

**INSTRUCTIONS**

1. Please complete all sections. Please print clearly.
2. If you are not currently licensed, or if you have not been licensed or registered as a director, officer or partner in the last 90 days, you must include an original criminal record check and a copy of government-issued photo identification with this information.

PART A DIRECTOR, OFFICER OR PARTNER INFORMATION			BCFSA Use Only
Please indicate full legal name. <i>Initials are not acceptable</i>			File Number
Last name	First name	Middle name(s) <i>(initials are not acceptable)</i>	
Any previous legal names (e.g. maiden name), or other names by which you are or have been known			Approval date
Residential Address – Suite#/Street <i>(P.O. boxes are not acceptable)</i>			Approved by
City, Province		Postal code	BCSC/Ins/FIC
Phone number <i>(include area code)</i>	Email address <i>(optional)</i>		Cond/Restrictions

PART B BROKERAGE INFORMATION
Full legal name of brokerage for which you are a director, officer or partner

PART C BACKGROUND INFORMATION	
Place of birth	Date of birth MM/DD/YYYY
Are you a Canadian citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you were born outside of Canada, indicate the date of your arrival in Canada	
If you resided outside of Canada for any period (other than noted above), indicate the dates and locations (country and, if applicable, state, province or territory) of those periods of residency	

## PART D INFORMATION RESPECTING REPUTATION AND SUITABILITY

<p>1. Have you ever been convicted of, or are you currently charged with, a criminal or other offence under a federal or provincial enactment, or under the law of any foreign jurisdiction?  <i>If yes, attach a copy of the offence, date of offence and outcome, even if an absolute or conditional discharge has been granted. Conviction(s) for which you have received a pardon need not be disclosed. Note: Highway traffic offences resulting only in monetary fines or demerit points, or both, and charges initiated by a violation ticket as defined in the Offence Act or by a ticket as defined in the Contraventions Act (Canada), need not be disclosed. <b>Impaired driving is a Criminal Code offence and must be disclosed.</b> A Notice of Driving Prohibition under section 215 of the Motor Vehicle Act need not be disclosed.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. Have you ever been, or are you currently the subject of a bankruptcy, insolvency or receivership proceeding? This includes:            • a bankruptcy order made against you (or an application for such an order),            • an assignment in bankruptcy or a proposal under Part III of the <i>Bankruptcy and Insolvency Act</i>, or            • an insolvency proceeding (including a receivership or an arrangement under the <i>Companies' Creditors Arrangement Act</i>)  <i>If yes, attach full particulars. For a list of required documents, please see <a href="http://www.recbc.ca/licensee/education-licensing-faq.html">www.recbc.ca/licensee/education-licensing-faq.html</a></i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. Has any business of which you have been an owner, director, officer or partner, been subject to bankruptcy, insolvency or receivership proceedings during the period when you were owner, director, officer or partner? This includes:            • a bankruptcy order made against the business (or an application for such an order),            • an assignment in bankruptcy or a proposal under Part III of the <i>Bankruptcy and Insolvency Act</i>, or            • an insolvency proceeding (including a receivership or an arrangement under the <i>Companies' Creditors Arrangement Act</i>)  <i>If yes, attach full particulars. For a list of required documents, please see <a href="http://www.recbc.ca/licensee/education-licensing-faq.html">www.recbc.ca/licensee/education-licensing-faq.html</a></i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>4. Have you ever had any court orders or judgments made against you in relation to real estate services, a dealing in insurance, mortgages or securities, or misappropriation, fraud or breach of trust?  <i>If yes, attach copy of court order or judgment.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>5. Has any business of which you have been an owner, director, officer or partner, had any court orders or judgments made against the business, during the period when you were owner, director, officer or partner, in relation to real estate services, a dealing in insurance, mortgages or securities, or misappropriation, fraud or breach of trust?  <i>If yes, attach copy of court order or judgment.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>6. Have you ever been refused a licence, or held a licence that was suspended or cancelled, under real estate, insurance, mortgage broker or securities legislation in British Columbia or another jurisdiction, or have you ever been disciplined by a professional body?  <i>If yes, provide full particulars including any action taken by BC Financial Services Authority.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>7. Are you the subject of an investigation or disciplinary proceedings under real estate, insurance, mortgage broker or securities legislation, or by a professional body, in British Columbia or another jurisdiction?  <i>If yes, provide full particulars including any action taken by BC Financial Services Authority.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## PART E CONSENT AND CERTIFICATION

### Consent for verification of criminal record check

If required by BCFSA to provide a criminal record check pursuant to the Regulatory Statement, "Required Form and Content of Licence Applications (RESA 21-002)", I hereby authorize BCFSA to verify the accuracy of the criminal record check with the appropriate authorities. Note: Any information BCFSA obtains through this consent will be used only for determining suitability for licensing under the Real Estate Services Act.

