.	√	√	√	√
Weight	Refer to Section 16.37 Refer to Section 16.22 for requirements when weight is a conditional mandatory field.	√	√	√	√
Hair Colour	Refer to Section 16.37 The Livescan must allow for a dropdown list that displays the hair colour options with the descriptions as outlined in the ICD for requirements when hair is a conditional mandatory field.	√	√	√	√
Eye Colour	Refer to Section 16.37 If Allowable The Livescan must allow for a dropdown list that displays the eye colour options with the descriptions as outlined in the ICD for the requirements when eye colour is a conditional mandatory field. The Livescan must allow for two different eye colours only if two eye colours are identified.	√	√	√	√
Foreign Search Reason	Refer to Section 16.37 If Allowable Refer to Section 16.29	√	√	√	√
Home Address	Refer to Section 16.15	√	√	√	√
Telephone Number	Refer to Section 16.48	√	√	√	√
Civil Results Email Address	Refer to Section 16.41		√		√
Return Mailing Address	Refer to Section 16.40	√	√	√	√

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 20 - Civil Application Demographic Data Layout

CIVIL APPLICATION					
DEMOGRAPHIC DATA DETAILS					
Field Name	Reference Information	LIVESCAN		CARDSCAN	
		CS	CE	CS	CE
Date Fingerprinted	Refer to Section 16.4.2			√	√
Name of Official Taking Fingerprints	Refer to Section 16.12	√	√	√	√
Name of Person Responsible for Transaction	Refer to Section 16.11	√	√	√	√
END OF TABLE					

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

22.5 Photo Capture Requirements

22.5.1 Livescan

22.5.1.1 Current State and Civil Efficiencies

1. Refer to Section 11.1 for Livescan Photo Capture requirements. (I)

22.5.2 Cardscan

22.5.2.1 Current State and Civil Efficiencies

1. Refer to Section 11.2 for Cardscan Photo Capture requirements. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

22.6 Fingerprint Capture Requirements

22.6.1 Livescan

22.6.1.1 Current State and Civil Efficiencies

22.6.1.1.1 Fingerprint Capture Type Requirements

1. Refer to Section 9.1.1.4 for information on the Fingerprint Capture Type. (I)

22.6.1.2 Rolled and Plain Capture

1. Refer to Section 12.1.1.1.2 for information on the Rolled and Plain Capture requirements. (I)

22.6.1.3 ID Flats Capture

1. Refer to Section 12.1.1.1.3 for information on the ID Flats capture requirements. (I)

22.6.2 Cardscan

22.6.2.1 Current State and Civil Efficiencies

22.6.2.1.1 Fingerprint Capture Type Requirements

1. Refer to Section 9.1.1.4 for information on the Fingerprint Capture Type. (I)

22.6.2.2 Rolled and Plain Capture

1. Refer to Section 12.2.1.1 for information on the Rolled and Plain capture requirements. (I)

22.6.2.3 ID Flats Capture

1. Refer to Section 12.2.1.2 for information on the ID Flats capture requirements. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

22.7 Fingerprint Summary

22.7.1 Livescan

22.7.1.1 Current State and Civil Efficiencies

22.7.1.1.1 Fingerprint Summary for Rolled and Plain

1. Refer to Section 12.1.1.3.1 for information on the Fingerprint Summary requirements. (I)

22.7.1.1.2 Fingerprint Summary for ID Flats

1. Refer to Section 12.1.1.3.2 for information on the Fingerprint Summary requirements. (I)

22.7.2 Cardscan

22.7.2.1 Current State and Civil Efficiencies

1. Not applicable. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

22.8 Consent Capture Requirements

22.8.1 Livescan

22.8.1.1 Current State

1. Refer to Section 16.39.1 for information on the Consent requirements. (I)
2. Refer to Section 13.1 for information on the Biometric Endorsement Capture requirements. (I)

22.8.1.2 Civil Efficiencies

1. Refer to Section 16.39.3 for information on the Consent requirements. (I)
2. Refer to Section 13.1 for information on the Biometric Endorsement Capture requirements. (I)

22.8.2 Cardscan

22.8.2.1 Current State

1. Refer to Section 16.39.2 for information on the Consent requirements. (I)
2. Refer to Section 13.2 for information on the Biometric Endorsement Capture. (I)

22.8.2.2 Civil Efficiencies

1. Refer to Section 16.39.4 for information on the Consent requirements. (I)
2. Refer to Section 13.2 for information on the Biometric Endorsement Capture. (I)

22.9 Submit

22.9.1 Livescan

22.9.1.1 Current State and Civil Efficiencies

1. Refer to Section 14.1 for the Livescan Submit requirements. (I)

22.9.2 Cardscan

22.9.2.1 Current State and Civil Efficiencies

1. Refer to Section 14.2 for the Cardscan Submit requirements. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

23. EFCD MAP (Civil Vulnerable Sector Application) – Current State and Civil Efficiencies

23.1 Civil Vulnerable Sector Application Workflow

1. The following information provides details on the requirements for the Civil Vulnerable Sector Application transaction. (I)
2. Refer to the following sections for the structure of the workflow. (I)
    a. Refer to Section 4.2 for EFCD workflow screen header appearance and functionality.
    b. Refer to Section 4.3 for EFCD workflow helpful tips appearance and functionality.
    c. Refer to Section 4.4 for TCN and DCN information and screen appearance.
    d. Refer to Section 4.5 for Vendor name placement.
    e. Refer to Section 4.6 for workflow buttons appearance and functionality and navigation of screens.
    f. Refer to Section 4.7 for workflow status menu appearance and functionality.
    g. Refer to Section 4.8 for Cardscan creating a Cardscan transaction.

23.1.1 Livescan

23.1.1.1 Current State and Civil Efficiencies

1. The screens listed are part of the Civil Vulnerable Sector Application workflow on the Livescan and must be displayed to the OLU in the following order: (M)
    a. Agency Information Details
    b. Application Type Details
    c. Demographic Data Capture
    d. Photo Capture
    e. Fingerprint Capture
    f. Fingerprint Summary
    g. Consent
    h. Submit

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

23.1.2 Cardscan

23.1.2.1 Current State and Civil Efficiencies

1. The screens listed are part of the Civil Vulnerable Sector Application workflow on the Cardscan and must be displayed to the OLU in the following order: (M)
    a. Agency Information Details
    b. Application Type Details
    c. Demographic Data Capture
    d. Fingerprint Capture
    e. Consent
    f. Photo Capture
    g. Submit

23.2 Agency Information Details

23.2.1 Livescan

23.2.1.1 Current State and Civil Efficiencies

1. Refer to Section 8 for the Agency Information requirements. (I)

23.2.2 Cardscan

23.2.2.1 Current State and Civil Efficiencies

1. Refer to Section 8 for the Agency Information requirements. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

23.3 Application Type Details

23.3.1 EFCD Screen Layout

1. Refer to Section 9 for the EFCD Application Type Details screen appearance and functionality. (I)
2. Table 21 - Civil Vulnerable Sector Application - Application Type Details must be used as a reference for the layout of the fields that must appear on the Application Type Details screen for the Civil Application workflow. (M)
3. Table Column Definitions: (M)
    a. Field Name
        i. The field name column is being used to identify the order in which the fields must be displayed and not as a reference for what the field name must be displayed as.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for information on what the field name must be displayed as.
    b. Reference Information
        i. Refer to the sections identified for layout and reference information.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for the ‘helpful tip’ wording.
    c. Livescan
        i. The Livescan column is divided into two columns:
            1) CS – Current State
            2) CE – Civil Efficiencies
        ii. If there is a √ in the column, the field name must be displayed on the Livescan for CS and/ or CE.
        iii. If the field is blank, the field name must not be displayed on the Livescan for CS and/or CE.
    d. Cardscan
        i. The Cardscan column is divided into two columns:
            1) CS – Current State
            2) CE – Civil Efficiencies
        ii. If there is a √ in the column, the field must be displayed on the Cardscan for CS and/ or CE.
        iii. If the field is blank, the field must not be displayed on the Cardscan for CS and/or CE.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 21 - Civil Vulnerable Sector Application - Application Type Details

CIVIL VULNERABLE SECTOR APPLICATION					
APPLICATION TYPE DETAILS					
Field Name	Reference Information	LIVESCAN		CARDSCAN	
		CS	CE	CS	CE
Application Type	Refer to Section 16.37.1	√	√	√	√
Name of Company/ Agency and Position Title	Refer to Section 16.46	√	√	√	√
Volunteer Letter Confirmation Verified	Refer to Section 16.47	√	√	√	√
Send Results To	Refer to Section 16.38.1	√		√	
	Refer to Section 16.38.2		√		
	Refer to Section 16.38.3				√
Fingerprint Capture Type	Refer to Section 9.1.1.4	√	√	√	√
END OF TABLE					

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

23.4 EFCD Demographic Data Capture

1. Refer to Section 10 for the EFCD Demographic Data Capture screen appearance and functionality. (I)
2. Table 22 - Civil Vulnerable Sector Application Demographic Data Layout must be used as a reference for the layout of the fields that must appear on the Demographic Data Capture screen for the Civil Vulnerable Sector Application workflow. (M)
3. Table Column Definitions: (M)
    a. Field Name
        i. The field name column is being used to identify the order in which the fields must be displayed and not as a reference for what the field name must be displayed as.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for information on what the field name must be displayed as.
    b. Reference Information
        i. Refer to the sections identified for layout and reference information.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for the ‘helpful tip’ wording.
    c. Livescan
        i. The Livescan column is divided into two columns:
            1) CS – Current State
            2) CE – Civil Efficiencies
        ii. If there is a √ in the column, the field name must be available on the Livescan for CS and/ or CE.
        iii. If the field is blank, the field name must not be available on the Livescan for CS and/or CE.
    d. Cardscan
        i. The Cardscan column is divided into two columns:
            1) CS – Current State
            2) CE – Civil Efficiencies
        ii. If there is a √ in the column, the field must be displayed on the Cardscan for CS and/ or CE.
        iii. If the field is blank, the field must not be displayed on the Cardscan for CS and/or CE.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 22 - Civil Vulnerable Sector Application Demographic Data Layout

CIVIL VULNERABLE SECTOR APPLICATION					
DEMOGRAPHIC DETAILS					
Field Name	Reference Information	LIVESCAN		CARDSCAN	
		CS	CE	CS	CE
Name	Refer to Section 16.13	√	√	√	√
Other Names/Alias	Refer to Section 16.14	√	√	√	√
Date of Birth	Refer to Section 16.17	√	√	√	√
Sex	Refer to Section 16.16	√	√	√	√
Contributor Individual Reference Number	The EFCD must allow for the manual entry of a reference number that is assigned by the contributor to uniquely identify an individual.	√	√	√	√
Home Address	Refer to Section 16.15	√	√	√	√
Telephone Number	Refer to Section 16.48	√	√	√	√
Civil Results Email Address	Refer to Section 16.41		√		√
Return Mailing Address	Refer to Section 16.40	√	√	√	√
Date Fingerprinted	Refer to Section 16.4.2			√	√
Vulnerable Sector Details	Refer to Section 16.43	√	√	√	√
Name of Official Taking Fingerprints	Refer to Section 16.12	√	√	√	√
Name of Person Responsible for Transaction	Refer to Section 16.11	√	√	√	√
END OF TABLE					

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

23.5 Photo Capture Requirements

23.5.1 Livescan

23.5.1.1 Current State and Civil Efficiencies

1. Refer to Section 11.1 for the Livescan Photo Capture requirements. (I)

23.5.2 Cardscan

23.5.2.1 Current State and Civil Efficiencies

1. Refer to Section 11.2 for the Cardscan Photo Capture requirements. (I)

23.6 Fingerprint Capture Requirements

23.6.1 Livescan

23.6.1.1 Current State and Civil Efficiencies

23.6.1.1.1 Fingerprint Capture Type Requirements

1. Refer to Section 9.1.1.4 for information on the Fingerprint Capture Type. (I)

23.6.1.2 Rolled and Plain Capture

1. Refer to Section 12.1.1.1.2 for information on the Rolled and Plain capture requirements. (I)

23.6.1.3 ID Flats Capture

1. Refer to Section 12.1.1.1.3 for information on the ID Flats capture requirements. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

23.6.2 Cardscan

23.6.2.1 Current State and Civil Efficiencies

23.6.2.1.1 Fingerprint Capture Type Requirements

1. Refer to Section 9.1.1.4 for information on the Fingerprint Capture Type. (I)

23.6.2.2 Rolled and Plain Capture

1. Refer to Section 12.2.1.1 for information on the Rolled and Plain capture requirements. (I)

23.6.2.3 ID Flats Capture

1. Refer to Section 12.2.1.2 for information on the ID Flats capture requirements. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

23.7 Fingerprint Summary

23.7.1 Livescan

23.7.1.1 Current State and Civil Efficiencies

23.7.1.1.1 Fingerprint Summary for Rolled and Plain

1. Refer to Section 12.1.1.3.1 for the Livescan Fingerprint Summary requirements. (I)

23.7.1.1.2 Fingerprint Summary for ID Flats

1. Refer to Section 12.1.1.3.2 for the Livescan Fingerprint Summary requirements. (I)

23.7.2 Cardscan

23.7.2.1 Current State and Civil Efficiencies

1. Not applicable. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

23.8 Consent Capture Requirements

23.8.1 Livescan

23.8.1.1 Current State

1. Refer to Section 16.39.1 for information on the Consent requirements. (I)
2. Refer to Section 13.1 for information on the Biometric Endorsement Capture requirements. (I)

23.8.1.2 Civil Efficiencies

1. Refer to Section 16.39.3 for information on the Consent requirements. (I)
2. Refer to Section 13.1 for information on the Biometric Endorsement Capture requirements. (I)

23.8.2 Cardscan

23.8.2.1 Current State

1. Refer to Section 16.39.2 for information on the Consent requirements. (I)
2. Refer to Section 13.2 for information on the Biometric Endorsement Capture. (I)

23.8.2.2 Civil Efficiencies

1. Refer to Section 16.39.4 for information on the Consent requirements. (I)
2. Refer to Section 13.2 for information on the Biometric Endorsement Capture. (I)

23.9 Submit

23.9.1 Livescan

23.9.1.1 Current State and Civil Efficiencies

1. Refer to Section 14.1 for the Livescan Submit requirements. (I)

23.9.2 Cardscan

23.9.2.1 Current State and Civil Efficiencies

1. Refer to Section 14.2 for the Cardscan Submit requirements. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

24. RMS (Record Management System) Workflow

1. This section provides information on the allowable TOT's for the RMS workflow. (I)
2. The OLU must be able to select any of the listed workflows from the Workflow Manager screen: (M)
    a. Criminal Charges RMS
        i. Uses the CARY TOT
    b. Criminal Record Inquiry RMS
        i. Uses the CARN TOT

24.1 RMS Data

1. The RMS workflow only applies to the following transactions: (I)
    a. Criminal Charges RMS
    b. Criminal Record Inquiry RMS
2. Upon selection of a workflow, the Livescan must open a new screen and display all records that have been pushed from the RMS to the Livescan for the TOT selected. (M)
3. Refer to Section 7 for further information on RMS Data. (I)

24.2 Continuation of the RMS Transaction

1. Once a RMS transaction has been selected, the workflow must continue as per the requirements of the transaction selected. Please refer to the following sections for information on each TOT: (I)
    a. Criminal Charges RMS
        i. Refer to Section 17
    b. Criminal Record Inquiry RMS
        i. Refer to Section 19
2. The RMS record data must auto-populate the associated demographic fields and the information must be editable by the OLU where applicable. (M)
3. If applicable, the Application Type Details associated to the Civil RMS record will be auto-populated and the information must be editable by the OLU. (M)
4. For photo(s) associated to an RMS record, the photo and associated data must be auto-populated in the associated fields; the photo information must be editable by the OLU; and must allow the OLU to recapture a photo(s) as described in Section 11.1. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

25. Elimination Prints

25.1 Elimination Prints Workflow

25.1.1 Livescan

1. Refer to Figure 49 - Elimination Prints-Elimination Confirmation Screen. (I)
2. Refer to Figure 50 - Elimination Printing. (I)
3. The following information provides details on the requirements for the Elimination Prints process. (I)
4. The Elimination Prints Workflow is an internal transaction used by Police and RCMP Agencies to see if they can identify fingerprints found at a crime scene. (I)
5. Once the transaction is complete, the elimination prints must not be submitted to the RTID System and the submission must not appear in the Transaction Manager. (M)
6. There must be a transaction/audit log created with the following information: (M)
    a. Workflow name (Elimination Prints)
    b. Date created
    c. User ID of the person who created the transaction
    d. Reference number if one was entered
7. The Livescan must not generate a DCN or TCN for the transaction. (M)
8. The screens listed are part of the Elimination Prints Workflow and must be displayed to the OLU in the following order: (M)
    a. Elimination Confirmation
    b. Demographic Data Capture
    c. Fingerprint Capture
    d. Fingerprint Summary
    e. Print
9. Refer to the following sections for the structure of the workflow. (I)
    a. Refer to Section 4.2 for the EFCD workflow screen header appearance and functionality.
    b. Refer to Section 4.3 for the EFCD workflow helpful tips appearance and functionality.
    c. Refer to Section 4.5 for Vendor name placement.
    d. Refer to Section 4.7 for the workflow status menu appearance and functionality and navigation of screens.
10. The following buttons must be displayed at the bottom of each screen and in the order listed. (M)
    a. Refer to Section 4.6 for information on workflow buttons.
        i. DELETE
        ii. HELP
        iii. PREVIOUS
        iv. NEXT

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

25.1.2 Elimination Confirmation Screen

1. The Elimination Confirmation screen must display the following message: (M)
    a. The Elimination Prints workflow is for printing of fingerprints and demographic data. Elimination Prints will not be stored locally, retained on the Livescan device or transmitted to the RTID System for identification or searching purposes. Elimination Prints are for elimination purposes only. Do you want to proceed?
        i. YES
        ii. NO
2. Upon selection of YES, the Livescan must display the Demographic Data Capture screen. (M)
3. Upon selection of NO, the OLU must be returned to the Workflow Manager screen. (M).

25.1.3 Livescan Demographic Data Layout

1. Refer to Section 10 for the EFCD Demographic Data Capture screen appearance and functionality. (I)
2. Table 23 - Elimination Demographic Data Layout must be used as a reference for the layout of the fields that must appear on the Demographic Data Capture Screen for the Elimination workflow. (M)
3. Table Column Definitions: (M)
    a. Tag Condition
        i. Mandatory – M
        ii. Optional – O
    b. Field Name
        i. The field name column is being used to identify the order in which the fields must be displayed and not as a reference for what the field name must be displayed as.
        ii. Refer to Table 24 - Helpful Tip Wording and Tag Display for information on what the field name must be displayed as.
    c. Reference Information
        i. Refer to the sections identified for layout and reference information.
    d. Livescan
        i. If there is a √ in the column, the field name must be available on the Livescan.
        ii. If the field is blank, the field name must not be available on the Livescan
4. Upon completion of all mandatory demographic data capture requirements, the Livescan must allow the OLU to proceed to the Fingerprint Capture Screen by use of the NEXT button. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 23 - Elimination Demographic Data Layout

ELIMINATION PRINTS			
DEMOGRAPHIC DETAILS			
Tag Condition	Field name	Reference Information	Livescan
M	Name	Refer to Section 16.13	√
O	Date of Birth	Refer to Section 16.17	√
O	Sex	Refer to Section 16.16	√
O	Home Address	Refer to Section 16.15	√
O	Reference Number	Refer to Section 16.10.2	√
M	Name of Official Taking Fingerprints	Refer to Section 16.12	√
END OF TABLE			

25.1.4 Fingerprint Capture Requirements

1. Refer to Section 12.1.1.1 for further information on fingerprint capture requirements. (I)
2. Upon selection of the NEXT Button, the Livescan must proceed to the next stage of the process. (M)

25.1.5 Fingerprint Summary

25.1.5.1 Fingerprint Summary for Rolled and Plain

1. Refer to Section 12.1.1.3.1 for further information on Fingerprint Summary. (I)
2. Upon selection of the NEXT Button, the Livescan must proceed to the PRINT screen in the elimination workflow. (M)

25.1.6 Print

1. Refer to Section 15 for Elimination Print screen functionality. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26. EFCD Transaction Manager – GUI General Requirements

26.1 Screen Appearance and Functionality

1. Refer to Figure 51 - Transaction Manager. (I)
2. The Transaction Manager is the main screen for viewing and managing transactions generated at the EFCD. (I)
3. The OLA must have the ability to configure the EFCD to default to the Transaction Manager GUI upon login, using a configurable parameter through a simple GUI configuration. (M)
4. The EFCD must provide the OLU a GUI to display all transactions with their current status. (M)
5. The OLA must have all OLU privileges plus OLA privileges. (M)
6. The EFCD must receive and display Acknowledgement (ACKT) transactions, Search Results both for Canadian and FBI (SRE) transactions, and Error Transactions (ERRT) received from the RTID System. (M)
7. The EFCD must display all transactions generated on a single screen irrespective of the Type of Transaction or the language in which they were created. If a transaction was created in English and the GUI is now in French, all transactions must be displayed in French to the OLU. (M)
8. The EFCD must have the functionality to receive and display multiple SREs for the same DCN and must have the functionality to differentiate the Canadian SRE from the FBI SRE. (M)
9. The EFCD must have the functionality to receive and display a combination of SREs and ERRTs for the same transaction. (M)
10. The EFCD must have a configurable parameter to provide a Transaction Manager GUI auto-refresh, with a default of every 60 seconds to allow the OLU to view the most up-to-date transactions. (M)
11. When the screen refreshes, it must return to the same transaction that was selected prior to the screen refresh. (M)
12. The EFCD must default to displaying the transactions in descending order based on date/time created. (M)
13. The EFCD must allow the OLU to navigate to the Workflow GUI from the Transaction Manager GUI with a single mouse click and/or single tap on the touchscreen. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.1.1 Transaction Manager Button Functionality

1. Refer to Figure 51 - Transaction Manager. (I)
2. The Transaction Manager GUI, must have the following buttons on screen and the buttons must remain visible to the OLU when the screen scrolls. (M)
    a. HELP
    b. DELETE
    c. PRINT
    d. SEARCH
    e. REFRESH
    f. EXPORT PHOTO
    g. WORKFLOW MANAGER

26.1.2 Help

1. The HELP button must provide the OLU with text and diagrams, if available that provide help details based on the Vendor's Best Practices for the transaction manager. (M)
2. The Vendor must describe in detail how the Vendor's Best Practices use of the HELP button and content design satisfies the requirements stated in the Annex, and the Appendix A SOR and its accompanying documents. (M)
3. The Help guide must provide the additional guidance as stated throughout this Annex, Appendix A and its accompanying documents. (M)

26.1.3 Delete

1. The OLU must be able to select a transaction anywhere in the row by use of a single mouse click and/or single tap on the touchscreen, and the EFCD must highlight the full row. (M)
2. Once the row has been highlighted, the EFCD must allow the OLU to select the DELETE button. (M)
3. The EFCD must allow for the manual deletion of a transaction in an ERROR state. (M)
4. The EFCD must have a configurable option to allow the OLU to have the ability to delete a transaction in a COMPLETED state. (M)
5. If the EFCD is enabled to allow the OLU to delete a transaction in a COMPLETED state or a transaction in an ERROR state, the EFCD must prompt the OLU with a dialog box confirming the decision. (M)
    a. The dialog box must allow the OLU to cancel the deletion.
    b. The dialog box must allow the OLU to confirm the deletion.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.1.4 Print

1. The PRINT button must only be available on a Livescan. (M)
2. The OLU must be able to select a transaction anywhere in the row by use of a single mouse click and/or single tap on the touchscreen, and the EFCD must highlight the full row. (M)
3. Once the row has been highlighted, the EFCD must allow the OLU to select the PRINT button. (M)
4. The Livescan must be able to display the following in a dialog box, and allow the OLU to make a selection for printing: (M)
    a. C-216, C-216C, C-216 ID Flats, C-216I & C-216R
    b. Photo (if captured); and
    c. Biometric Consent Form (if captured)
5. The OLU must only be presented with the forms allowed to be printed based on the TOT they are in. (M)
6. Once the OLU selects a form/photo to print, the EFCD must prompt the user with the print dialog box. (M)
7. The print dialog box must allow the OLU to choose the number of copies to be printed. (M)
8. The OLU must be able to close the dialog box to return to the Transaction Manager GUI without printing. (M)
9. The EFCD must present the user with a dialog box indicating that the documents were printed successfully and allow the OLU to close the dialog box. (M)
10. Refer to Section 14.1.1.4 for the specifications on the printing of fingerprint and biometric consent forms. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.1.5 Search

1. Refer to Figure 53 - Transaction Manager Search Pop-Up. (I)
2. The EFCD must have a search tool, available from the Transaction Manager GUI, to locate any transaction in the database. (M)
3. The EFCD must allow a user to locate a transaction by entering search criteria using at least the following fields; (M)
    a. DCN;
    b. TCN;
    c. Surname;
    d. Given Name 1;
    e. Type of Transaction;
    f. FBI Search Request;
    g. International Search Request
    h. Date Fingerprinted
    i. Date Submitted
    j. Operator
4. The search parameter screen must be displayed as a dialog box and allow the OLU to input the search criteria. (M)
5. The dialog box must allow the OLU by use of a SEARCH and CANCEL button the ability to search or cancel the search request and return to the Transaction Manager GUI. (M)
6. After the search request is initiated, the search dialog box must disappear. (M)
7. The EFCD must display in the Transaction Manager GUI all transactions that meet the search criteria. (M)
8. After the transactions have been displayed, the SEARCH button must change to a CLEAR SEARCH RESULTS button and allow the OLU to clear the search results from the transaction manager screen and they must no longer be highlighted. (M)
9. The OLU must be able to close the search dialog box to return to the Transaction Manager GUI by use of the CANCEL button. (M)

26.1.6 Refresh

1. The REFRESH button must allow for a manual refresh with no lag time and allow the OLU to view the most up-to-date information by use of a single mouse click and/or single tap on the touchscreen. (M)
2. When the screen refreshes, the EFCD must return to the transaction that was highlighted and being viewed by the OLU prior to the screen refresh. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.1.7 Export Photo

1. The Export Photo functionality must only be available on the Livescan device. (M)
2. The Livescan must have the ability to export photo(s) from transactions in a Portable Network Graphics (PNG) format by use of the EXPORT PHOTO button. (M)
3. Upon selection of the EXPORT PHOTO button, the Livescan must present the OLU with a dialogue box displaying a list of all CARY, CARN and REF transactions containing associated Type-10 Facial Image(s) in a table format with the following table column headers and associated data: (M)
    a. DCN
    b. SURNAME
    c. GIVEN NAME 1
    d. DATE SUBMITTED
    e. PHOTOS
4. The following columns must provide the functionality to sort the transactions in ascending or descending order: (M)
    a. SURNAME
    b. DATE SUBMITTED
5. Each transaction row must display the associated photo(s) in thumbnail format with a vertical pixel length of no less than 150 pixels. (M)
6. Each of the photo thumbnail must be selectable by clicking with a mouse or a tap on a touch screen. (M)
7. Each photo thumbnail selected by the OLU must have a green border outlining the thumbnail indicating a selected state. (M)
8. If a selected photo thumbnail is clicked or tapped again the green border outlining the thumbnail must be removed indicating an unselected state. (M)
9. Once the photo thumbnail(s) is selected, the Livescan must allow the OLU to select the EXPORT PHOTO button. (M)
10. Upon selecting the EXPORT PHOTO button, the Livescan must export the associated Type-10 Facial Image for each of the selected photo thumbnails. (M)
11. Each of the exported Type-10 Facial Images must be the same pixel resolution and colour depth as captured for the associated transaction. (M)
12. Each exported Type-10 Facial Image must be named with the associated transaction data using the following file naming convention: (M)
    a. [DCN]: the DCN of the associated transaction;
    b. followed by a dash (–)
    c. [SURNAME]: the Surname sub-field from tag 2.806 Primary Name
    d. followed by a dash (–)
    e. [image number]: a sequential number starting at 01 for each image from the associated transaction
    f. .png
13. The exported photo(s) must be stored in a destination directory named Exported Photos on the Livescan. (M)
14. The Exported Photos directory must be easily accessed by the OLU.
15. The vendor must provide functionality to automatically delete exported photos from the Exported Photos directory where an exported photo file has creation date greater than or equal to 30 days from the date of export to the current date. (M)
16. The OLU must be able to close the Export Photos dialogue box by use of a DONE button. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.1.8 Workflow Manager

1. The WORKFLOW MANAGER button must allow the OLU to navigate to the Workflow Manager screen GUI. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.2 Vendor Information

1. Refer to Figure 51 - Transaction Manager. (I)
2. The vendor must display the vendor's name and the version number in the top left side of the screen. (M)

26.3 Transaction Manager Column Headers

1. Refer to Figure 51 - Transaction Manager. (I)
2. The EFCD must display the column headers on the transaction manager GUI in the following order. (M)
    a. TRANSACTION TYPE;
    b. DCN;
    c. TCN;
    d. NAME;
    e. DATE FINGERPRINTED;
    f. DATE SUBMITTED;
    g. OPERATOR;
    h. TRANSACTION STATE;
    i. RESULTS;
    j. IDENT

26.3.1 Transaction Type (Tag 1.004)

1. The TRANSACTION TYPE column must display the type of transaction as Transaction Type. (M)
2. The Transaction Type must be displayed using the full name and not the acronym. (M)
    a. CRIMINAL CHARGES for the CARY TOT
    b. CRIMINAL RECORD INQUIRY for the CARN TOT
    c. REFUGEE for the REF TOT
    d. CIVIL for the MAP TOT
    e. CIVIL VS for the MAP TOT
    f. IMMIGRATION for the IMM TOT
    g. DEPORTEE for the CARY TOT

26.3.2 DCN (Tag 2.800)

1. The DCN column must display the DCN of the transaction. (M)
2. The DCN must only ever be associated with one set of prints even if there are re-submissions of a transaction. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.3.3 TCN (Tag 1.009)

1. The TCN column must display the TCN of the transaction. (M)
2. During the processing of a transaction, if a new TCN is created for the re-submission of a transaction, the previous TCN's must not be displayed. Only the latest TCN must be displayed on the Transaction Manager screen. (M)

26.3.4 Name (Tag 2.806)

1. The NAME column must display the name of the individual being fingerprinted. (M)
2. The name must be displayed as Surname, Given Name 1. (M)

26.3.5 Date Fingerprinted

26.3.5.1 Livescan Date Fingerprinted (Tag 2.8038)

1. The DATE FINGERPRINTED column must display the date that the fingerprints were captured at the Livescan. (M)
2. If the fingerprints are recaptured due to a re-submission, the date fingerprinted must update to reflect the new date. (M)

26.3.5.2 Cardscan Date Fingerprinted (Tag 2.8038)

1. The DATE FINGERPRINTED column must display the fingerprint date that is indicated on the hardcopy fingerprint form. (M)
2. The Date fingerprinted will be manually entered by the OLU at the Cardscan device. (I)

26.3.6 Date Submitted (Tag 1.005)

1. The DATE SUBMITTED column must display the date the transaction was submitted to the RTID System. (M)

26.3.7 Operator (Tag 2.8931)

1. The OPERATOR column must display the name of the person responsible for submitting the transaction to the RTID System. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.3.8 Transaction State

1. The TRANSACTION STATE column displays the status of a transaction. (I)
2. The TRANSACTION STATE column is used to monitor the processing of the transaction. (I)
3. The TRANSACTION STATE column status must only apply to the Canadian search. (M)
4. The TRANSACTION STATE column must never display a status associated to FBI searches. (M)
5. The TRANSACTION STATE column must identify the status of the transaction on the device as: (M)
    a. PENDING SWORN CHARGES;
    b. SENT;
    c. RECEIVED;
    d. ERROR;
    e. COMPLETED; or
    f. ON-HOLD.
6. The EFCD TRANSACTION STATE column must only display the current status of the transaction. When a new status is displayed, the new status of the transaction must supersede the previous status. (M)

26.3.8.1 Pending Sworn Charges

26.3.8.1.1 Putting a Transaction into a Pending Sworn Charges State

1. A Charges transaction is put into a Pending Sworn Charges state after the creation of the transaction in the CARY workflow, and it is ready to be edited and submitted once the information has been sworn. (I)
2. The ability to put a transaction in a Pending Sworn Charges state must only be available on a Livescan for the CARY TOT. (M)
3. Refer to Section17 for information on the submitting of a Livescan Criminal Charges (CARY) transaction. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.3.8.1.2 Retrieving a Transaction from a Pending Sworn Charges State

1. A transaction in a Pending Sworn Charges state must be located in the Transaction Manager and identified as Pending Sworn Charges under the TRANSACTION STATE column. (M)
2. The OLU must be able to open a Pending Sworn Charges transaction by double clicking with a mouse or double tapping on the touchscreen of the associated row and the Livescan must present the OLU with the ability to edit the transaction prior to submitting. (M)
3. Once all edits have been completed, the Livescan must automatically save the edited information and allow the OLU to submit the transaction for search. (M)
4. Refer to Section 17 for information on the submitting of a Livescan Criminal Charges (CARY) transaction. (I)

26.3.8.2 Sent

1. The TRANSACTION STATE column in the Transaction Manager must identify the transaction as being SENT when the transaction has been submitted to the RTID System. (M)
2. The transaction has been submitted to the RTID System when the OLU submits the NIST file. (I)
3. Upon submission of the transaction, if the transaction stays in the SENT state for a period of 5 or more minutes without receipt of an ERRT or an ACKT, the EFCD must highlight the word SENT in red. (M)
4. The OLA must have the ability to configure the time parameters for the SENT response being highlighted, through a simple GUI configuration. (M)
5. The EFCD must allow the OLU to select by a single mouse click or tap of the touchscreen, the highlighted SENT status and upon selecting the HELP button, a message must be displayed advising the OLU to call the RCMP PROD ADMIN to confirm whether or not the transaction has been received by the RTID System, prior to attempting to re-submitting the transaction. (M)
6. For CBSA devices only, the EFCD must allow the OLU to select the highlighted SENT status and upon selecting the HELP button, the following message must be displayed. “Do not re-submit this transaction. If you are experiencing issues, please contact local IT or the HQ Livescan team.” (M)
7. The Livescan must allow the OLU to resubmit a transaction that has not been received by the RTID system. (M)

26.3.8.3 Received

1. The state of a transaction must change to RECEIVED when an ACKT is received from the RTID System. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.3.8.4 Error

1. The state of a transaction must change to ERROR when an ERRT is received from the RTID System. (M)
2. The word ERROR in the TRANSACTION STATE column and the ERRT in the RESULTS column must also be highlighted in red. This applies to the Canadian responses only. (M)

26.3.8.5 Completed

1. The state of the transaction must change to COMPLETED when a Canadian SRE is received from the RTID System. (M)

26.3.8.6 On-Hold

26.3.8.6.1 Putting a Transaction in an On-Hold State

1. The process of putting a transaction in an ON-HOLD state occurs during the creation of a transaction in the workflow. (I)
2. If the transaction has been saved with a status of ON-HOLD, the transaction must not be submitted for search; however, it must be displayed in the Transaction Manager. (M)
3. The EFCD must allow the OLU to put a transaction in an On-Hold state at any stage of the workflow process. (M)
4. When placing a transaction On-Hold, the EFCD must ensure that the primary name has been entered in the transaction. (M)
5. If no primary name has been entered, the EFCD must present the OLU with a dialog box with the following message: “You must enter a name in order to place a transaction on-hold”. (M)
6. The dialog box must have an OK button allowing the OLU to return to the transaction and enter a name. (M)
7. The OLU must have the ability to put the transaction On-Hold at any point during the workflow process, by use of a single mouse click and/or single tap on the touchscreen as long as the primary name has been entered. (M)
8. Once the ON-HOLD button has been clicked or tapped, a dialog box must appear to the OLU with the message “This transaction will be placed ON-HOLD.” (M)
    a. There must be 2 options made available to the OLU;
        i. YES - Place the transaction in an On-Hold state
        ii. NO - Cancel and Return
9. If YES is selected, the transaction must be placed in an On-Hold state in the Transaction Manager. (M)
10. If NO is selected, the EFCD must return the OLU to the previous screen just before selecting the ON-HOLD button. (M)
11. A transaction in an On-Hold state must be highlighted in blue. (M)
12. Once a transaction has been placed in an On-hold state, the OLU must be returned to the Workflow Manager screen. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.3.8.6.2 Retrieving a Transaction from an On-Hold State

1. A transaction in an On-Hold state must be viewable in the Transaction Manager and identified as On-Hold under the TRANSACTION STATE column. (M)
2. The OLU must be able to open an On-Hold transaction by double clicking with a mouse or double tapping on the touchscreen of the associated row. (M)
3. Once the transaction has been opened, the EFCD must allow the OLU to continue with the completion of the transaction in the same manner as if the transaction was never put into an On-Hold state. The OLU must be returned to the stage of the workflow just prior to putting the transaction on-hold (i.e. demographic data capture stage). (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.3.9 Results

1. The results column must display the search results received from the RTID System. (M)
2. The EFCD RESULT column must display the results of the last response message received from the RTID System. (M)
3. In the RESULT column, once a Canadian SRE has been received it must replace the ACKT response with SRE. (M)
4. If a transaction results in the return of two SREs, the EFCD must allow both results to be displayed to the OLU. (M)
5. The Canadian SRE must be identified as SRE and must be displayed first. (M)
6. The FBI SRE must be identified as FBI SRE and must be displayed below the Canadian SRE in the transaction manager results column. (M)
7. If the Canadian search returns an SRE and the FBI returns an FBI ERRT, the FBI ERRT must be displayed below the Canadian SRE in the transaction manager results column. (M)
8. If a Canadian ERRT is returned to the device and an FBI search was requested, the FBI search will not be submitted by the RTID System. (I)
9. The EFCD must be able view the ERRT, SRE, FBI SRE and the FBI ERRT responses by double clicking or double tapping first, then able to print from the Transaction Manager GUI. (M)
10. When the ERRT, SRE or the FBI ERRT, FBI SRE message is displayed in a dialog box, the OLU must have the option to Print or Close the dialog box. (M)
11. The EFCD printed response messages must clearly display in the heading whether the response is associated to a RCMP or FBI search result. Refer to Section 26.3.13 for the display and messaging of responses. (M)
12. The Printer must able to print the ERRT or SRE message on 8 ½ x 11 (e.g. letter) or 8 ½ x 14 (e.g. legal) paper. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.3.10 Ident

1. The IDENT column displays the identification results of the transaction. (I)
2. The EFCD must allow for the population of the IDENT column with a value of YES for a positive ident and a value of NO for a non-ident or unsuitable for the Canadian search. (M)
3. These values will be identified in the SRE in the Search Result Information (Tag 2.8953). (I)
4. If the search result information (Tag 2.8953) is not returned in the SRE, the IDENT column must always contain a value of N/A. (M)
5. There can be up to two (2) identification results for a fingerprint search: a Canadian RTID search result; and an FBI search result. (I)
6. If the transaction results in the return of two (2) idents, the EFCD must allow both results to be displayed to the OLU. (M)
7. Two (2) idents refers to the fingerprint search result from the Canadian RTID System and the search result from the FBI. (I)
8. The Canadian result must be the first to be displayed. (M)
    a. YES - for positive ident
    b. NO - for non-ident or unsuitable
9. If there is an FBI result being returned, the FBI result must be displayed below the Canadian result in the transaction manager IDENT column. (M)
    a. FBI YES - for positive FBI ident
    b. FBI NO - for FBI non-ident

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.3.11 Transaction Manager Functionality

1. The EFCD must allow for the following: (M)
   a. If an ERRT is received for a transaction and a subsequent resubmission is done and the resubmission is successful, the Results column must change from ERRT to ACKT and the State column must change to RECEIVED; and
   b. If an SRE is subsequently received after the resubmission for the ERRT, the State column must change to COMPLETED.
2. Once the transaction is complete, the EFCD TCN column must only display the TCN that is associated to the transaction that accounts for the COMPLETED state of the transaction. (M)
3. The EFCD must allow the OLU to hide any column through a simple menu option. (M)
4. The EFCD must allow the OLU to un-hide the columns previously hidden. (M)
5. The EFCD must default to the original column display at each log in, unless the EFCD allows the user to configure their own preferred column order. (M)
6. It is preferred that the EFCD allow the OLU to select their preferred column order and that this order be retained at each log in. (R)
7. The OLA must have the ability to hide or modify the order in which the columns are displayed, through a simple GUI configuration. (M)
8. The EFCD must provide the OLU the option to sort the Transaction Manager GUI transactions by selecting any column header in ascending or descending order. (M)
9. The Results column must sort using the SRE and not by using the FBI SRE. (M)
10. The EFCD must allow the OLU to open a single transaction from the Transaction Manager GUI by use of a double mouse click and/or double tap on the touchscreen. (M)
11. The EFCD must allow for the manual deletion of transactions by the OLA by use of the DELETE button. (M)
12. The EFCD must allow for the automatic deletion of transactions in a COMPLETED state and the automatic deletion must be based on the requirements of the TOT. (M)
13. The EFCD must allow for the automatic deletion of transactions in a COMPLETED state within a configurable time frame as determined by the OLA, through a simple GUI configuration. (M)
14. The EFCD must not automatically delete a transaction in an ERROR state. (M)
15. The OLU must be able to select and modify any transaction in an ON-HOLD or Pending Sworn Charges state. (M)
16. The OLU must be able to select and modify any transaction where an ERRT has been received. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.3.12 Transaction Manager - Viewing

