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

www.vehiclesalesauthority.com

Application Package for Registration as a Licensed Salesperson

In order to comply with the *Motor Dealer Act*, all persons who are involved in activities and decisions affecting the retail vehicle sales process within a licensed motor vehicle dealership in British Columbia must apply for and receive a VSA Salesperson Licence.

They must also register for the mandatory VSA Salesperson Certification Course – Level 1. A passing grade of 75% must be achieved within the conditional licensing period (within 45 days of your start date at the dealership) or their Conditional Licence will expire and they will not be eligible to work in retail vehicle sales.

This application package includes the following documents:

Use the check boxes as a reminder before submitting the materials by mail, courier or in person to the VSA (Do Not Fax).

a) **Application Form for Registration as a Licensed Salesperson:**

- ☐ Complete in full Sections A, B & C on page one (Employment Authorization Form) of the application and have it duly signed by an authorized official from the licensed motor dealer with whom you are employed
- ☐ Complete in full all sections and sign on page six
- ☐ Include application, CRC and annual licence fee of $245.00
- ☐ Include passport-sized photo signed on the back by the primary dealer with whom you are employed
- ☐ Include a copy of proof of legal status (e.g. birth certificate, Canadian passport, CareCard, citizenship card, landed immigrant visa, NEXUS card, work permit, or social insurance card)
- ☐ Include a copy of acceptable photo identification (e.g. BC driver's licence, citizenship card, or passport if not used as proof of legal status)
- ☐ Submit the complete application package by mail, courier or in person – Do Not Fax

b) **Criminal Record Check instructions:**

- ☐ Include the completed RCMP Criminal Record Check form
- ☐ *If you know that a criminal record exists*, complete and submit the attached VSA Statutory Declaration form

c) **Registration Form for VSA Salesperson Certification Course – Level 1:**

- ☐ Submit your completed course registration form along with payment of $420.00 or $520.00 for the Webinar course (Course registration may be faxed in with credit card information prior to mailing in the rest of the application package to ensure placement in the course desired)

All qualified salespeople will be issued a Conditional Licence upon receipt and processing of their application materials and full payment. A designated amount of time will be allowed (within 45 days of your start date at the dealership) 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 time, the Conditional Licence will expire and the individual will not be eligible to work in retail vehicle sales.

Application form, supporting documents and payment must be submitted by mail as a complete set. Incomplete applications and documents submitted by fax will not be processed.

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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 (CRC). 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, you must complete and submit a 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** unless details of any known convictions are confirmed by a valid Criminal Record Check.

Criminal Record Check Procedure

All Criminal record checks will be processed by the VSA as part of the Salesperson Licence application process and will be conducted by the Security Programs of the Public Safety & Solicitor General Ministry. 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 know that a criminal record exists, you must complete and submit a VSA Statutory Declaration form
6. Submit completed form with your completed Salesperson Licence application

Reset Form

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Application for Registration as a Licensed Salesperson

(Employment Authorization Form)

In compliance with the Salesperson Licensing Regulation of the Motor Dealer Act

Section A: Salesperson Information – please print clearly.

Last Name _____ Given Name(s) _____

MM DD YYYY Date of Birth _____ ( ) Home Phone _____ SP# VSA Salesperson # (if known) _____

The following sections need to be completed and signed by an authorized official of the dealership that you are or will be employed at.

If you are currently seeking retail vehicle sales employment at a licensed dealership, please leave the following sections blank and check this box. ☐

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 _____

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
Employment END Date _____

Print Authorized Official's Name _____

Signature of Authorized Official _____

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Application for Registration as a Licensed Salesperson

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 and the Motor Dealer Act.

An application containing false information may result in the suspension or cancellation of the salesperson's licence and disciplinary action against the employer(s)/dealer(s) of record.

Section A: Personal Information – Please print clearly.

