



Motor
Vehicle Sales Authority
of British Columbia

Previously known as the Motor Dealer Council of BC

208 – 5455 152nd Street
Surrey, BC V3S 5A5
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Criminal Record Check Requirements for VSA Salesperson Licence

In order to comply with the *Motor Dealer Act* (MDA), a person wishing to be licensed as a salesperson with the Motor Vehicle Sales Authority of BC (VSA) must provide a Criminal Record Check. Similar to the process that requires criminal record checks for all persons applying for a motor dealer licence, the presence of a criminal record will not automatically exclude a person from receiving a licence to work as a salesperson. The circumstances of any prior criminal record will be reviewed by the Registrar to determine the relevance of past convictions.

If you know that a criminal record exists, please contact the VSA Licensing Department at 604-574-5050 local 710. A Licensing Officer will then give you specific instructions on how to obtain a Criminal Record Check with a summary of convictions. This will help to avoid delays in obtaining a Conditional Licence. **No Conditional Licence will be granted** unless details of any known convictions are confirmed by a valid Criminal Record Check

Criminal Record Check Procedure

Criminal record checks can be conducted through the police department or RCMP detachment in the city where you reside or through a private firm. You will need to bring this letter with you. Each source has its own procedure for Criminal Record Checks. A fee will be charged for this service which is not associated with the VSA and cannot be charged back to the VSA.

Depending upon the police agency or private firm used, the Criminal Record Check form may require you to indicate the categories or levels of information for disclosure. If this is the case, as with RCMP form # 3584, please ensure that at least levels # 1 & # 2 are initialed. If a "vulnerable sector check" is an option please authorize this also.

The original or a certified true copy of the results of the Criminal Record Check is to be sent to:

**Salesperson Licensing
Motor Vehicle Sales Authority of BC
Suite 208 – 5455 152nd Street
Surrey, BC, V3S 5A5**

Please note: Not all police departments or RCMP detachments will mail reports to the VSA. Confirm if your report will be mailed to the VSA or if you will need to return to the detachment to pick it up and forward it to the VSA. If your report is mailed directly to you, you will need to forward the report to the VSA.

To receive a Conditional Licence, the VSA must receive a receipt as proof that the appropriate Criminal Record Check has been initiated. Please submit a copy of the receipt with your salesperson application. If you have any questions about the criminal record check process, please contact the VSA office at 604-574-5050 local 710.

Please note that follow-up may be required to confirm receipt of Criminal Record Checks and details that are forwarded to the VSA office.

For VSA Use Only

Criminal Record Check Instructions
Form #: SP04.02.08