1. Refer to Figure 52 - Transaction Manager Multiple TCN. (I)
2. Refer to Figure 60 - Transaction Viewing from TM. (I)
3. Once the transaction has been submitted and completed, the EFCD must allow the OLU to select a transaction for viewing purposes only. (M)
4. The EFCD must allow the OLU to select a transaction and view all Results and TCN's associated to the DCN. (M)
5. The OLU must be able to select a transaction anywhere in the row by a single mouse click and/or single tap on the touchscreen, the EFCD must highlight the full row. (M)
6. Once highlighted, the EFCD must provide the OLU, through a double mouse click and/or double tap on the touchscreen, the ability to view the entire transaction data which opens to the Demographic Data capture screen and then allows the OLU to navigate to any tabs on the status menu. (M)
7. The buttons that must be displayed to the OLU during the viewing of a transaction are the following: (M)
    a. HELP
    b. WORKFLOW MANAGER
    c. TRANSACTION MANAGER
8. If there is more than one TCN associated to a DCN, the EFCD must display an asterisk next to the TCN number. (M)
9. To view multiple TCN's and the associated results, the EFCD must allow the OLU to highlight the full row by use of a single mouse click and/or single tap on the touchscreen. (M)
10. Once highlighted the OLU must be allowed to select the TCN of the transaction. If there are multiple TCNs associated to the DCN, the transaction must expand to display all of the TCN's associated to the DCN. (M)
11. If there are multiple TCN's, the columns must display the information for each TCN: (M)
    a. TOT; would remain the same
    b. DCN; would remain the same
    c. TCN;
    d. Date Fingerprinted - associated to the TCN
    e. Date Submitted; - associated to the TCN
    f. Name; - associated to the TCN
    g. Operator; - associated to the TCN
    h. State; - associated to the TCN
    i. Results; - associated to the TCN
    j. Ident - associated to the TCN

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

12. Upon selection of a TCN, the EFCD must provide the OLU the capability through a double mouse click and/or double tap on the touchscreen, the ability to view any of the following: (M)
    a. Type-4 rolled and plain images or Type-14 ID Flats;
    b. Palm images (if captured);
    c. Photo(s);
    d. Biometric Endorsement Finger (if captured); and
    e. Demographic Data.
13. The transaction selected must open to the Demographic Data capture screen and The OLU must be able to navigate to any of the screens mentioned above by clicking on the status menu tabs. (M)
14. The EFCD must allow the OLU to select a Result (ERRT, SRE, FBI SRE and FBI ERRT) and through the use of a dialog box, view the message associated to the Result using a single mouse click and/or single tap on the touchscreen. (M)
15. The dialog box must have the following buttons: (M)
    a. PRINT
    b. CLOSE
16. Upon selection of the PRINT button, the EFCD will print the response message selected. (M)
17. Upon selection of the CLOSE button, the EFCD will return the OLU to the Transaction Manager Screen. (M)
18. The PRINT and CLOSE button must be located at the bottom of the dialog box. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.3.13 Transaction Manager – Display of Responses

26.3.13.1 Printing of Responses

1. The EFCD must allow the OLU to print the following responses from the transaction manager: (M)
   a. SRE
   b. FBI SRE
   c. FBI ERRT
2. The dialog box must have the following buttons: (M)
   a. PRINT
   b. CLOSE
3. Upon selection of the PRINT button, the EFCD will print the response message selected. (M)
4. Upon selection of the CLOSE button, the EFCD will return the OLU to the Transaction Manager Screen. (M)
5. The PRINT and CLOSE buttons must be at the bottom of the dialog box. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.3.13.2 SRE Display

1. Refer to Figure 54 - SRE MAP Message. (I)
2. Refer to Figure 58 - SRE CARY CARN REF Message. (I)
3. Upon selection of the SRE from the Transaction Manager, the EFCD must display the SRE response message in a dialog box. (M)
4. The SRE response must clearly identify that the response is from the RCMP with the header RCMP Search Results. (M)
5. All fields (i.e. tags) included in the SRE must be displayed and populated with the SRE transaction data with field names for each field displayed including at least: (M)
    a. DCN
    b. TCN (Note: The heading must be displayed as TCN but the value must be from the TCR (1.010) field of the SRE.
6. These optional SRE tags, if populated must be displayed in a readable format. If the optional tags are not populated, they must not be displayed to the OLU. (M)
    a. Effective Search Date
    b. Search Result Information
    c. Narrative Message
    d. Contributor Supplied Reference Information
    e. Action To Be taken
    f. Application Type (MAP SRE only)
    g. Name of Company/Agency and Position Title (MAP SRE only)
    h. Employment In Vulnerable Sector (MAP SRE only)
7. There must be a table called IDENTIFICATION TO and this table must have the following three rows:
    a. CRIMINAL
    b. IMMIGRATION SERIES 1
    c. IMMIGRATION SERIES 2
8. If there is a positive result, a black checkmark must appear.
9. If there is a negative result, a black x must appear.
10. For the MAP SRE, if there is no search result for Immigration Series 1 and Immigration Series 2, there must be no result indicator displayed. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.3.13.3 FBI SRE Display

1. Refer to Figure 56 - FBI SRE Message. (I)
2. Upon selection of the FBI SRE from the Transaction Manager, the EFCD must display the FBI SRE response message in a dialog box. (M)
3. The FBI SRE response must clearly identify the response is from the FBI with the header FBI Search Results. (M)
4. The minimum salient tag headings for GUI display and population of an FBI SRE transaction must include: (M)
    a. DCN
    b. TCN (Note: The heading must be displayed as TCN but the value must be from the TCR (1.010) field of the SRE.
5. These optional SRE tags, if populated must be displayed in a readable format. If the optional fields are not populated, they must not be displayed to the OLU. (M)
    a. Effective Search Date
    b. Search Result Information
    c. Criminal Record
    d. Narrative Message
    e. Contributor Supplied Reference Information
    f. Action To Be Taken

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.3.13.4 ERRT Display

1. Refer to Figure 55 - ERRT Message. (I)
2. Upon selection of the ERRT from the Transaction Manager, the EFCD must display the ERRT response message in a dialog box. (M)
3. The ERRT response must clearly identify the response is from the RCMP with the header RCMP SEARCH RESULTS. (M)
4. The minimum salient tag headings for GUI display and population of an ERRT transaction must include: (M)
    a. DCN
    b. TCN (Note: The heading must be displayed as TCN but the value must be from the TCR (1.010) field of the SRE.
    c. Error Message:
        i. Only display the Error Message
    d. Narrative Message:
        i. This optional tag must be displayed in a readable format.
5. The dialog box displaying the ERRT must have the following buttons; (M)
    a. RE-SUBMIT
    b. MARK AS COMPLETED
    c. PRINT
    d. CLOSE
6. Refer to Section 26.4.1 for information on the requirements for a resubmission of an ERRT on a Livescan. (I)

26.3.13.5 FBI ERRT Display

1. Refer to Figure 57 - FBI ERRT Message. (I)
2. Upon selection of the FBI ERRT from the Transaction Manager, the EFCD must display the FBI ERRT response message in a dialog box. (M)
3. The FBI ERRT response must clearly identify that the response is from the FBI with the header FBI SEARCH RESULTS. (M)
4. The minimum salient tag headings for GUI display and population of an FBI ERRT transaction must include: (M)
    a. DCN
    b. TCN (Note: The heading must be displayed as TCN but the value must be from the TCR (1.010) field of the SRE.
    c. Error Message:
        i. Only display the Error Message
    d. Narrative Message:
        i. This optional tag must be displayed in a readable format.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.4 Resubmission after Receiving an ERRT

26.4.1 EFCD Resubmission Workflow

1. Refer to Figure 55 - ERRT Message. (I)
2. Refer to Figure 59 - Cancel Button ERRT. (I)
3. Periodically, poor quality fingerprint images, out of sequence fingerprints, missing mandatory data or incorrect data formats may generate an error (ERRT) from the RTID System. To facilitate resolving the error, the EFCD must allow the OLU to correct the deficiencies by either re-enrolling the individual's fingerprints, or manually correcting the Type-2 data errors and resubmitting the transaction. (M)
4. The EFCD must prohibit the OLU from initiating the resubmission workflow for a transaction that has received an associated ACKT and/or a SRE. (M)
5. The EFCD must allow the OLU to initiate a resubmission workflow for a transaction that has received an associated Canadian ERRT. (M)
6. The EFCD must allow the resubmission to occur from the Transaction Manager GUI. (M)
7. The OLU must be able to open an ERRT response by double clicking with a mouse or double tapping on the touchscreen of the associated row. (M)
8. Once the option to view the ERRT has been initiated, the OLU must be presented with the following buttons: (M)
    a. RESUBMIT TRANSACTION
    b. MARK AS COMPLETED
    c. PRINT
    d. CLOSE
9. Based on the ERRT message displayed from the RTID System, the OLU must choose one of the selections above, which are described in detail in the following subsections. (I)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

26.4.1.1 Resubmit Transaction Button

1. The RESUBMIT TRANSACTION button must open the transaction in the Workflow Manager and allow the OLU to edit the transaction. (M)
2. The EFCD must re-use the original DCN for a resubmission transaction. (M)
3. The EFCD must generate a new TCN for the resubmission transaction. (M)
4. The EFCD must open the transaction to the first screen that should be available based on the TOT. (M)
5. The OLU must be able to select a Status Menu tab or the NEXT button to move through the stages of the workflow. (M)
6. When the OLU selects the RESUBMIT TRANSACTION button, the SUBMIT status menu tab must show an x. (M)
7. If the OLU completes the resubmission process and sends the transaction for search, the SUBMIT status menu tab must show a check mark. (M)
8. If the OLU cancels the resubmission, the SUBMIT status menu tab must show a checkmark. (M)
9. If modifications are not made to the transaction, the EFCD must retain the original information. (M)
10. If modifications are made, the EFCD must discard the original information and update the transaction with the new information. (M)
11. Refer to the following sections for information: (M)
    a. Refer to Section 8 for Agency Information Details
    b. Refer to Section 9 for Application Type Details
    c. Refer to Section 10 for Demographic Capture
    d. Refer to Section 11 for Photo Capture
    e. Refer to Section 12 for Fingerprint Capture
    f. Refer to Section 13 for Consent functionality
    g. Refer to Section 14 for Submit functionality
12. Upon completion of the modifications, the Livescan must allow the OLU to submit the resubmission for search by use of the SUBMIT button. (M)
13. At any point during the resubmission process, the OLU must be able to cancel the resubmission by use of a CANCEL RESUBMISSION button. (M)
14. The ERRT resubmission process must display a CANCEL RESUBMISSION button. (M)
15. If the OLU selects the CANCEL RESUBMISSION button, they must be prompted with a dialog box confirming the cancel. The message must state “Would you like to Cancel the resubmission?“ with the options of: (M)
    a. YES
    b. NO

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

16. If YES is selected, the EFCD must discard the resubmission data, including the newly created TCN, and leave the original transaction unchanged and return the OLU to the Transaction Manager GUI. (M)
17. If NO is selected, the OLU must be able to continue with the resubmission process and the changes made must remain. (M)

26.4.1.2 Mark As Completed

1. If the ERRT does not require a resubmission, the MARK AS COMPLETED button must allow the OLU by use of a single mouse click and/or single tap on the touchscreen the ability to change the state of the transaction from ERROR to COMPLETED. (M)
    a. The RESULTS column for this transaction must remain at ERRT.
    b. The ERRT must no longer be highlighted.
2. The EFCD must allow the OLU the ability to return the transaction from a COMPLETED state to an ERROR state if the OLU determines that a resubmission is required. (M)

26.4.1.3 Print

1. The PRINT button must allow the OLU to print the ERRT message(s). (M)
2. Upon selection of the PRINT button, the EFCD must print the ERRT message. (M)
3. The Printer must able to print the ERRT on 8 ½ x 11 (e.g. letter) or 8 ½ x 14 (i.e. legal) paper. (M)

26.4.1.4 Close

1. The EFCD must allow the OLU to select the CLOSE button. (M)
2. Upon selection of the CLOSE button, the EFCD must return the OLU to the Transaction Manager Screen. (M)

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

27. Helpful Tip Wording and Tag Display

1. The following table provides the “helpful tips” that must be displayed to the OLU in the helpful tips box on the EFCD. The tips must be displayed on screen in the exact format shown in the table. (M)
2. The “helpful tips” box must include a scroll bar and must word wrap text if required. (M)
3. Refer to Figure 3 - EFCD User Interface. (I)
4. The Table also provides information on how the tag must be displayed to the OLU on the Demographic Data Capture screen. (M)
5. Table Column Definitions Helpful Tips Table: (M)
   a) ICD Tag
      i. The ICD tag field is being used to aid the Vendor and the contents must not be displayed to the OLU.
   b) Display As
      i. The tags must be displayed to the OLU in the Demographic Data Capture Screen as shown.
   c) Helpful Tip Wording
      i. The helpful tips must be displayed to the OLU when the cursor is placed in the field or the pointer is placed on a button.
      ii. The help tips must be displayed in bullet format.
   d) CARY includes Criminal Charges, Deportee and Criminal Charges RMS
   e) CARN includes Criminal Record Inquiry, Criminal Record Inquiry RMS
   f) REF includes Refugee
   g) IMM includes Immigration
   h) MAP includes Civil Application, Civil Vulnerable Sector Application
   i) Elimination
   j) LS refers to Livescan
      i. If there is a √ in the column the helpful tip must be displayed.
      ii. If the column is blank the field name and helpful tip must not be displayed.
   k) CS refers to Cardscan
      i. If there is a √ in the column the helpful tip must be displayed.
      ii. If the column is blank the field name and helpful tip must not be displayed.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 24 - Helpful Tip Wording And Tag Display

ICD Tag	Display As	Helpful Tip Wording	CARY		CARN		REF		IMM	MAP		ELIMINATION
			LS	CS	LS	CS	LS	CS	LS	LS	CS	LS
FPS (Tag 2.801)	FPS	The FPS is the criminal Record Number that is stored on the National Database. The FPS uniquely identifies a criminal in Canada. The FPS is entered as a 1-to-6 digit numeric or a 1-to-6 numeric followed by a letter.	√	√	√	√						
ADR (Tag 2.802) Sub-tags	Home Address	Enter the home address of the individual.	√	√						√	√	√
		Enter the home address of where the individual will be residing in Canada.					√					
	Apt./Unit # Street # and Name	Enter the home address of the individual. UNKNOWN, NFA or NO FIXED ADDRESS are valid entries.	√	√								√
		Enter the home address of where the individual will be residing in Canada. UNKNOWN, NFA or NO FIXED ADDRESS are valid entries.					√	√				
		Enter the home address of the individual.								√	√	
	City	Enter the city where the individual resides.	√	√						√	√	√
		Enter the city of where the individual will be residing in Canada. UNKNOWN, NFA or NO FIXED ADDRESS are valid entries.					√	√				
	Province or State	Select the province or state where the individual resides.	√	√			√	√		√	√	√
	Postal Code / Zip Code	Enter in the individual's postal code or zip code.	√	√			√	√		√	√	√
	Country	Select the individual's country of residence If the country is not listed select "OTHER" and enter the name of the country.	√	√			√	√		√	√	√
IRN (Tag 2.804)	Contributor Individual Reference Number	Enter the reference number that is assigned by the agency to uniquely identify an individual.	√	√	√	√				√	√	

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 24 - Helpful Tip Wording And Tag Display

ICD Tag	Display As	Helpful Tip Wording	CARY		CARN		REF		IMM	MAP		ELIMINATION
			LS	CS	LS	CS	LS	CS	LS	LS	CS	LS
NAME (Tag 2.806) Sub-tags	Name											
	Surname	Enter the individual's surname. Any additional names can be added in Other Names/Alias.	√	√						√	√	
		Enter the individual's surname. Any additional names can be added in Other Names/Alias. If the name is not available, enter UKNOWN as the surname.			√	√	√	√				
		Enter the individual's surname.							√			√
	Given Name 1	Enter the individual's first given name.	√	√	√	√	√	√	√	√	√	√
	Given Name 2	Enter the individual's second given name.	√	√	√	√	√	√	√	√	√	√
	Given Name 3	Enter the individual's third given name.	√	√	√	√	√	√	√	√	√	√
	Given Name 4	Enter the individual's fourth given name.	√	√	√	√	√	√	√	√	√	√
SEX (Tag 2.807)	Sex	Select the sex of the individual.	√	√	√	√	√	√	√	√	√	√
HAI (Tag 2.808)	Hair Colour	Select the hair colour of the individual.	√	√	√	√	√	√		√	√	
EYE (Tag 2.809)	Eye Colour	Select the eye colour of the individual. If the individual has two different eye colours, Select the colour of the left eye first and the right eye is the secondary eye colour	√	√	√	√	√	√		√	√	
HGT (Tag 2.810)	Height	For metric is, enter the height of the individual in centimeters. Valid height range is between 91 to 251 cm. For imperial, enter the height of the individual in feet and inches. Valid height range is between 3'0" to 8'0". Select the checkbox if Unknown.	√	√	√	√	√	√		√	√	
WGT (Tag 2.811)	Weight	For metric, enter the weight of the individual in kilograms. Valid weight range is between 23 to 227 kg. For imperial selected, enter the weight of the individual in pounds. Valid weight range is between 51 to 500 lbs. Select the checkbox if Unknown.	√	√	√	√	√	√		√	√	

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 24 - Helpful Tip Wording And Tag Display

ICD Tag	Display As	Helpful Tip Wording	CARY		CARN		REF		IMM	MAP		ELIMINATION
			LS	CS	LS	CS	LS	CS	LS	LS	CS	LS
RACE (Tag 2.814)	Race Descent	Select the individual's observable race. If other is chosen, a value for Race Description will be required. If the race is not known, choose a value of "UNKNOWN".	√	√	√	√	√	√				
POB (Tag 2.815)	Place of Birth	Select the individual's province of birth. If no province, enter USA, EUROPE, UNITED KINGDOM, OTHER OR UNKNOWN.	√	√	√√	√	√	√				
FLG (Tag 2.816)	Caution Flags	A caution flag Indicates if caution should be exercised when dealing with the individual. Based on the charge information entered, the caution flag of violent may already be populated.	√	√								
CTR (Tag 2.817)	Agency Receiving Results	Select the agency that will be receiving the Civil Product search results. Select the ORI or the Agency Name.								√	√	
MKS (Tag 2.823) Sub-tags	Scars, Marks and Tattoos	Select a Scars, Marks and Tattoos attribute.	√	√			√	√				
	Body Location	Select from the diagram of the human body, the body part that reflects the attribute chosen.	√	√			√	√				
	Description	Enter a description of the scar, mark or tattoo.	√	√			√	√				

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 24 - Helpful Tip Wording And Tag Display

ICD Tag	Display As	Helpful Tip Wording	CARY		CARN		REF		IMM	MAP		ELIMINATION
			LS	CS	LS	CS	LS	CS	LS	LS	CS	LS
OTN (Tag 2.824) Sub-tags	Other Names/Alias	Enter an individual's maiden name, former name, nicknames, street names etc., if they exist.	√	√	√							
		Enter an individual's maiden name, former name, nicknames, street names etc., if they exist. **Note to Vendor**: This "helpful tip" must only be displayed for this application type. For a Civil Application – Name Change The Name field must contain the individual's proposed new name and the Other Names/Alias field must contain the individual's current name.								√	√	
	Surname	Enter the individual's surname.	√	√	√	√	√	√		√	√	
	Given Name 1	Enter the individual's first given name.	√	√	√	√	√	√		√	√	
	Given Name 2	Enter the individual's second given name.	√	√	√	√	√	√		√	√	
	Given Name 3	Enter the individual's third given name.	√	√	√	√	√	√		√	√	
	Given Name 4	Enter the individual's fourth given name.	√	√	√	√	√	√		√	√	
NMG (Tag 2.827)	Narrative Message	You may use this tag to clarify information about this Refugee file. Please note that the information contained in this field is for your records, as the information will not be submitted to the RCMP.					√	√				
CHG (Tag 2.829) Sub-tags	Charges											
	Investigating Agency	Select the name of the agency responsible for investigating the charge. The Investigating Agency information has been auto-populated, but the entry can be modified by either selecting another ORI or Agency Name.	√	√								
	Date of Offence	Enter the date that the offence occurred.	√	√								
	Occurrence Number	Enter the occurrence number for the charge.	√	√								
	Number of Counts	Enter the number of counts related to the charge.	√	√								

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 24 - Helpful Tip Wording And Tag Display

ICD Tag	Display As	Helpful Tip Wording	CARY		CARN		REF		IMM	MAP		ELIMINATION
			LS	CS	LS	CS	LS	CS	LS	LS	CS	LS
	Court Information Number	Enter the court reference number for the charge.	√	√								
	Federal Statute	Select the Federal Statute under which the individual is being charged.	√	√								
	Section Number of the Charge	Select the Section Number and/or Charge Description. If the section number and description are not found, select the Free Form Charge option at the bottom of the list.	√	√								
	Section Number of an Attempt or Conspiracy	Select the attempt or conspiracy that is associated to the charge selected.	√	√								
	Charge Description	If Free Form Charge' is selected, you must ensure that the charge does not fall under the Federal Statute chosen. If the charge is found under the Federal Statute and the charge is entered as a Free Form Charge, the transaction will be rejected by the RTID System. The last line of the Free Form Charge must contain SEC< > SECTION NUMBER < > STATUTE NAME. The Statute name must be the same as the Statute name selected in the Federal Statute.	√	√								
	VSI	Select the supplemental information that relates to the charge selected.	√	√								
	Victim Age Group	Select the age group of the victim as it relates to the VSI of the child sex offender.	√	√								
	Victim Sex	Select the sex of the victim as it relates to the VSI of the child sex offender.	√	√								
CGV (Tag 2.831)	Federal Statutes Table Version Number	This number identifies the version of the Federal Statutes table that is currently installed on your device.	√	√								

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 24 - Helpful Tip Wording And Tag Display

ICD Tag	Display As	Helpful Tip Wording	CARY		CARN		REF		IMM	MAP		ELIMINATION
			LS	CS	LS	CS	LS	CS	LS	LS	CS	LS
ATS (Tag 2.850)	Name of Company/Agency and Position Title	Enter the Company/Agency name and the Position title for the job the individual is applying for.								√	√	
PDM (Tag 2.866)	Preferred Delivery Method	Enter the preferred delivery method for the return of the Civil Product.								√	√	
CREA (Tag 2.867)	Civil Results Email Address	Enter the Email address of the individual or 3rd party that will be receiving the Civil Product.								√	√	
APT (Tag 2.869) Sub-tag	Application Type Subtype	Select the Application Type that will be used for the Civil fingerprint search. **Note to Vendor:** the below tip should only be displayed for application types that require a subtype. Select the sub-application type for the Civil Application type that is being requested.								√	√	
VCL (Tag 2.871)	Volunteer Letter Confirmed	Select the checkbox to confirm you have verified the Volunteer Confirmation Letter.								√	√	
DIS (Tag 2.873)	Details of Information Sought	An entry of ALL RCMP HOLDINGS indicates that the individual is requesting and will receive all information that the RCMP has on file for the individual.								√	√	
SFBI (Tag 2.874)	FBI Search Request	Select the checkbox to request an FBI fingerprint search. Please note that an FBI search is an electronic process.	√	√	√	√	√	√		√	√	
USS (Tag 2.876)	US State Search Request	Select the checkbox if a search is being requested. Used to request a fingerprint search of the US State Search.	√	√	√	√	√	√				
	State State File Number	Select the US States to be searched. Enter a US State file number if applicable. If the FBI search is positive, state searches requested will not be submitted. Please note that a state search is a manual process and results could be delayed.	√	√	√	√	√	√				

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 24 - Helpful Tip Wording And Tag Display

ICD Tag	Display As	Helpful Tip Wording	CARY		CARN		REF		IMM	MAP		ELIMINATION
			LS	CS	LS	CS	LS	CS	LS	LS	CS	LS
COB (Tag 2.883)	City of Birth	Enter the city or municipal area where the individual was born. A value of UNKNOWN is allowed.					√	√				
POE (Tag 2.884)	Place of Entry into Canada	Enter the location the individual entered Canada. The location can be a city, province or UNKNOWN.					√	√				
DOE (Tag 2.885)	Date of Entry into Canada	Enter the date the individual entered Canada. A partial date may be entered with the year being mandatory and 00 allowed for the month and day.					√	√				
CIC (Tag 2.887)	CBSA/ IRCC Office Number	Enter the regional CBSA/ IRCC office number.					√	√				
FOSS (Tag 2.888)	GCMS Unique Client ID	* CBSA Agencies - Refer to Table 3 - CBSA GCMS Display And Helpful Tip Wording	√	√	√	√	√	√				
		* Non- CBSA Agencies –Refer to Table 4 - Non-CBSA GCMS Display and Helpful Tips	√	√	√	√	√	√				
ISR (Tag 2.891)	International Country Search Request	Select the checkbox to request a fingerprint search of International countries.	√	√	√	√	√	√				
IRP (Tag 2.892) Sub-tag	Country	Select the countries to be searched. Enter a file number if applicable. Please note that an international search is a manual process and results could be delayed.	√	√	√	√	√	√				
	Country File Number											
FER (Tag 2.894)	Foreign Search Reason	Enter the reason for the International and/or FBI search being requested. For the International, please include as much information as possible to justify the search. The International and/or the FBI search request may be rejected if not enough information is provided.	√	√	√	√	√	√				
ACS (Tag 2.896)	Authority for Canadian Search	Select the legal authority for conducting the criminal record inquiry search. If the individual is less than 18 years of age, “Taken with Informed Consent” cannot be selected.			√							

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 24 - Helpful Tip Wording And Tag Display

ICD Tag	Display As	Helpful Tip Wording	CARY		CARN		REF		IMM	MAP		ELIMINATION
			LS	CS	LS	CS	LS	CS	LS	LS	CS	LS
FBI (Tag 2.8014)	FBI File Number	Enter the individual's FBI file number which can be obtained through a query of NCIC.	√	√	√	√	√	√				
DOB (Tag 2.8022)	Date of Birth	Enter the individual's date of birth.	√	√	√	√	√	√	√	√	√	√
DPR (Tag 2.8038)	Date Fingerprinted	Enter the date on the hardcopy fingerprint form.		√		√		√			√	
ICI (Tag 2.8106) Sub-tags	Investigator Contact Information	Investigator Contact Information	√	√	√	√	√	√				
	Investigator's Name	Enter the name of the individual investigating the file.	√	√	√	√	√	√				
	Investigating Agency Name	Enter the name of the agency responsible for investigating the file.	√	√	√	√	√	√				
	Investigating Section Name	Enter the section name of the agency investigating the file.	√	√	√	√	√	√				
	Investigator's Telephone Number	Enter the phone number for the investigator.	√	√	√	√	√	√				
	Investigator's Fax Number	Enter the fax number for the investigator	√	√	√	√	√	√				
	Investigator's Mailing Address	Enter the mailing address for the investigator.	√	√	√	√	√	√				
	Investigator's Email Address	Enter the email address for the investigator.	√	√	√	√	√	√				
CNON (Tag 2.8908)	Contributor Case/ File Number	Enter the case/file number assigned by the agency.	√	√	√	√						

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 24 - Helpful Tip Wording And Tag Display

ICD Tag	Display As	Helpful Tip Wording	CARY		CARN		REF		IMM	MAP		ELIMINATION
			LS	CS	LS	CS	LS	CS	LS	LS	CS	LS
	GCMS Unique Client ID	**Note to Vendor**: Refer to Section 16.10.4							√			
	Reference Number	Enter the reference number.										√
SRS (Tag 2.8900)	Send Results To	Select where the Civil Product will be sent. The Civil Product is the results of the civil fingerprint search.								√	√	
RTA (Tag 2.8903) Sub-tags	Return Mailing Address	Enter the name and address of the individual or third party receiving the Civil Product.								√	√	
	Attention Name	Enter the name of the individual or 3rd party receiving the Civil Product.								√	√	
	Address	Enter the address of the individual or 3rd party receiving the Civil Product.								√	√	
	City	Enter the city of the individual or 3rd party receiving the Civil Product.								√	√	
	Province/ State	Select the province or state of the individual or 3rd party receiving the Civil Product.								√	√	
	Postal Code/ Zip Code	Enter the postal code or zip code of the individual or 3rd party receiving the Civil Product.								√	√	
	Country	Select the country of the individual or 3rd party receiving the Civil Product. If the country is not listed select “OTHER” and enter the name of the country.								√	√	
FNM (Tag 2.8924) Sub-tags	Father’s Name	Enter the name of the individual’s father.					√	√				
	Surname	Enter the surname of the individual’s father.					√	√				
	Given Name 1	Enter the first given name of the individual’s father.					√	√				
	Given Name 2	Enter the second given name of the individual’s father.					√	√				
	Given Name 3	Enter the third given name of the individual’s father.					√	√				
	Given Name 4	Enter the fourth given name of the individual’s father.					√	√				

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 24 - Helpful Tip Wording And Tag Display

ICD Tag	Display As	Helpful Tip Wording	CARY		CARN		REF		IMM	MAP		ELIMINATION
			LS	CS	LS	CS	LS	CS	LS	LS	CS	LS
MNM (Tag 2.8925) Sub-tags	Mother's Name	Enter the name of the individual's mother.					√	√				
	Surname	Enter the surname of the individual's mother.					√	√				
	Given Name 1	Enter the first given name of the individual's mother.					√	√				
	Given Name 2	Enter the second given name of the individual's mother.					√	√				
	Given Name 3	Enter the third given name of the individual's mother.					√	√				
	Given Name 4	Enter the fourth given name of the individual's mother.					√	√				
NFT (Tag 2.8931)	Name of Person Responsible for Sending Transaction	Enter the name or identifier of the individual responsible for submitting the transaction on the Livescan.	√		√		√		√	√		
		Enter the name or identifier of the individual responsible for submitting the transaction on the Cardscan.		√		√		√			√	
TEL (Tag 2.8934) Sub-tag	Individual's Phone Number Ext.	Enter the area code and telephone number of the individual. Enter an extension number if applicable.								√	√	
CTRY (Tag 2.8935)	Country of Birth	Select the country where the individual was born. If the country is not listed, select "OTHER" and enter the name of the country.	√	√								
RTX (Tag 2.8936)	Race Description	Enter the observable race of the individual.	√	√	√	√	√	√				
NOTF (Tag 2.8938)	Name of Official Taking Fingerprints	Enter the name or identifier of the official responsible for the digital enrollment of the individual.	√		√	√	√		√	√		√
		Enter the name of the official responsible for the ink and roll capture of the individual.		√				√			√	

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 24 - Helpful Tip Wording And Tag Display

ICD Tag	Display As	Helpful Tip Wording	CARY		CARN		REF		IMM	MAP		ELIMINATION
			LS	CS	LS	CS	LS	CS	LS	LS	CS	LS
VSD (Tag 2.8944) Sub-tag	Vulnerable Sector Details											
	Description of Position	Enter the position or job title the individual is applying for. The information provided must identify how the position meets the requirement of a position of authority or trust relative to children or vulnerable persons. e.g. Nurses Aid e.g. Coach								√	√	
	Name of Person or Organization	Enter the name or organization that the individual is applying to be employed by. The information provided should be the name of the person or organization that is responsible for the well-being of one or more children or vulnerable persons and to whom or to which the applicant is making an application for a paid or volunteer position. e.g., Happy Trails Residence e.g., Calgary Minor Hockey								√	√	
	Description or Details Regarding Children or Vulnerable Person(s)	Enter the details or description of the position. The information provided must describe as a result of age, disability or other circumstance, how the vulnerable person is in a position of dependency on others or is otherwise at greater risk than the general public of being harmed by a person in a position of trust or authority towards them. e.g., Care of seniors in a retirement home. e.g., Coaching wheelchair hockey.								√	√	
RDA (Tag 2.8971)	Immigration Retention End Date	This is the date the Immigration file expires. The Immigration file will be automatically purged from the RTID System once this retention end date is met.							√			

END OF TABLE

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

28. Submit Screen Helpful Tips

1. Table Column Definitions (M)

   a) Field Name

      i. The field name column is being used to identify the order in which the fields must be displayed and not as a reference for what the field name must be displayed as.

   b) Helpful Tip

      i. The helpful tips must be displayed to the OLU when the cursor is placed in the field or the pointer is placed on a button. (M)

   c) Livescan

      i. If there is a √ in the column, the field name must be available on the Livescan.

      ii. If the field is blank, the field must not be available on the Livescan

   d) Cardscan

      i. If there is a √ in the column, the field must be available on the Cardscan.

      ii. If the field is blank, the field name must not be available on the Cardscan.

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Table 25 - Submit Screen Helpful Tips

Field Name	Helpful Tip	Livescan	Cardscan
Priority	The priority value for the transaction is defaulted to 4. Modifying this value will not change the priority with which the transaction will be processed once received by the RTID system. Please contact the Prod Admin if the transaction is of an urgent nature and must be expedited.	√	√
Send Submit	Select Submit to submit the transaction to the RTID System.		
Printer	Select a printer other than the default printer if required.	√	
Print	Select Print to print the applicable fingerprint form, consent form and photo for the transaction.	√	
Transaction Manager	Select Transaction Manager to return to the Transaction Manager Screen.	√	√
Workflow Manager	Select Workflow Manager to return to the Workflow Manager Screen.	√	√

