



Criminal Record Check Requirements for VSA Salesperson Licence

In order to comply with the *Motor Dealer Act* (MDA), a person applying to be licensed as a salesperson with the Motor Vehicle Sales Authority of BC (VSA) must provide a Criminal Record Check (CRC). Having 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 Licensing and Compliance Departments. The Registrar will make the final decision about the relevance of past convictions.

If you have a criminal record or are currently charged with an offence(s), you must complete and submit the VSA Statutory Declaration form that is included in the Salesperson Licence Application package. This will help to avoid delays in obtaining a Conditional Licence. **No Conditional Licence will be granted** (you cannot legally work as a licensed VSA salesperson) unless details of any criminal convictions and/or charges are confirmed by a valid Criminal Record Check.

Criminal Record Check Procedure

As part of the Salesperson Licence application process, all Criminal Record Checks are conducted on behalf of the VSA by the Security Programs Division of the Ministry of Public Safety & Solicitor General. The \$50.00 CRC fee is included in the \$245.00 Salesperson Licence Application/Licence fee.

A RCMP form # 3584 is included in each Salesperson Licence Application package. To initiate your Criminal Record Check, you must:

1. Complete all five parts of the RCMP form
2. Ensure that you print legibly
3. Sign the form
4. In part 5 of the RCMP form, **ensure that levels # 1 & # 2 are initialed**
5. If you have a criminal record or are currently charged with an offence, you must complete and submit a VSA Statutory Declaration form
6. Submit completed form(s) with your completed Salesperson Licence application

*** Please note that an incomplete VSA Statutory Declaration form may cause a long delay in processing your application since you may be asked to submit your fingerprints to Ottawa for CRC results. ***



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. The declared conviction(s) and/or charge(s) on the completed VSA Statutory Declaration Form are confirmed via the CRC process. [If the declared conviction(s) and/or outstanding charges(s) are returned by the Ministry as “unconfirmed,” the applicant will be required to re-submit another CRC along with an updated VSA Statutory Declaration Form and payment of \$50.00.]
2. A Licensing Officer will review the application along with the confirmed declared conviction(s) and/or outstanding charges to determine if they are industry related and/or serious enough to warrant further investigation.
3. If it is determined that further investigation is not warranted, a conditional licence will be issued to the applicant.
4. If it is determined that further investigation is warranted, the applicant will be notified to provide a written statement to the VSA with all the details of the conviction(s) and/or charge(s) including any mitigating circumstances.
5. Once the written statement is received by the VSA, the applicant will be interviewed by a VSA Compliance Officer regarding the conviction(s) and/or charge(s).
6. The VSA Compliance Officer will forward an investigation report to the Manager of Licensing.
7. The Manager of Licensing will review the application, the applicant's written statement and the investigation report.
8. Once the review is completed the Manager of Licensing will either:
 - a. Issue a conditional licence to the applicant.
 - b. Issue a conditional licence to the applicant with added conditions.
 - c. Arrange for a hearing before the Registrar for the applicant with the recommendation to deny the salesperson application.
9. 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.
10. The applicant will be sent a hearing notice via registered mail including copies of the Licensing hearing report and Compliance investigation report.
11. 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; or (v) refuse a licence.