

## GETTING A FILM CLASSIFIED

### Renewing Your Licence:

Remember to renew your licence **PRIOR** to the expiry date to avoid having to reapply for a new licence, resulting in possible classification delays.

Your Licence Expiry Date: \_\_\_\_\_

### Reporting Changes to Your Business:

Changes to your business must be reported **within 30 days** using the following forms:  
[Notice of change form – business information](#)  
[Notice of change form – corporate officers](#)

### Cancelling a Scheduled Screening:

Email the Classification Team as soon as possible and **no later than 24 hours prior** to any screenings that you need to cancel or reschedule. *The sooner you notify us, the better we can help you reschedule, or allow another distributor to have the screening timeslot if you are cancelling.*

### What are Copies?

When you obtain a classification, the fee includes one copy of the title for your distribution. If you are screening your film at more than one theatre where the runtimes overlap and/or on more than one screen where there is a runtime overlap, you are required to obtain and pay for additional copies of that motion picture for every screen at every theatre where there is an overlap.

Use this form to order more copies:

[Copy Order Form](#)

**STEP 1: SUBMIT A REQUEST** Use the following online forms to submit a request for classification **at least 2 weeks prior** to your screening date:

Motion Picture Classification: [Screening Request Form](#)

Trailer Classification: [Trailer Request Form](#)

Home Video Classification: [Home Video Classification Request Form](#)

**STEP 2: SCREENING CONFIRMATION** You will receive an email confirmation of the date and time we have scheduled your screening within 1 business day. Contact us if you do not receive a confirmation.

**STEP 3: DELIVERY OF SCREENER PRIOR TO SCHEDULED SCREENING DATE** **WE ONLY ACCEPT SCREENERS THAT ARE WATERMARK-FREE FINAL COPIES.**

**LINK FORMAT** - Send the link to [classadmin@consumerprotectionbc.ca](mailto:classadmin@consumerprotectionbc.ca) **prior** to your scheduled screening date (or include the link on your Screening Request Form).

**DCP FORMAT VIA CINESEND OR MOVIE TRANSIT** – It is recommended to transfer the DCP, **at least 2 business days prior**, and email the KDM **prior** to your scheduled screening timeslot to avoid delays or possible cancellation of your screening.

**DCP FORMAT VIA DELIVERY** – It is recommended to deliver your DCP to our office no later than the **Wednesday or Thursday prior** to your scheduled screening timeslot to avoid delays or possible cancellation of your screening:

Consumer Protection BC

#200 – 4946 Canada Way

Burnaby, BC V5G 4H7

**Dropoff Hours: WED and THU 9AM-3PM**

*\*Don't forget to email the KDM prior to your screening date!*

**STEP 4: RECEIVE CERTIFICATE(S)** You will receive the classification certificate(s) within 1 business day after your scheduled screening date, via email.

### How to Get an Earlier Screening Date

Submit your link/password or DCP/KDM with access to view the screener prior to your scheduled screening date. This gives us the flexibility to screen your film before your scheduled screening date/time if earlier timeslots become available.

#### QUICK LINKS:

[Motion Picture Act](#)

[Motion Picture Act Regulations](#)

[Applicable Fees](#)

[Distributing to MB](#)