END OF TABLE

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

29. Screen Mock-Ups

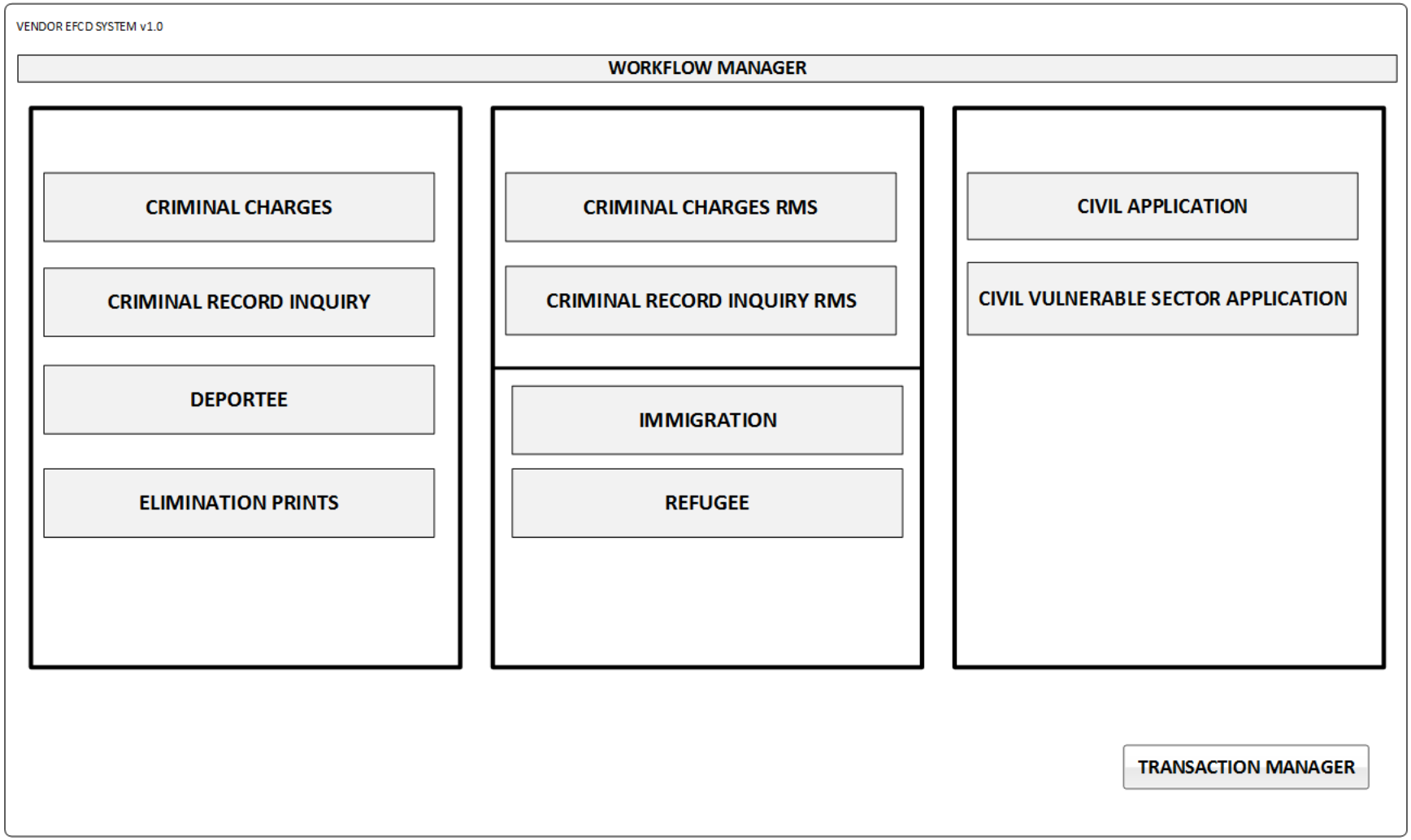

Figure 1 - Livescan Workflow Manager

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

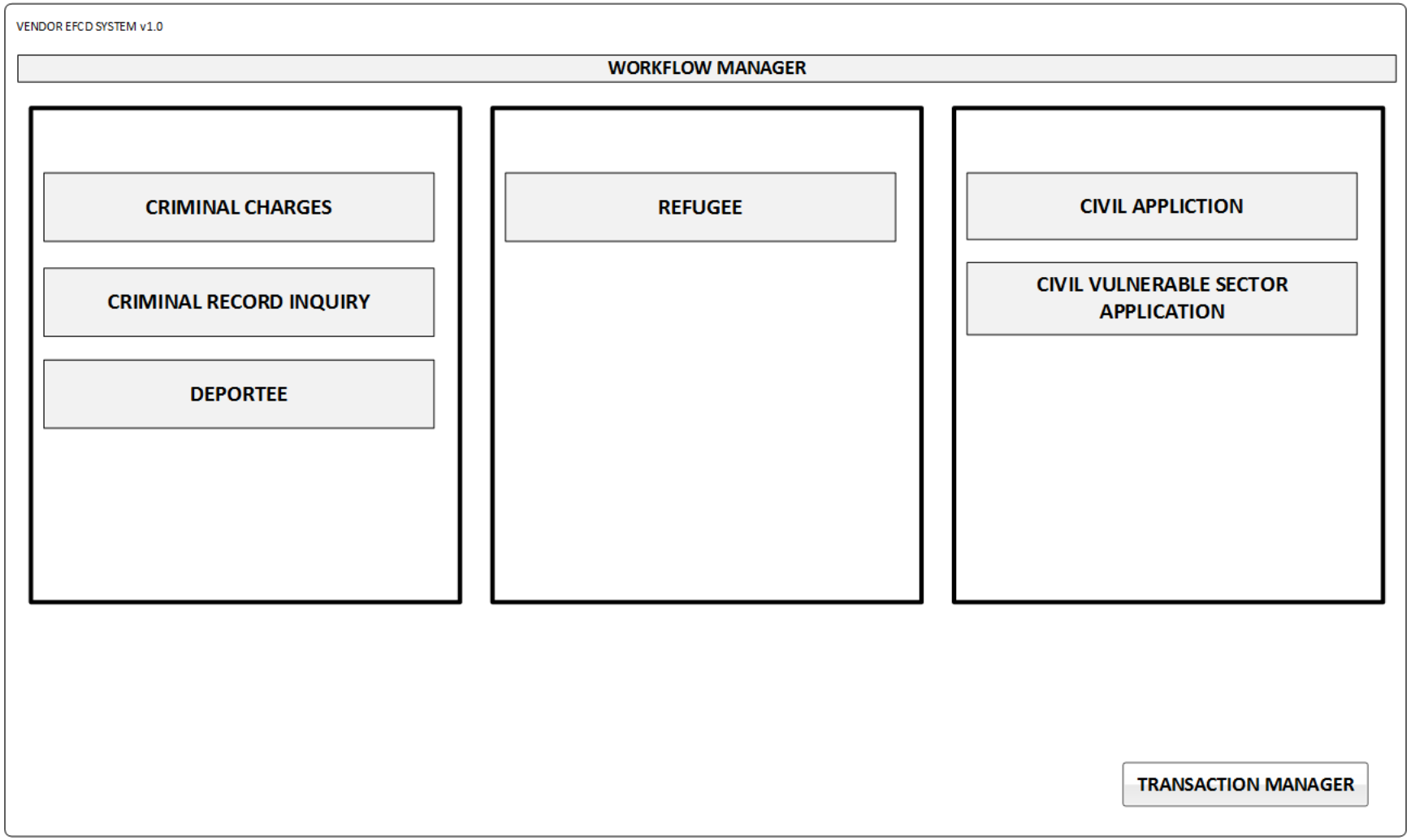

Figure 2 - Cardscan Workflow Manager

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

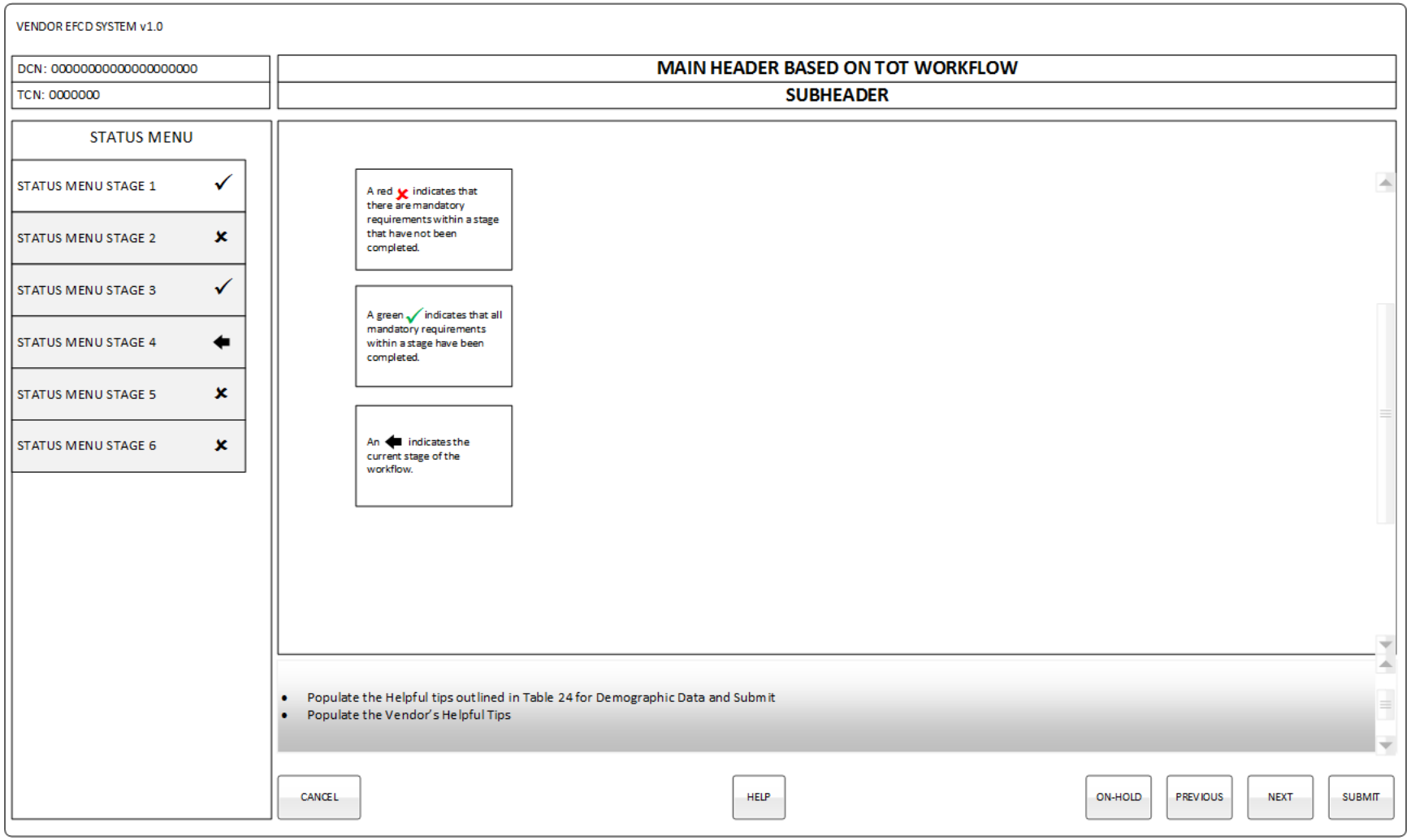

Figure 3 - EFCD User Interface

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

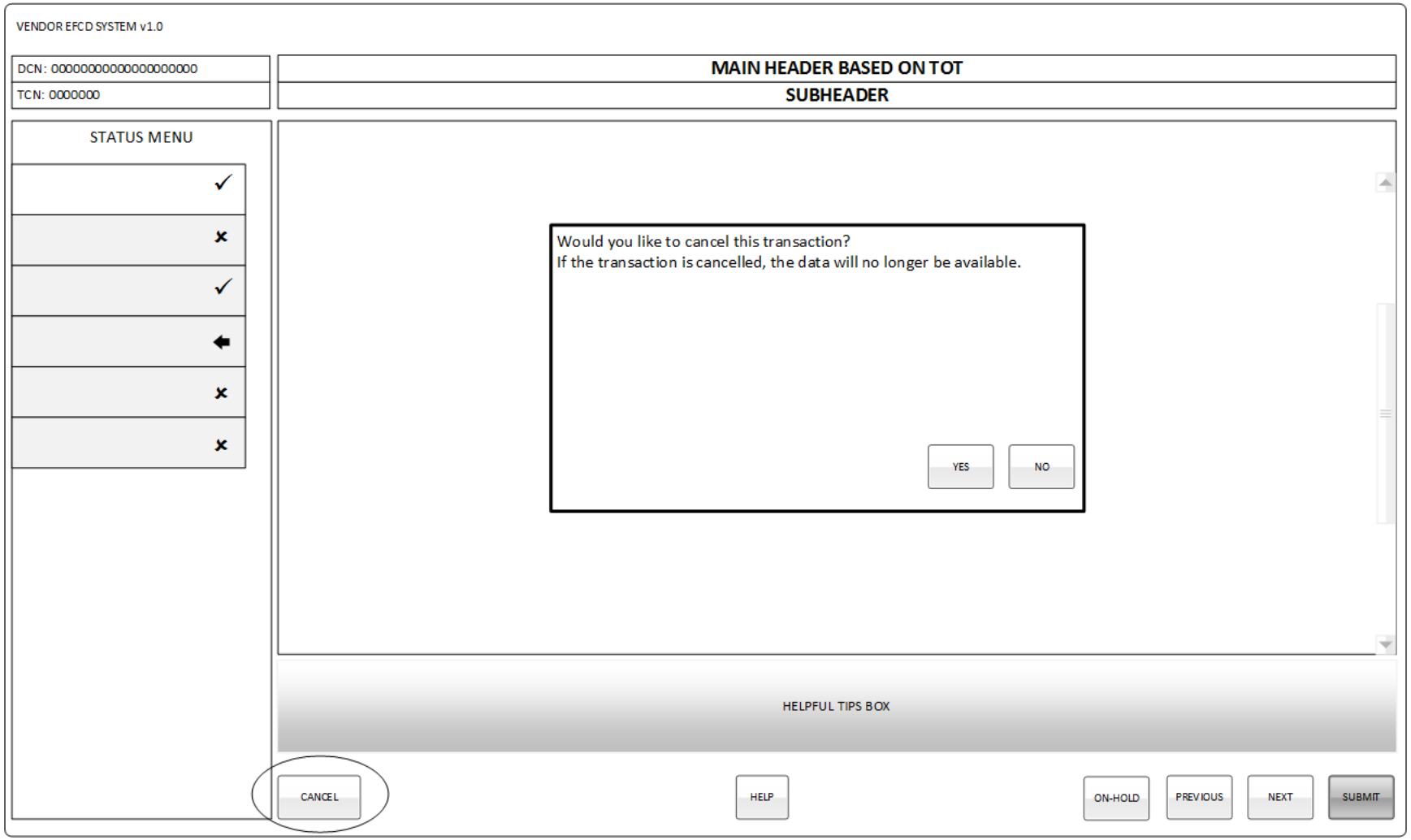

Figure 4 - Cancel Transaction

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

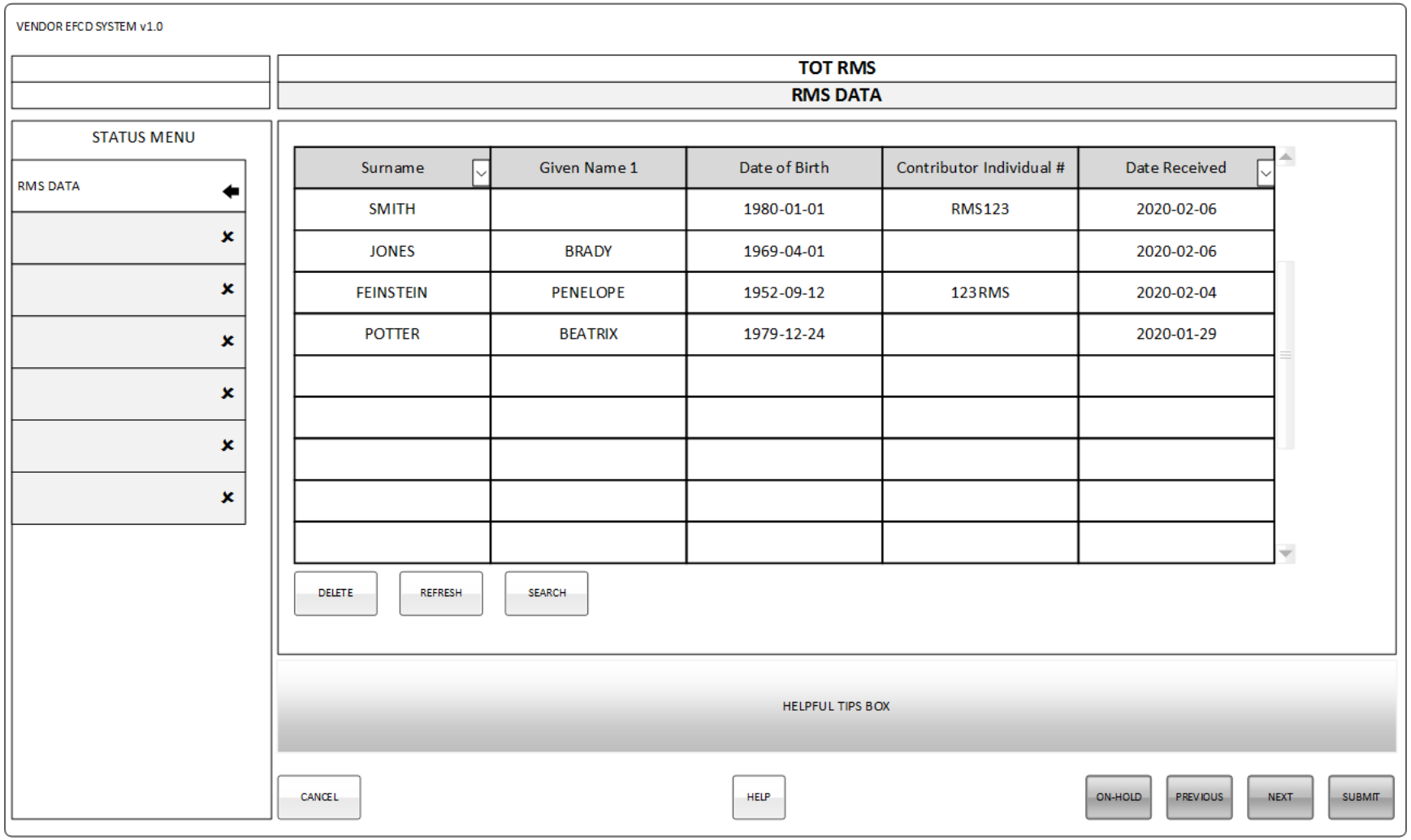

Figure 5 - RMS Data Display

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

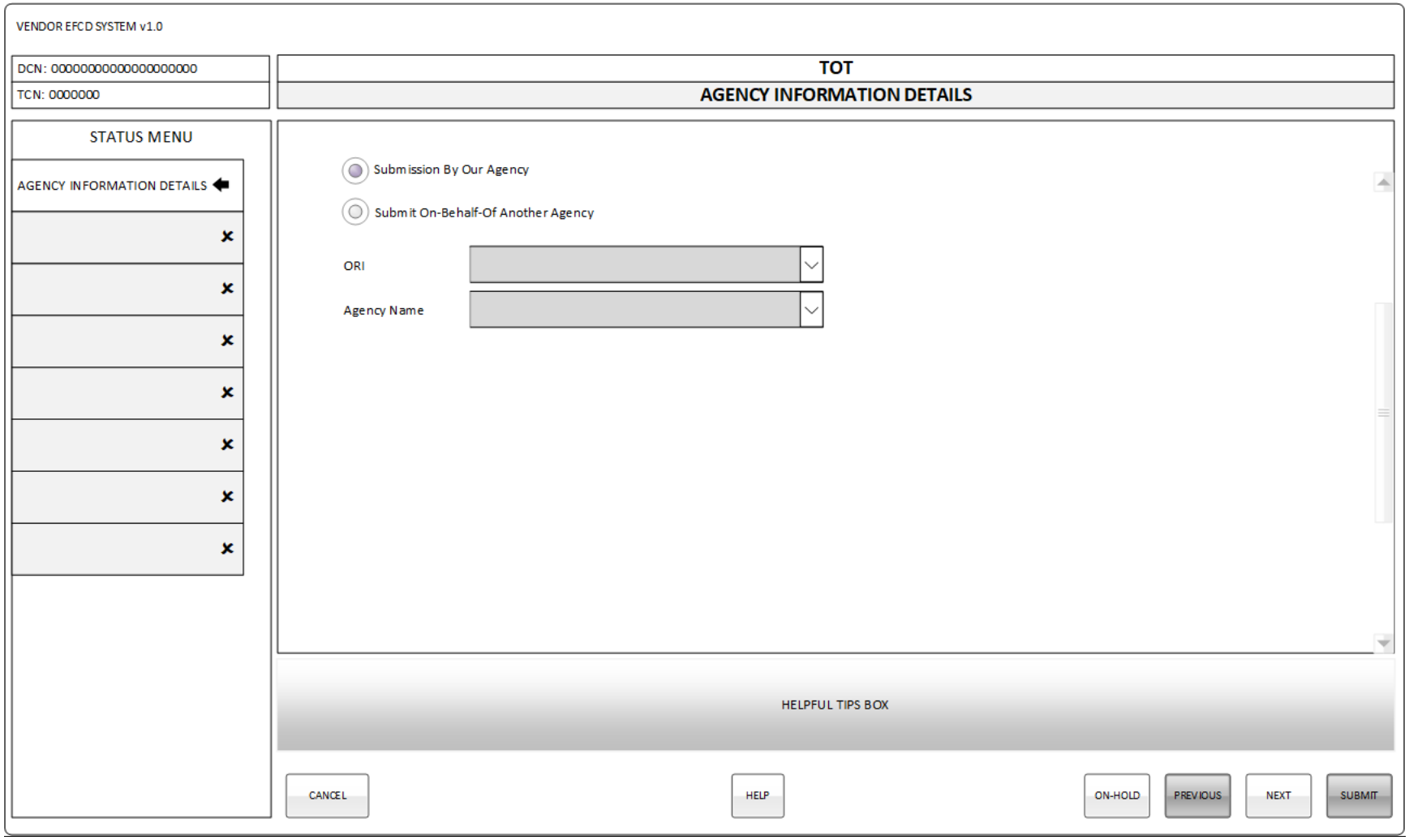

Figure 6 - Livescan Agency Information

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

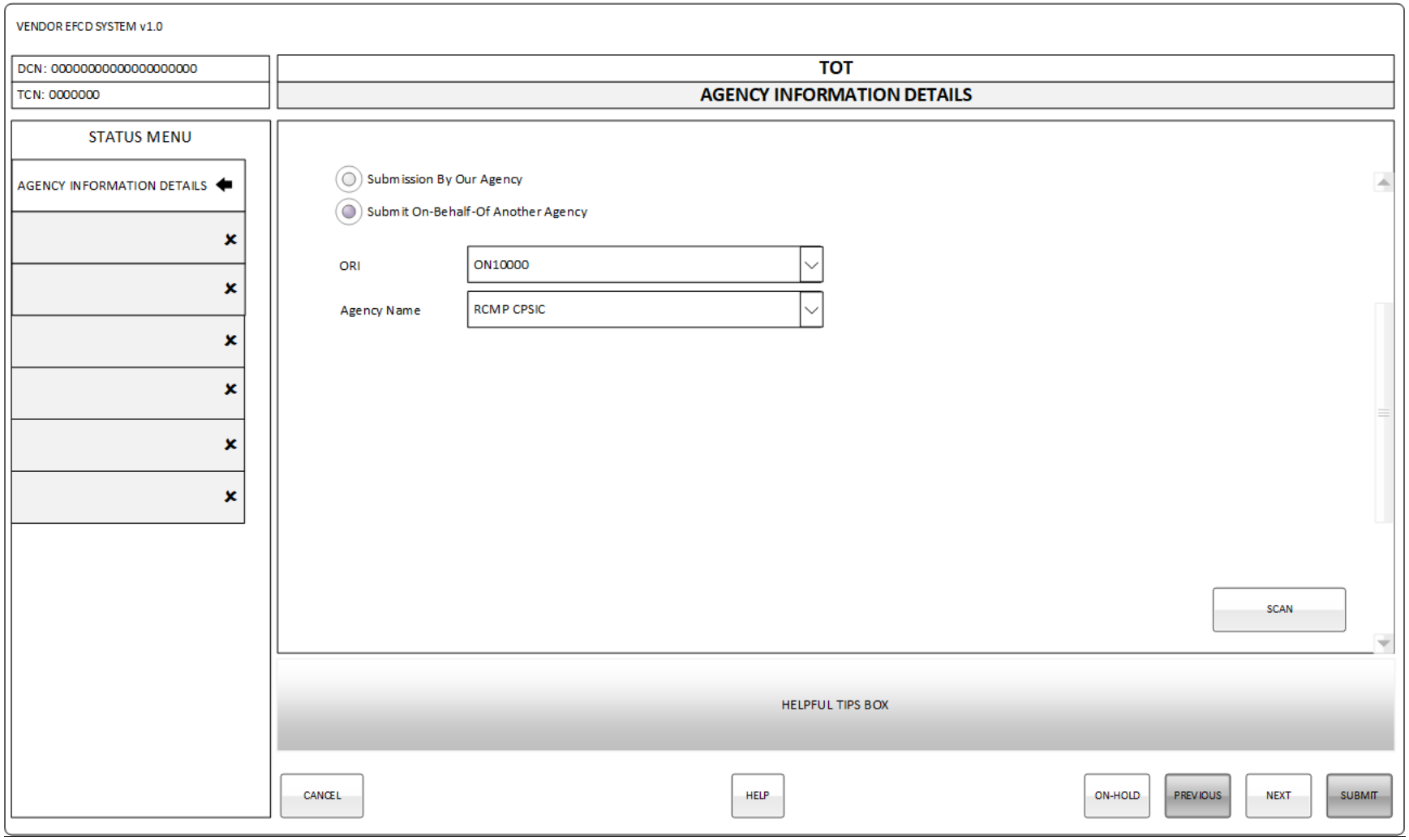

Figure 7 - Cardscan Agency Information

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

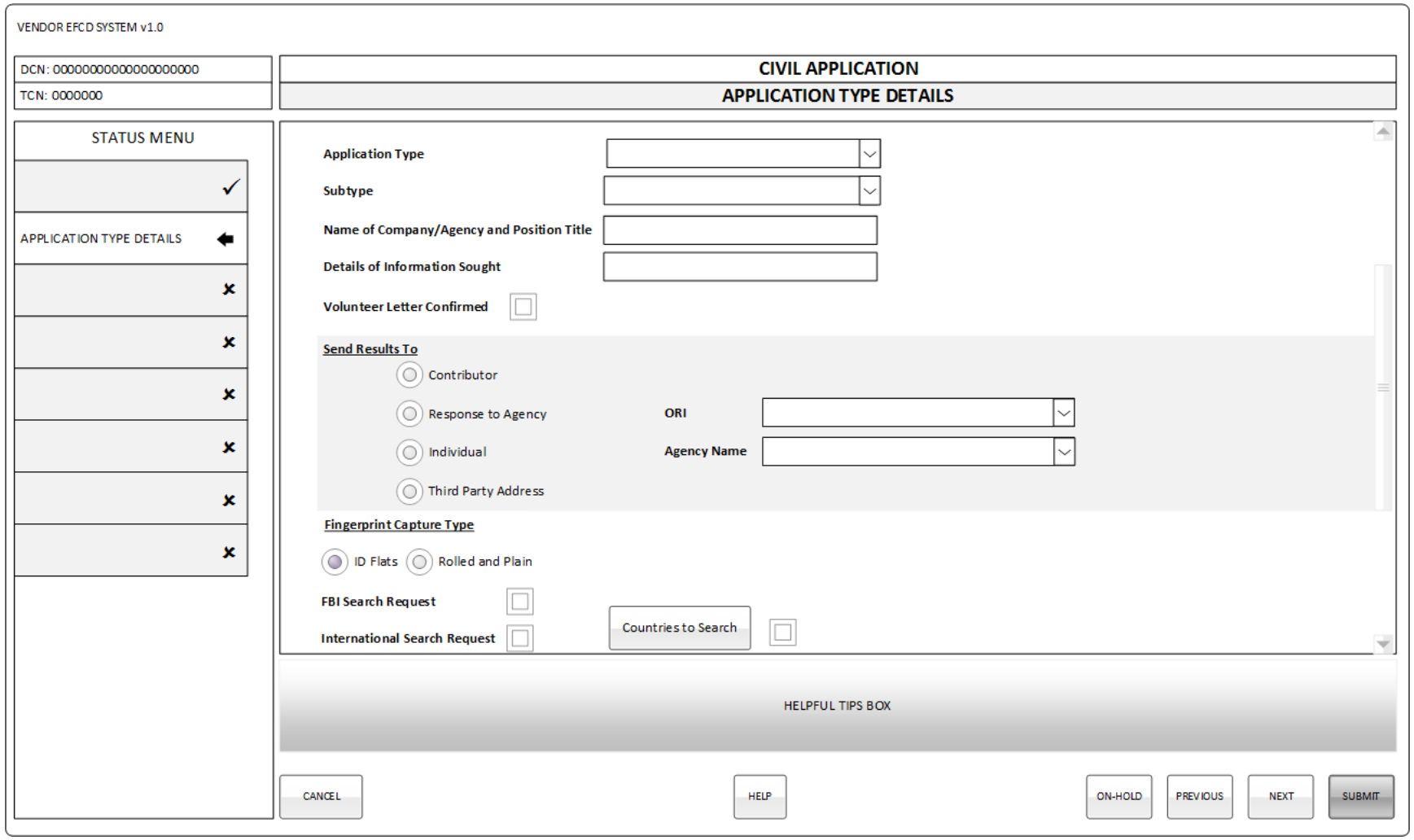

Figure 8 - Civil Application Details

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

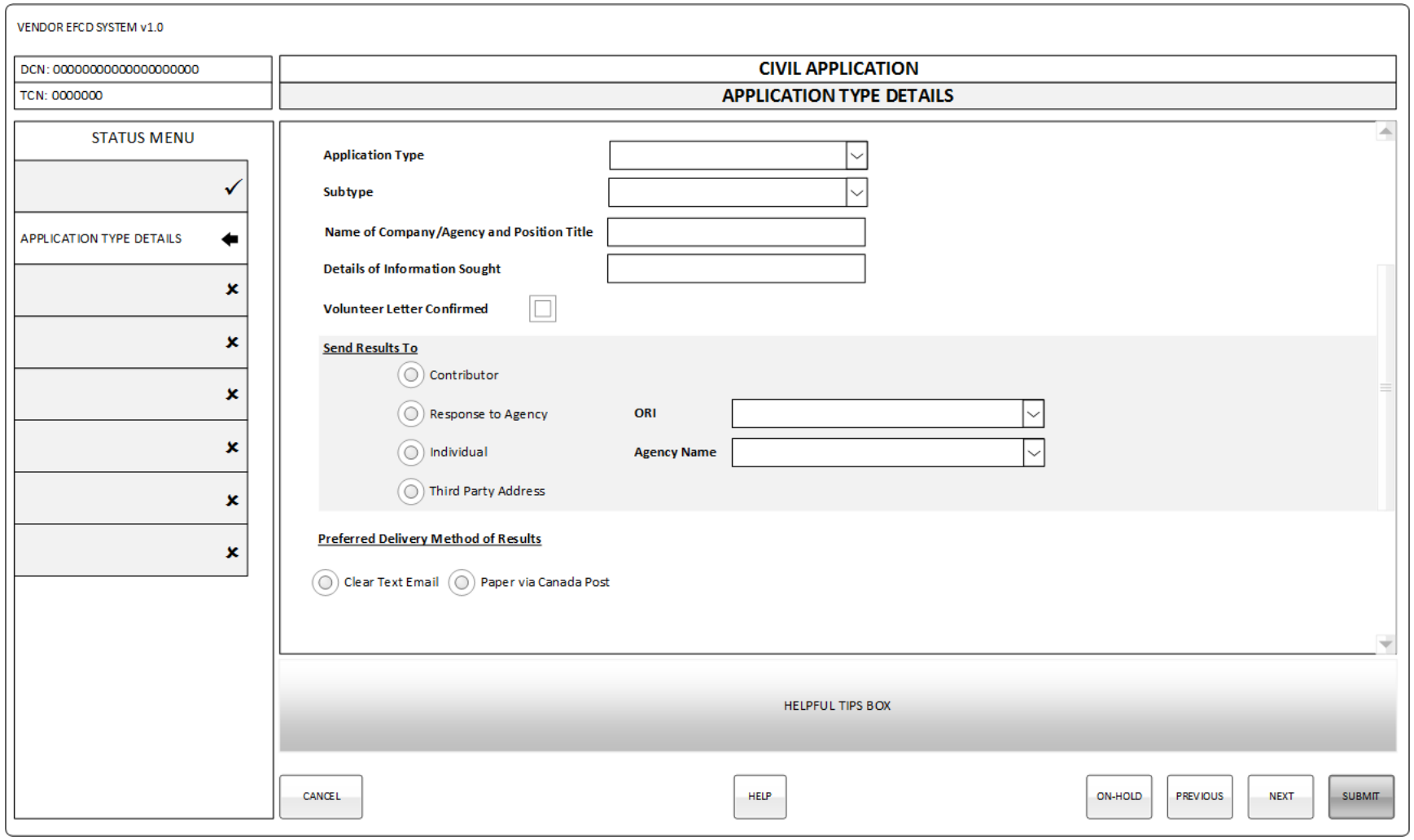

Figure 9 - Civil Efficiencies Application Type Details

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

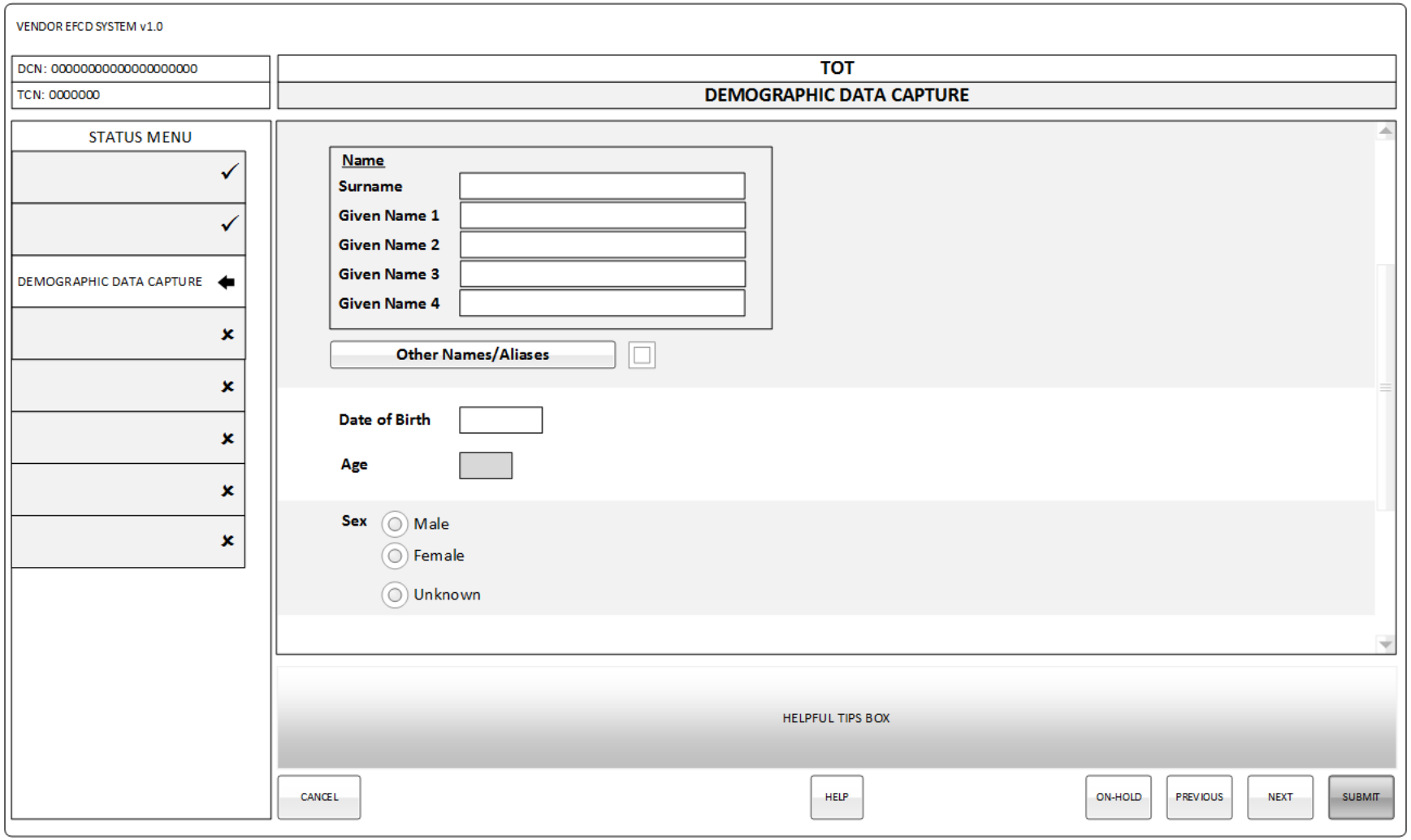

Figure 10 - Demographic Data Capture

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

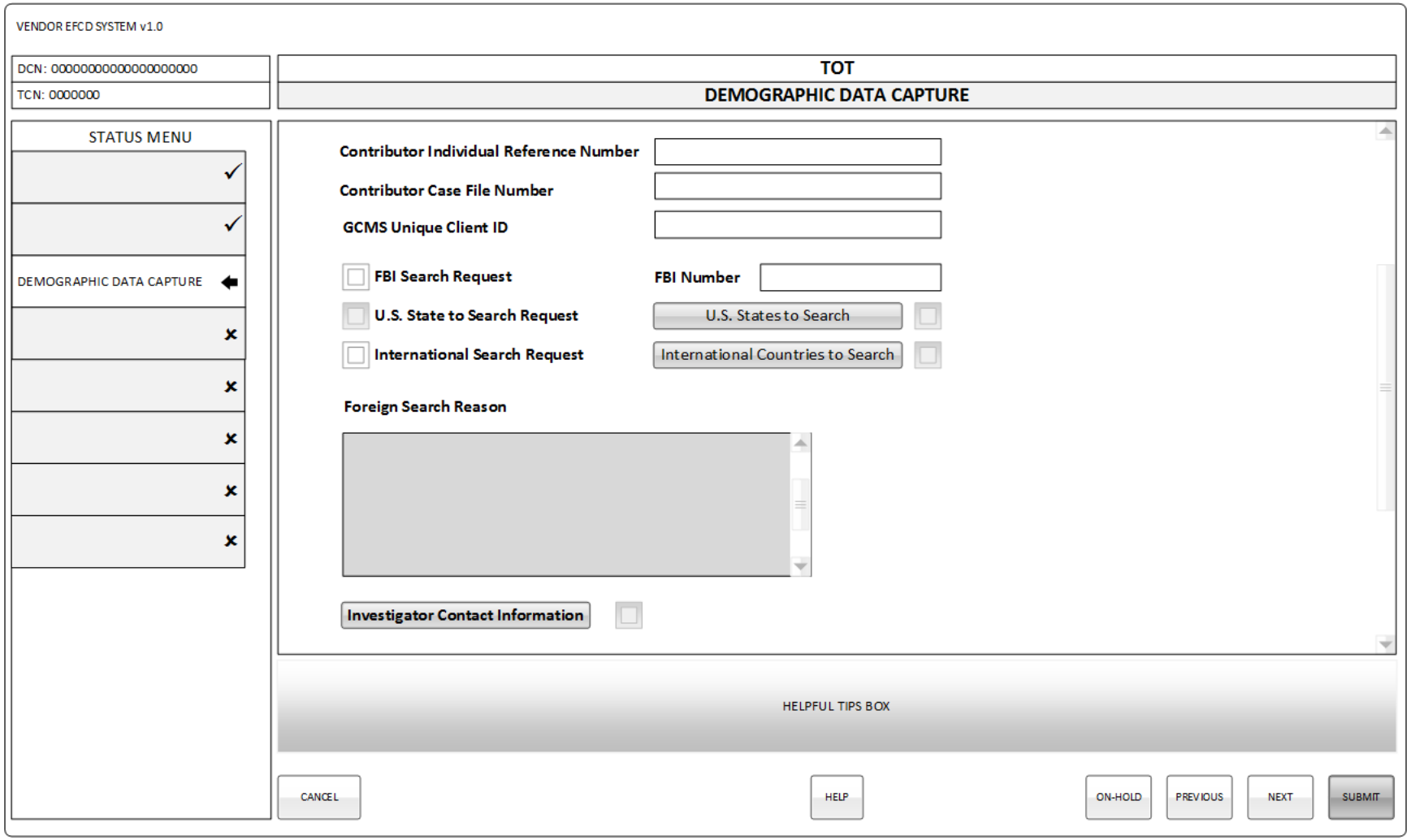

Figure 11 - Demographic Data Capture 2

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

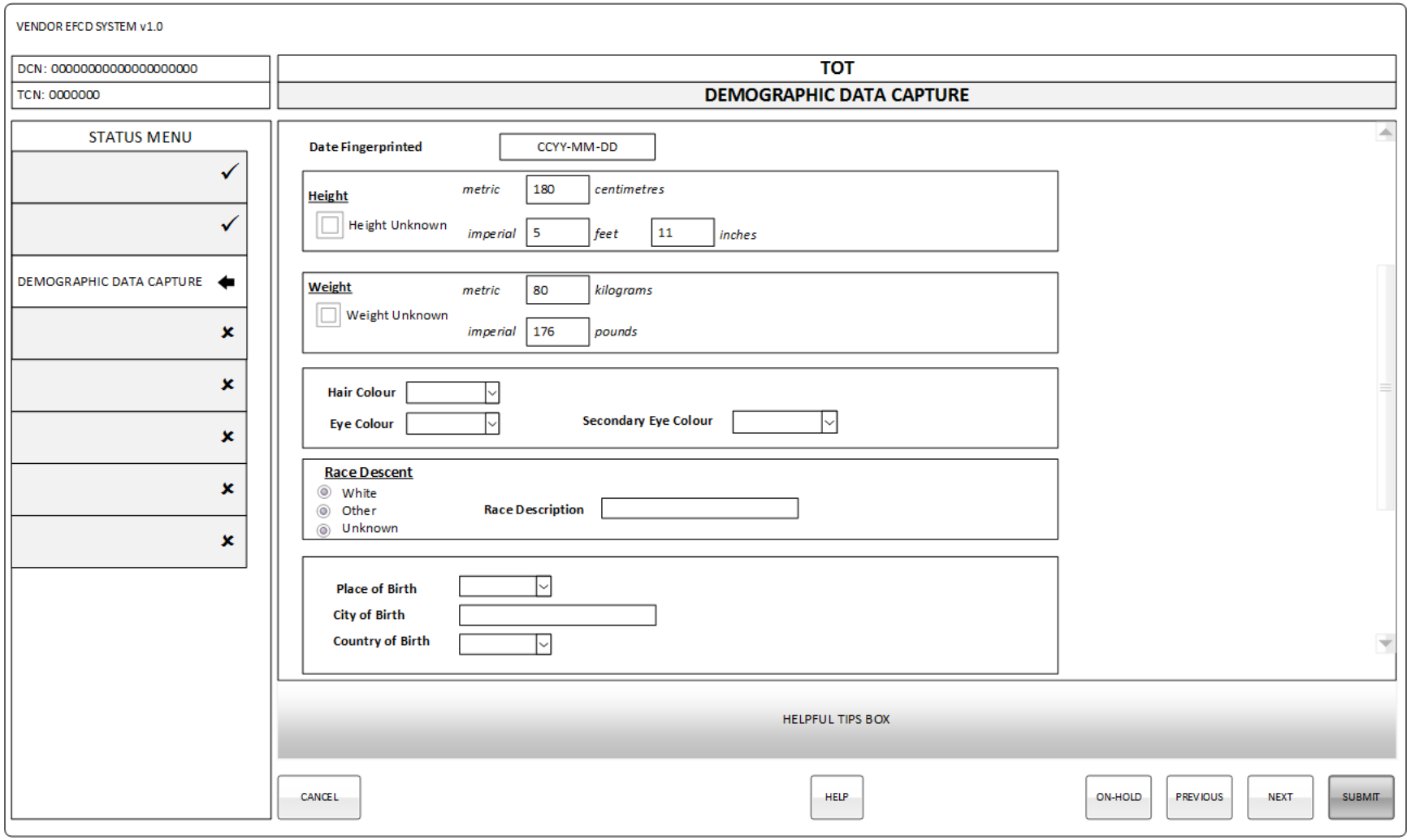

Figure 12 - Demographic Data Capture Cardscan

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

