COURIER: 321-3600 Uptown Blvd. Victoria, BC V8Z 0B9
MAIL: PO Box 9244/ Victoria, BC V8W 9J2
FAX: (250) 920-7181 **P:** (604) 320-1664 **TF:** 1 888 564-9963
EMAIL:operations@consumerprotectionbc.ca
www.consumerprotectionbc.ca

DEBT COLLECTION
LICENCE APPLICATION CHECKLIST

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

☐ **Completed Application Form**
- Agency - Principal or Branch location (Sole Proprietorship, Partnership, Corporation)

☐ **Current Certificate of Good Standing (if a corporation) and/or current copies of Trade/DBA Names registered in the home jurisdiction**

☐ **Consent for Disclosure of Criminal Record for all applicants**
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.

☐ **Residence as Place of Business Statutory Declaration**
- Must be completed if your place of business is a residential address
- Address cannot be a P.O. Box, it must be a street address
- Attach a copy of municipal business license

☐ **Completed Collector or Bailiff Employee Application Forms**
- For every collector or bailiff employed with the agency
- Include Consent for Criminal Record Check form
- Completed Debt Collector Examination Certificate of Achievement

☐ **Licence Application Fees (see current fee schedule)**
- Cheque or money order payable to Consumer Protection BC
- VISA or MASTERCARD using Consumer Protection BC credit card payment authorization form

☐ **Personal Credit Report**
- For all senior officer(s)
- Current within 6 months prior to date of application
- Call Equifax Canada at 1 800 465-7166 or Trans Union at 1 800 663-9980
- For non residents of Canada, a credit report from a major reporting agency, from the country in which you reside

☐ **Provide Financial Security held in Trust**
- See security requirements for list of acceptable security

☐ **Savings Institution Verification of Financial Account Information**
- At least one must be a trust account
- Form completed, stamped and signed by the savings institution

☐ **Sample Collection Letters to Debtors**

☐ **Sample Contracts with Clients**

☐ **Download and read the *Business Practices and Consumer Protection Act* and the Debt Collection and Repayment Regulation from the Consumer Protection BC website**

Collection agent and bailiff licenses are registered to one entity and are non-transferable. Application processing time is approximately 2-3 weeks. All licenses expire annually on December 31st. Prior to this, an application for renewal 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, please contact our office at 1 888 564-9963 or email operations@consumerprotectionbc.ca.

INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED