



## Police Information Checks– FAQs

### Frequently Asked Questions

**Q: What is a Police Information Check (PIC)?**

A: A [Police Information Check](#)- formally known as a *Criminal Record Check*- is a collection of offence information, including convictions, outstanding warrants, charges and judicial orders. This check is intended for applicants who are seeking employment with agencies who require a criminal record check.

**Q: Why do I need to submit a PIC?**

A: In order to comply with the Motor Dealer Act (MDA), a person wishing to be licensed as a salesperson with the Vehicle Sales Authority of BC must provide a Police Information Check. Employers and other individuals do not have access to this confidential information. Click [here](#) for more on licensed salesperson guidelines.

**Q: How much does a PIC cost?**

A: The cost for a PIC can range from \$55-\$75. The salesperson licence applicant is responsible for the PIC cost.

**Q: What is considered a valid PIC?**

A: The VSA will only accept Police Information Checks obtained within the last 30 days from one of the following sources:

- An RCMP detachment in the municipality the applicant resides
- A police station in the municipality the applicant resides
- A Commissionaires office

The required form will be provided by your local police jurisdiction.

Police Information Checks will not be accepted from online or any other sources.

**Q: What do I need to obtain a PIC?**

A: You must attend your local police jurisdiction in person. Two pieces of government-issued identification are required to obtain a 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

When you attend one of the locations above, 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."



## Police Information Checks– FAQs

### Frequently Asked Questions *continued*

**Q: What do I need to obtain a PIC?**

The PIC is required by the VSA. When asked for the contact/agency requesting the PIC on the form, please provide the following information:

**Ian Christman, Registrar**  
**Vehicle Sales Authority of BC**  
**280-8029 199 Street**  
**Langley, BC V2Y 0E2**  
**(604) 574-5050**

**Q: How do I know if a location provides PICs?**

A: Prior to going to your local RCMP detachment, police station or a Commissionaires office, check the website or phone ahead to ensure that location provides PIC services and for their hours of operation.

**Q: Do I need a vulnerable sector check?**

A: No, a vulnerable sector check is not needed.