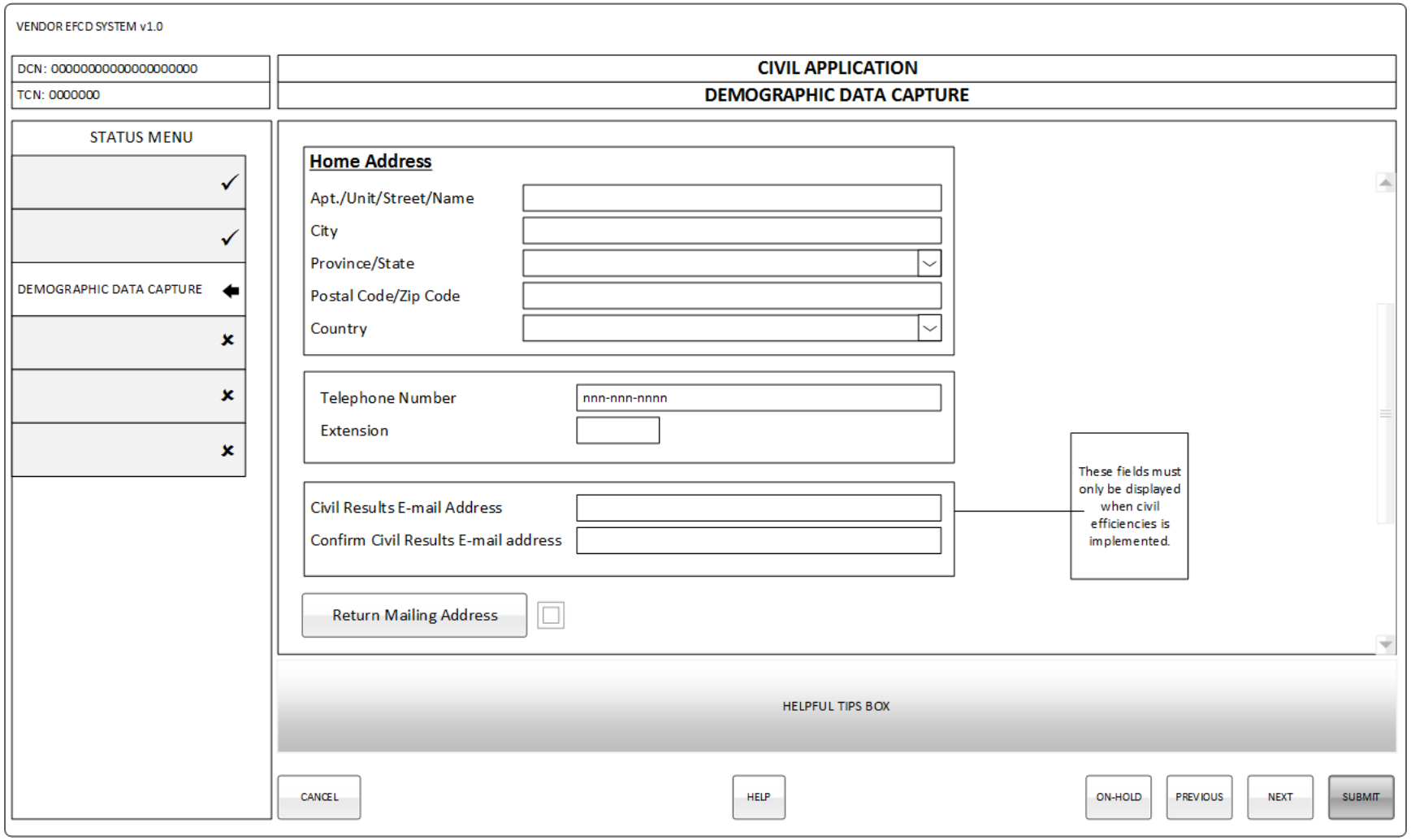

Figure 13 - Civil Demographic Data Capture

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

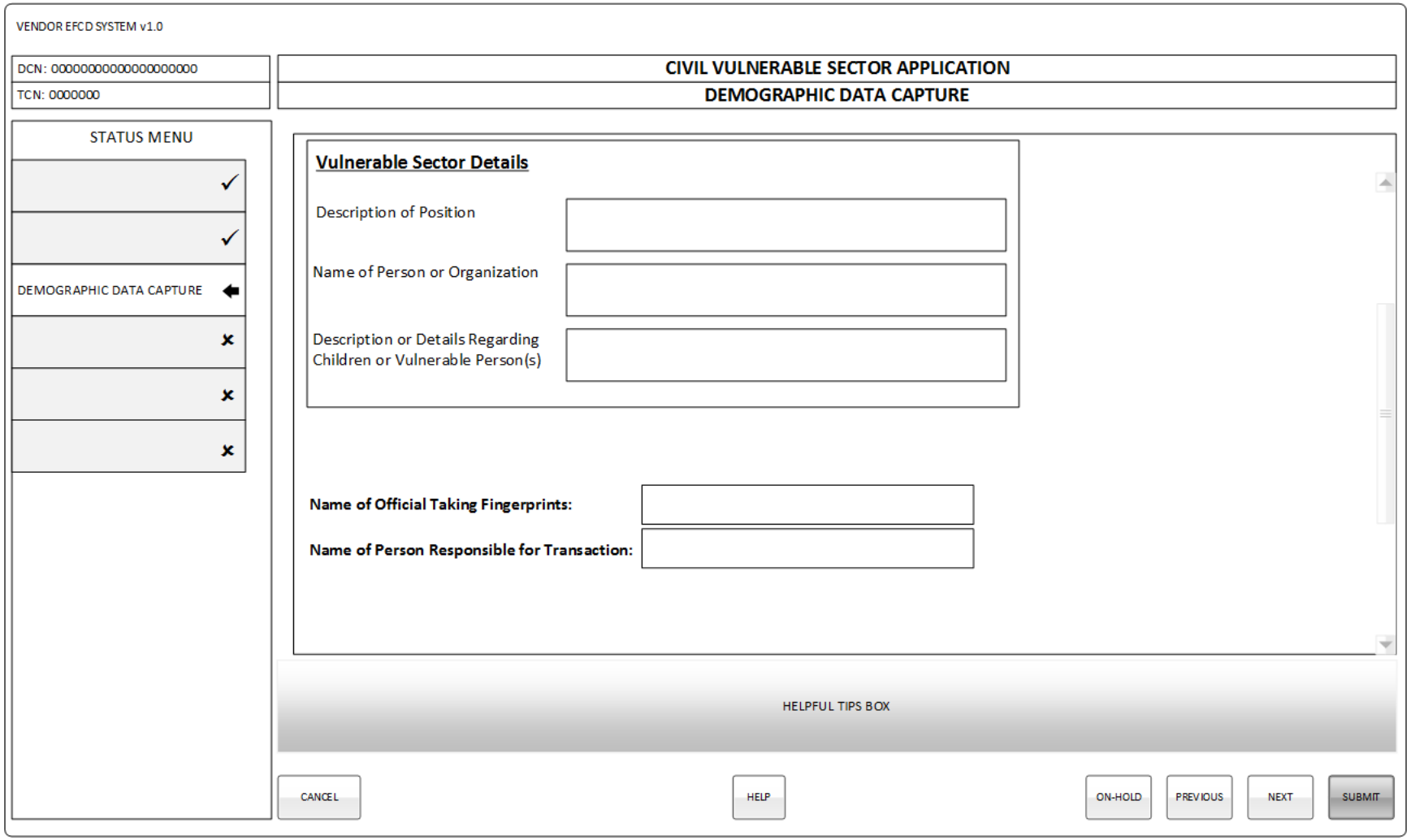

Figure 14 - Civil VS Demographic Data Capture

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

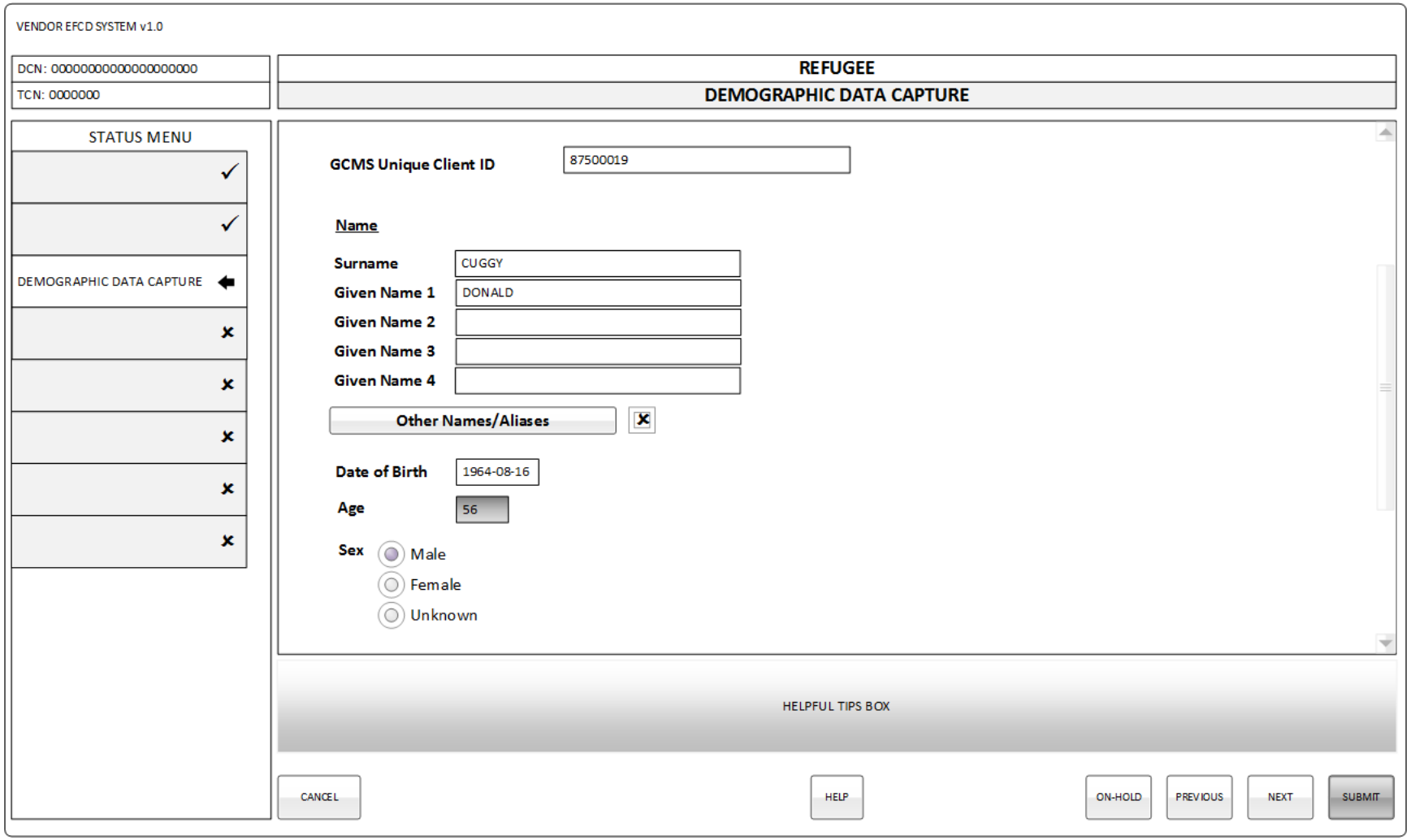

Figure 15 - Refugee Demographic Data Capture

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

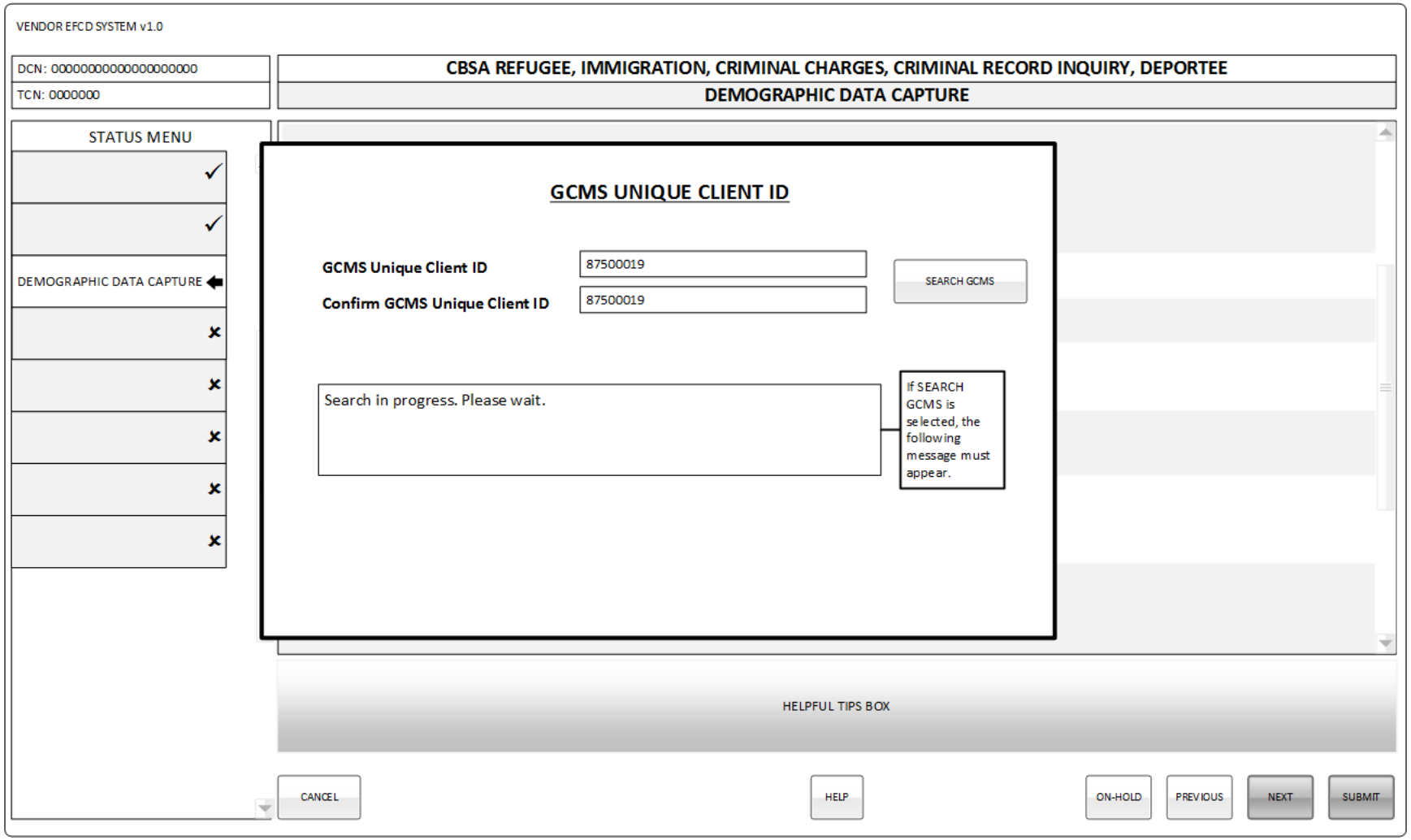

Figure 16 - CBSA GCMS Confirmation Pop-Up

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

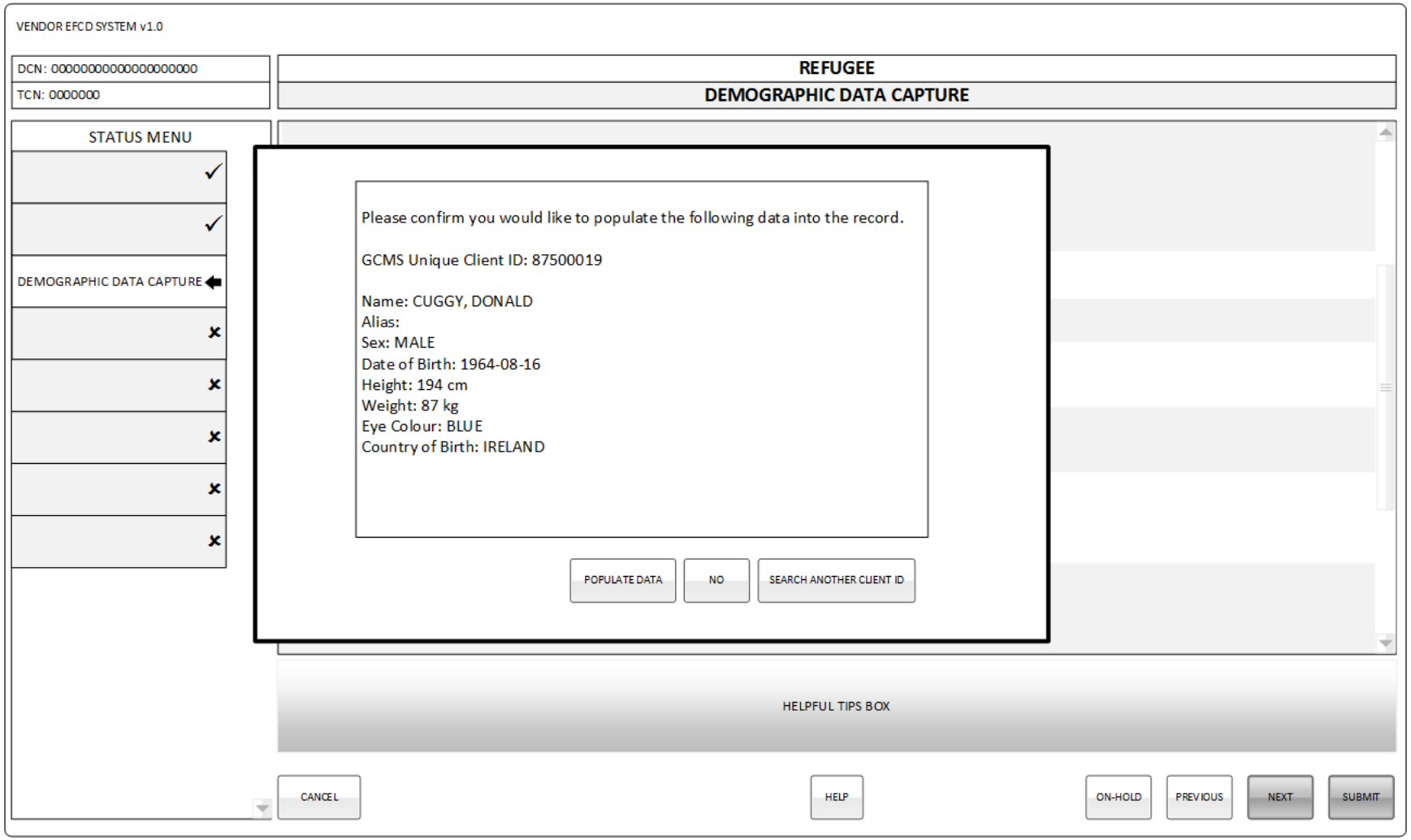

Figure 17 - CBSA GCMS Populate Data

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

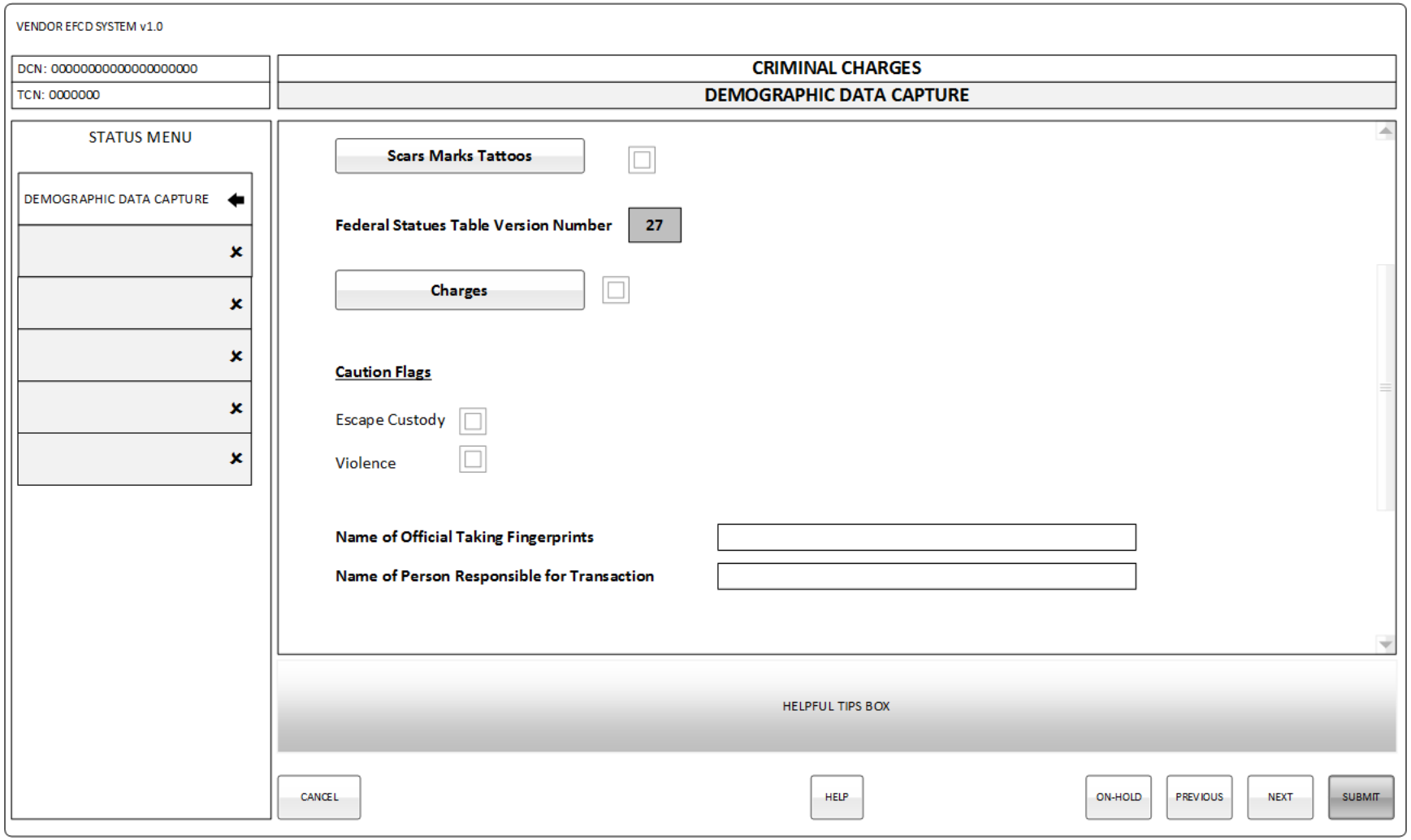

Figure 18 - Demographic CARY 2

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

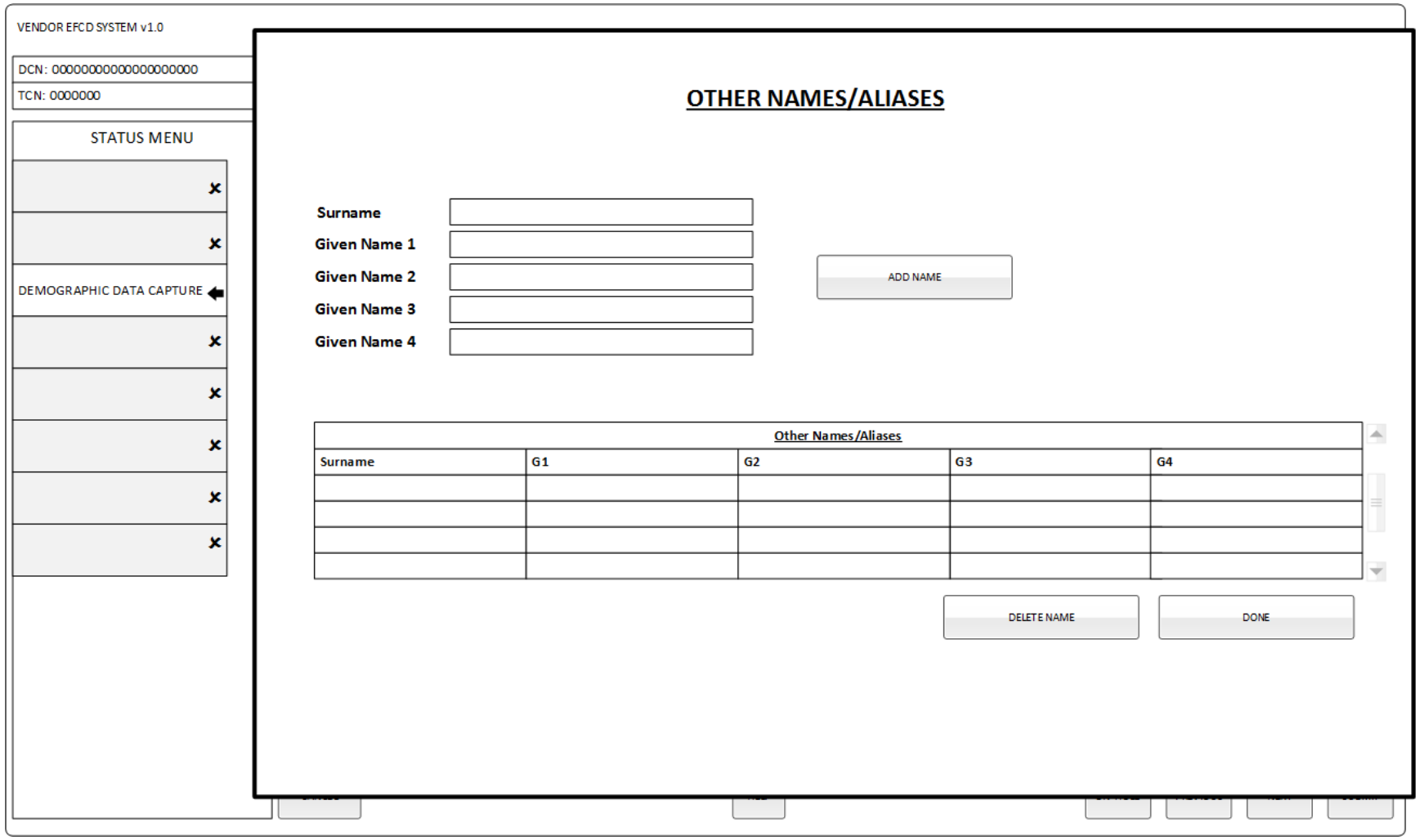

Figure 19 - Other Names and Aliases Pop-up

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

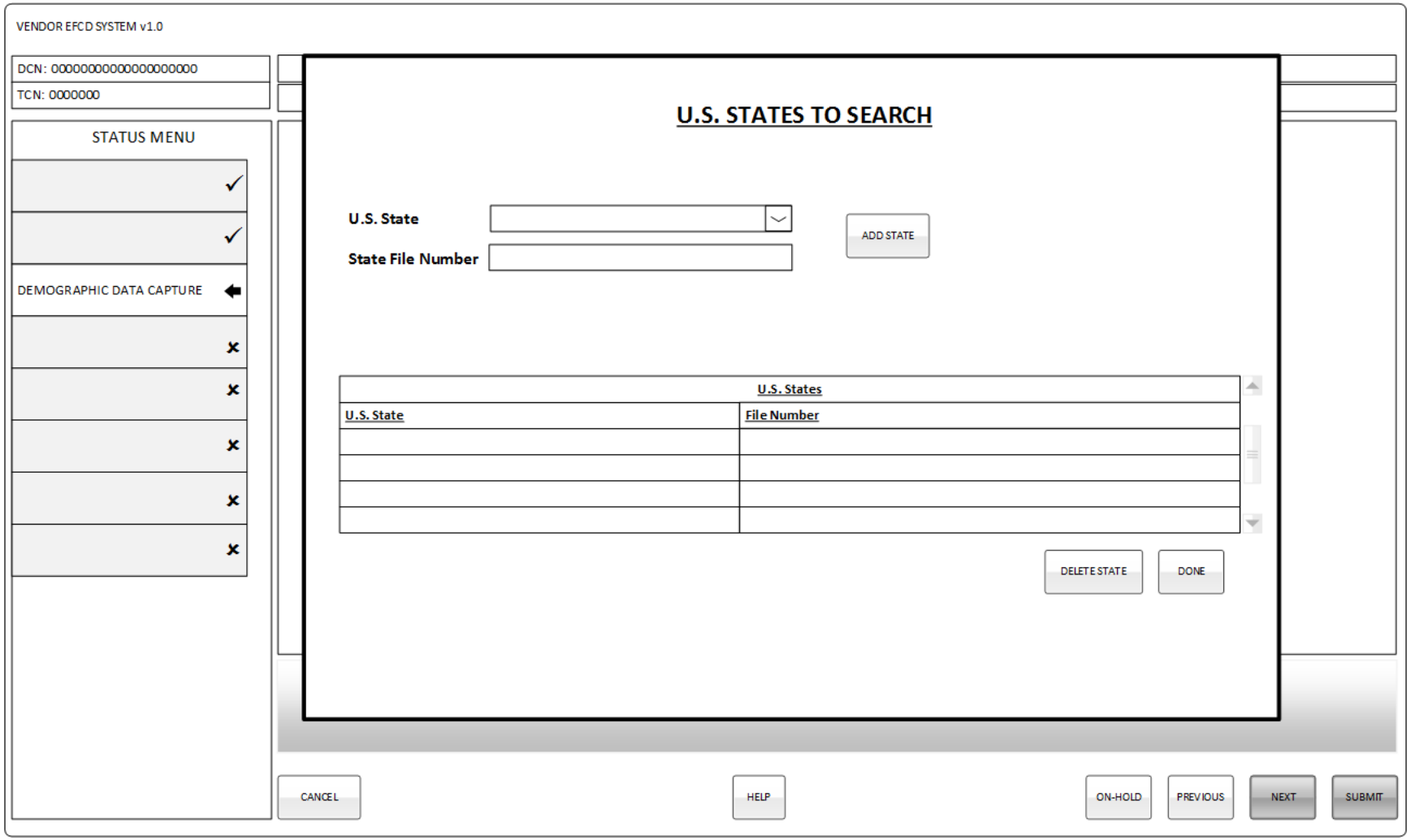

Figure 20 - U.S. State to Search Pop-up

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

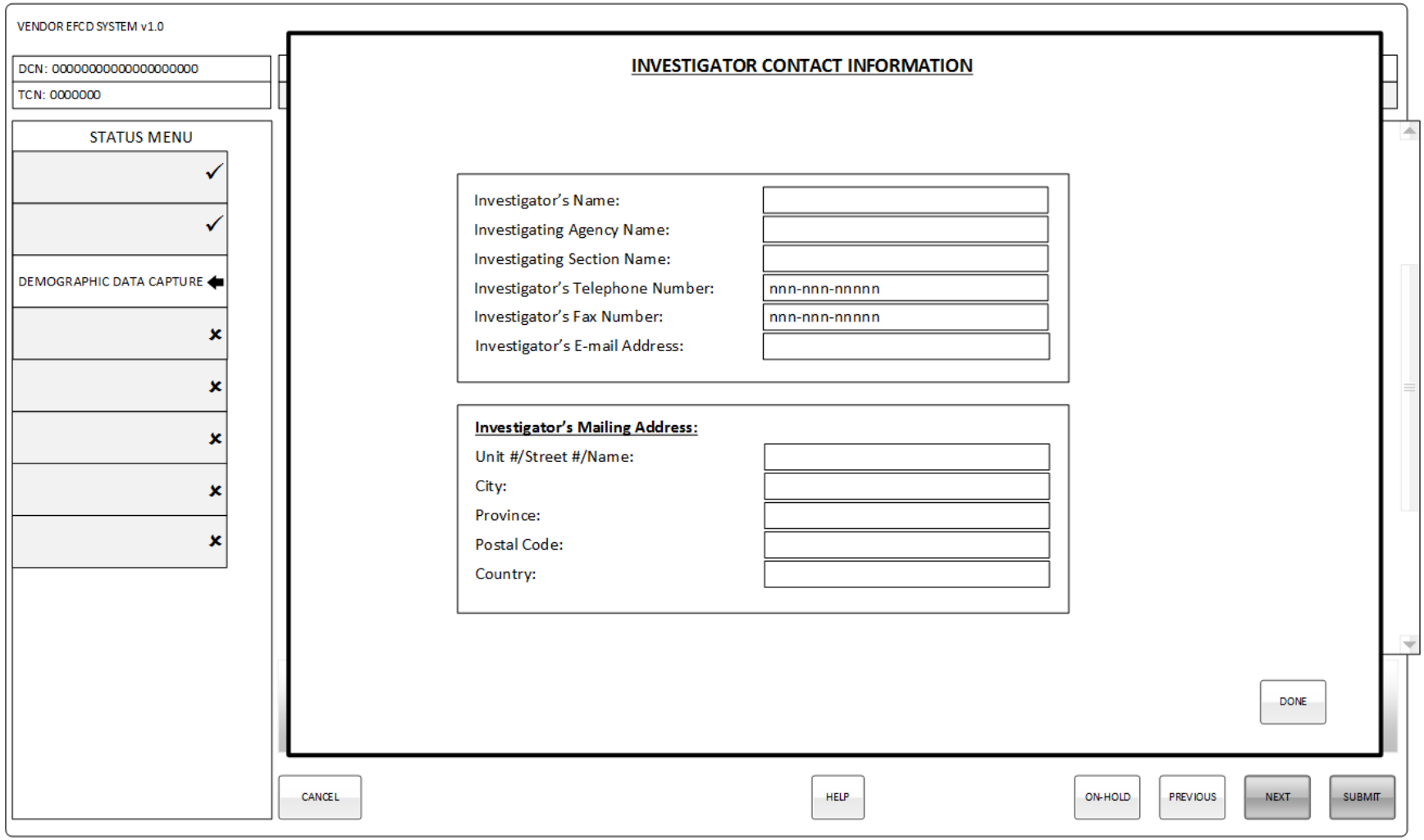

Figure 21 - Investigator Contact Information

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

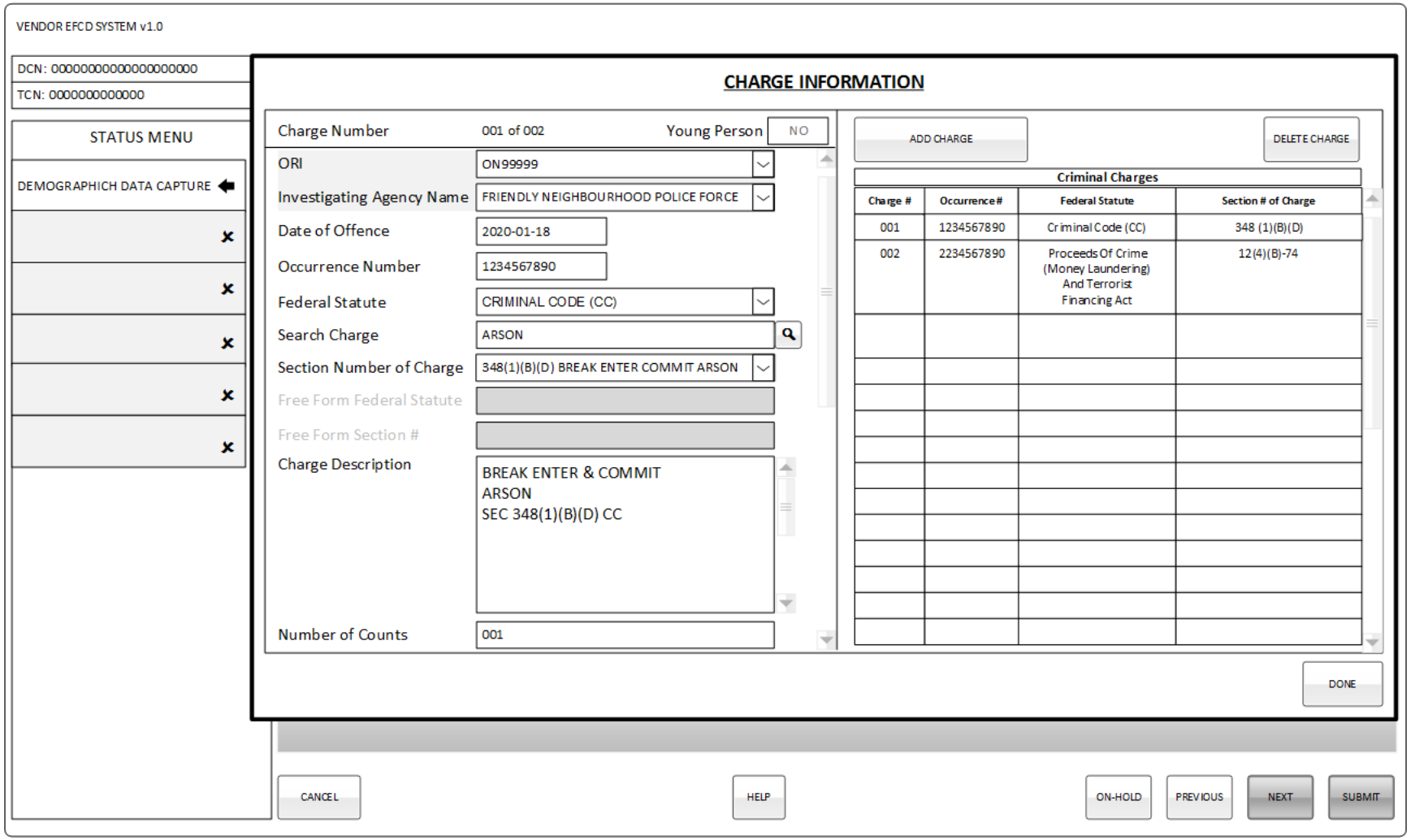

Figure 22 - Charge Information Pop-Up 1

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

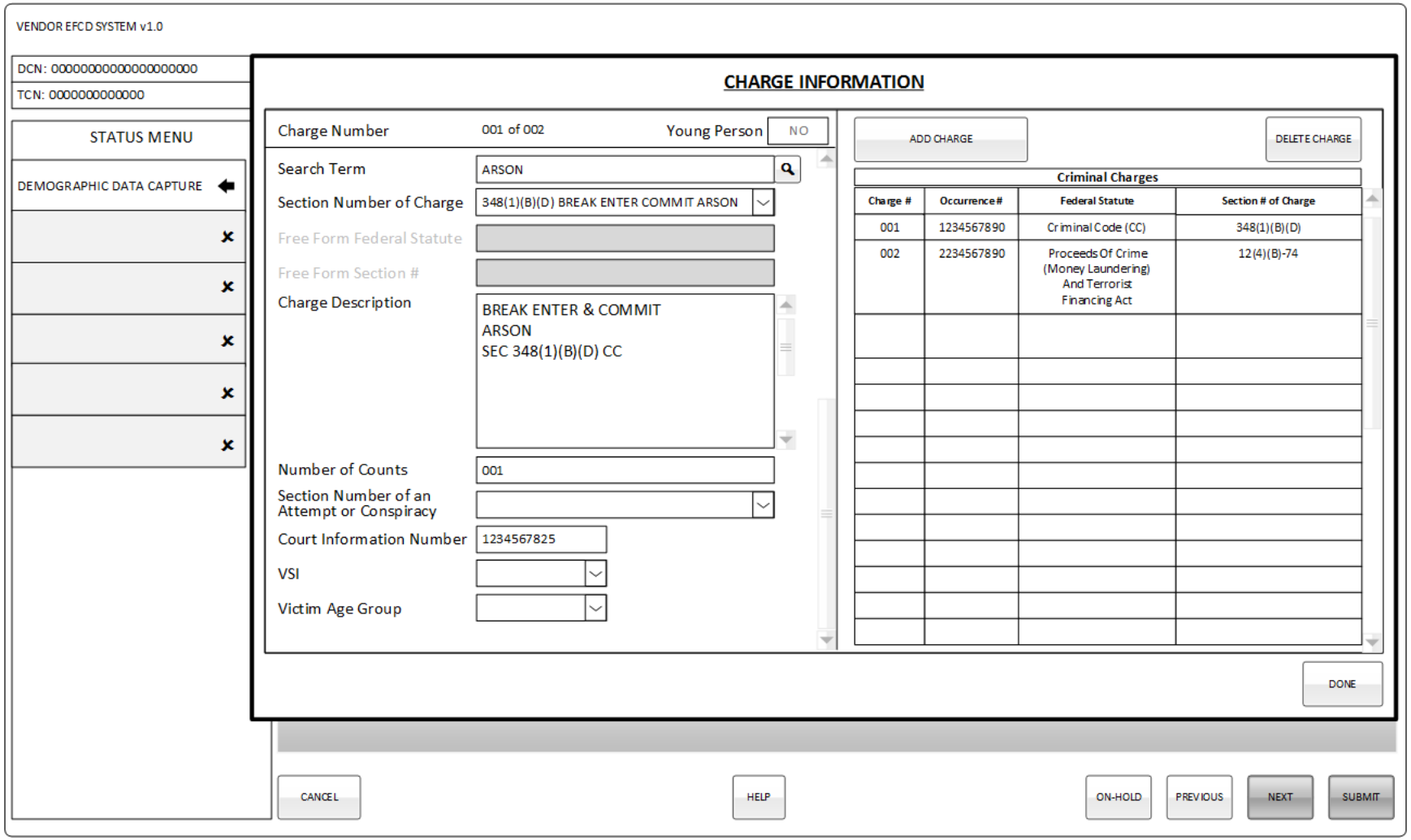

Figure 23 - Charge Information Pop-Up 2

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

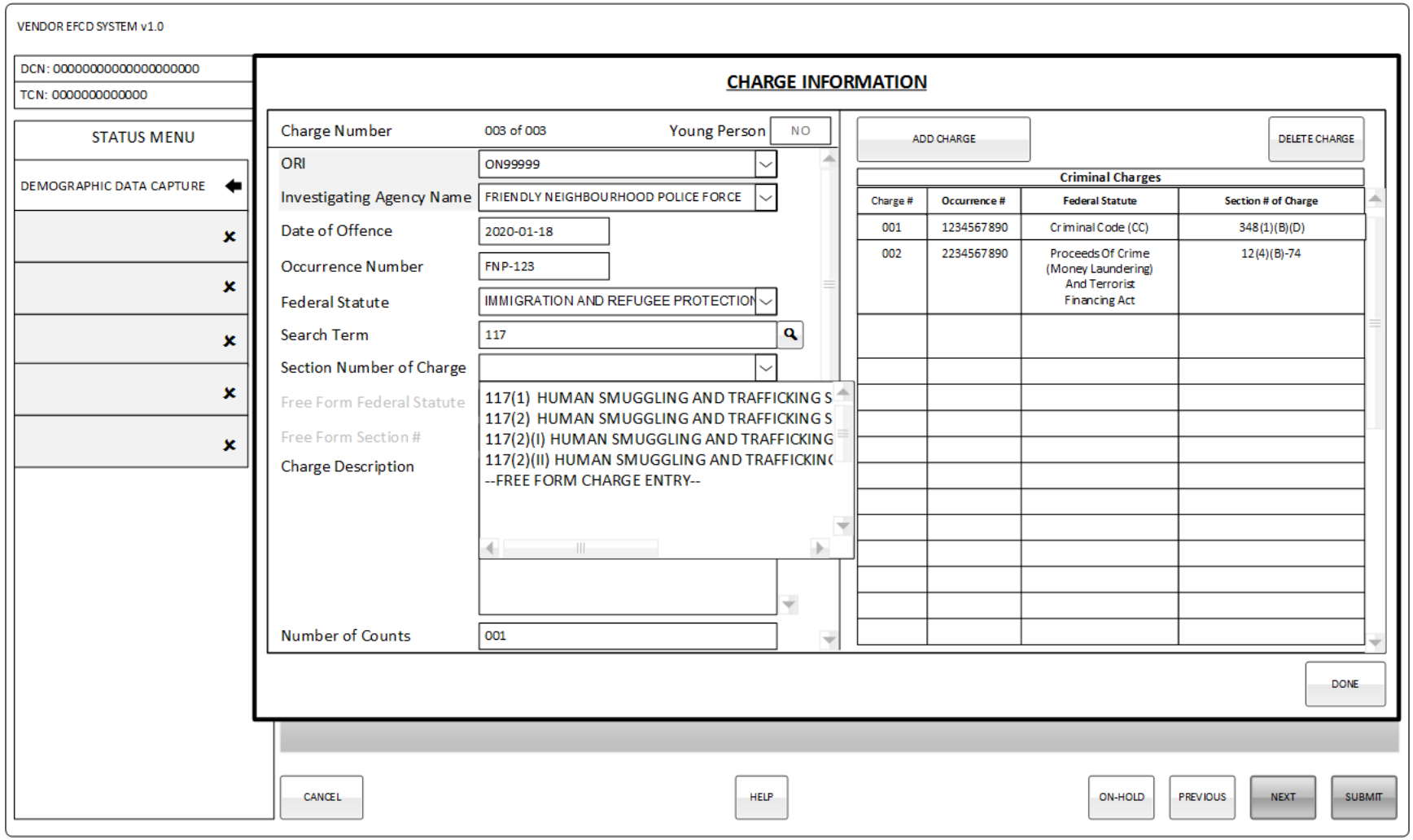

Figure 24 - Charge Information Pop-Up 3

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

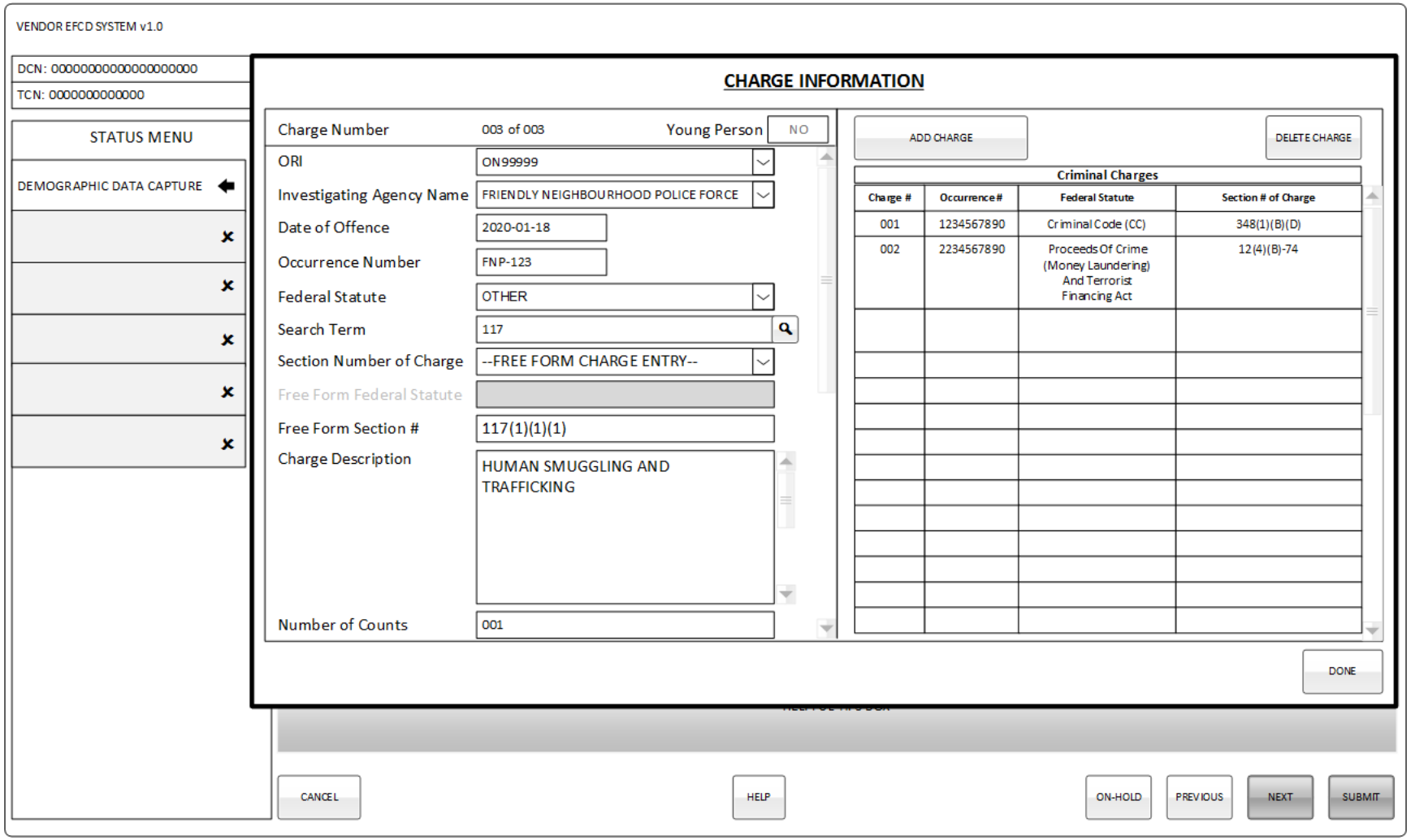

