



Your file Votre référence

March 3, 2016

Our file Notre référence

Mr. Pawan Kumar
Company Security Officer
201 - 10 Kingsbridge Garden Circle,
Mississauga, Ontario
L5R 3K6

Re: CCRTIS Accreditation

“Novel Notary Public Services Inc.” has successfully completed the Canadian Criminal Real Time Identification Services (CCRTIS) Accreditation Process, which authorizes your company to capture the fingerprints of their clients for Criminal Record verification (non criminal purposes only).

CCRTIS Accreditation assesses the security and administrative operations of private organizations that intend to take fingerprints for non criminal purposes. Upon completing accreditation, ongoing business activities such as: CCRTIS renewal of personnel security clearances; physical site inspections; and periodic auditing measures are conducted to help ensure that accredited organizations continue to process non criminal fingerprints in accordance with CCRTIS Accreditation standards. **“Novel Notary Public Services Inc”** must comply with the aforementioned requirements to retain your status as an accredited private organization. **“Novel Notary Public Services Inc”** is authorized to operate as an affiliate of **ClearNeed Information Systems**, and is certified to submit electronic fingerprint transactions (non-criminal purposes) to CCRTIS via the **ClearNeed’s** Incorporated Server.

We look forward to working with your company to uphold the quality and integrity of non criminal fingerprint identification services in Canada.

Sincerely,

Inspector Ray Duguay
Officer in Charge, Operational Support & Client Services
Canadian Criminal Real Time Identification Services

1200 Vanier Parkway
Ottawa, ON K1A 0R2