

COURIER: 321-3600 Uptown Blvd. Victoria, BC V8Z 0B9

WHEN SUBMITTING THE COMPLETED APPLICATION PACKAGE, PLEASE ENSURE THIS CHECKLIST AND THE APPLICABLE FORMS

EMAIL: operations@consumerprotectionbc.ca

www.consumerprotectionbc.ca

DEBT COLLECTION

LICENCE APPLICATION **CHECKLIST**

| Completed Application Form | ANL | D DOCUMENTS ARE INCLUDED: |
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| 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.sterlindatentsoulitors.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_pageneral/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 Address cannot be a P.O. Box. it must be a street address Address cannot be a P.O. Box. it must be a street address Address cannot be a P.O. Box. it must be a street address Address cannot be a P.O. Box. it must be a street address Address cannot be a P.O. Box. it must be a street address Address cannot be a P.O. Box. it must be a street address Address cannot be a P.O. Box. it must be a street address Completed Collector or Bailiff Employee Application Forms For every collector or bailiff Employee Application Forms Completed Collector Fearmination Certificate of Achievement Licence Application Fees (see current fee schedule) Completed Supplication or Supplication Contract Within 6 months prior to date of application Collection Security held in Trust Collection Security held in Trust Sevings Institution Verification of Financial Account Information Forn completed, stamped and signed by the savings institution Sample Collection Letters to Debtors Samp | | · |
| 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 license application to Consumer Protection BC by going to the following link: https://www.cstrindralentsolutions.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-opa/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 by our 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 Fee (see current fee schedule) Cheque or money order payable to Consumer Protection BC Visia or an activation of State of Achievement Courrent within 6 months prior to date of application Call Equifax Canada at 1800 4657166 or Trans Union at 1800 663-9880 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 Sample Collection Letters to Debtors 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 which is t | | |
| Residence as Place of Business Statutory Declaration | | 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 |
| 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) Completed Debt Collector Examination Certificate of Achievement Licence Application Fees (see current fee schedule) Completed Debt Collector Examination Certificate of Achievement Licence Application Fees (see current fee schedule) Completed Debt Collector Examination Certificate of Achievement Licence Application Fees (see current fee schedule) Completed Collector Examination Certificate of Achievement Completed Collector Incompleted (see Current Vision of Consumer Protection BC VISA or MASTERCARD using Consumer Protection BC VISA or MASTERCARD using Consumer Protection BC credit card payment authorization form Call Equifax Canada at 1 800 465-7166 or Trans Union at 1 800 663-9980 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 Call Equifax 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 31 rd . Prior to this, an application for renewal must be submitted. Renewal not | | ALL APPLICANTS that do not reside in Canada MUST submit a certified criminal record check from their home jurisdiction. |
| Completed Collector or Balliff Employee Application Forms | | 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 |
| o For every collector or bailiff employed with the agency oliculde Consent for Criminal Record Check form oliculate Consent for Criminal Record Check form Completed Debt Collector Examination Certificate of Achievement □ Licence Application Fees (see current fee schedule) oliculate Cheque or money order payable to Consumer Protection BC oliculate VISA or MASTERCARD using Consumer Protection BC credit card payment authorization form □ Personal Credit Report oliculate Society of Cardit Report oliculate Cardit Report oliculate Society of Cardit Report from a major reporting agency, from the country in which you reside oliculate Society Requirements for list of acceptable security oliculate Society Repuirements oliculate Society Repuire | _ | |
| o 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 balliff licenses are registered to one entity and are non-transferable. Application processing time is approximately 2-3 weeks. All licenses expire annually on December 31 st . 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. | Ш | |
| Licence Application Fees (see current fee schedule) Cheque or money order payable to Consumer Protection BC NISA 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 bailliff 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. | | |
| 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. | | Completed Debt Collector Examination Certificate of Achievement |
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| 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. | _ | |
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| INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED | If yo | ou require further information, please contact our office at 1 888 564-9963 or email operations@consumerprotectionbc.ca. |
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