Figure 25 - Charge Information Pop-Up 4

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

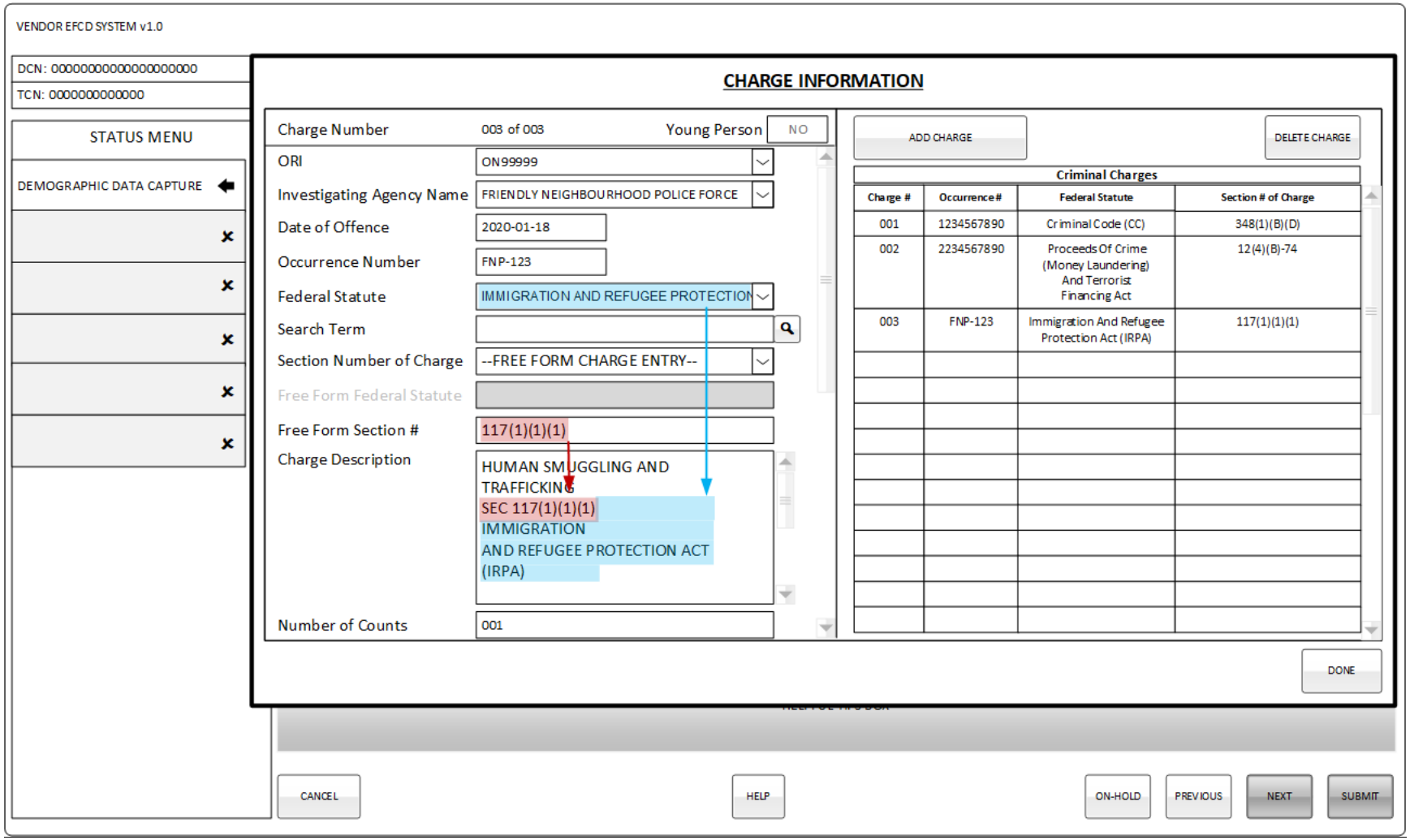

Figure 26 - Charge Information Pop-Up 5

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

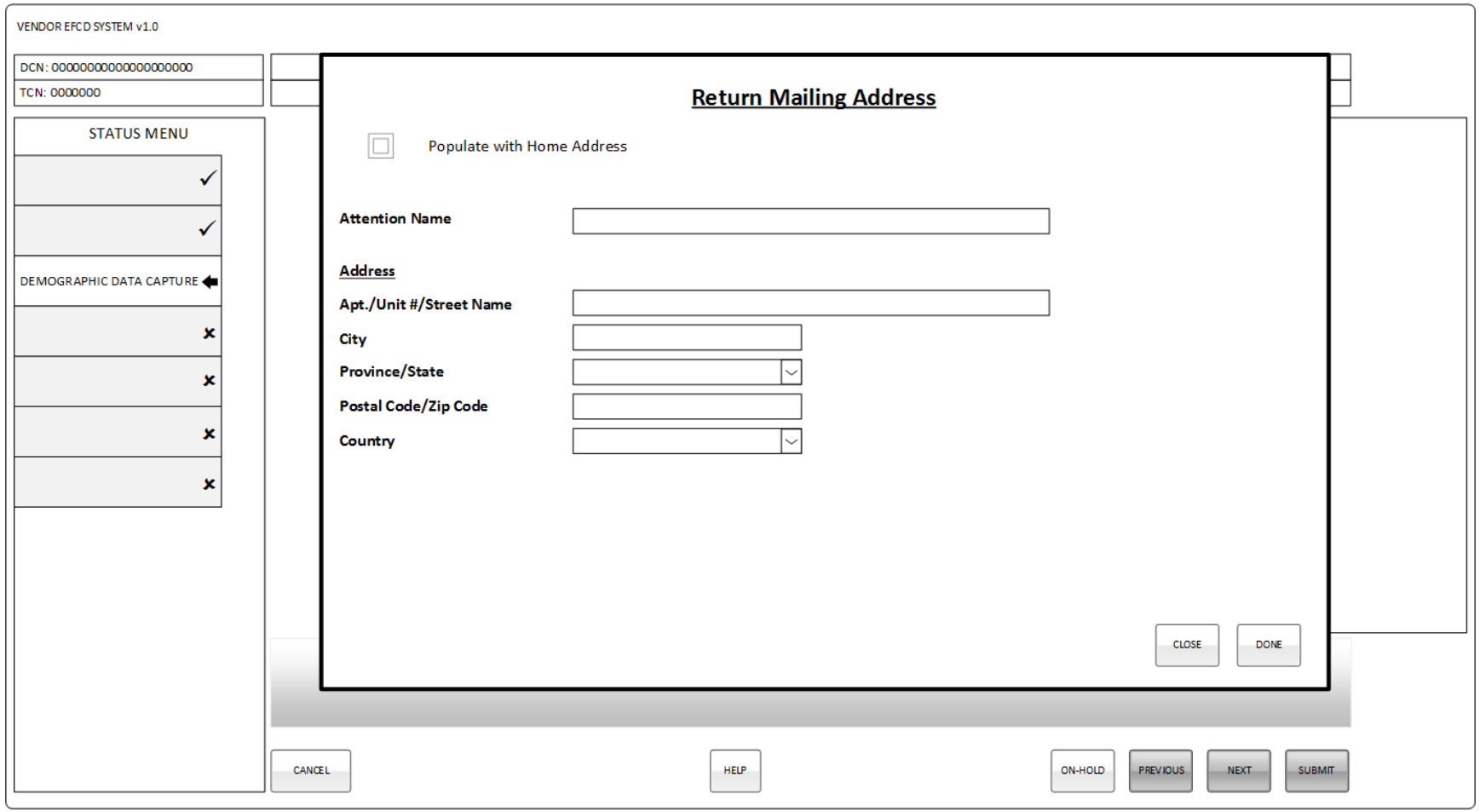

Figure 27 - Return Mailing Address Pop-Up

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

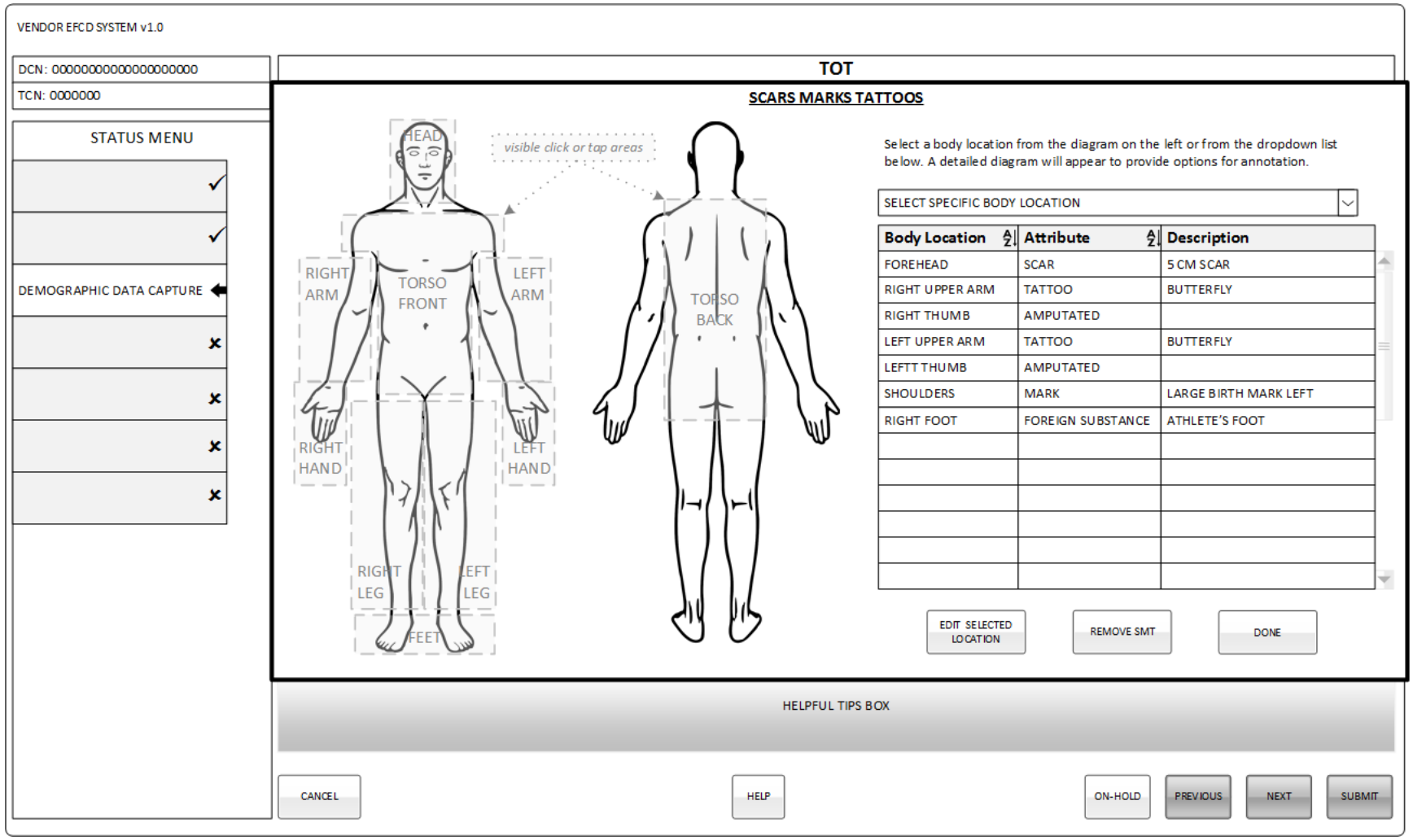

Figure 28 - Scars, Marks and Tattoos

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

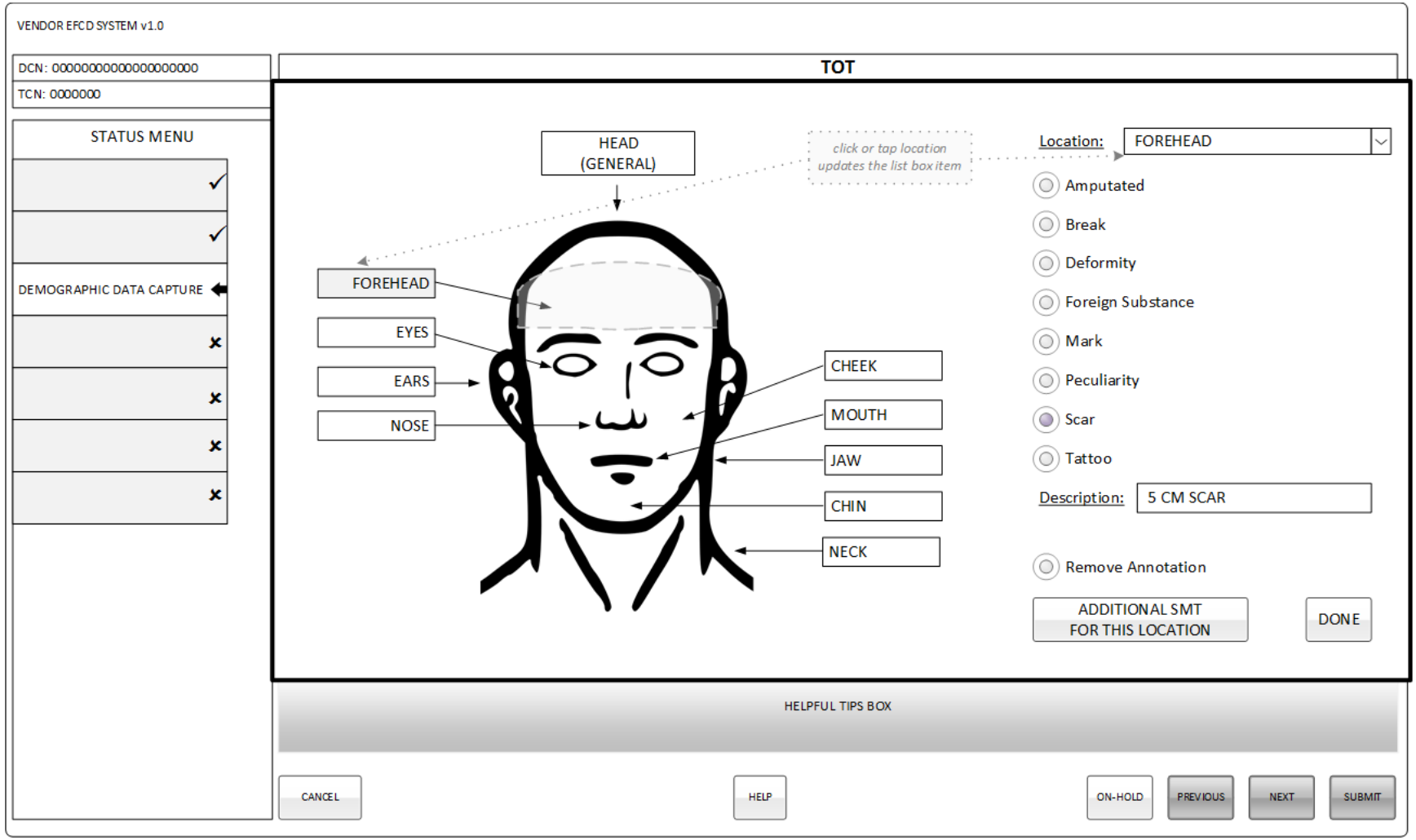

Figure 29 - Scars, Marks and Tattoos Head

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

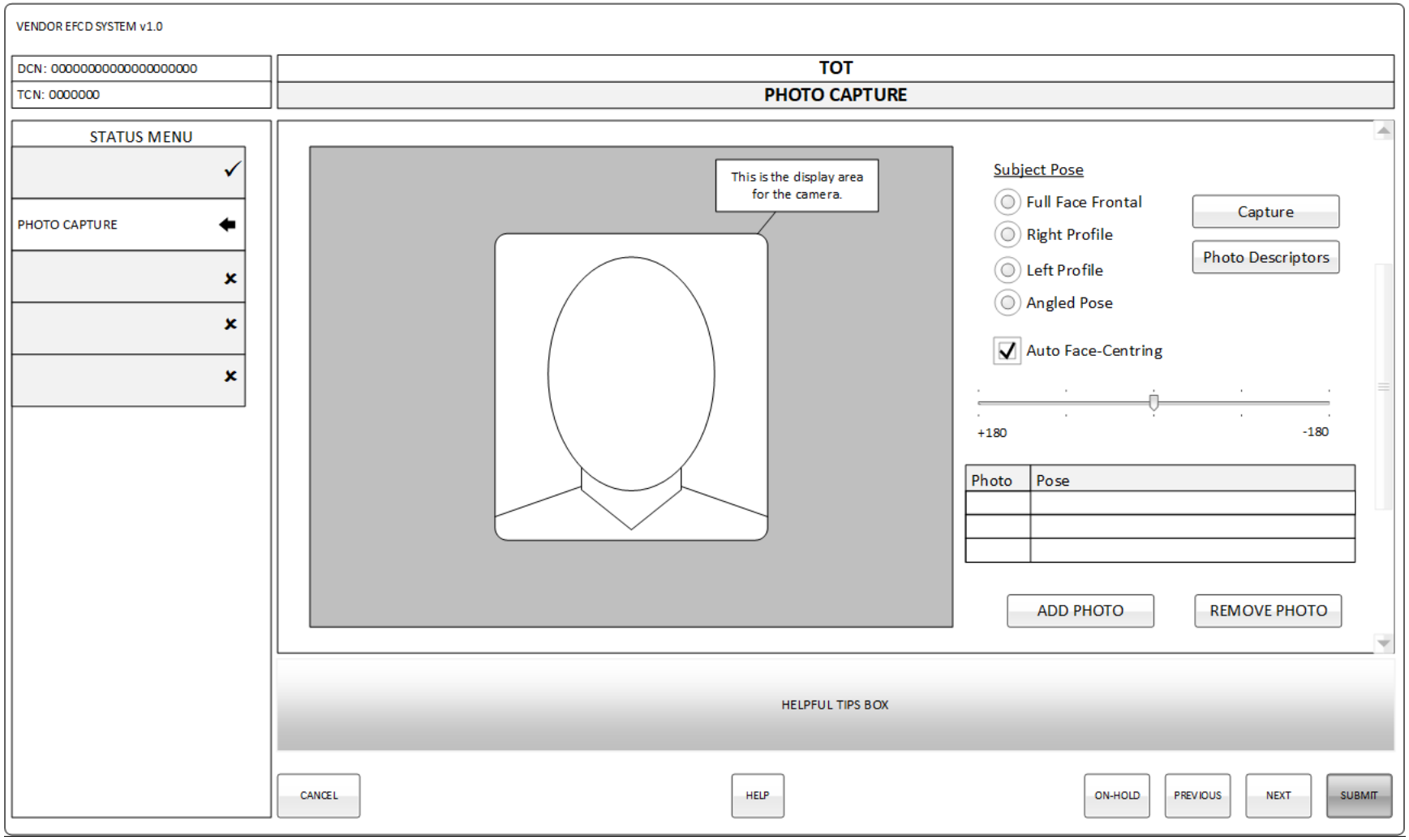

Figure 30 - Livescan Photo Capture CARY, CARN, REF

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

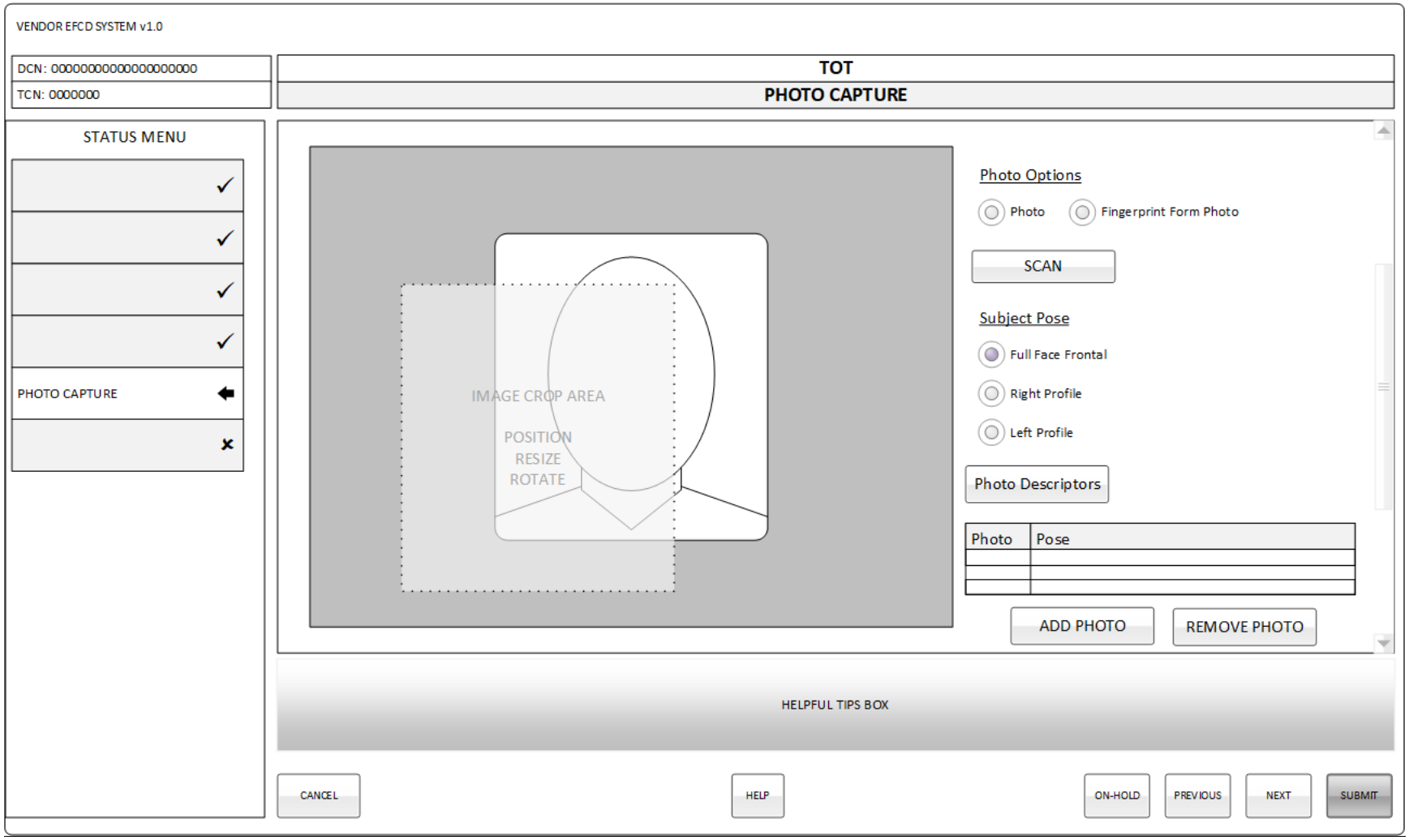

Figure 31 - Cardscan Photo Capture CARY, CARN, REF

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

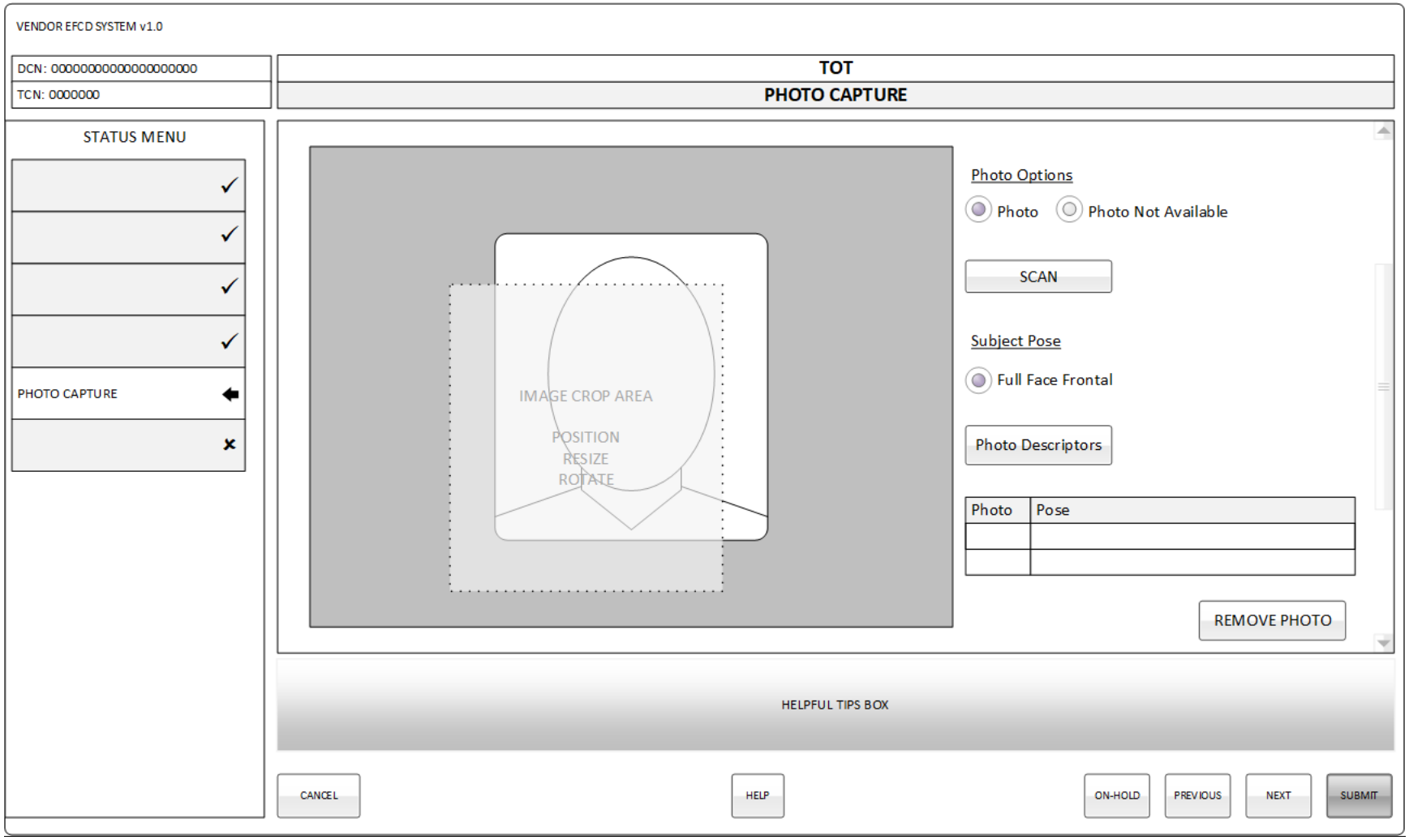

Figure 32 - Cardscan Photo Capture - MAP

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

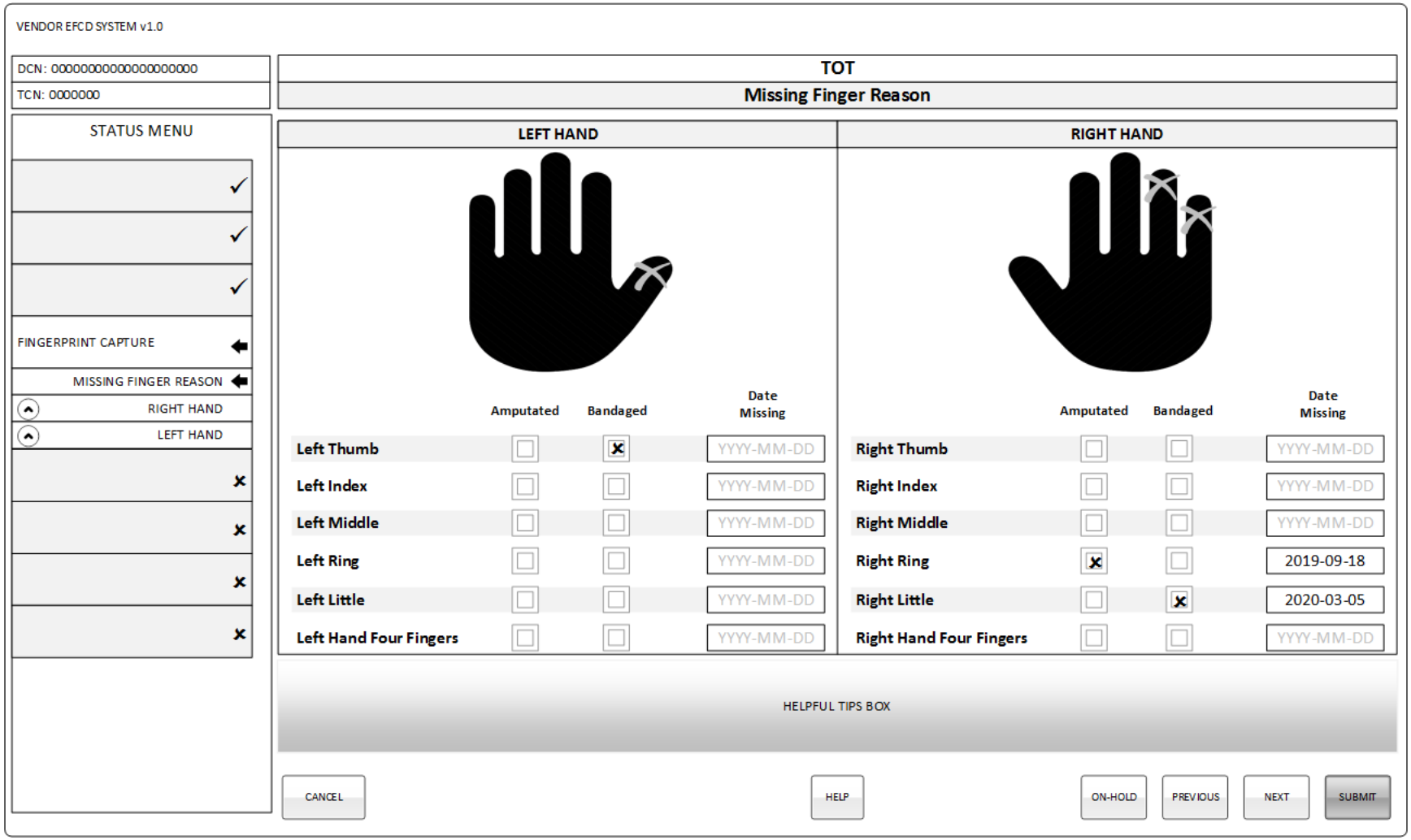

Figure 33 - Missing Fingerprint Reason

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

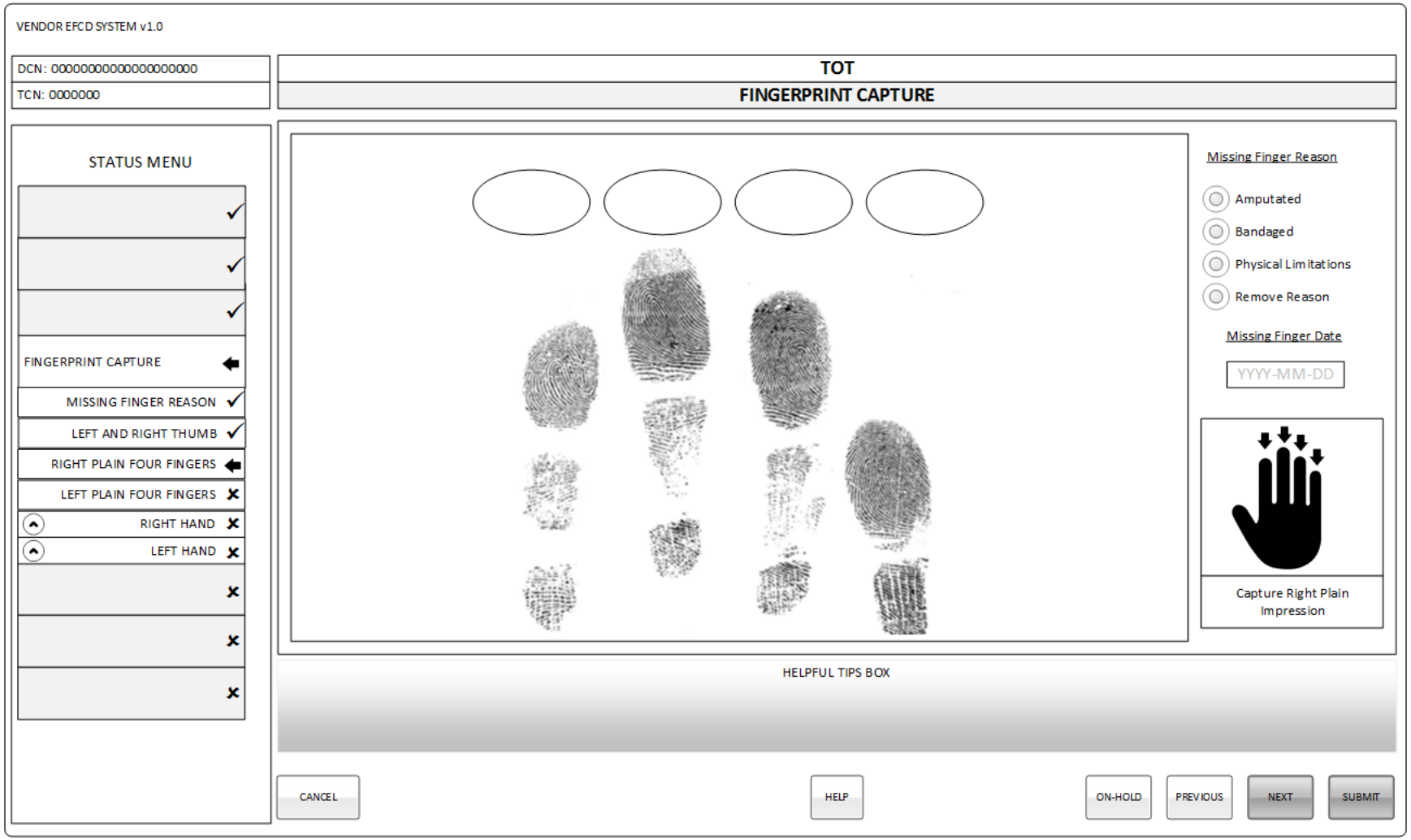

Figure 34 - Livescan ID Flat Plain Impression Capture

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

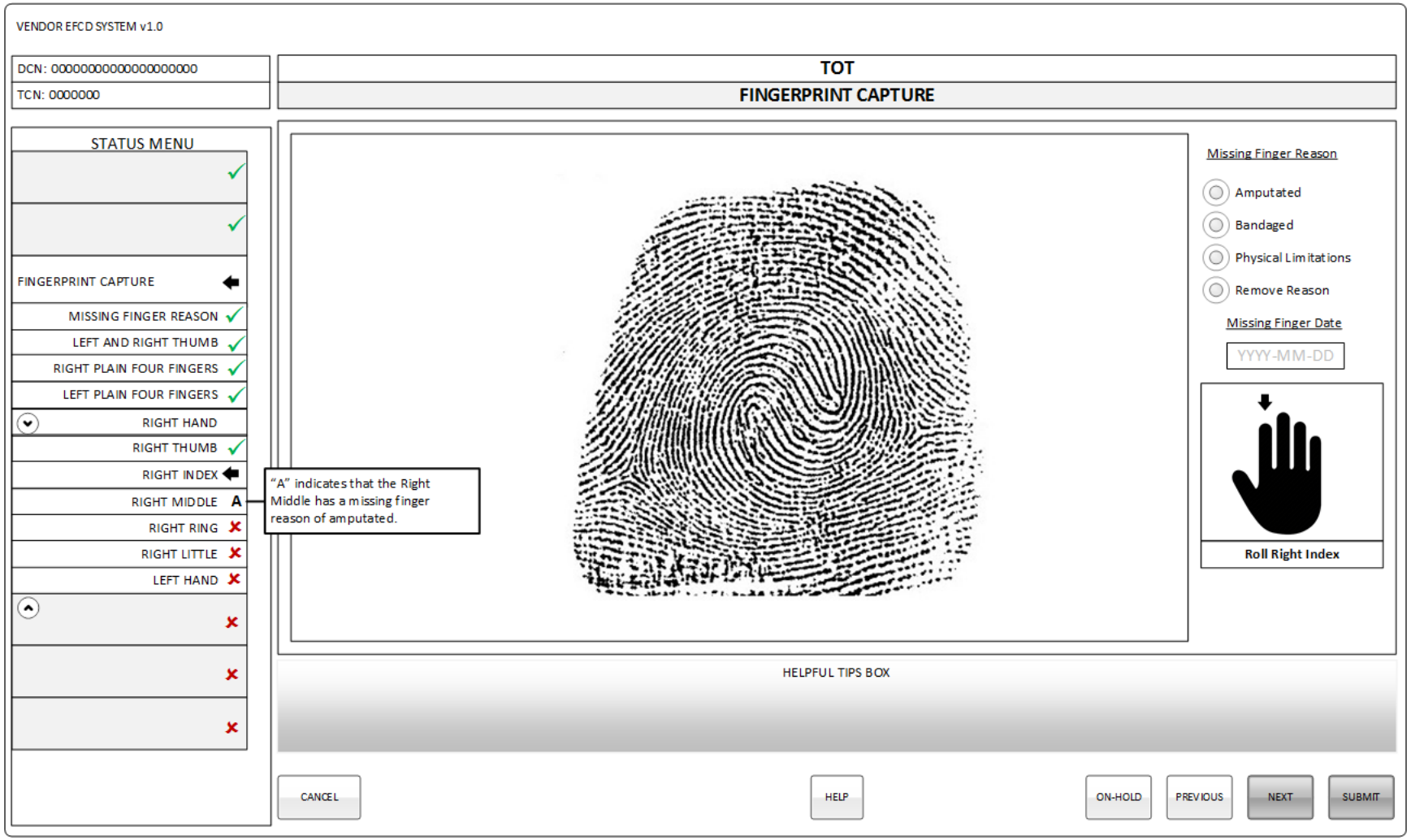

Figure 35 - Livescan Fingerprint Capture

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

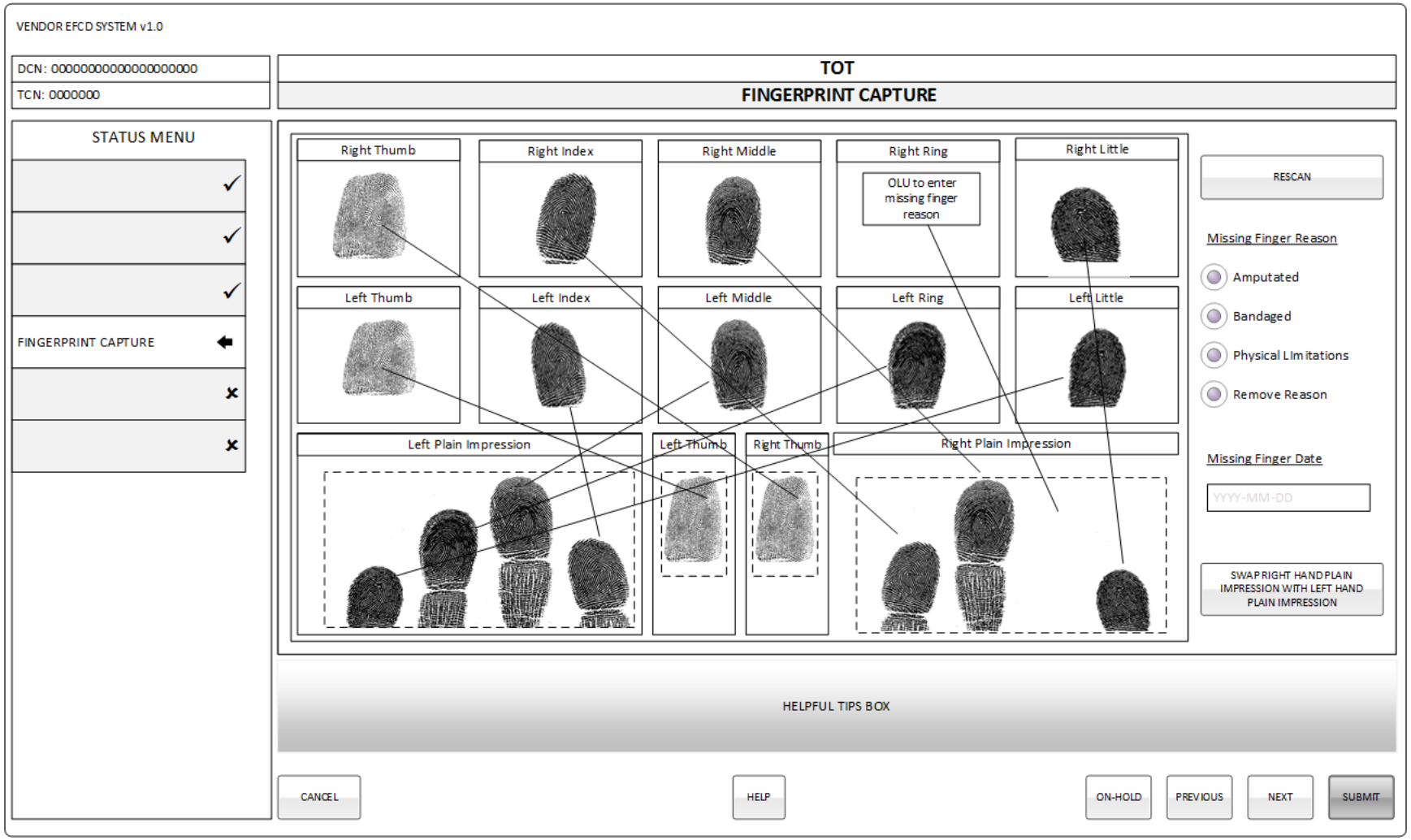

Figure 36 - Cardscan ID Flats Fingerprint Capture

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Figure 37 - Cardscan Fingerprint Capture