Last Name _____ Given Name(s) _____

Known as (alias or preferred name) _____ Email Address _____

MM ____ DD ____ YYYY ____ Date of Birth (minimum 19 years)

( ) _____ Home Phone

( ) _____ Cell Phone

Apt # _____ Residence Address _____

City _____ Province _____ Postal Code _____

Apt # _____ Mailing Address – if different from above _____

City _____ Province _____ Postal Code _____

Legal status to work in Canada (check one):

☐ Canadian citizen ☐ Landed immigrant
☐ Work permit holder ☐ Temporary refugee

Attach a copy of the document proving your legal status to work in Canada, e.g. birth certificate, Canadian passport, CareCard, citizenship card, landed immigrant visa, NEXUS card, work permit, social insurance card.

Copy of photo identification (check one):
Attach a copy of one item. Must be different than what is used as proof of Legal status.

☐ Driver's licence ☐ Citizenship card
☐ Passport (if not used as proof of legal status)
☐ Other (specify): _____

Have you ever previously completed an application for registration as a licensed salesperson with the VSA (previously the MDC)?
☐ Yes ☐ No

Section B: Photo Requirement

The regular salesperson licence is a photo ID. **Please attach a passport-sized photo** that has been endorsed, on the back of the photo, by the primary dealer with whom you are employed.

Application form, supporting documents and payment must be submitted by mail as a complete set. Incomplete applications and documents submitted by fax cannot be processed.

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Section C: Payment Information

The non-refundable application, Criminal Record Check and annual licence fee is **$245.00.**
Please make cheque or money order payable to the *Motor Vehicle Sales Authority*. Processing of an application will not start until full payment is received and cleared by the financial institution.
A $40.00 service charge will be levied for any dishonoured cheques.

Method of payment (check one):

☐ Cheque ☐ Certified Cheque ☐ Cash (in person to VSA office in Surrey)
☐ Money Order ☐ Interac (in person at VSA office in Surrey)
☐ Visa ☐ Master Card

Credit card #:

Expiry:

Month **Year**

Print cardholder's name **Cardholder signature**

Section D: Salesperson Certification Course

To qualify for a VSA Salesperson Licence, all salespeople must complete the Salesperson Certification Course offered through the Motor Vehicle Sales Authority (VSA). *Visit the VSA web site at www.vehiclesalesauthority.com for course schedule and registration details.* A Conditional Licence will be issued to allow an eligible salesperson time to successfully complete the course while working. **Please note** that if you do not register for and successfully pass the VSA Salesperson Certification Course with a 75% grade within the allotted conditional licence period, your Conditional Licence will expire. **You will then not be eligible to work in retail vehicle sales until you pass the course.**

Section E: Eligibility

To qualify for a Conditional Salesperson Licence, a Criminal Record Check (CRC) is required. Please complete the attached RCMP Criminal Record Check form and submit with this application (on part 5 of the form, you must initial #1 & #2). The cost of conducting the CRC is included in your application fee. Please refer to *Criminal Record Check Requirements for Salesperson Licensing*. If a criminal record exists, the Registrar is the final arbitrator on what is deemed an acceptable criminal record.

The Motor Vehicle Sales Authority of British Columbia 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 and the Motor Dealer Act.

Please complete the eligibility questionnaire on the following page. If you answer "Yes" to any question, please provide details in the space provided or include additional information with your application. If you have any questions, please call the VSA office at (604) 574-5050 local 710.

Application form, supporting documents and payment must be submitted by mail as a complete set.
Incomplete applications and documents submitted by fax will not be processed.

