



Previously known as The Motor Dealer Council of BC

Online Application for Registration as a Licensed Salesperson

In order to comply with the *Motor Dealer Act*, the following requirements apply to all persons involved in activities and decisions affecting the retail vehicle sales process within a licensed motor vehicle dealership in British Columbia:

1. Completion of the "Online Application for Registration as a Licensed Salesperson" and payment of the appropriate application and licence fee.
2. Completion of a Criminal Record Check to confirm no convictions under the Criminal Code of Canada or, to qualify for a *Conditional Licence*, proof that a Criminal Record Check has been initiated. **If you know that a criminal record exists, please contact the VSA Licensing Department before initiating a check** at 604-574-5050 ext. 710 and a licensing officer will assist you.
3. Proof of employment (Employment Authorization form) in good standing with a licensed motor dealer.
4. Registration for the mandatory VSA Salesperson Certification Course. A passing grade of 75% must be achieved within the conditional licensing period or the Conditional Licence will expire and the individual will not be eligible to work in retail vehicle sales.

In order to apply online **please have the following documents ready** – use the check boxes as a reminder before applying online to the VSA. ***NOTE: Documents to be submitted online must be pre-scanned and ready to upload.***

a) Online Application for Registration as a Licensed Salesperson:

- Complete in full Sections A, B & C of the Employment Authorization Form) have it duly signed by authorized official from the licensed motor dealer with whom you are employed. **This form must be scanned, emailed, faxed, or mailed to the Licensing department.**
- Complete in full all sections of online application.
- Submit online payment of \$195.00 by Visa or Mastercard only.
- Passport-sized photo may be submitted by scanned copy, mail, or email to salespersonlicensing@mvsabc.com. (Files must be no larger than 2.0 MB and in .jpeg format.)
- Include/have ready a digital copy of acceptable photo identification (e.g. BC driver's licence, BC ID, Canadian Passport)
- Include/have ready a digital copy of proof of legal status (e.g. Birth certificate, SIN card or CareCard)
- If you are unable to submit any document through the online process please mail, email or drop-off in person as soon as possible so that applications can be processed.

b) Criminal Record Check instructions:

- Include/have ready receipt as confirmation that Criminal Record Check has been *initiated* or your completed Criminal Record Check. ***Please note: If you have a criminal record, please contact a Licensing Officer at 604-574-5050 at ext. 710 prior to initiating your criminal record check.***

Supporting documents for online applications must be submitted within 7 business days or your application will not be completed.



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The positions required to be licensed include: used and new vehicle sales, business office, lease office, internet sales and sales managers along with all other positions including managers and dealer principals who are involved in activities and decisions affecting the retail vehicle sales process within a licensed dealership.

All qualified salespeople will be issued a *Conditional* Licence upon receipt and processing of their complete application materials and full payment. Generally, 45 days from the start date of employment will be given for conditions to be removed before a regular photo id licence will be issued. During this time the individual will be eligible to work within the dealership(s) named on the *Conditional* Licence. **If all conditions are not met within the designated times, the *Conditional* Licence will expire, and the individual will not be eligible to work in retail vehicle sales.**

Completing the Online Application:

1. To begin, please go to the 'Industry' tab at www.vehiclesalesauthority.com. Click on 'Salesperson Info' and then, 'Online Salesperson Application Registration'.
2. New applicants must 'register to obtain a username and password'.
3. Follow the prompts to obtain a username and password. Please **enter your FULL legal name** as it appears on your drivers licence or passport.
4. Please have all required documents scanned and uploaded to your computer prior to filling in the online application, or have them ready to be mailed, faxed or dropped off to our office. These include:
 - Photo ID (BC drivers licence, BC ID, or Canadian Passport)
 - Proof of legal status (Birth certificate, SIN card or CareCard)
 - Passport sized photo (in .jpeg format and no larger than 2.0 MB)
 - Criminal Record Check or confirmation that one has been initiated (i.e. receipt)
 - An Employment Authorization form completed by the employer
5. After receiving your username and password, sign in on the website by going to 'Industry Services' through the 'Online Renewal' link.
6. Click on 'Apply for licence'.
7. Complete **all 11 steps** and fill in all required fields including credit card payment. **Your application will NOT be processed until payment is received.**
8. Send in any remaining documents that were not uploaded during the online application process within 7 business days.

Please note: A complete online application (including salesperson information, declarations, employment history and payment must be received online, **or the application will be abandoned.** Additional documents, such as the Employment Authorization form, Criminal Record Check confirmation, photo ID, proof of legal status, and passport sized photo, **must be submitted within 7 business days** in order to process and complete the application.

Supporting documents for online applications must be submitted within 7 business days or your application will not be completed.



Motor
Vehicle Sales Authority
of British Columbia

Previously known as the Motor Dealer Council of BC

208 – 5455 152nd Street
Surrey, BC V3S 5A5
Phone: (604) 574-5050
Fax: (604) 574-5883
www.vehiclesalesauthority.com

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