### Certification

I certify that I am a director, officer or partner of the above noted brokerage and that the information and statements contained in this application and any attachments are true and complete.

Name of director, officer or partner	Signature	Dated MM/DD/YYYY
Title or position		

<p style="text-align: center;"><b>Mailing Address</b></p> <p style="text-align: center;">BC Financial Services Authority 600-750 West Pender Street   Vancouver, B.C. Canada   V6C 2T8</p>	<p style="text-align: center;"><b>Enquiries</b></p> <p style="text-align: center;">Tel: 604.660.3555   Toll-free: 1.866.206.3030   Fax: 866.660.3365 <a href="http://www.bcfsa.ca">www.bcfsa.ca</a>   <a href="mailto:licensing@bcfsa.ca">licensing@bcfsa.ca</a></p>
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### PRIVACY NOTICE

BCFSA collects, uses and discloses your personal information in accordance with the Freedom of Information and Protection of Privacy Act and other applicable legislation.

## Frequently Asked Questions

### **Am I required to provide a Criminal Record Check?**

In order to protect consumers, BCFSA requires the following applicants to obtain a criminal record check as part of their application:

- First-time licence applicants
- Re-licence applicants (those who have been unlicensed for more than 90 days after licence expiry)
- Reinstatement licence applicants (those who have been unlicensed for more than 90 days within licence period)
- Director/officer or partner applicants who are not currently licensed or who have not been licensed or registered as a director/officer or partner under the *Real Estate Services Act* in the last 90 days

BCFSA may require a criminal record check from any licence applicant.

### **How do I obtain a Criminal Record Check?**

You can apply for a criminal record check online using Triton Canada. To obtain a criminal record check using Triton online, you must use the link below. **BCFSA will not be able to accept criminal record checks that are obtained using any other link, or through any other online criminal record checks provider.**

You may also obtain a local criminal record check (also called a Police Information Check) from either the municipal police department or RCMP detachment where you live, or by a division of the Canadian Corps of Commissionaires. If using the Commissionaires you must request the type of criminal record check that includes Judicial Matters.

### **Online Criminal Record Checks using Triton Canada**

Please use the following link to obtain a criminal record check via Triton Online Canada:

<https://secure.tritoncanada.ca/Eiv/PersonalInfo?userVerifiedId=4c1a92a3-c31c-4c69-a607-b23bafb3906d&firstload=1>

You may also find this link on our website at:

<https://www.bcfsa.ca/industry-resources/real-estate-professional-resources/education-and-licensing/becoming-licensed/criminal-record-check>

**BCFSA cannot accept criminal record checks obtained from Triton where you have not used the link provided, or through any other online criminal record check provider.**

Once you have completed the online process, your results will be sent to you via email. BCFSA will receive access to your results directly through Triton. You do not need to send your results to us.

If your criminal record check was obtained online using Triton, you may email your completed licence application package to [licensing@bcfsa.ca](mailto:licensing@bcfsa.ca). Please indicate in the email that you have obtained a criminal record check online using Triton. BCFSA will access the results directly from Triton, and no paper copy is required for your application.

### **In-Person Criminal Record Checks:**

Before you visit the police, RCMP or Commissionaires office, contact them to confirm their hours of operation, fees, and the methods of payment accepted.

Print and take with you the criminal record check requirements (included in the application form). These instructions explain that you require a criminal record check for licensing purposes.

If the criminal record check has a section requiring you to authorize the disclosure of your personal information, enter "BC Financial Services Authority" in this section.

Send your licence application and the original, embossed or dry stamped criminal record check, to BCFSA's office in one package by mail or courier. Do not email or fax your application, as the original criminal record check is required.

If you are aware of a conviction, charge, or incident with the police on your record, please obtain your criminal record check from your local RCMP or police department. Commissionaires and Triton criminal record checks may not provide the full disclosure required and will not be accepted by BCFSA for licensing purposes if they are incomplete.

### **What if I live outside of BC?**

Criminal record checks must be from Canada unless otherwise requested or approved by BCFSA.

