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TELEMARKETER LICENCE APPLICATION CHECKLIST

The *Business Practices and Consumer Protection Act* and Telemarketer Licensing may be purchased from Crown Publications, 521 Fort Street, Victoria, BC, V8W 1E8 (250) 386-4636. The *Business Practices and Consumer Protection Act* and Telemarketer Licensing Regulation can also be found online at www.legis.gov.bc.ca under Legislation.

WHEN SUBMITTING THE COMPLETED APPLICATION PACKAGE, PLEASE ENSURE THIS CHECKLIST AND THE APPLICABLE FORMS AND DOCUMENTS ARE INCLUDED:

- A completed application form.
- If a new corporation, a copy of your incorporation certificate; if an existing corporation, a current copy of certificate of good standing; copy of proprietorship, partnership, trade name/dba registrations through BC Registry Services.
- A completed criminal record check for senior corporate officers, partners, or proprietor.** ALL APPLICANTS that reside in Canada MUST complete an online criminal record check within one day of sending the licence application to Consumer Protection BC by going to the following link: <http://www.sterlingtalentsolutions.ca/Consumer-Protection-BC> and following the instructions for completion. (Please note, once complete a copy will be sent directly to Consumer Protection BC. For more information please visit our website <https://www.consumerprotectionbc.ca/component/content/article/163-about-cpa/general/1359-criminal-record-check>
- ALL APPLICANTS that do not reside in Canada MUST submit a certified criminal record check from their home jurisdiction.
- If you intend on operating your business from a residence, complete and sign a Place of Business Statutory Declaration form;
- A cheque, money order in Canadian Funds or credit card authorization form for the applicable application fee made payable to **Consumer Protection BC**. Licence fees are located in the fee schedule online at www.consumerprotectionbc.ca;

Telemarketer licenses are registered to one entity and are non-transferable. Application processing time is approximately 2-3 weeks.

All licenses expire annually on September 30th. Prior to this, an application for renewal, with the applicable fee must be submitted. Renewal notification will be sent to the licence holder approximately six weeks prior to the licence expiry date.

If you require further information, kindly contact our office at 604 320-1664, toll free at 1 888 777-4393 or online at www.consumerprotectionbc.ca.

INCOMPLETE APPLICATION PACKAGES WILL BE RETURNED WITHOUT REVIEW.