

# DIRECTOR, OFFICER OR PARTNER INFORMATION

**INSTRUCTIONS**

1. Please complete all sections. Please print clearly.
2. If you are not currently licensed, or if you have not been licensed or registered as a director, officer or partner in the last 90 days, you must include an original criminal record check and a copy of government-issued photo identification with this information.

PART A DIRECTOR, OFFICER OR PARTNER INFORMATION			RECBC Use Only
Please indicate full legal name. <i>Initials are not acceptable</i>			File Number
Last name	First name	Middle name(s) <i>(initials are not acceptable)</i>	Approval date
Any previous legal names (e.g. maiden name), or other names by which you are or have been known			Approved by
Residential Address – Suite#/Street <i>(P.O. boxes are not acceptable)</i>			BCSC/Ins/FIC
City, Province	Postal code		Cond/Restrictions
Phone number <i>(include area code)</i>	Email address <i>(optional)</i>		

PART B BROKERAGE INFORMATION
Full legal name of brokerage for which you are a director, officer or partner

PART C BACKGROUND INFORMATION	
Place of birth	Date of birth MM/DD/YYYY
Are you a Canadian citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you were born outside of Canada, indicate the date of your arrival in Canada	
If you resided outside of Canada for any period (other than noted above), indicate the dates and locations (country and, if applicable, state, province or territory) of those periods of residency	

## PART D INFORMATION RESPECTING REPUTATION AND SUITABILITY

<p>1. Have you ever been convicted of, or are you currently charged with, a criminal or other offence under a federal or provincial enactment, or under the law of any foreign jurisdiction?  <i>If yes, attach a copy of the offence, date of offence and outcome, even if an absolute or conditional discharge has been granted. Conviction(s) for which you have received a pardon need not be disclosed. Note: Highway traffic offences resulting only in monetary fines or demerit points, or both, and charges initiated by a violation ticket as defined in the Offence Act or by a ticket as defined in the Contraventions Act (Canada), need not be disclosed. <b>Impaired driving is a Criminal Code offence and must be disclosed.</b> A Notice of Driving Prohibition under section 215 of the Motor Vehicle Act need not be disclosed.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. Have you ever been, or are you currently the subject of a bankruptcy, insolvency or receivership proceeding? This includes:            • a bankruptcy order made against you (or an application for such an order),            • an assignment in bankruptcy or a proposal under Part III of the <i>Bankruptcy and Insolvency Act</i>, or            • an insolvency proceeding (including a receivership or an arrangement under the <i>Companies' Creditors Arrangement Act</i>)  <i>If yes, attach full particulars. For a list of required documents, please see <a href="http://www.recbc.ca/licensee/education-licensing-faq.html">www.recbc.ca/licensee/education-licensing-faq.html</a></i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. Has any business of which you have been an owner, director, officer or partner, been subject to bankruptcy, insolvency or receivership proceedings during the period when you were owner, director, officer or partner? This includes:            • a bankruptcy order made against the business (or an application for such an order),            • an assignment in bankruptcy or a proposal under Part III of the <i>Bankruptcy and Insolvency Act</i>, or            • an insolvency proceeding (including a receivership or an arrangement under the <i>Companies' Creditors Arrangement Act</i>)  <i>If yes, attach full particulars. For a list of required documents, please see <a href="http://www.recbc.ca/licensee/education-licensing-faq.html">www.recbc.ca/licensee/education-licensing-faq.html</a></i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>4. Have you ever had any court orders or judgments made against you in relation to real estate services, a dealing in insurance, mortgages or securities, or misappropriation, fraud or breach of trust?  <i>If yes, attach copy of court order or judgment.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>5. Has any business of which you have been an owner, director, officer or partner, had any court orders or judgments made against the business, during the period when you were owner, director, officer or partner, in relation to real estate services, a dealing in insurance, mortgages or securities, or misappropriation, fraud or breach of trust?  <i>If yes, attach copy of court order or judgment.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>6. Have you ever been refused a licence, or held a licence that was suspended or cancelled, under real estate, insurance, mortgage broker or securities legislation in British Columbia or another jurisdiction, or have you ever been disciplined by a professional body?  <i>If yes, provide full particulars including any action taken by the Real Estate Council of BC.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>7. Are you the subject of an investigation or disciplinary proceedings under real estate, insurance, mortgage broker or securities legislation, or by a professional body, in British Columbia or another jurisdiction?  <i>If yes, provide full particulars including any action taken by the Real Estate Council of BC.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## PART E CONSENT AND CERTIFICATION

### Consent for verification of criminal record check

If required by the Council to provide a criminal record check pursuant to section 4-4(1)(h) of the Council Bylaws, I hereby authorize the Council to verify the accuracy of the criminal record check with the appropriate authorities. Note: *Any information the Council obtains through this consent will be used only for determining suitability for licensing under the Real Estate Services Act.*

### Certification

I certify that I am a director, officer or partner of the above noted brokerage and that the information and statements contained in this application and any attachments are true and complete.

Name of director, officer or partner	Signature	Dated MM/DD/YYYY
Title or position		

<b>Mailing Address</b> Real Estate Council of British Columbia 900-750 West Pender Street   Vancouver, BC Canada   V6C 2T8	<b>Enquiries</b> Tel: 604.683.9664   Toll-free: 1.877.683.9664   Fax: 604.683.9017 <a href="http://www.recbc.ca">www.recbc.ca</a>   <a href="mailto:lic@recbc.ca">lic@recbc.ca</a>
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Please ensure that the police department or RCMP detachment completing the criminal record check is made aware of the following:

1. The criminal record check must provide search results for both convictions and charges before the courts. A certified criminal record check obtained via fingerprints is not required in most cases. However, if you have a conviction that is not detailed on the criminal record check, you may be required to obtain a more detailed check (see 'I have a criminal record,' section below).
2. This criminal record check is required for licensing purposes. A vulnerable sector search is not required.
3. If the criminal record check requires you to indicate who the information will be shared with, please specify "Lisa Kern, Senior Licensing Supervisor at the Real Estate Council of BC."

