

Online Application for Registration as a Licensed Salesperson

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. You may also email or mail them to the VSA Licensing department (please include your full name and date of birth in your correspondence).

- Complete in full Sections A, B & C of the Employment Authorization Form (attached) and have it duly signed by an authorized official from the licensed motor dealer with whom you are employed.
- Complete and sign the RCMP Criminal Record Check Form and the VSA Statutory Declaration form which are included in this package.
- Passport-sized photo may be submitted by uploading a 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.

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)

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

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- Proof of legal status (Birth certificate, SIN card or CareCard)
 - Passport sized photo (in .jpeg format and no larger than 2.0 MB)
 - Completed RCMP Criminal Record Check form and VSA Statutory Declaration Form.
 - 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, RCMP Criminal Record Check Form, VSA Statutory Declaration, 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.



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Employment Authorization Form

In compliance with the Salesperson Licensing Regulation of the Motor Dealer Act
The Motor Vehicle Sales Authority of British Columbia (VSA) is defined as a public body under the Freedom of Information and Protection of Privacy Act. Personal information is collected, used and disclosed in accordance with the provisions of that Act.

Section A: Salesperson Information – please print clearly.

Last Name			Given Name(s)		
MM DD YYYY			Email for Salesperson		SP#
Date of Birth			* Mandatory *		VSA Salesperson #
					** Mandatory **

The following information must be completed by each dealership with whom you are employed.

Section B: Motor Dealer Business Information – please print clearly.

Legal Name of Business			D#
			VSA Dealer Number
Doing Business As (Name)		Contact Name	
()	()		
Phone Number	Fax Number	Email Address	

Section C: Designated Employment Authorization – please print clearly.

The salesperson identified in *Section A* above will be employed by the motor dealer to act as and is appointed as a designated salesperson as indicated below (check the primary position) effective on;

Salesperson
 Lease Office
 Business Office
 Internet Sales
 Management
 Dealer Principal

Employment START Date: _____

MM DD YYYY

Print Authorized Official's name	Signature of Authorized Official
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Section D: Cancellation of Employment – please print clearly.

Dealer: Please complete Section D and return it to VSA when employment is terminated.

The salesperson identified in *Section A* above is no longer employed and is no longer an authorized designated salesperson of the business effective as of the date below;

MM DD YYYY			Print Authorized Official's Name
Employment END Date			Signature of Authorized Official

This form may be submitted by fax for currently licensed salespeople only.
***** New salespeople must submit completed salesperson applications to the VSA prior to starting employment with the dealership.***



CONSENT FOR DISCLOSURE OF CRIMINAL RECORD INFORMATION

PART 1

IF COMPLETED MANUALLY, PLEASE PRINT

Surname		Given name (1)		Given name (2)		Sex <input type="checkbox"/> M <input type="checkbox"/> F		Tel. no. (incl. area code)	
Address (no., street, apt.)			City		Province		Postal code		
Date of birth (yyyy-mm-d)		Place of birth		Driver's licence no.		Usual first name or alias		Maiden name/Any other Surname	
Previous address if less than 5 years at current address Address (no., street, apt.)			City		Province		Postal code		

PART 2

Pursuant to Section 8(1) of the Privacy Act of Canada, I hereby authorize the Royal Canadian Mounted Police to disclose my personal information to:

Full name Ken Smith		Title Registrar		Name of organization Vehicle Sales Authority (VSA)	
Address (no., street, apt.) 208-5455 152nd Street		City Surrey		Province BC	
				Postal code V3S 5A5	

PART 3

WAIVER AND RELEASE:
I hereby release and forever discharge Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, howsoever arising out of the above authorized disclosure of information and waive all rights thereto.

PART 4

This consent is valid for a period of three months from the date of signature.

Signed this _____ day of _____ Signature of applicant _____

Signature Here

PART 5

Following is information contained in the records of the RCMP or records from other police forces accessible through computer queries and is based on a name and date of birth check only. ****A record may or may not exist** for the subject of this inquiry, positive identification and a certified criminal records check can only be obtained through a fingerprint check. This can be made with the submission of a complete set of fingerprints to:

INFORMATION AND IDENTIFICATION SERVICES
CANADIAN CRIMINAL RECORD INFORMATION SERVICES
1200 Vanier Parkway
OTTAWA, ONTARIO K1A 0R2

YOUNG OFFENDER INFORMATION - The Youth Criminal Justice Act/Young Offenders Act make it an offence to disclose young offender information. In cases where an adult's record contains young offender information or a young offender requests a copy of his/her criminal record, the criminal record information **MUST** be given to the requester. Individuals can disclose their own information, but even with consent the RCMP are not legally permitted to disclose young offender information.

INSTRUCTION TO REQUESTERS: The following section contains varying degrees of police information.

- Confirm with the party identified in PART 2, the exact information they require.
- Choose the category which best symbolizes the information you are providing consent for the RCMP to disclose and place your initials in the appropriate INITIALS box.
- The party identified in PART 2 will be advised accordingly of negative checks.
- Checks resulting in possible "hits" for information identified in categories 1, 2 or 3 will require confirmation by the submission of fingerprints.
- You will be required to confirm that information located through the checks stipulated in category 4, is your personal information.
- You may withdraw this consent prior to disclosure.

Initial Here

No.	Initials	Category of Information for Disclosure	FOR POLICE USE ONLY
1.		Records of criminal convictions found in the Identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted. RCMP: Make CPIC Criminal Record "LEVEL 1" Query ONLY.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
2.		Records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC. RCMP: Make CPIC Criminal Record "LEVEL 1" Query AND a Persons CPIC Query.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
3.		Records of criminal convictions and summary of police information (including records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC) attainable through CPIC for which a pardon has not been granted plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition. RCMP: Make CPIC Criminal Record "LEVEL 2" Query AND a Persons CPIC Query.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
4.		Police information located on computer systems (e.g. Police Information Retrieval System (PIRS), CPIC, PROS, PRIME, LEIP) and information located through local police indices checks. This will include all information related to non convictions and all charges regardless of disposition. RCMP: Make Persons Queries on PIRS, CPIC, PROS, PRIME and LEIP. In view of the general nature of this information, confirm with requester this is in fact information pertaining to him/her. Requesters MUST confirm information which pertains to them prior to disclosure. If a discrepancy exists, do not disclose this information.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist

COMPLETED BY

Member (signature)	Reg. no.	Unit	Date
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Motor
Vehicle Sales Authority
 of British Columbia

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STATUTORY DECLARATION

Motor Vehicle Sales Authority of British Columbia (VSA)

CANADA) IN THE MATTER OF
 PROVINCE OF) application for licensing
 BRITISH COLUMBIA) by _____

TO WIT:

I, _____ (surname, and given names) of _____ (address),
 _____ (city), Province of British Columbia, born on _____ (dd/mm/yyyy),
 in _____ (city), _____ (province/state), _____ (country),
 having applied for licensing with the VSA.

DO SOLEMNLY DECLARE THAT:

I have been charged and/or convicted of the following criminal offence/s:

Name/Type of Charge or Conviction	Year of Charge (on or about)	Location of Charge or Conviction

I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

SIGNATURE

DATE