

Licence renewal

Renew your licence prior to the expiry date to avoid having to reapply for a new licence that may result in classification delays.

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 timeslot.

What are copies?

When you get 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 in the same theatre where there is a runtime overlap, you are required to get 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](#)

Film Classification Quick Reference Guide

For Licensed Distributors Only

To get licensed, go to: consumerprotectionbc.ca/get-keep-licence/motion-pictures/

GET A FILM CLASSIFIED

STEP 1: Submit a Request

Use the online forms to submit a request for classification at least two weeks prior to your first public screening date.

STEP 2: Screening Confirmation

An email confirmation with the date and time of your classification screening is emailed to you within one business day. Contact us if you do not receive a confirmation.

STEP 3: Screener Delivery

Prior to your scheduled classification screening date, a **final copy** of the film must be submitted, watermark-free or contact us for submission guidelines regarding watermarks.

STEP 4: Receive Certificate(s)

Classification Certificates are emailed to you within one business day after your classification screening date.

ONLINE FORMS

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

Trailer Classification: [Trailer Request Form](#)

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

SCREENER DELIVERY

LINK FORMAT

Send the link to classadmin@consumerprotectionbc.ca **prior** to your screening date or include the link on your Screening Request Form under "Special Instructions or Requests".

DCP FORMAT VIA CINESEND OR MOVIETRANSIT

It is recommended to transfer the DCP **at least two business days prior** and email the KDM **prior** to your scheduled screening timeslot to avoid delays or possible screening cancellation.

TIP

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 Manitoba](#)

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