If you require additional information, please call the Council's licensing department, at 604-683-9664, or toll-free in BC at 1-877-683-9664.

## **Frequently Asked Questions**

### **Am I required to provide a Criminal Record Check?**

The Council requires that you obtain an original local criminal record check and submit it with your licence application if you are a:

- First-time licence applicant.
- Re-licence applicant (you have been unlicensed for more than 90 days after licence expiry).
- Reinstatement licence applicant (you have been unlicensed for more than 90 days within licence period).
- Director/officer or partner applicant who is not currently licensed or has not been licensed or registered as a director/officer or partner under *the Real Estate Services Act* in the last 90 days.
- Pre-screening applicant.

The Council may require a criminal record check from any licence applicant when the Council deems it appropriate.

### **How do I obtain a Criminal Record Check?**

Your criminal record check must be completed by either the police department or RCMP detachment where you live, or by a division of the Canadian Corps of Commissionaires.

- Before you visit a police, RCMP or Commissionaires office, contact them to confirm their hours of operation, fees, and the methods of payment accepted.
- Bring photo identification to verify your identity.
- Print this page and take it with you; it explains that you require a criminal record check for licensing purposes.
- If the criminal record check requires you to indicate who the information will be shared with, please specify "Lisa Kern, Senior Licensing Supervisor at the Real Estate Council of BC."
- If you are aware of a conviction, charge, or incident with the police on your record, obtain your criminal record check from your local RCMP or police department. Commissionaires will mark your criminal record check as "Rejected," which the Council cannot accept for licensing purposes.

### **What if I live outside of BC?**

Criminal record checks must be from Canada unless otherwise requested or approved by the Council.

If you have lived in a country other than Canada for a significant period within five years of the date of your application, you may be required to provide a criminal record check from that country.

If you live in a province other than BC, follow the procedures outlined on this page with the municipal police agency or RCMP detachment in your community, or a division of Commissionaires. Contact the Council's office if you have questions about obtaining a criminal record check in your province.

### **When should the Criminal Record Check be completed?**

Make sure your criminal record check is completed within **90 days** of the date the Council receives your application. If the criminal record check is more than 90 days old, you must have a new check completed.

### **Will the Council accept a copy of a Criminal Record Check?**

No. The Council only accepts an original criminal record check. Do not send a photocopy. Send your application and the original criminal record check to the Council office in **one package** via mail or courier. Do not email or fax your application.

### **I have a criminal record. How do I obtain a Criminal Record Check to verify outstanding charges or convictions?**

Depending on the RCMP or police department that completes your criminal record check, details of offence(s) may or may not be included. If your criminal record check indicates that you may have a criminal record (conviction) and does not contain detailed information regarding your offence(s), the Council also requires an **original Certified Criminal Record Check**. This differs from a local criminal record check and you must be fingerprinted in order to obtain it. You must submit both the local criminal record check and the Certified Criminal Record Check to the Council.

- Check with your local RCMP or police department well in advance of submitting your licence application, as the process may take some time. The Certified Criminal Record Check must be dated **within 90 days** of the date the Council receives your licence application.
- If the search indicates that you may have a current charge against you, in addition to the original criminal record check, you must also provide full details and include court documentation on your licence application form.
- If the search indicates a positive result, you must provide a written statement providing details of the offence or incident, including court documentation, if any.
- If you are aware of a conviction, charge, or incident with the police on your record, you must obtain your criminal record check from your local RCMP or police department. Commissionaires will mark your criminal record check as "Rejected," which the Council cannot accept for licensing purposes.

### Am I required to provide photo ID with my application?

In order to protect consumers, the Council requires the following applicants to obtain a copy of a piece of valid government-issued photo identification and submit it with their application to the Council:

- First-time licence applicants.
- Re-licence applicants (those who have been unlicensed for more than 90 days after licence expiry).
- Reinstatement licence applicants (those who have been unlicensed for more than 90 days within licence period)
- Director/officer or partner applicants who are not currently licensed or who have not been licensed or registered as a director/officer or partner under *the Real Estate Services Act* in the last 90 days

The Council may require a piece of government-issued photo identification from any licence applicant when the Council deems it appropriate.

### What kind of identification is acceptable?

The photo identification that you provide must:

- have been issued by a provincial or territorial government of Canada, by the Government of Canada, or by another state or federal government;
- be valid (not expired) at the time it is provided, *or*
- if the photo identification does not have an expiry date, must have been issued within the last 5 years; and
- must contain your full legal name.

Please ensure that your full legal name on the photo identification exactly matches the full legal name provided on your criminal record check and on the application form you submit.

Acceptable forms of identification include:

- Motor Vehicle Driver's Licence
- Passport
- Nexus Card
- Canadian Citizenship Certificate Card
- Permanent Resident Card
- Certificate of Indian Status Card

The copy of the photo identification you submit with your application must be clear and legible. If you wish to provide a form of photo identification that is not listed above, please email [lic@recbc.ca](mailto:lic@recbc.ca) to submit a request. The use of other forms of identification must be pre-approved by the Council.

### When should the photo identification be submitted?

Submit the copy of your valid government-issued photo identification along with your licence application package to the Council.

Licence applications that do not include a copy of valid photo identification will not be processed.

### Will the Council accept a black and white copy of my photo identification?

The Council recommends that you submit a colour photocopy of your valid government-issued identification.

The Council will accept grayscale photocopies as well, as long as they are clear and meet the requirements for valid, government-issued photo identification.