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

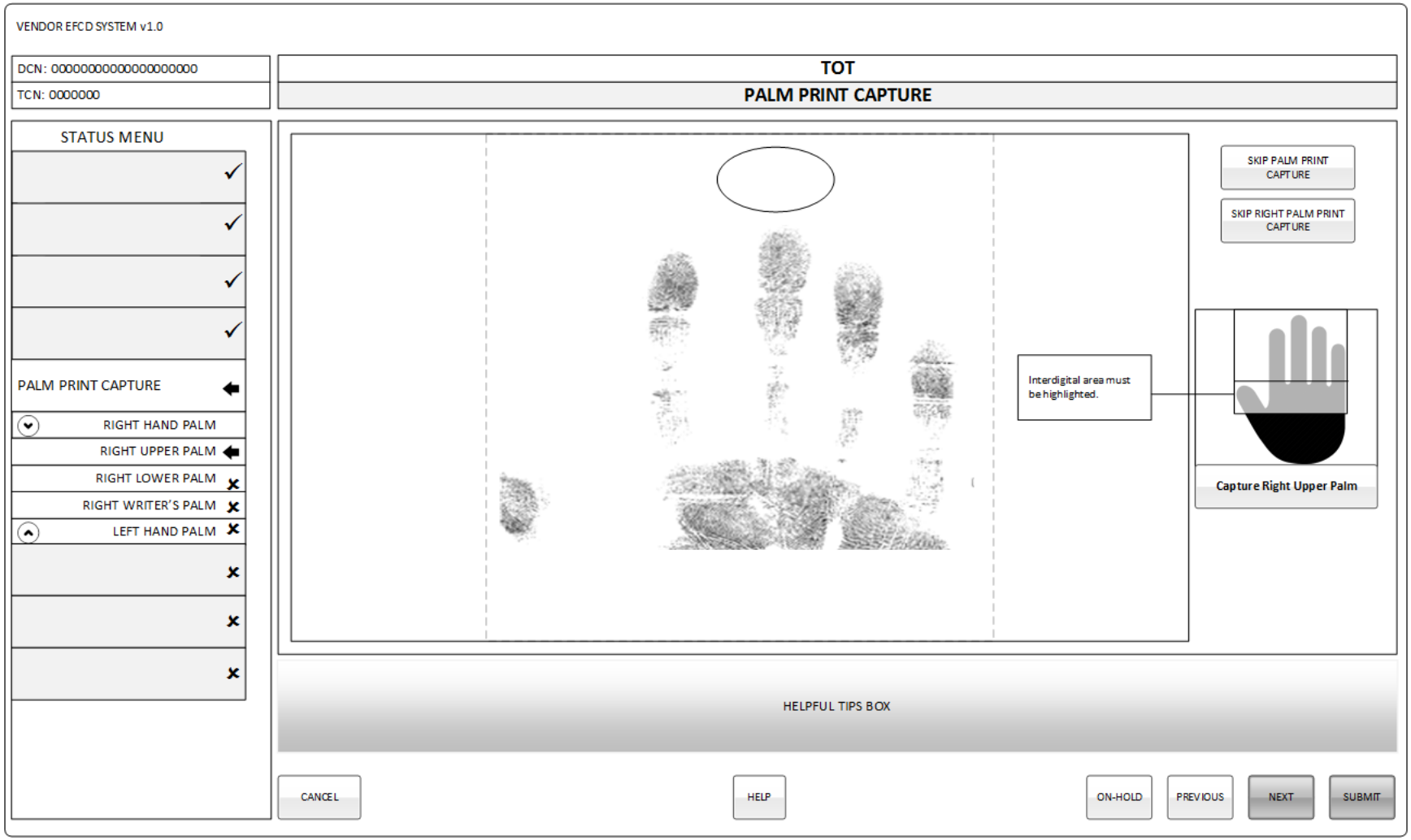

Figure 38 - Livescan Upper Palm Capture

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

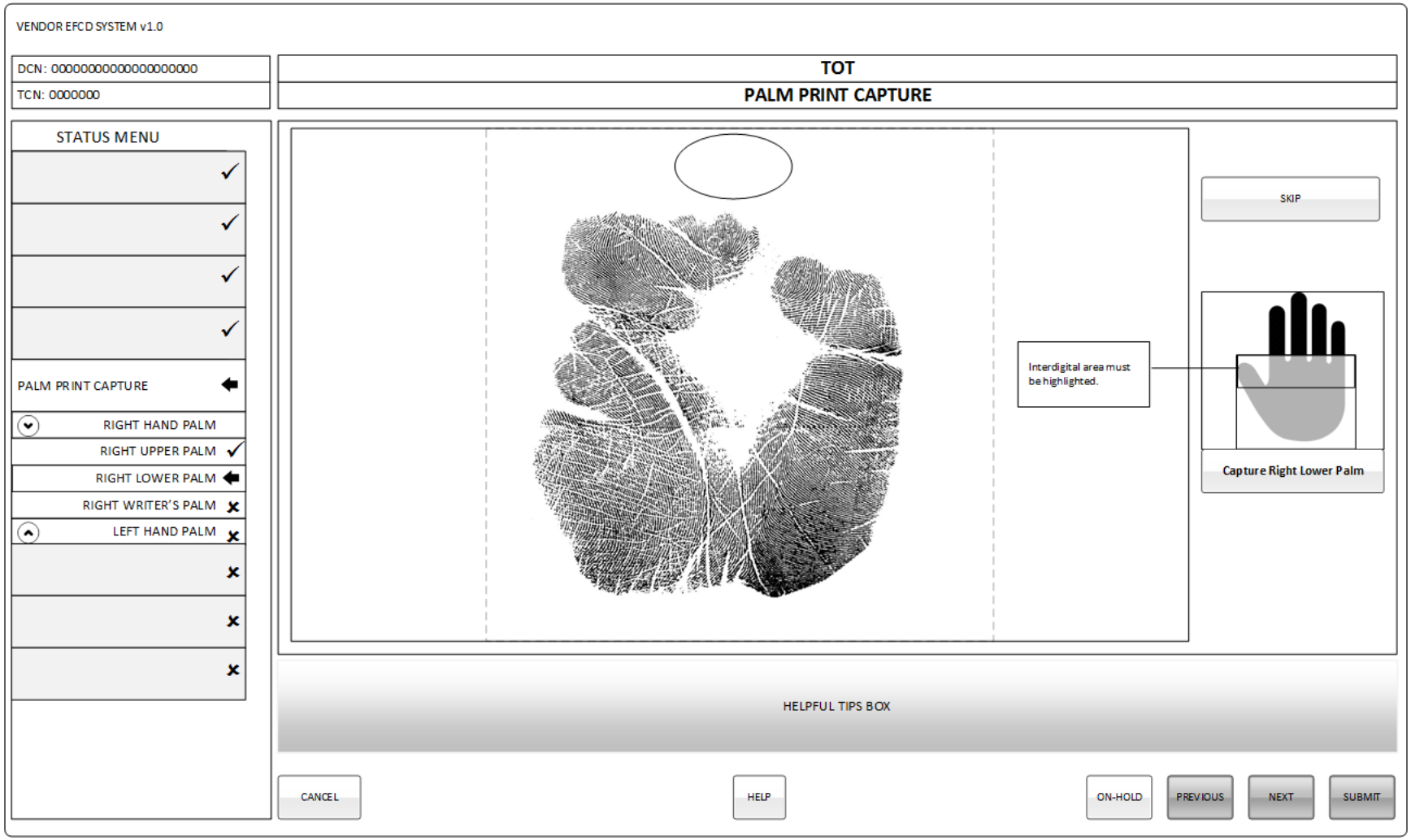

Figure 39 - Livescan Lower Palm Capture

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

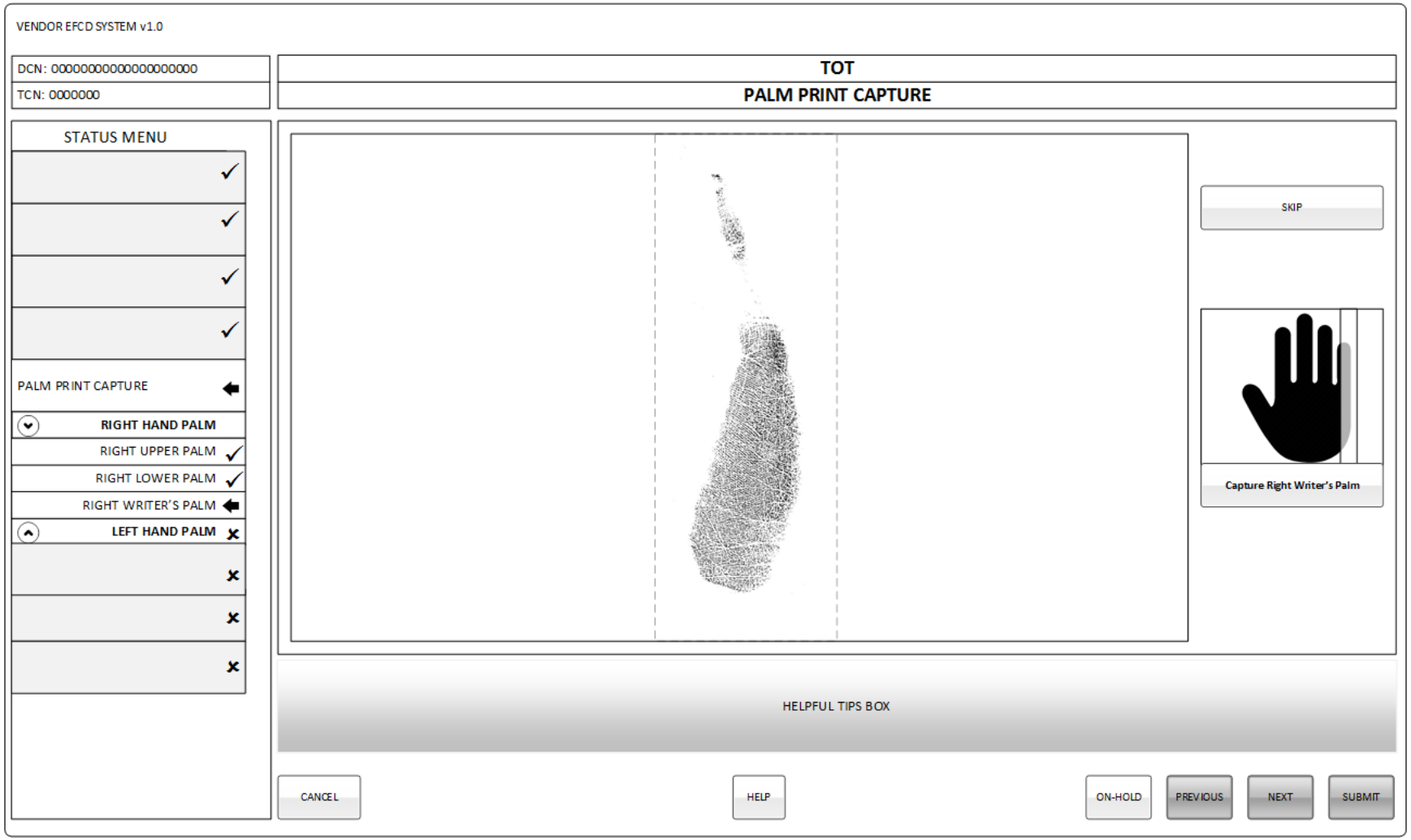

Figure 40 - Livescan Writers Palm Capture

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Figure 41 - Cardscan Palm Print Capture