- If you live in a province other than BC, follow the previous steps to obtain an electronic criminal record check using Triton Canada. Criminal record checks obtained using any other link or from any other online criminal record check provider will not be accepted.
- You may also obtain a criminal record check from the municipal police agency or RCMP detachment in your community, or a division of Commissionaires. The criminal record check must provide search results for both convictions and charges before the courts. BCFSA requires the original criminal record check be submitted with your application.
- A certified criminal record check obtained via fingerprints is not required. If you are aware of a conviction, charge, or incident with the police on your record, please obtain your criminal record check from your local RCMP or police department. The Commissionaires and Triton Criminal record check results may not provide the full disclosure which is required by BCFSA and won't be accepted if they are incomplete. Before ordering your criminal record check from the police or RCMP, ensure that the search will be conducted for both convictions and charges before the courts (Judicial Matters) and that the search results will provide full disclosure of the incident.
- If you have lived in a country other than Canada for a significant period within five years of the date of your application, you may be required to provide BCFSA with a criminal record check from that country.

**When should the Criminal Record Check be completed?**

Make sure your criminal record check is completed within 90 days of the date BCFSAs receives your application. If the criminal record check is more than 90 days old, you will be required to have a new check completed before you can be licensed.

**Will BCFSAs accept a copy of a Criminal Record Check?**

No. Only original documents will be accepted. BCFSAs will not accept photocopies of criminal record checks obtained from the police, RCMP, or Commissionaires.

Send your licence application and the original criminal record check to BCFSAs's office in one package via mail or courier. Do not email or fax your initial application, as the original criminal record check is required.

If your criminal record check was obtained online via Triton, please email your completed licence application package to [licensing@bcfsa.ca](mailto:licensing@bcfsa.ca). Please indicate in the email that you have obtained a criminal record check online from Triton on your application. BCFSAs will access the results via Triton, and no paper copy is required. BCFSAs cannot accept criminal record checks obtained from Triton that have not used the link provided, or from any other online criminal record check provider.

## **I have a criminal record. How do I obtain a Criminal Record Check to verify outstanding charges or convictions?**

If you are aware of a conviction, charge, or incident with the police on your record, please obtain your criminal record check (also called a Police Information Check) from your local RCMP or police department.

The Commissionaires and Triton criminal record check results may not provide the full disclosure which is required by BCFSA and won't be accepted if they are incomplete.

Before ordering the criminal record check from the police or RCMP, ensure that the search will be conducted for both convictions and charges before the courts (Judicial Matters) and that the search results will provide full disclosure of the incident.

If the search indicates that you have a conviction or current charge against you, in addition to the original criminal record check you must also provide full details of the incident and include court documentation with your licence application form.

A certified criminal record check obtained via fingerprints is not required.

## **Am I required to provide photo ID with my application?**

BCFSA requires that you obtain a copy of a piece of valid government-issued photo identification and submit it with your application to BCFSA if you are a:

- First-time licence applicant.
- Re-licence applicant (you have been unlicensed for more than 90 days after licence expiry).
- Reinstatement licence applicant (you have been unlicensed for more than 90 days within licence period).
- Director/officer or partner applicant who is not currently licensed or has not been licensed or registered as a director/officer or partner under the *Real Estate Services Act* in the last 90 days.

BCFSA may require a piece of government-issued photo identification from any licence applicant when BCFSA deems it appropriate.

## **What kind of identification is acceptable?**

The photo identification that you provide must:

- have been issued by a provincial or territorial government of Canada, by the Government of Canada, or by another state or federal government;
- be valid (not expired) at the time it is provided, or
- if the photo identification does not have an expiry date, must have been issued within the last 5 years; and
- must contain your full legal name.

Please ensure that your full legal name on the photo identification exactly matches the full legal name provided on your criminal record check and on the application form you submit.

Acceptable forms of identification include:

- Motor Vehicle Driver's Licence,
- Passport,
- Nexus Card,
- Canadian Citizenship Certificate Card,
- Permanent Resident Card, and
- Certificate of Indian Status Card.

The copy of the photo identification you submit with your application must be clear and legible. If you wish to provide a form of photo identification that is not listed above, please email [licensing@bcfsa.ca](mailto:licensing@bcfsa.ca). The use of other forms of identification must be pre-approved by BCFSA.

## **When should the photo identification be submitted?**

Submit the copy of your valid government-issued photo identification along with your licence application package to BCFSA.

Licence applications that do not include a copy of valid photo identification will not be processed.

## **Will BCFSA accept a black and white copy of my photo identification?**

BCFSA recommends that you submit a colour photocopy of your valid government-issued identification.

BCFSA will accept grayscale photocopies as well, as long as they are clear and meet the requirements for valid, government-issued photo identification.