



## Police Information Check Requirements for VSA Salesperson Licence

To comply with the Motor Dealer Act (MDA), a person wishing to be licensed as a salesperson with the Vehicle Sales Authority of BC (VSA), you must provide a Police Information Check (PIC) that has been obtained within the **past 30 days** with your application.

A PIC can be obtained from one of the following locations:

1. An **RCMP** detachment in the **municipality that you reside**.
2. A **Municipal Police Department** in the **municipality that you reside**.
3. A commissionaires office.

**NOTE:** A PIC from online, or any other source, will not be accepted.

### Police Information Check (PIC) Instructions

1. Go in person to your local police jurisdiction
2. You are responsible for all costs associated with obtaining a PIC.
3. You will need to present two pieces of government-issued identification for the PIC
  - Primary ID must include the applicant's date of birth plus a current photo
  - Secondary ID must include the same name and date of birth as the primary ID
4. The PIC is required by the *Vehicle Sales Authority of BC, Registrar of Motor Dealers, Ian Christman* and the VSA address:  
280 – 8029 199 Street, Langley BC V2Y 0E2
5. When you attend your local Police Department, in rare situations they may not be able confirm your identity via a name-based Police Information Check. If this is the case, you may be asked to provide fingerprints. This is known as a "certified criminal record check."
6. The required form will be provided by the Police Department
7. If the PIC is given directly to you, include it in your salesperson application package - if not provided immediately, please provide a receipt with your salesperson application. **NOTE:** *your application will not be fully processed until the PIC is received.*

PICs can be emailed directly to the VSA or uploaded if you are applying online.

### Helpful Tips

- A Vulnerable sector check is **not** necessary.
- Prior to attending your local Police Department to obtain a PIC, check the website or phone ahead to ensure that particular location provides Police Information Check services and for their hours of operation.

## What happens when an Applicant has a Criminal Record and/or Charge(s)?

Once a completed Salesperson Application is submitted to the VSA and the applicant has a criminal record and/or outstanding charge(s), the following procedures will take place:

1. A Licensing Officer will review the application along with the PIC with confirmed conviction(s) and/or outstanding charges to determine if they are industry related and/or serious enough to warrant further investigation.
2. If it is determined that further investigation is not warranted, a conditional licence will be issued to the applicant.
3. If it is determined that further investigation is warranted, the applicant will be notified to complete a PIC Questionnaire and forward to the VSA.
4. Once the PIC Questionnaire is received by the VSA, the applicant may be interviewed by a VSA Officer regarding the conviction(s) and/or charge(s).
5. The VSA Officer will forward an investigation report to the Manager of Licensing.
6. The Manager of Licensing will review the application, the applicant's PIC Questionnaire and the investigation report.
7. Once the review is completed the Manager of Licensing will either:
  - i. Issue a conditional licence to the applicant.
  - ii. Issue a conditional licence to the applicant with added conditions.
  - iii. Arrange for a hearing before the Registrar for the applicant with the recommendation to deny the salesperson application.
8. If a hearing is to be arranged, the applicant will be given at minimum 30-days notice of the hearing date. If the applicant wishes to waive the 30-day notice, the earliest possible date for the hearing will be arranged.
9. The applicant will be sent a hearing notice via registered mail including copies of the Licensing hearing report and Compliance investigation report.
10. At the conclusion of the hearing, the Registrar may make various orders including, but not limited to:
  - i. grant a licence;
  - ii. grant a licence with conditions;
  - iii. adjourn the hearing so the applicant can provide further information;
  - iv. refuse a licence.