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

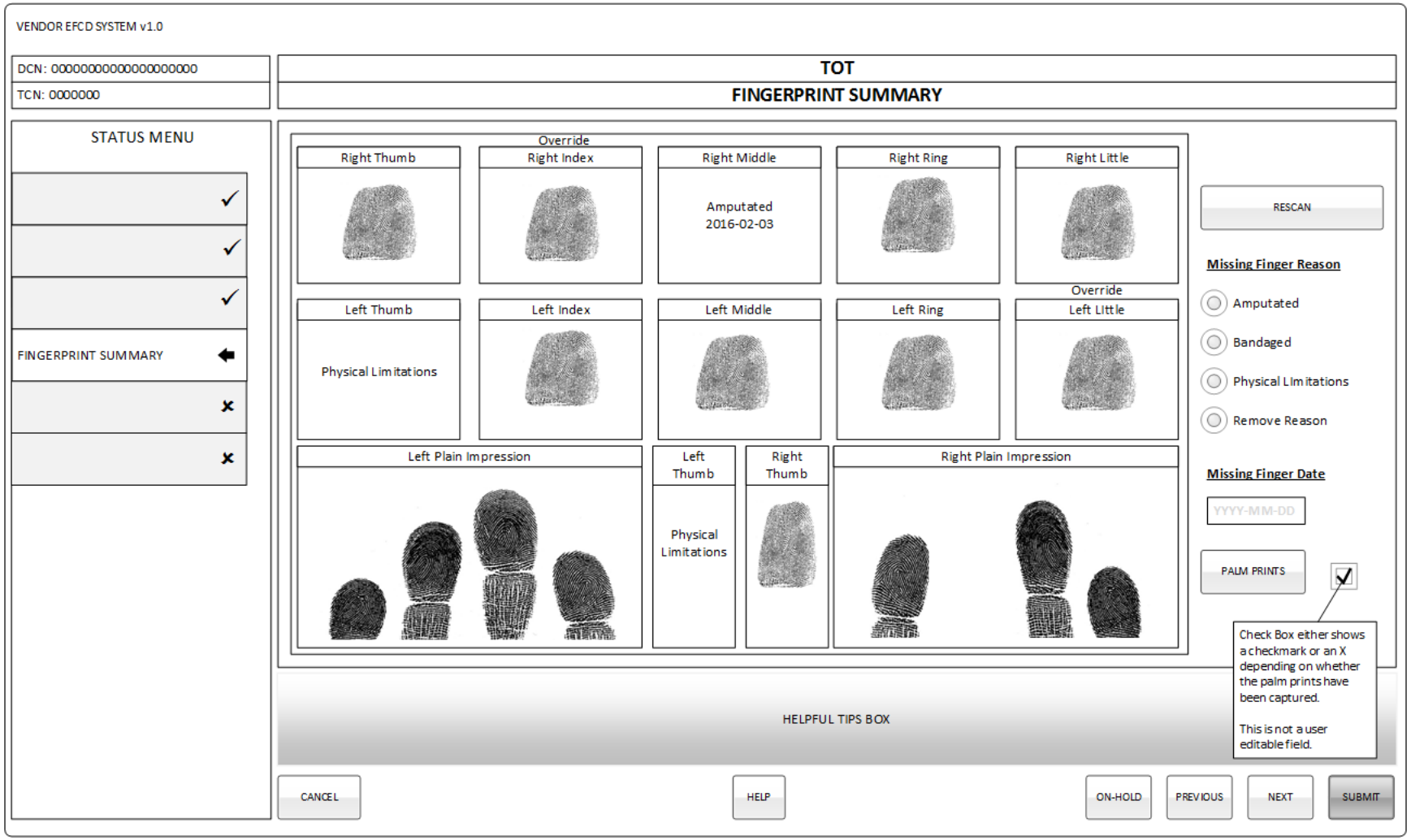

Figure 42 - Ten Print Summary Screen

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

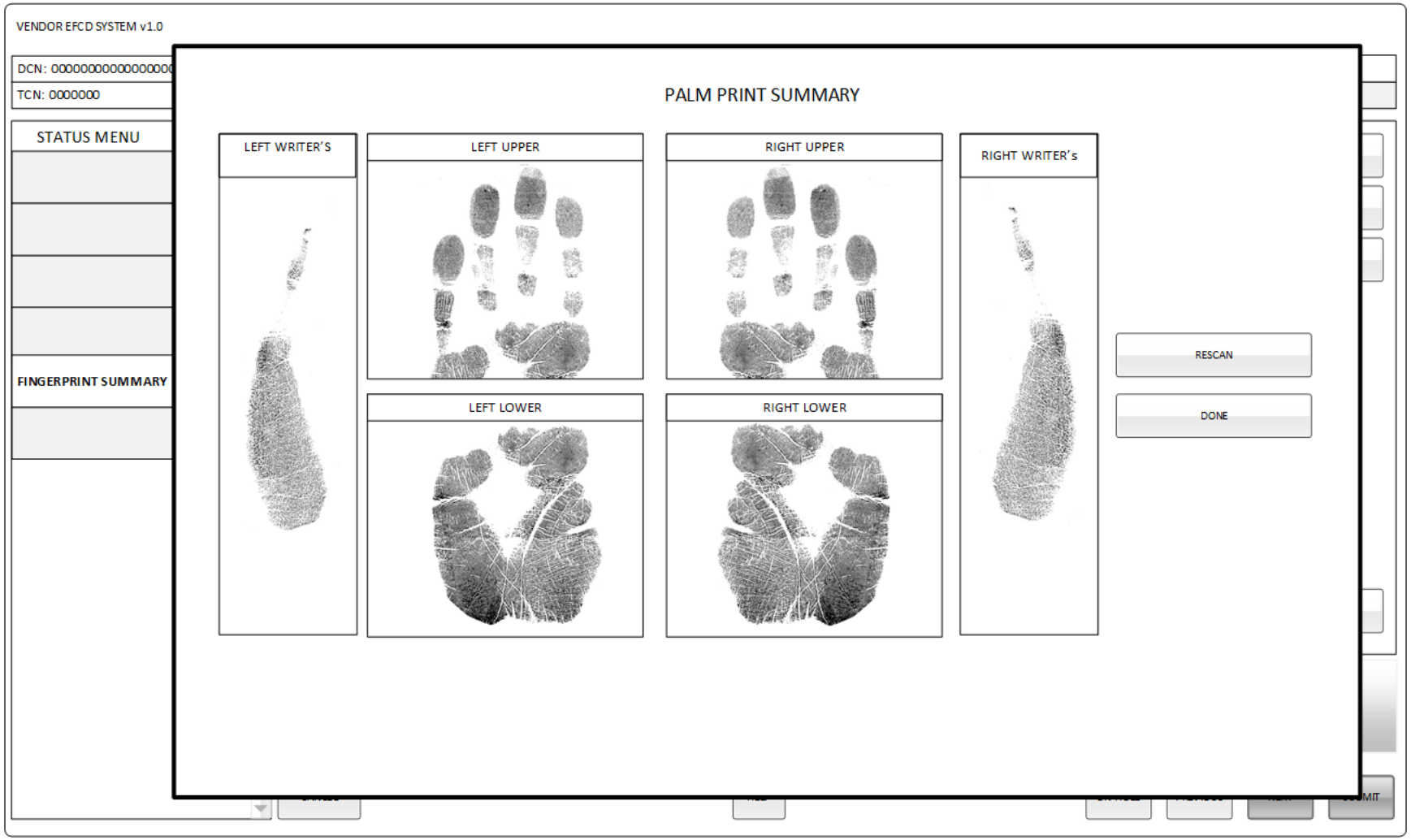

Figure 43 - Livescan Palm Summary Pop-Up

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

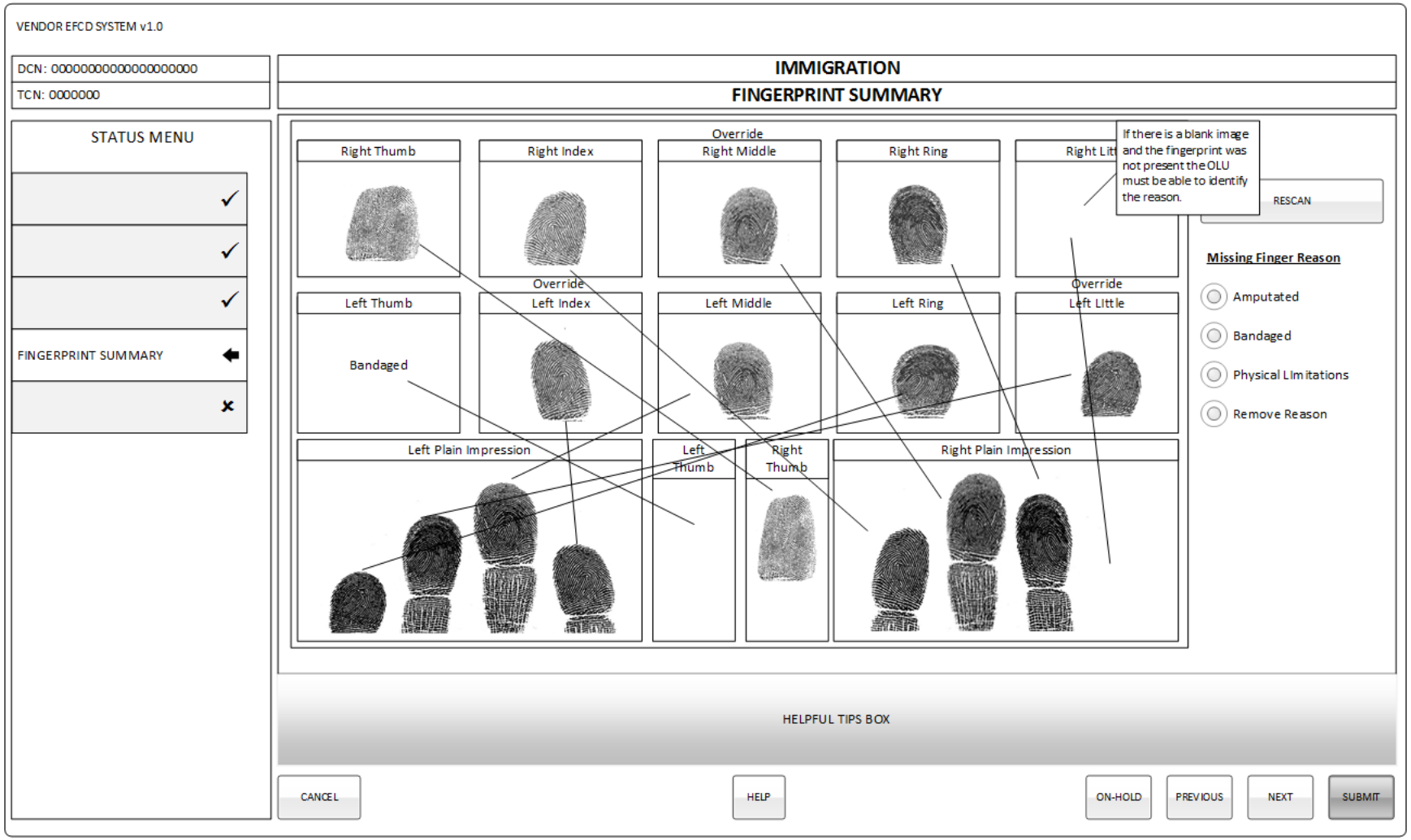

Figure 44 - Livescan ID Flat Summary

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

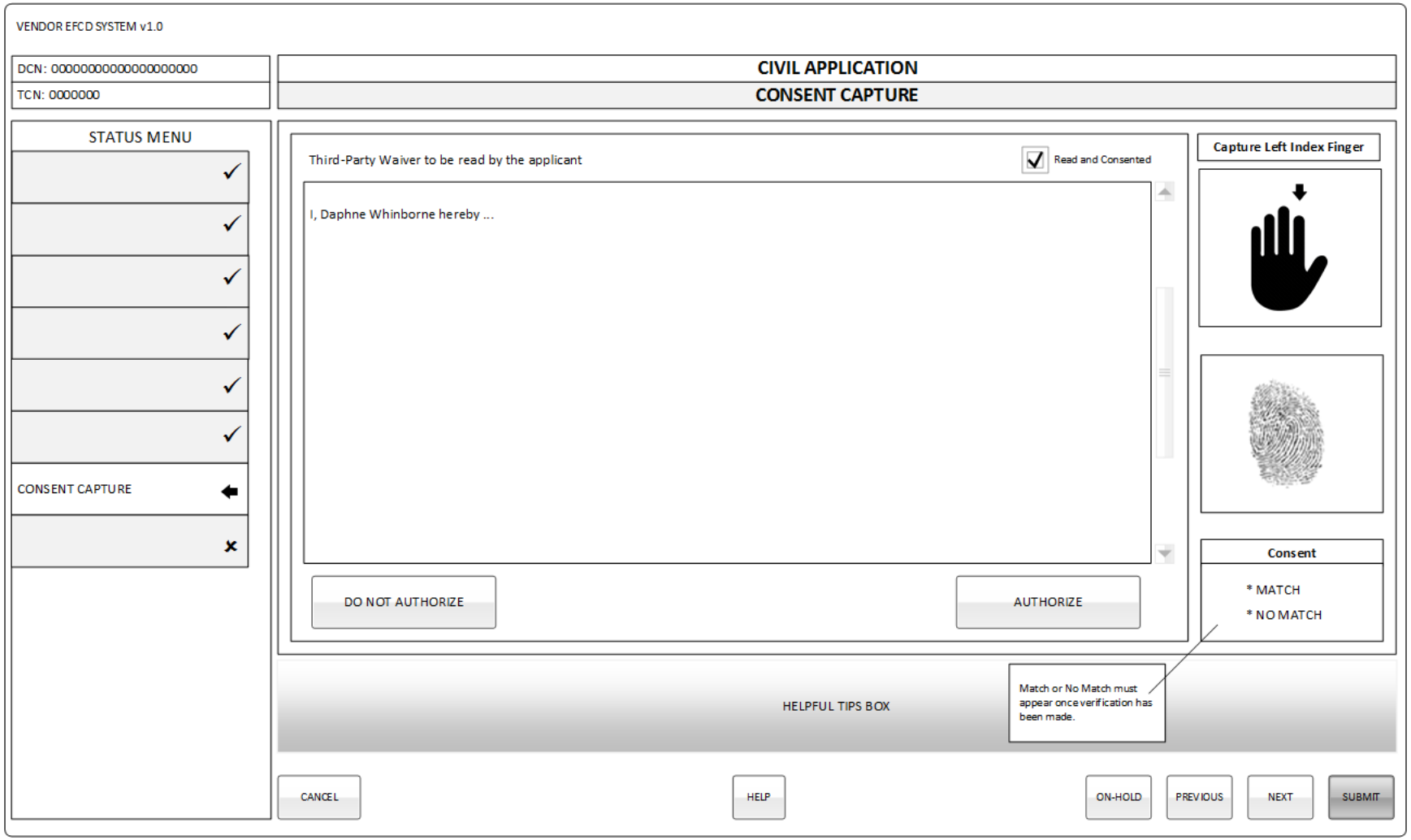

Figure 45 - Livescan Consent

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

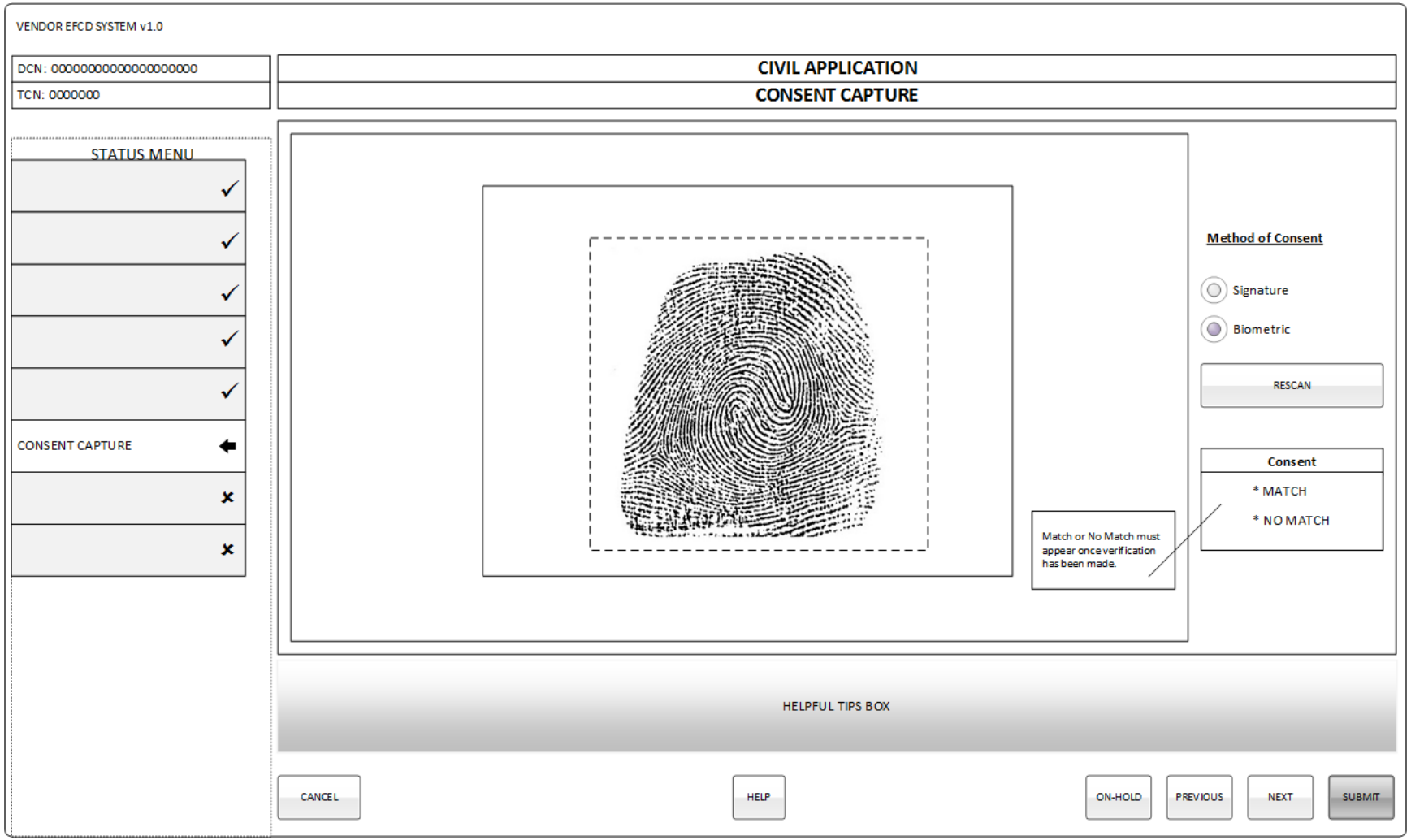

Figure 46 - Cardscan Consent

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

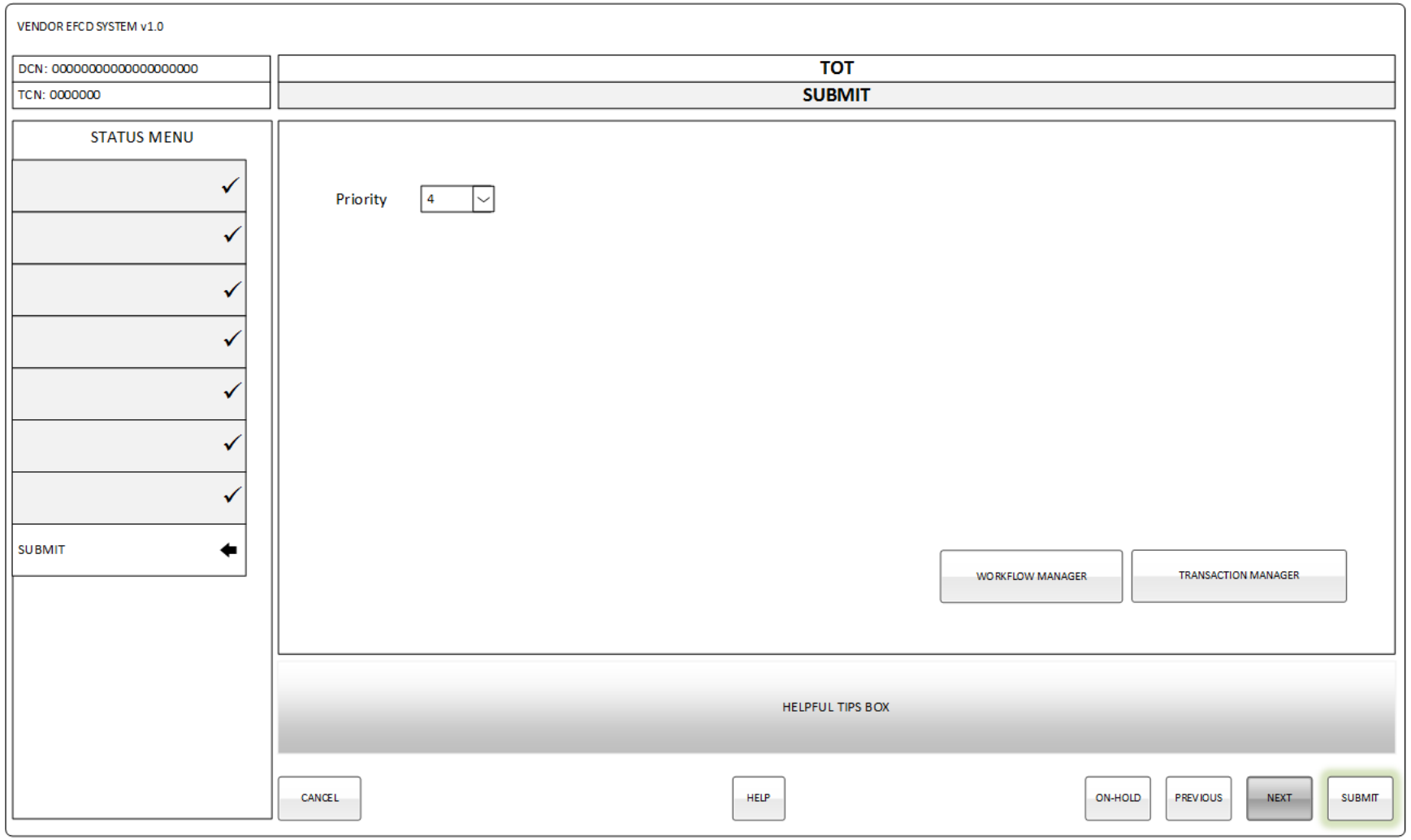

Figure 47 - Cardscan Submit

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

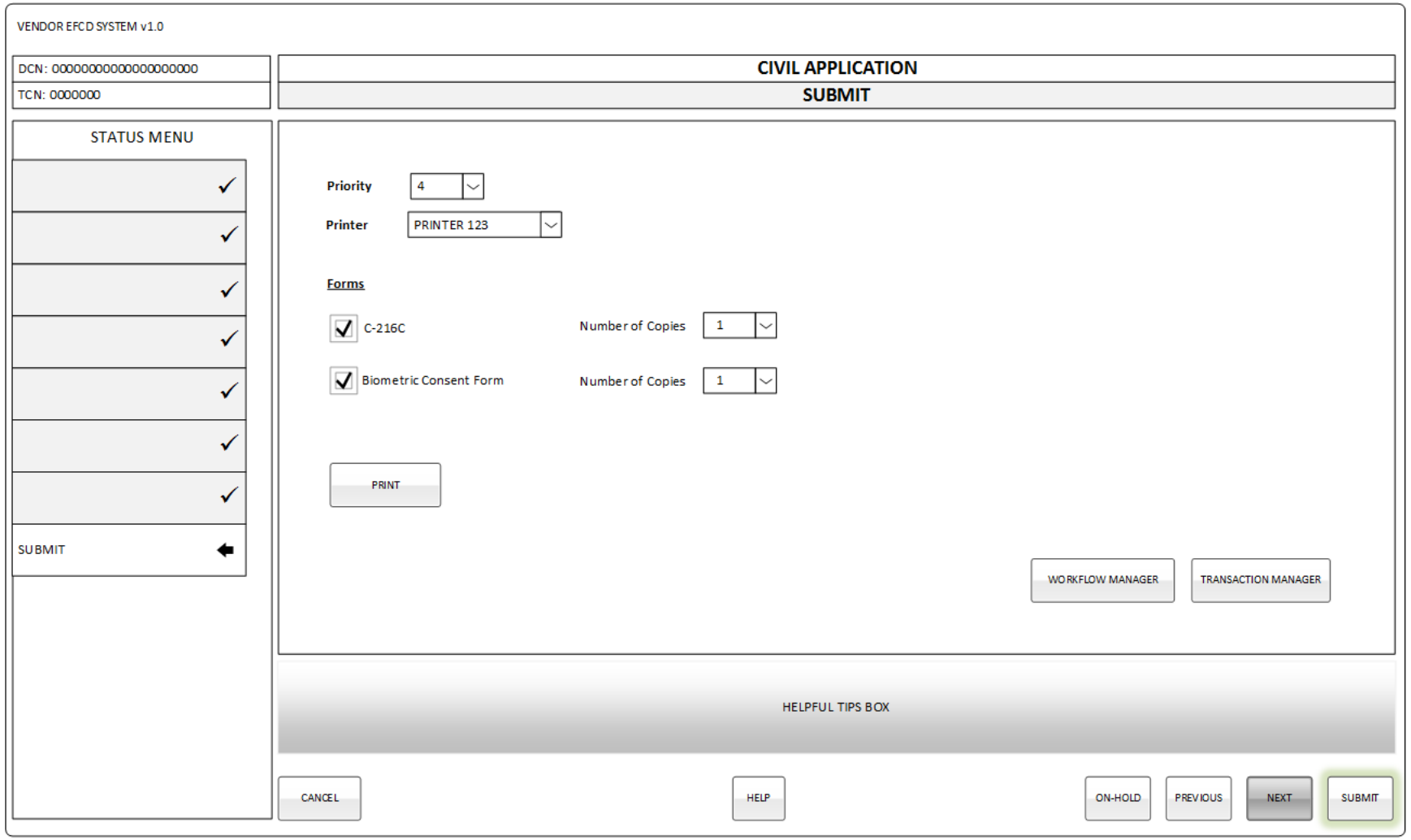

Figure 48 - Livescan Submit Screen

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

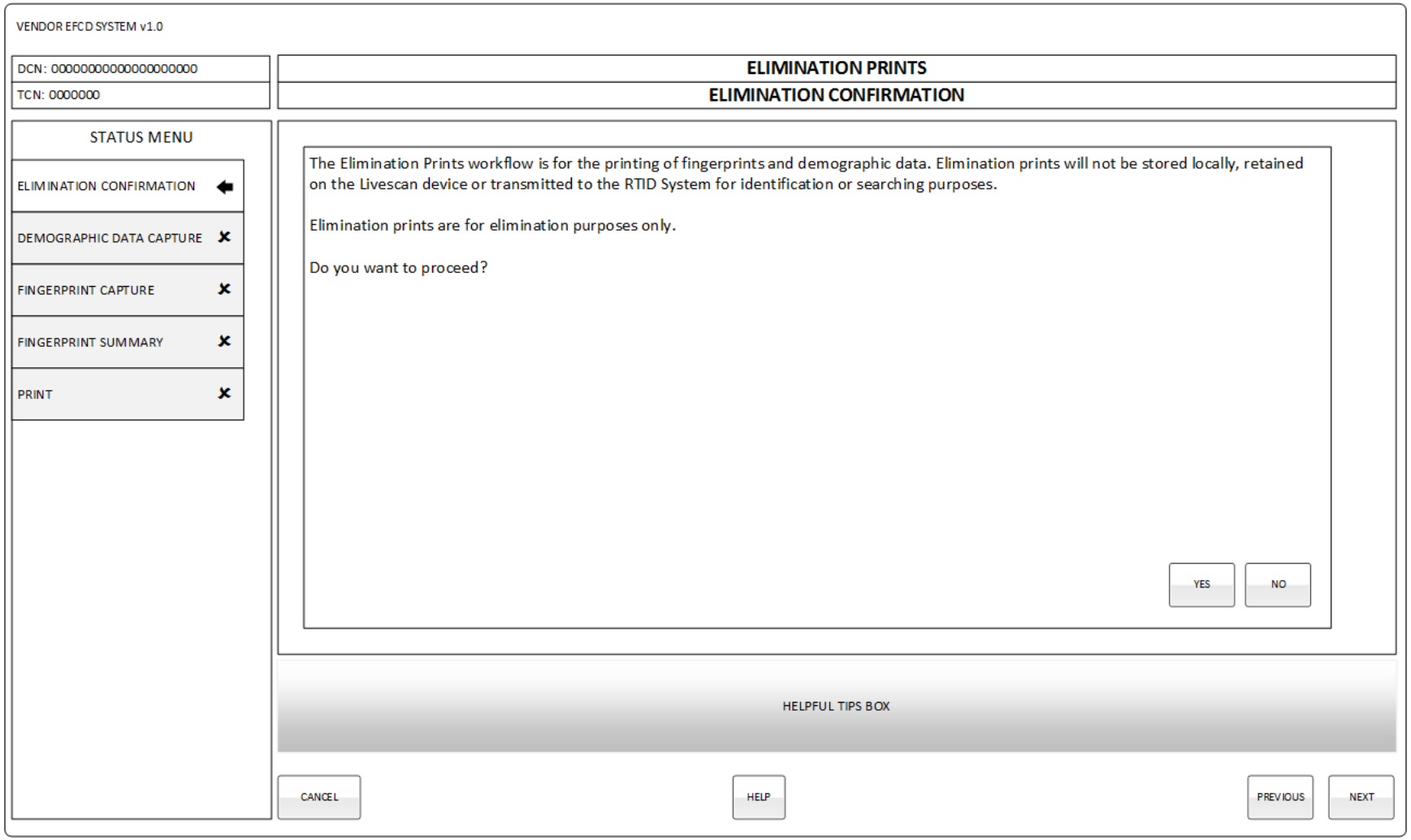

Figure 49 - Elimination Prints-Elimination Confirmation Screen

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

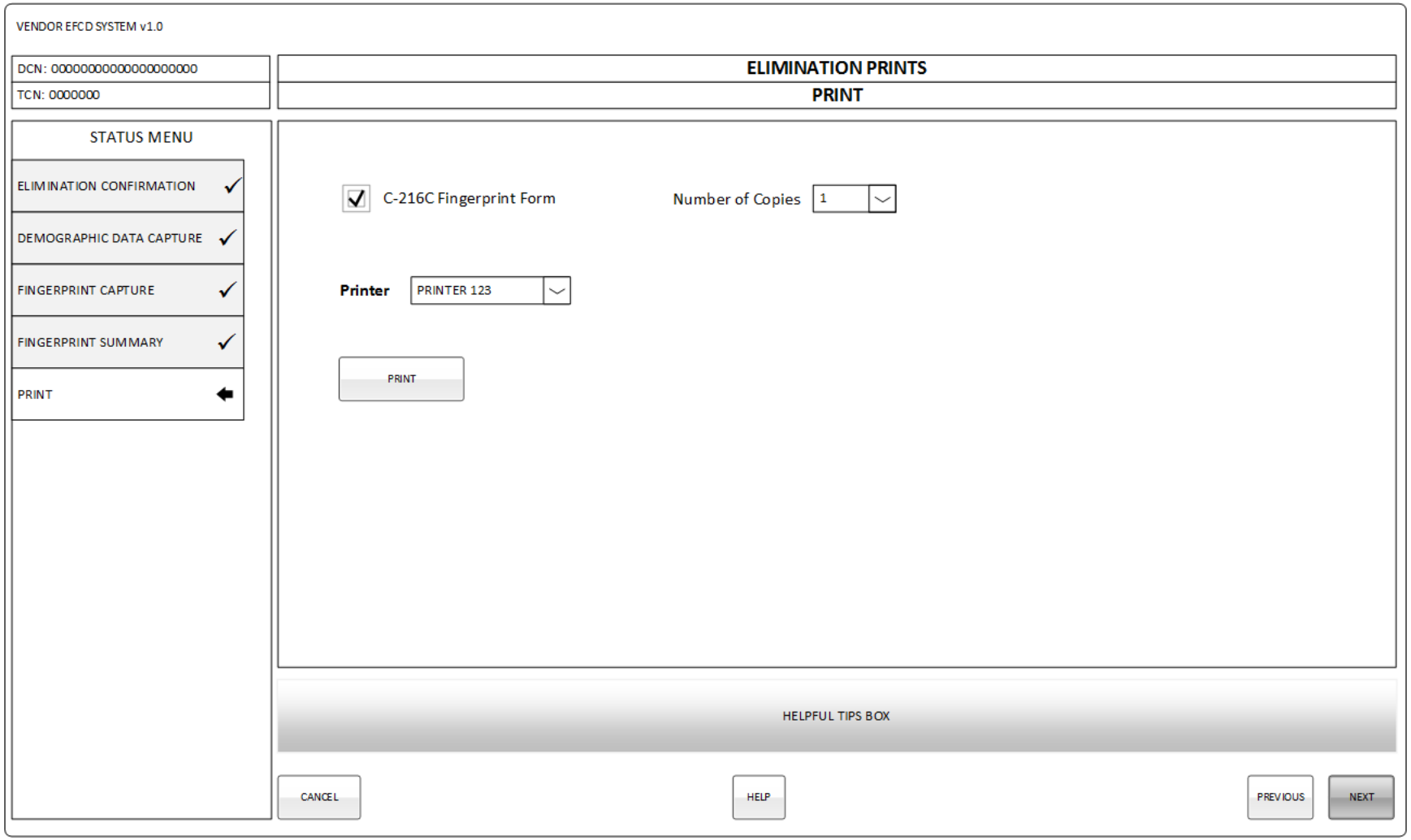

Figure 50 - Elimination Printing

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

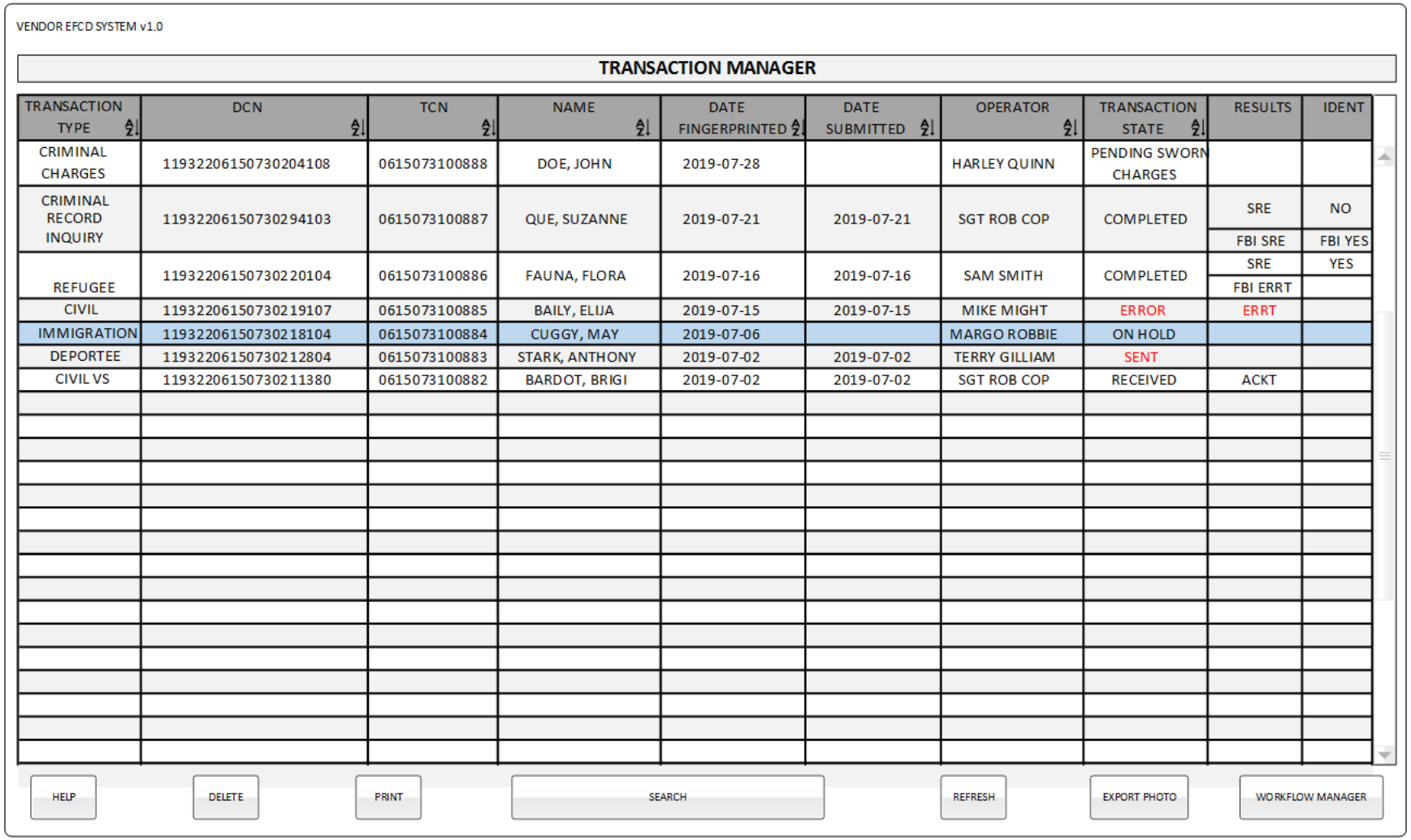

Figure 51 - Transaction Manager

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

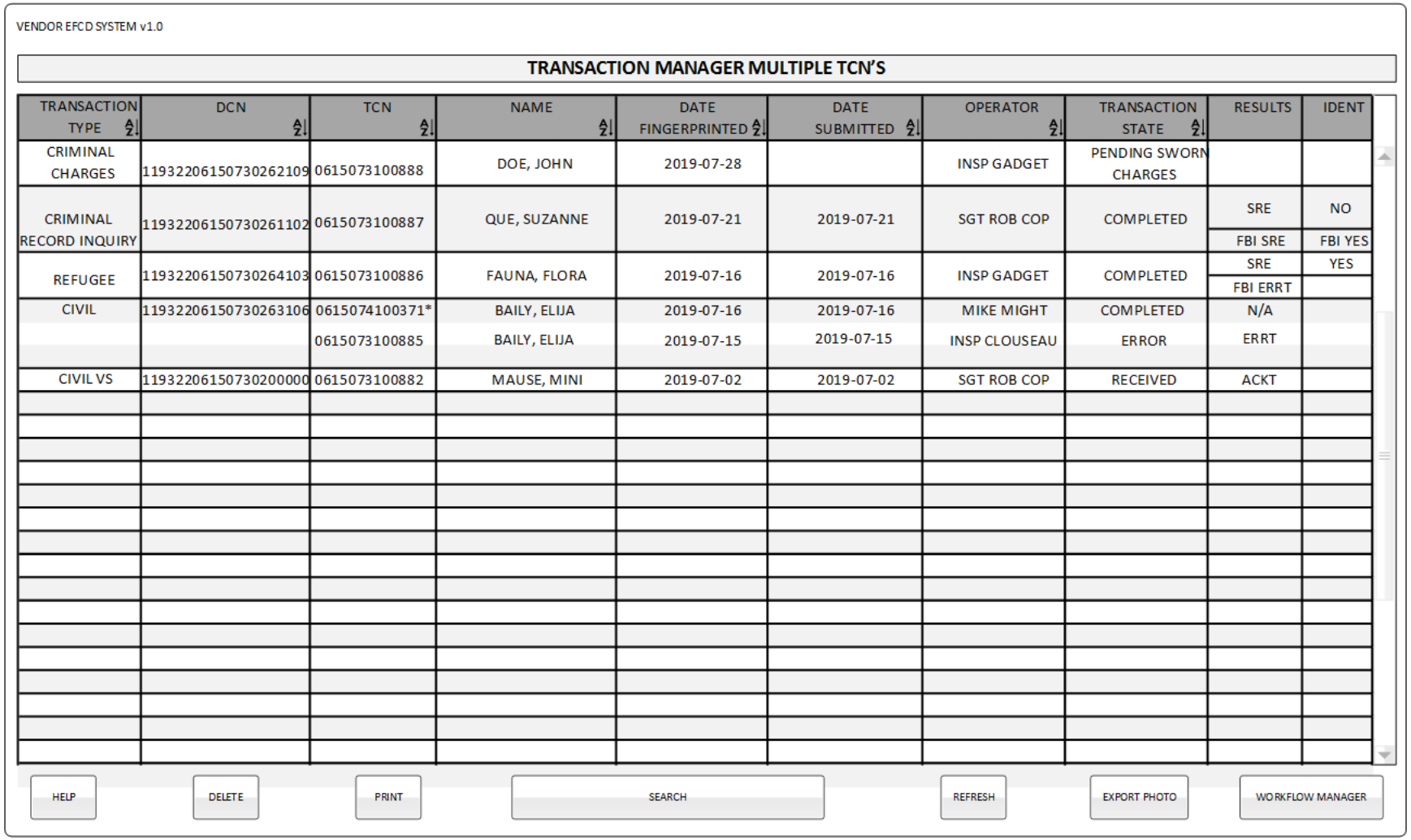

Figure 52 - Transaction Manager Multiple TCN

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

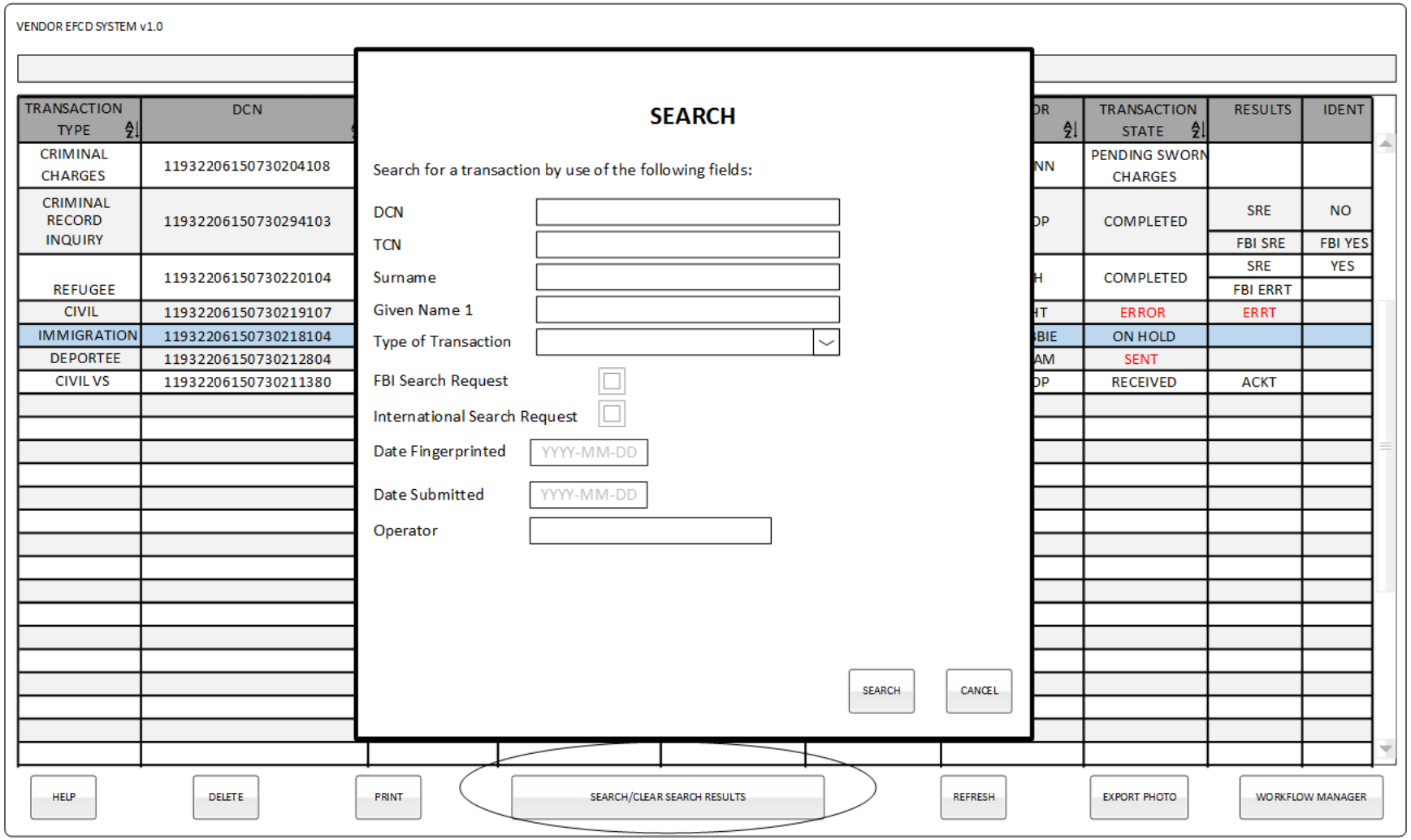

Figure 53 - Transaction Manager Search Pop-Up

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

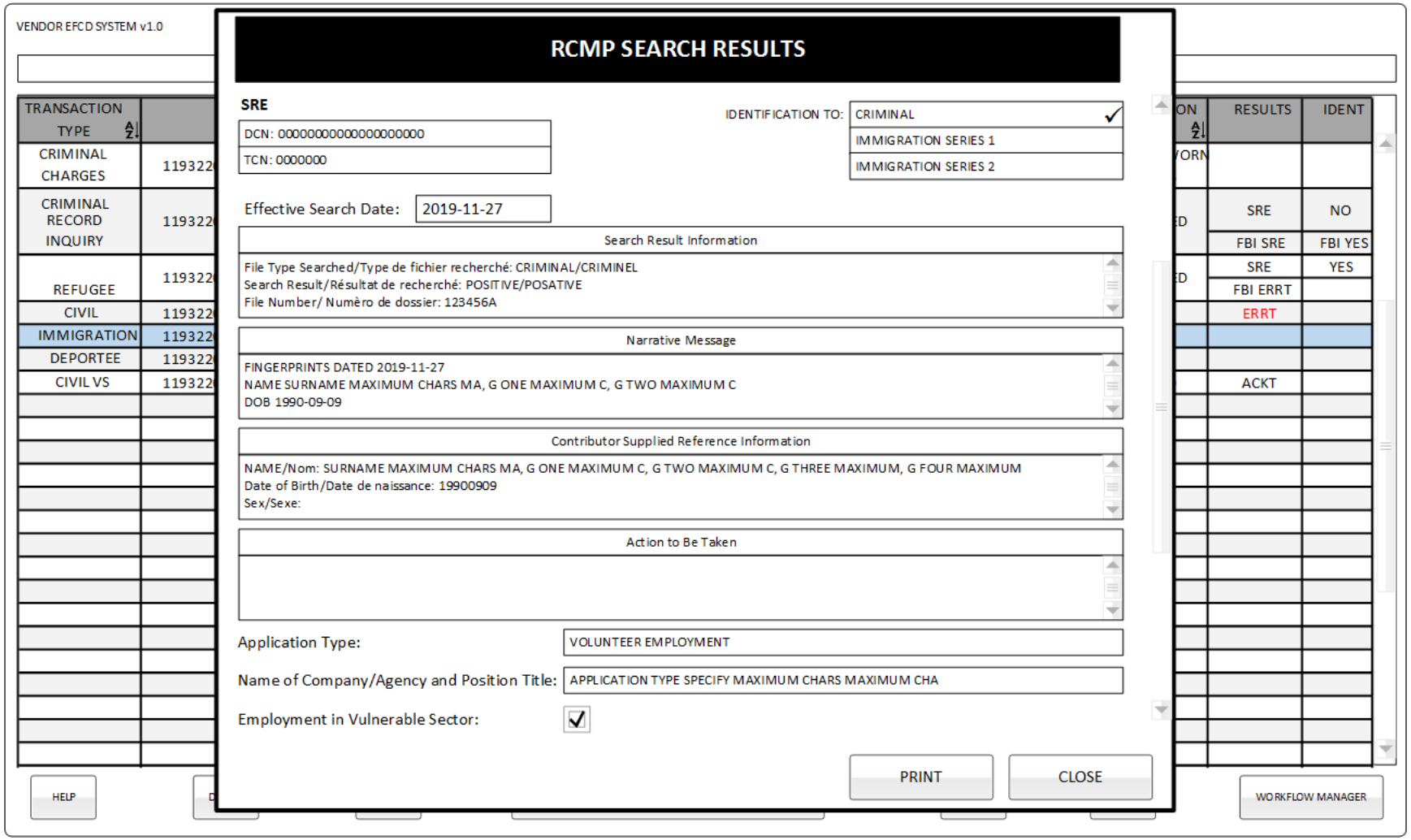

Figure 54 - SRE MAP Message

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

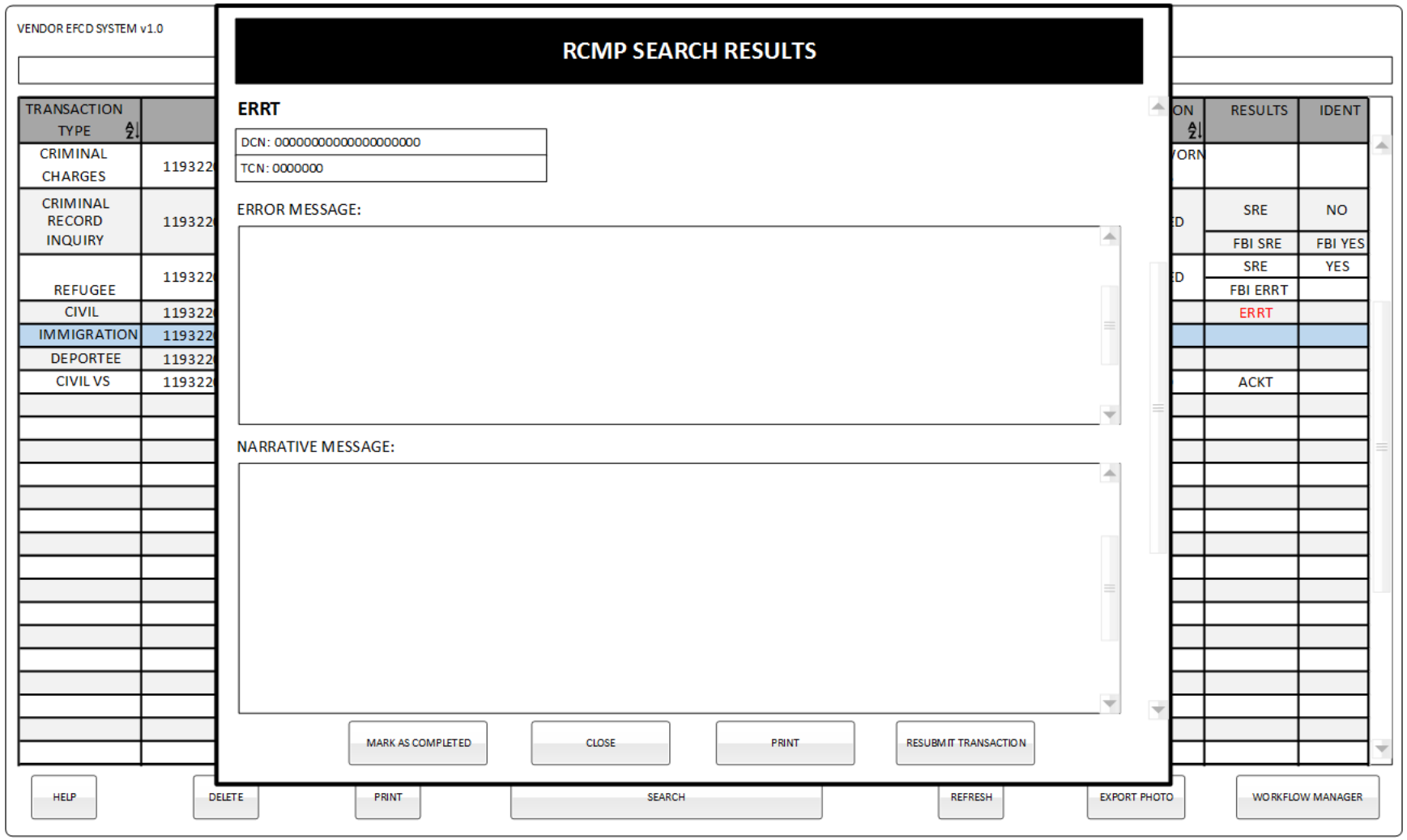

Figure 55 - ERRT Message

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

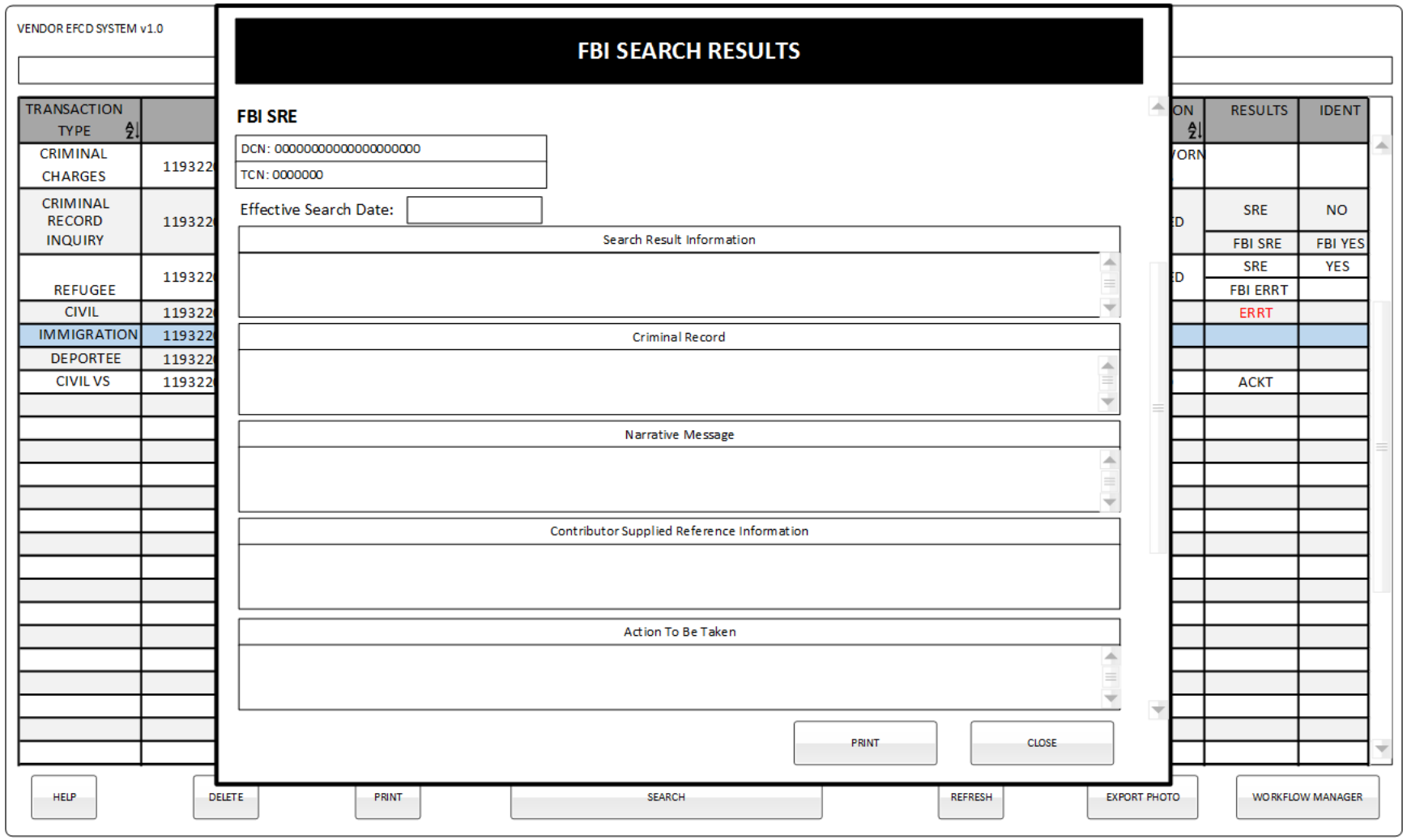

Figure 56 - FBI SRE Message

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

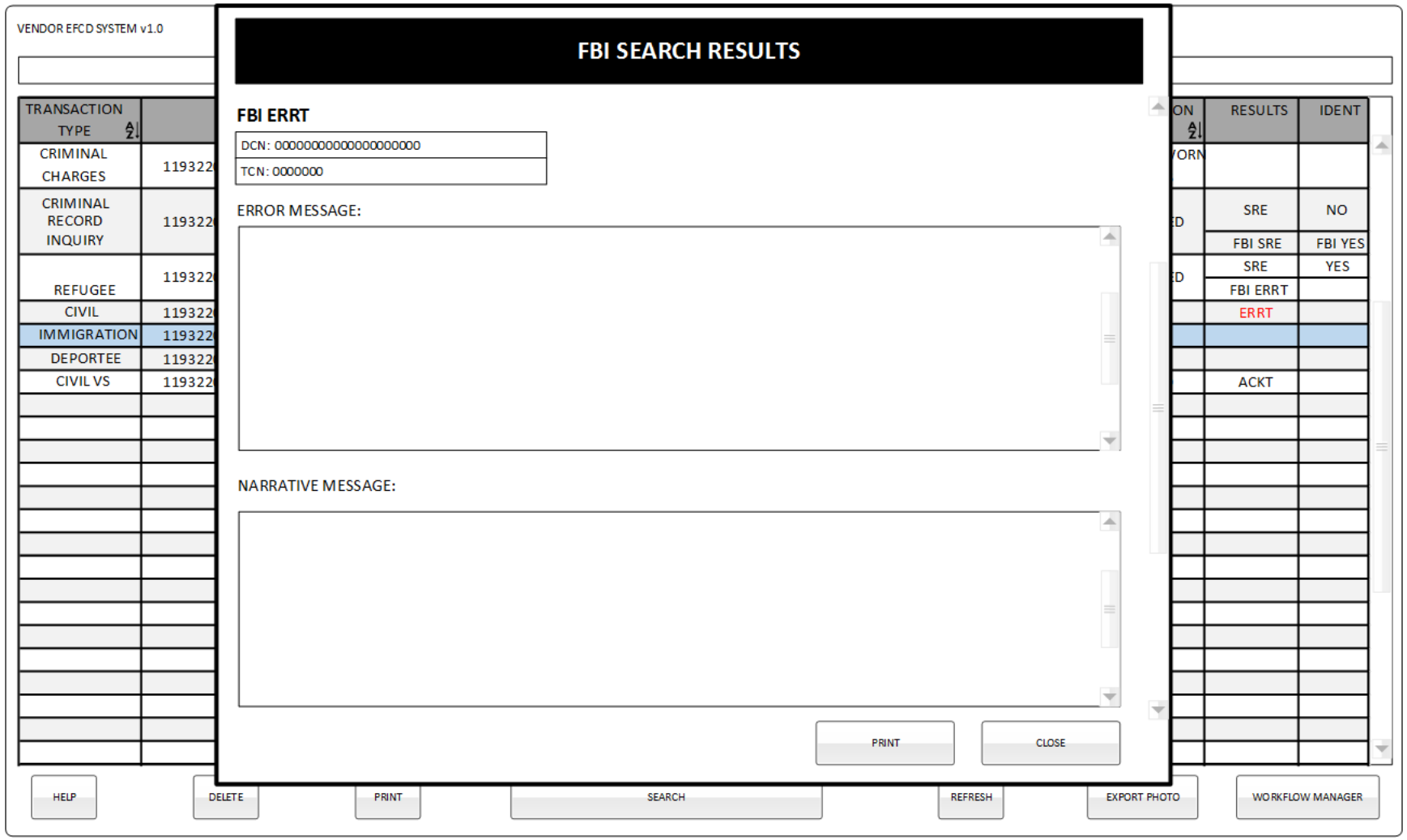

Figure 57 - FBI ERRT Message

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

