CONSUMER PROTECTION BC

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EMAIL: operations@consumerprotectionbc.ca
www.consumerprotectionbc.ca

LICENCE APPLICATION

Debt Collector or Bailiff
Employee Application

The personal information requested in this form and the results of the Criminal Record check are collected and retained under the authority of Section 26 (c) of the BC *Freedom of Information and Protection of Privacy Act* and Section 144 of the *Business Practices and Consumer Protection Act*. This information will be used to determine eligibility for licensing in the Province of British Columbia.

1. Full Name: _____ Birthdate: _____/____/____
(Last name) (Middle names) (First name) YYYY MM DD

2. You may use an alias, but must only use the name you indicate here: _____
(Alias Last First Middle Name)

3. Home Address: _____Postal/Zip:_____ Phone: (___)_____
No., Street., Apt. City Prov/State

4. Licence Type: ☐ Bailiff ☐ Bailiff/Collector ☐ Collector (Phone/written Collections) ☐ Collector (In-person collections)

	Yes	No
5. Have you previously held a collector or bailiff licence in British Columbia?	☐	☐
6. Have you completed the Debt Collector Examination?	☐	☐

If yes, what score did you achieve? _____ % A Certificate of Achievement must be included with this application

7. Have you had a collector or bailiff licence suspended or cancelled by a Licensing Authority?	☐	☐
8. Have you been refused a collector or bailiff licence in British Columbia or elsewhere?	☐	☐
9. Have you been convicted of an offence under the Criminal Code of Canada or any other statute?	☐	☐

☐ If **YES** to questions 7 or 8 above, provide details on a separate sheet, including date(s), location(s), and by what Authority.

☐ **ALL BAILIFF AND IN-PERSON COLLECTOR** APPLICANTS that reside in Canada MUST complete an online criminal record check within one day of sending this 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 BAILIFF AND IN-PERSON COLLECTOR APPLICANTS** that do not reside in Canada MUST submit a certified criminal record check from their home jurisdiction.

Please note, criminal record checks are not required for "telephone only" debt collectors.

Your application will not be processed until the criminal record check is received

EMPLOYEE DECLARATION

I declare that:

1. I am the applicant in this application, which I have signed; and
2. I hereby apply for my Collector or Bailiff licence under the *Business Practices and Consumer Protection Act* of British Columbia. I confirm that the information contained in this application is true and correct;
3. I have read the *Business Practices and Consumer Protection Act* and the Debt Collection and Repayment Regulation;

Signature _____ Print Name: _____

Email address: _____ Date: _____

EMPLOYER DECLARATION

The foregoing application is hereby recommended. Dated this _____day of_____ _____
(Date) (Month) (Year)

_____ _____ _____
Authorized Signing Officer of Collection/Bailiff Agency Agency Name (As licensed) Agency licence#

_____ Telephone: ( ) _____ Fax: ( ) _____
Print Name and Title of Signing Officer

_____
Business location where collector will be licensed (Street Address, Suite, City, Province/State, & Postal/Zip Code)

APPLICATION FEE (see current fee schedule)

Pay by cheque or money order, or
Pay by Credit Card – complete credit card authorization form using Visa, Mastercard or American Express.

Application fees are non-refundable. A service charge will be applied for any dishonoured payments.

Send completed application form, applicable attachments and application fee by mail or by email.

Email operations@consumerprotectionbc.ca

Mail Consumer Protection BC
PO Box 9244
Victoria, BC V8W 9J2

Courier Consumer Protection BC
321-3600 Uptown Blvd
Victoria, BC V8Z 0B9

INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED

Revised 03-Mar-2022