

## **APPLICATION CHECKLIST**

You are required to provide the following to be licensed.

**Step 1: Show proof of your business registration or incorporation**

You must provide proof of incorporation or registration during the application process. To register your business, visit [OneStop BC Business Registry](#).

If you are starting a new business, visit [Small Business BC](#).

If your business is incorporated or registered outside of BC, you must provide proof of incorporation or registration from your local jurisdiction in your application.

**Step 2: Provide municipal business licence**

You must provide a copy of your business licence issued by your local municipality.

**For adult film distributors, multi-purpose distributors, adult film retailers and theatres with adult/restricted screens:**

Your current municipal business licence must clearly indicate that the distribution, retail, or exhibition of adult video products are included in your local licensing. Alternatively, you may submit this as a letter from your municipality confirming that the zoning bylaws allow for the proposed activity. It is your responsibility to ensure that suitable municipal zoning and licensing for your business are in place before applying for a licence with us.

**Step 3: Complete a criminal record check**

This requirement doesn't apply if you are applying for a licence as a motion picture distributor, video distributor, video retailer, or theatre with general release screens only.

**For adult film distributors, multi-purpose distributors, adult film retailers and theatres with adult/restricted screens:**

Senior officers, partners or proprietors of your business must complete a criminal record check.

For Canadian residents, get your criminal record check through our third-party supplier. The results will be sent directly to us.

[Get a criminal record check](#).

For non-Canadian residents, a criminal record check from your home jurisdiction is required.

**Step 4: Provide the security requirement**

The following requirements don't apply if you are applying for a licence as a motion picture distributor, video distributor, video retailer, adult film retailer or theatre.

**For adult film distributors and multi-purpose distributors:**

By law, each copy of an approved adult video that you distribute to retailers must have a decal on it.

If decals will be affixed to adult films from outside of BC, you must provide a \$10,000 security deposit in any of the following forms:

- **Letter of credit** – in favour of Consumer Protection BC issued by a financial institute. [See sample](#).
- **Surety bond** – an insurance policy issued by an insurance company authorized to operate in BC. [See sample](#).
- **Safekeeping agreement** (i.e. GIC or similar investment issued by a financial institute) – in favour of Consumer Protection BC. [See sample](#).
- **Cash** – presented as bank draft or money order held in trust by Consumer Protection BC (note: no interest is paid on cash securities).

Review the [security requirements](#).

**Step 5: Apply for a licence**

You must submit all supporting documents with your application form. Each application may take up to four weeks to process.

If your business has more than one location, each location requires its own licence.

Review this [application checklist](#).

Submit a [licence application form](#).

**Step 6: Read and understand your obligations**

It is your responsibility to review all applicable laws pertaining to your industry and to understand your obligations.

[Review your obligations](#).