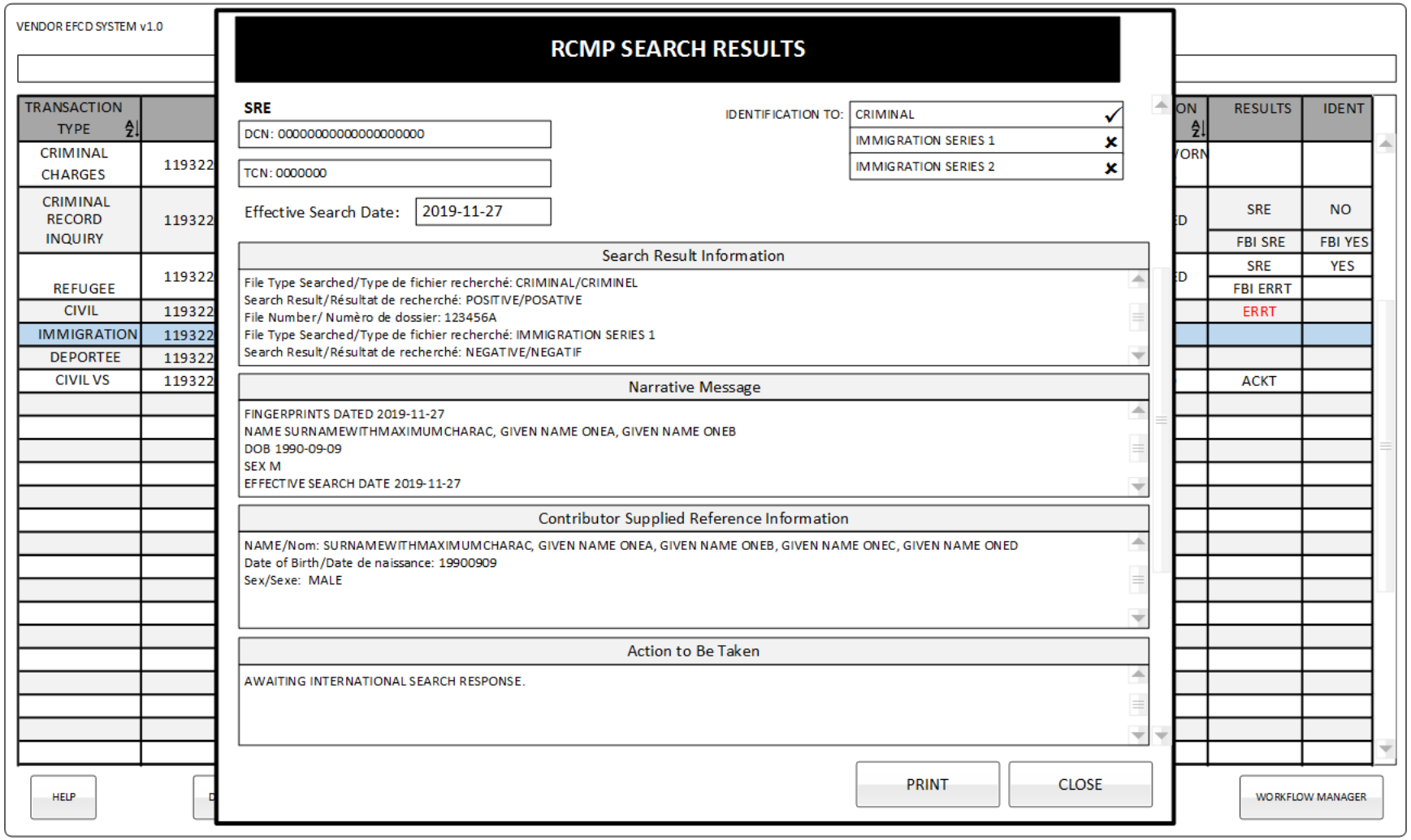

Figure 58 - SRE CARY CARN REF Message

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

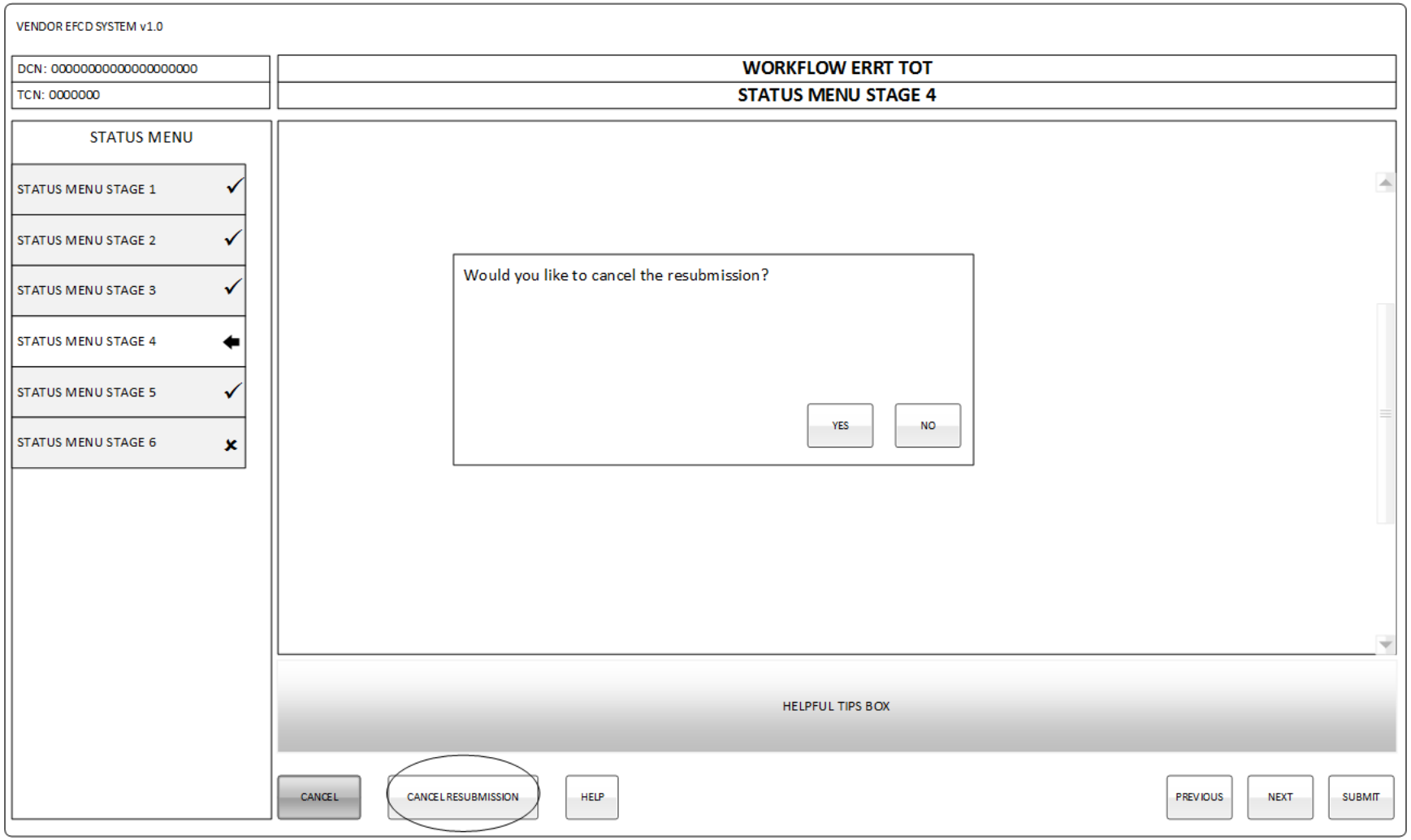

Figure 59 - Cancel Button ERRT

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

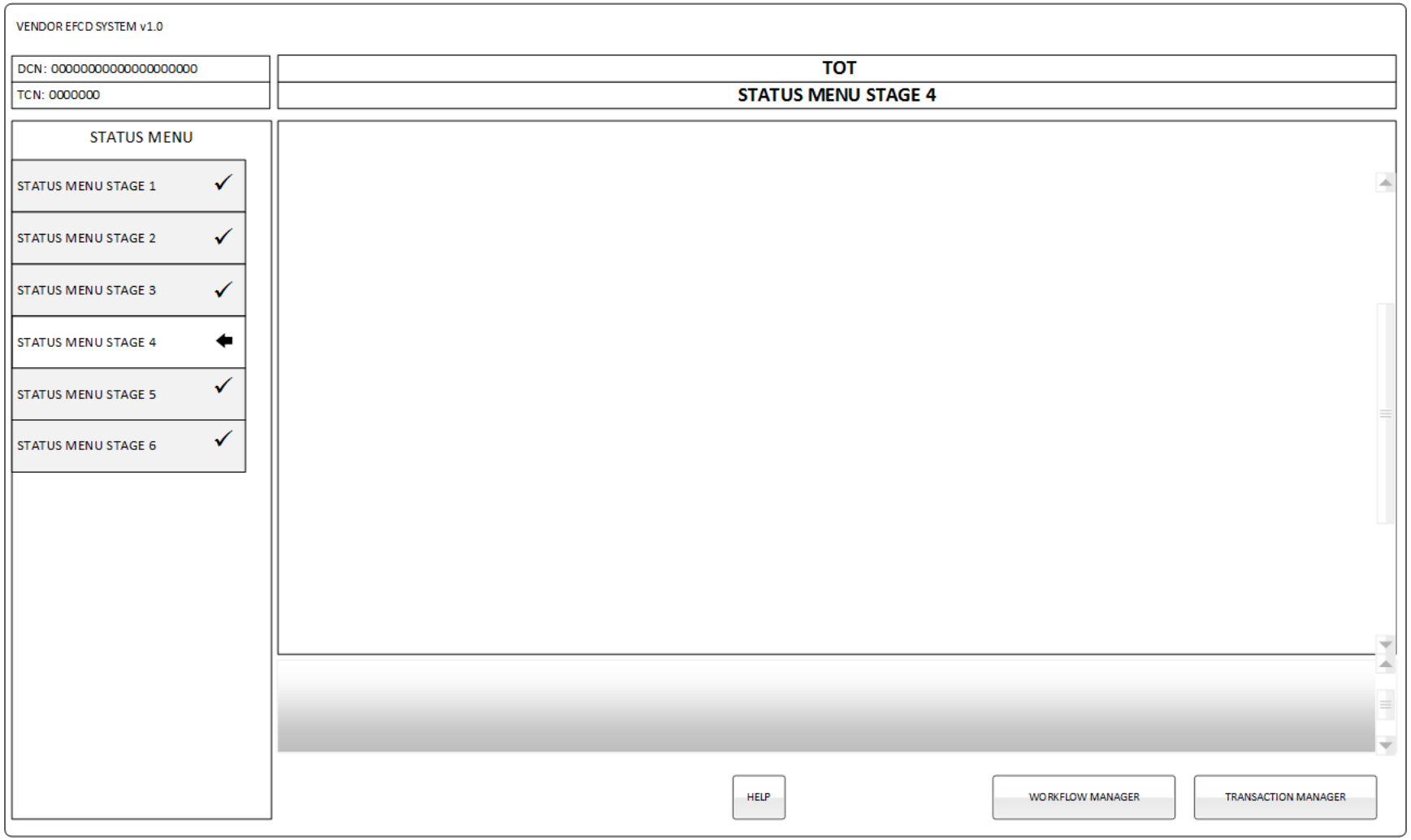

Figure 60 - Transaction Viewing from TM

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

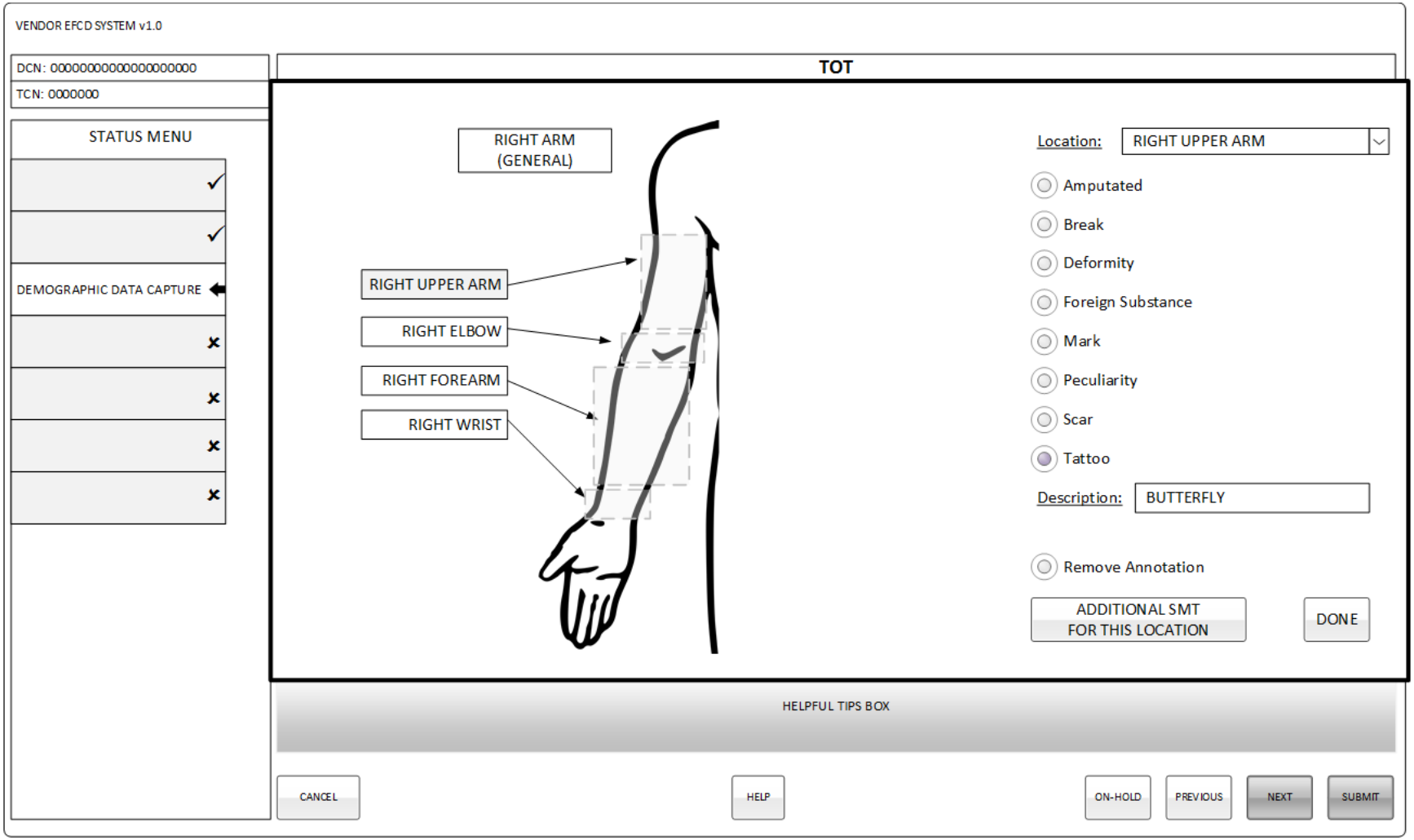

Figure 61 - Scars Marks and Tattoos 200 ARM RIGHT

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

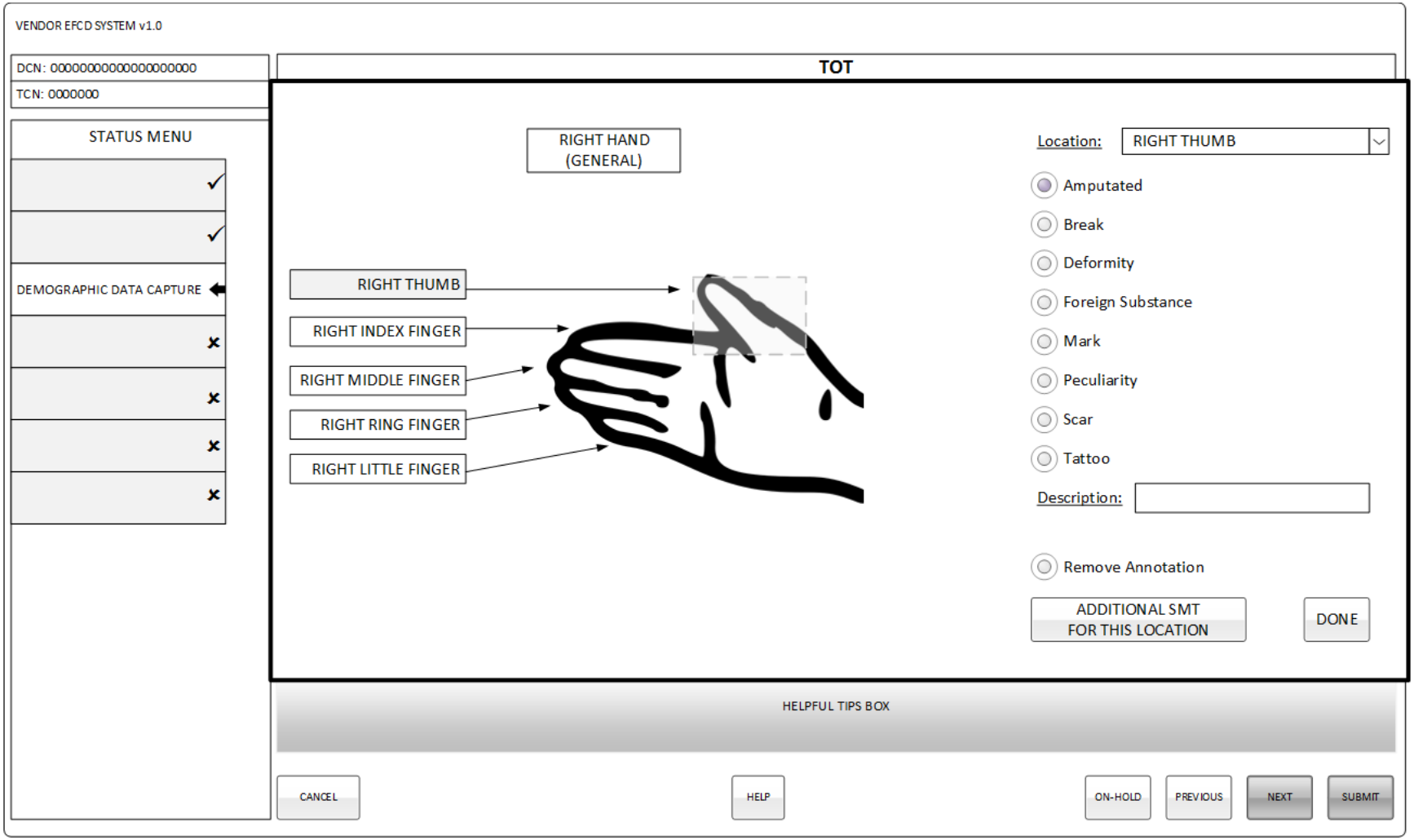

Figure 62 – Scars Marks and Tattoos 200 HAND RIGHT

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

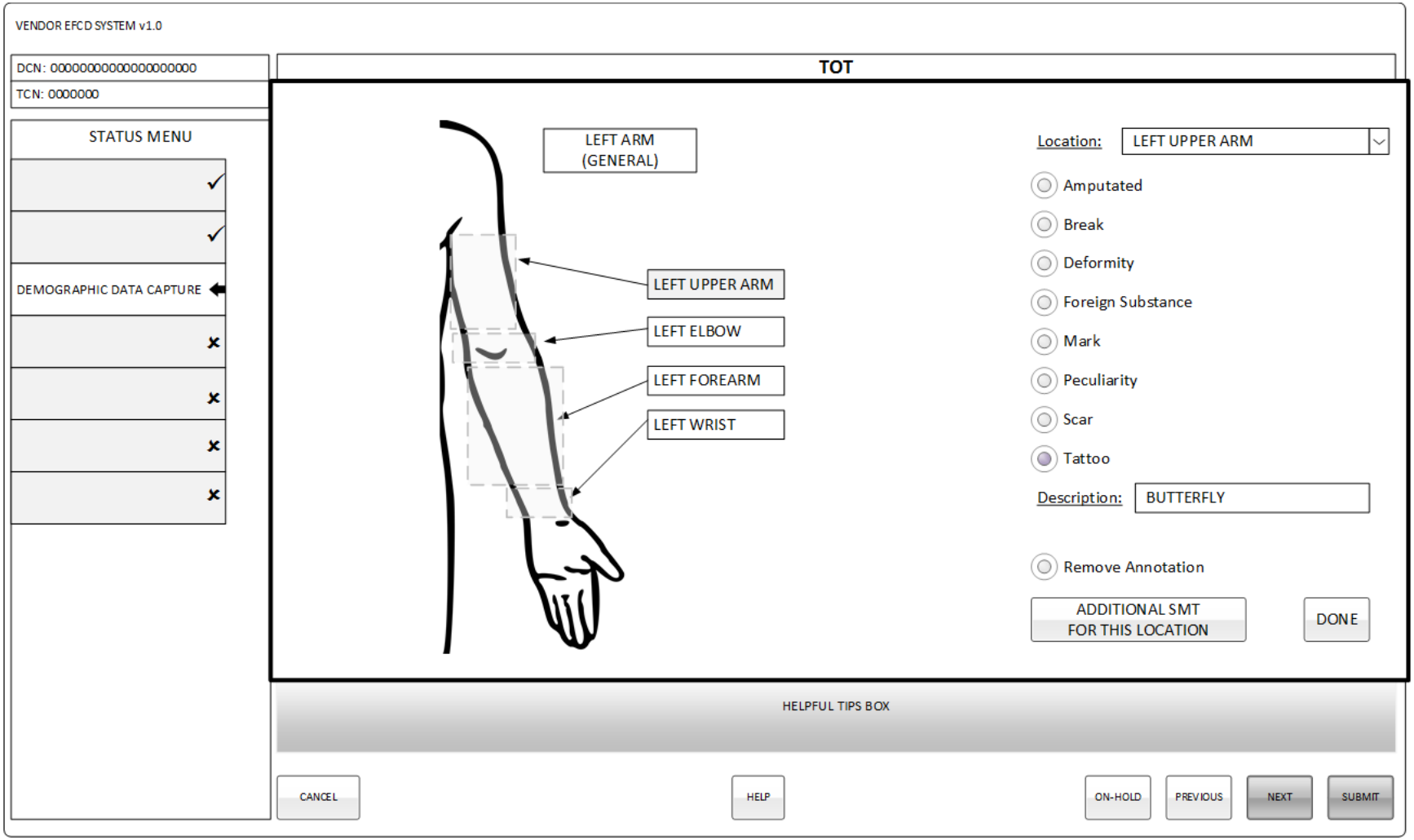

Figure 63 – Scars Marks and Tattoos 300 ARM LEFT

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

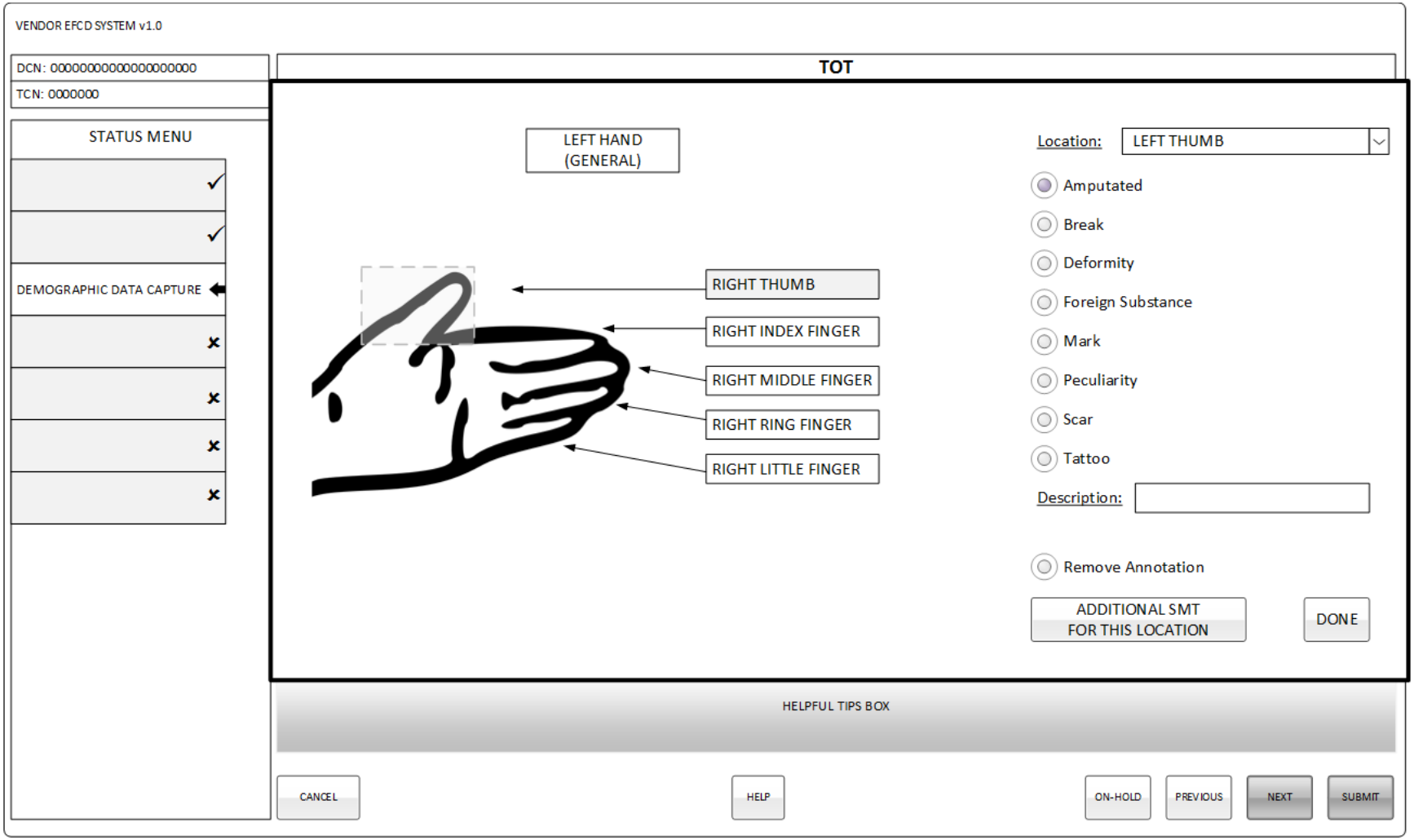

Figure 64 – Scars Marks and Tattoos 300 HAND LEFT

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

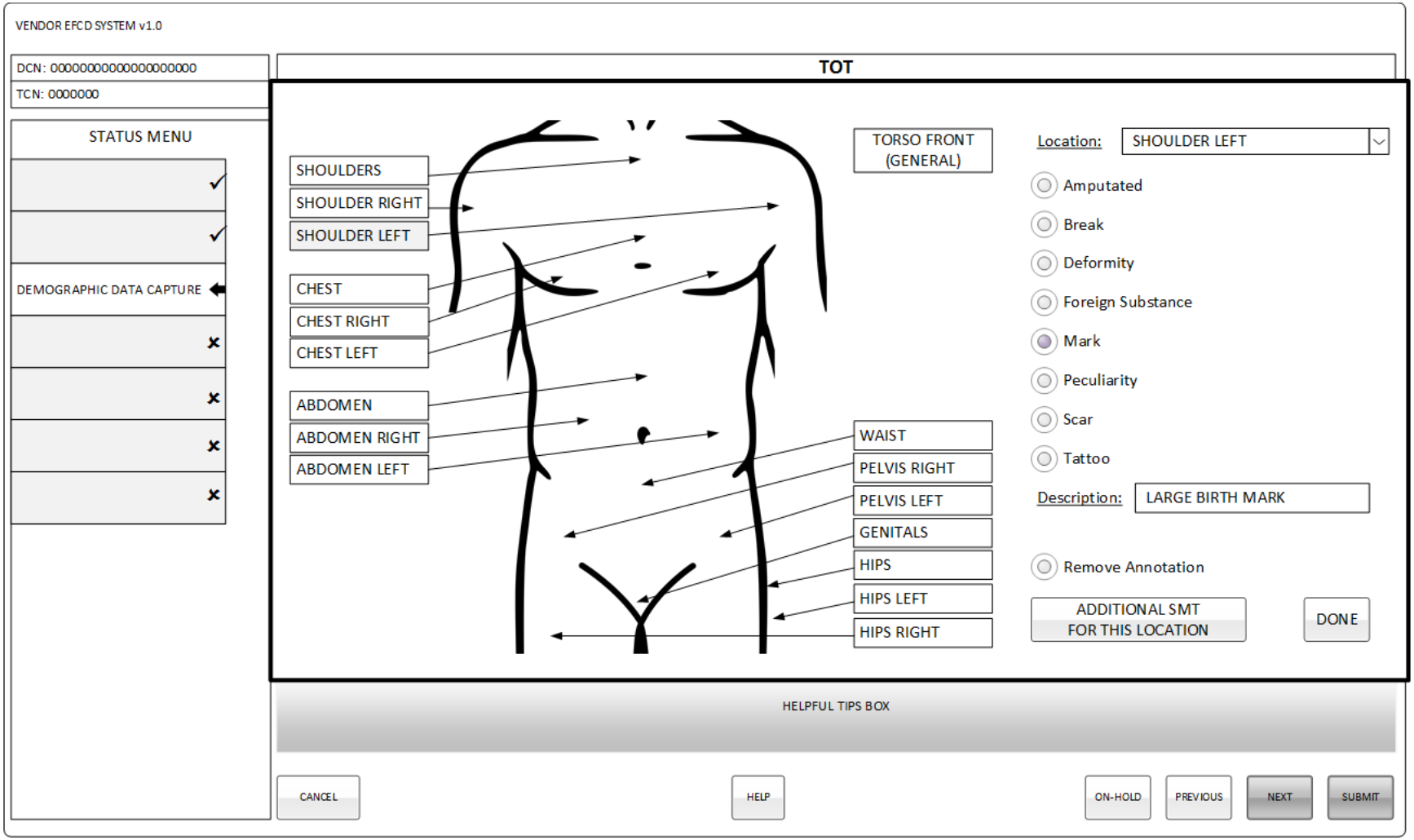

Figure 65 – Scars Marks and Tattoos 400 TORSO FRONT

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

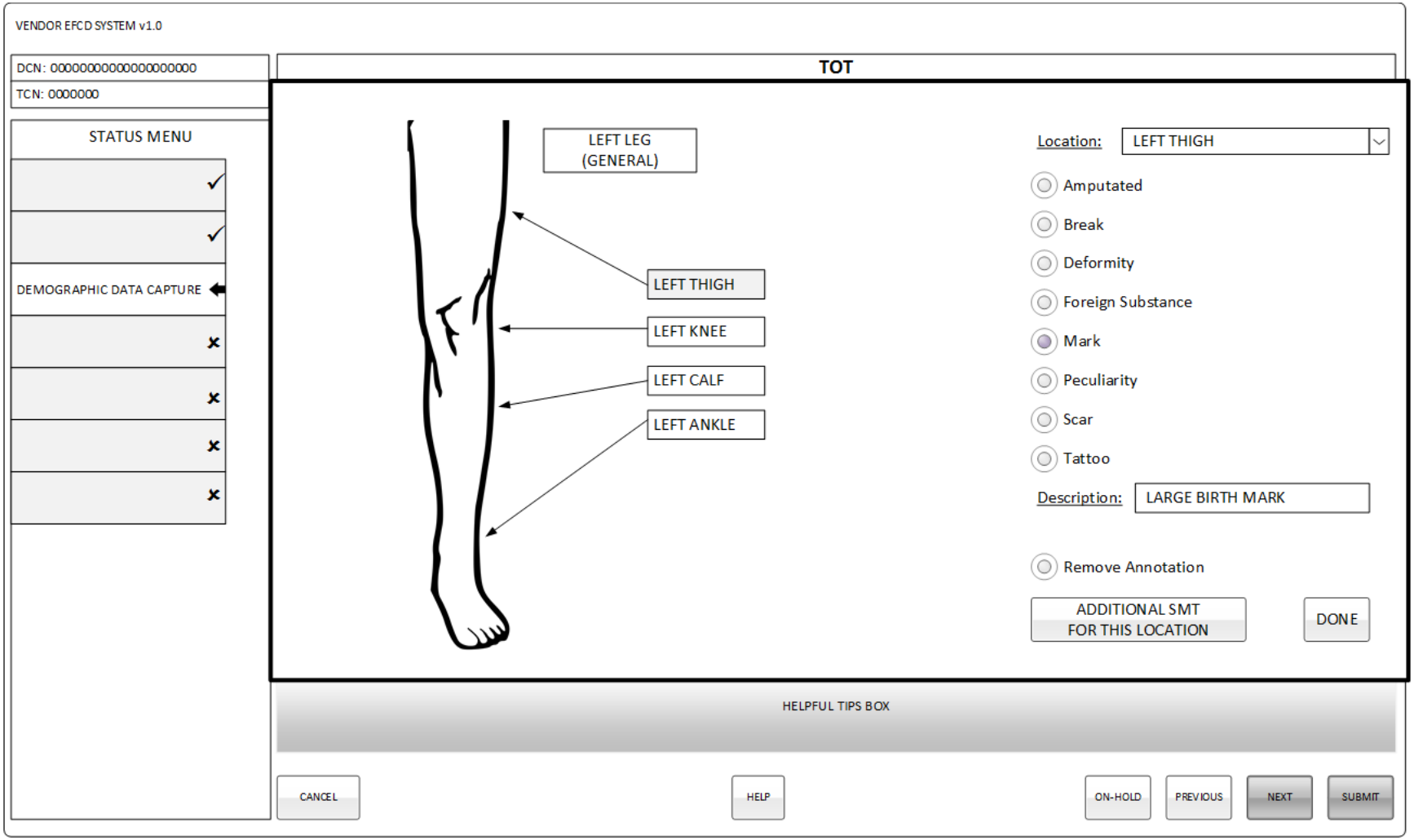

Figure 66 – Scars Marks and Tattoos 500 LEG LEFT

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

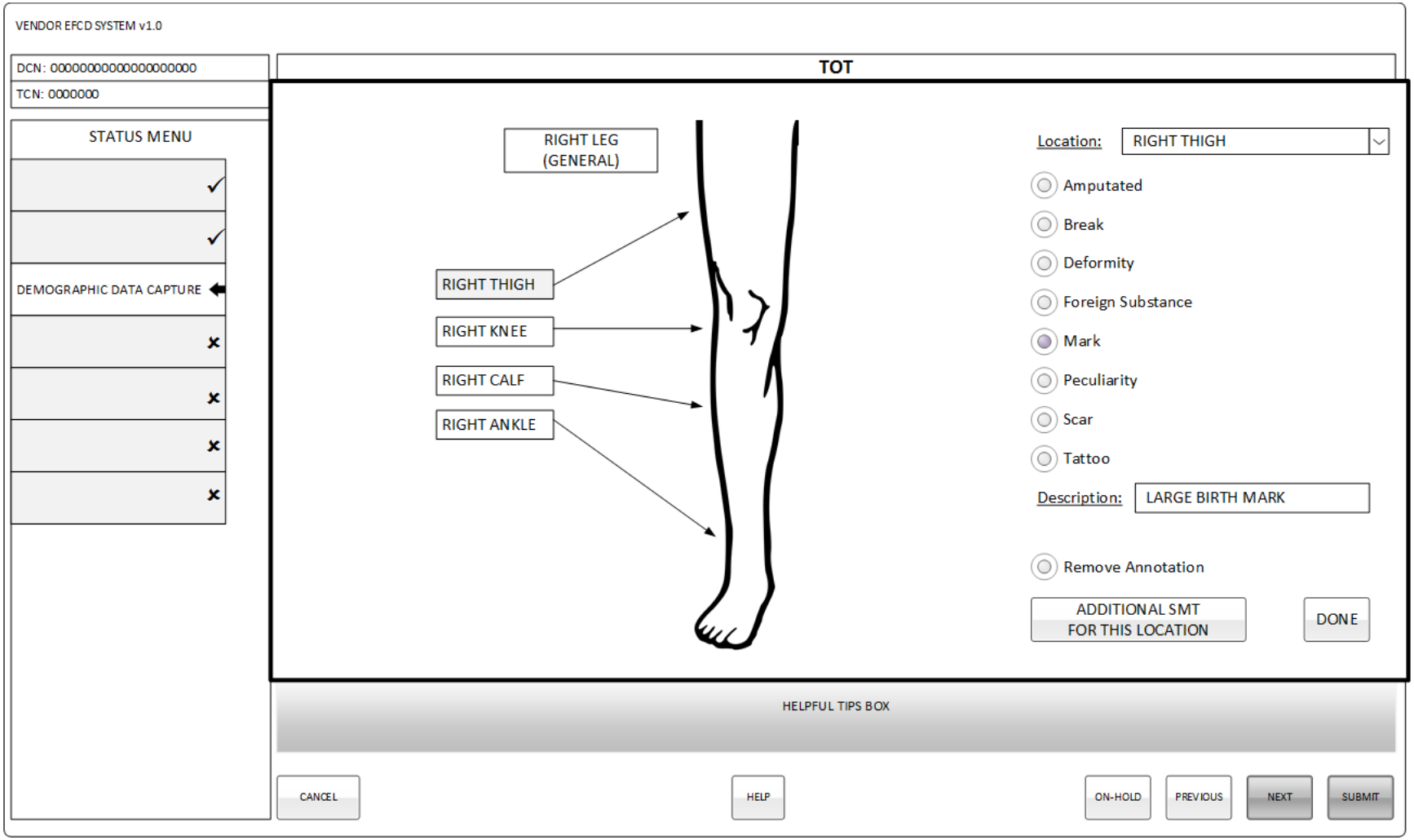

Figure 67 – Scars Marks and Tattoos 600 LEG RIGHT

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

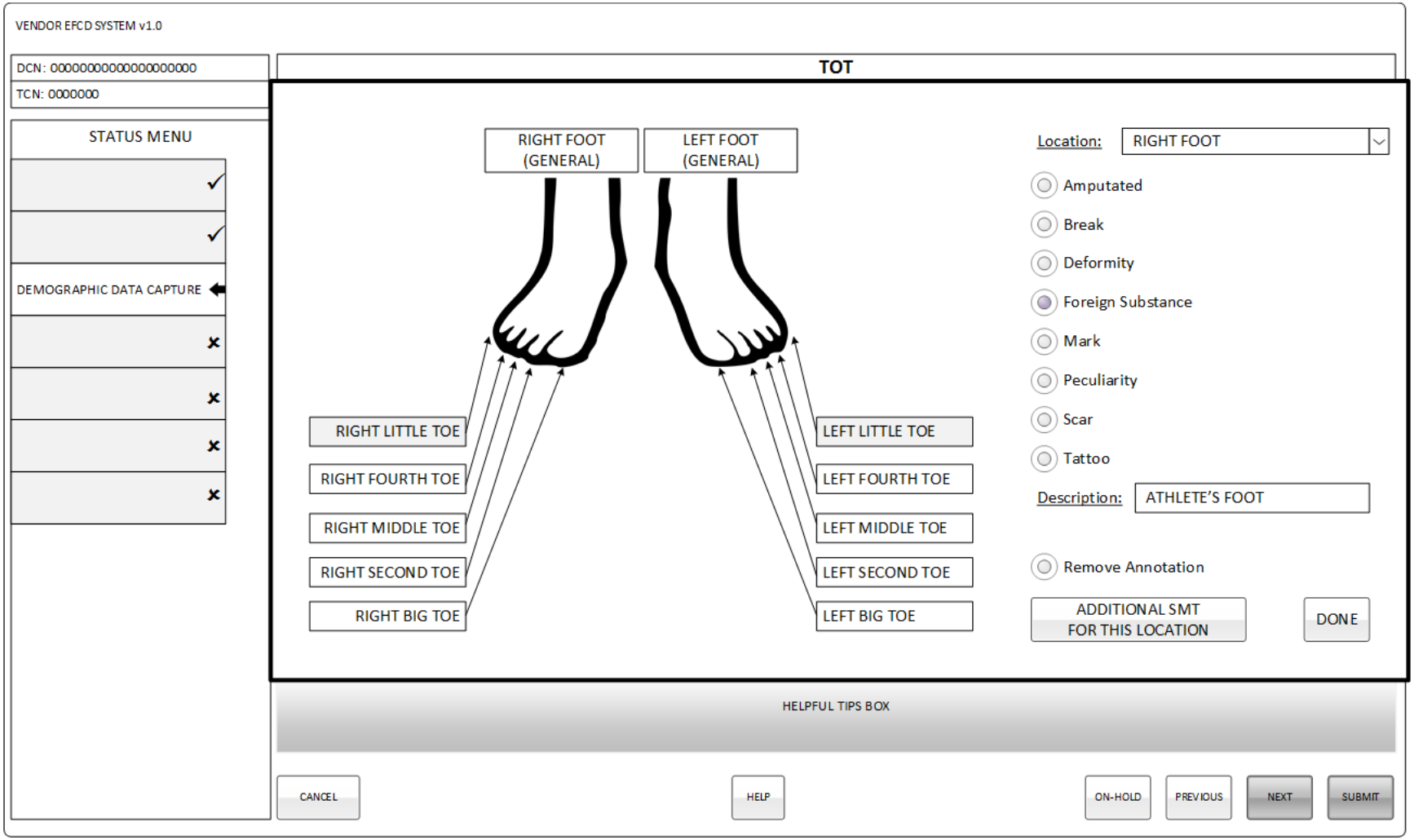

Figure 68 – Scars Marks and Tattoos 500-600 FEET LEFT RIGHT

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

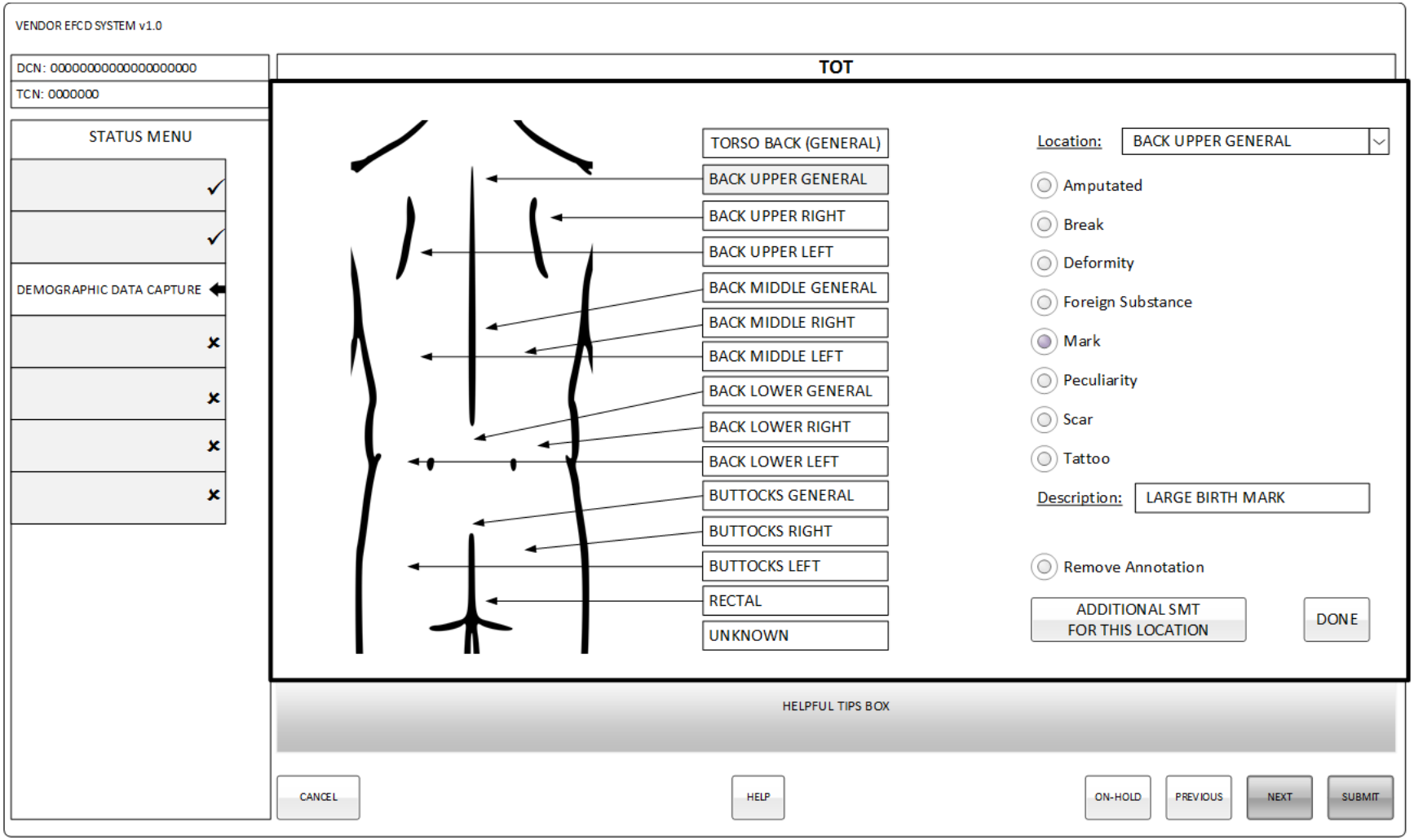

Figure 69 – Scars Marks and Tattoos 700 TORSO BACK

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

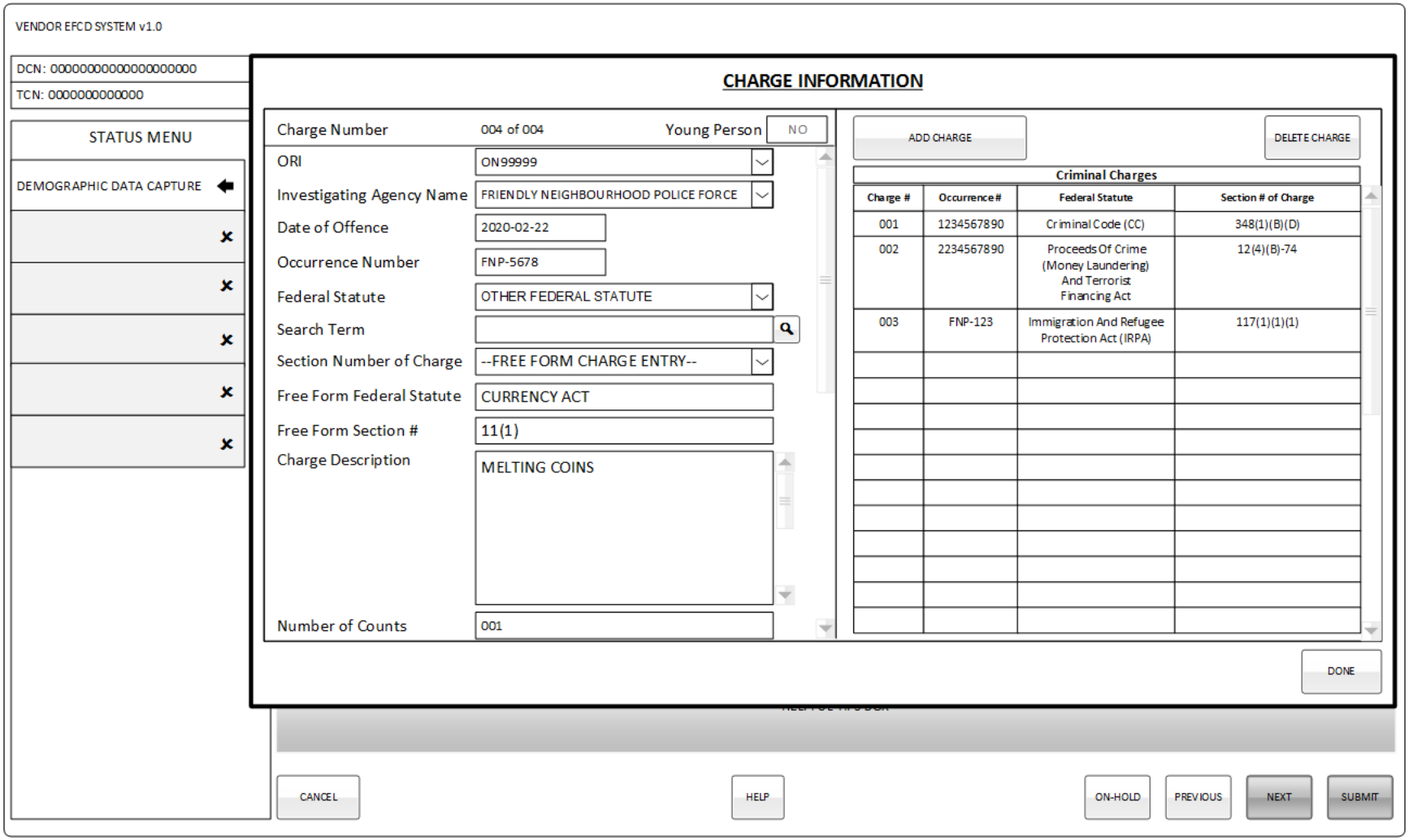

Figure 70 – Charge Information Pop-up 6

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

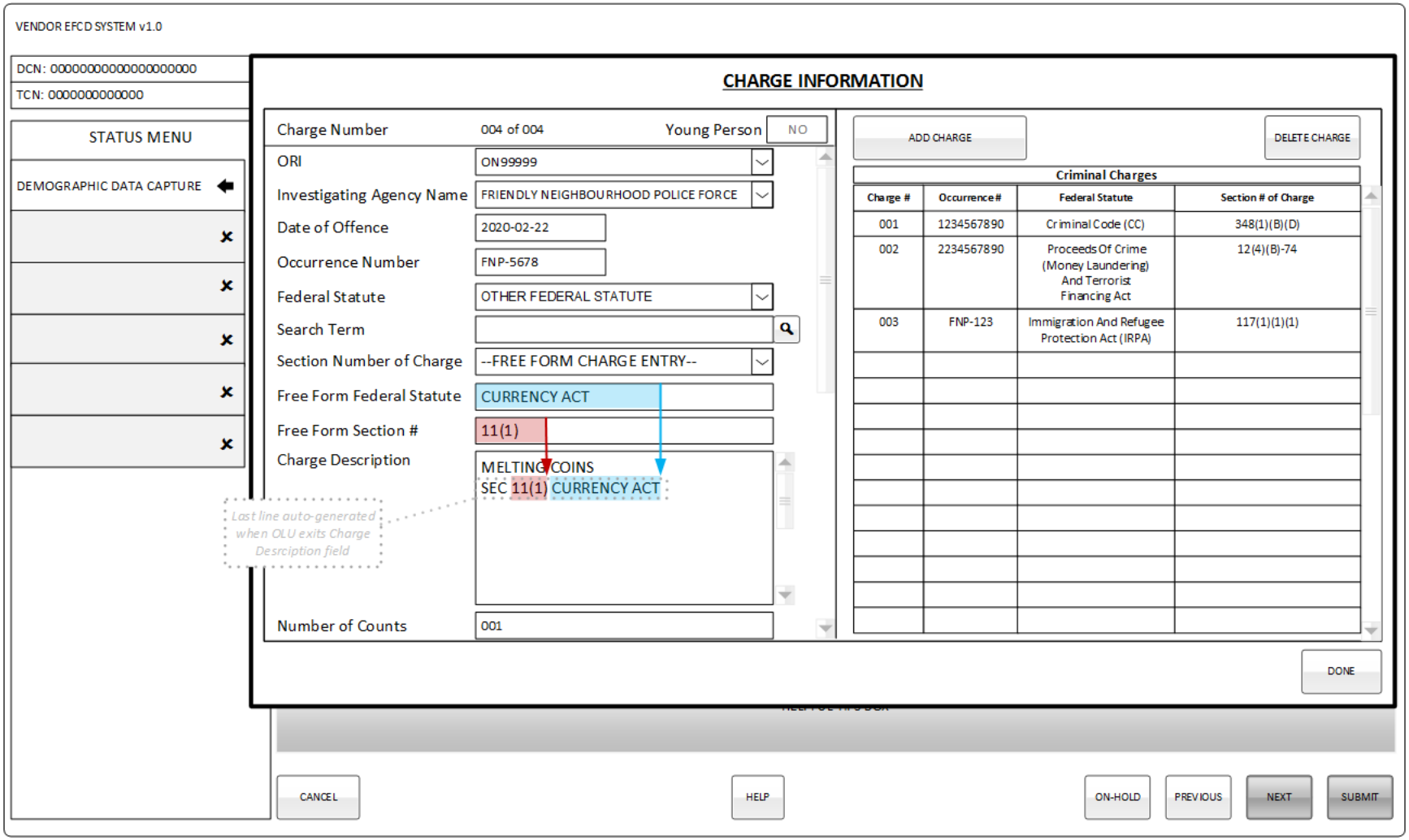

Figure 71 – Charge Information Pop-up 7

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)

Last Page

367

© (2020) HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Royal Canadian Mounted Police (RCMP)