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Section E: Eligibility (continued)

If you answer "Yes" to any question, please provide details in the space provided or include additional information with your application. **If no details are provided, the application will not be processed.**

1.	Have you previously applied for or been granted any registration, exemption or certificate of any kind by the Registrar, Motor Dealer Act or other regulated industries, e.g., real estate in any jurisdiction? _____ _____	☐ Yes Explain in space provided.	☐ No
2.	Are you now or have you ever been registered as a motor dealer or salesperson in the motor dealer industry in any jurisdiction outside of British Columbia? _____ _____	☐ Yes Explain in space provided.	☐ No
3.	Have you ever been found by an authority to have violated the Motor Dealer Act or the Business Practices and Consumer Protection Act? _____ _____	☐ Yes Explain in space provided.	☐ No
4.	Have you been convicted of an offence under any criminal or other law in force in Canada or elsewhere for which a pardon has not been granted? *** If you answered yes to this question, you must complete and submit the attached VSA Statutory Declarations form.**	☐ Yes	☐ No
5.	Are you currently under investigation and/or prosecution for violation of any criminal or other law in force in Canada or elsewhere? _____ _____	☐ Yes Explain in space provided.	☐ No
6.	Have you ever been convicted of an offence of a criminal or other law in force in Canada or elsewhere under another legal name or alias? *** If you answered yes to this question, please complete and submit the attached VSA Statutory Declarations form.**	☐ Yes	☐ No
7.	Have you ever had a motor dealer licence, or a salesperson licence in the motor dealer industry, or a licence in another regulated industry (e.g., real estate) suspended or revoked in Canada or elsewhere under your current name or any other legal name or alias? _____ _____	☐ Yes Explain in space provided.	☐ No

An application containing false information may result in the suspension or cancellation of the salesperson's licence and disciplinary action against the employer(s)/dealer(s) of record.

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Section F: Employment or other activities for the last five (5) years

Please include any leaves, sabbaticals, unemployment, etc. Attach additional sheets if necessary.

This section must be completed in full or the application will not be processed.

Employer/School:_____

Type of Business/Activity:_____ Position/Title:_____

Name of Supervisor:_____ Phone:_____

I was there from:_____to:_____ Location:_____

Employer/School:_____

Type of Business/Activity:_____ Position/Title:_____

Name of Supervisor:_____ Phone:_____

I was there from:_____to:_____ Location:_____

Employer/School:_____

Type of Business/Activity:_____ Position/Title:_____

Name of Supervisor:_____ Phone:_____

I was there from:_____to:_____ Location:_____

Employer/School:_____

Type of Business/Activity:_____ Position/Title:_____

Name of Supervisor:_____ Phone:_____

I was there from:_____to:_____ Location:_____

An application containing false information may result in the suspension or cancellation of the salesperson's licence and disciplinary action against the employer(s)/dealer(s) of record.

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Section G: Consent and Undertaking

I consent to the collection of this information as authorized under the Motor Dealer Act ("the Act"). I understand that this information will be used to determine whether I am and remain qualified for licensing. I further consent to the sharing of any information gathered in the course of processing this application with others as may be considered necessary in the course of determining whether I am and remain qualified for licensing.

I understand that I may not buy or sell vehicles to retail consumers for a motor dealer unless I am licensed under the Act as a salesperson to that dealer. I acknowledge that "buying or selling" refers to any form of negotiation concerning the purchase, sale, lease or consignment of a motor vehicle and is not limited to the signing of contracts. I know that this also includes attendance at auctions or the positions commonly referred to as Dealer Principal, Business Office, Lease Office or Management. I confirm that I will not buy or sell vehicles to retail consumers for any dealer until I receive confirmation from the VSA that I am licensed as a salesperson.

I confirm that I am legally entitled to work in retail motor vehicle sales within Canada and I am of the legal age of nineteen (19) years as required under provincial legislation to negotiate and execute a contract.

I certify the information provided by the undersigned in support of this application is true.

An application containing false information may result in the suspension or cancellation of the salesperson's licence and disciplinary action against the employer(s)/dealer(s) of record.

Name of Applicant	**Signature of Applicant**
Date	

**** * * PLEASE NOTE * * ****

Applications submitted by fax and incomplete applications will not be processed.

Royal Canadian Mounted Police | Gendarmerie royale du Canada

CONSENT FOR DISCLOSURE OF CRIMINAL RECORD INFORMATION

PART 1

IF COMPLETED MANUALLY, PLEASE PRINT

Surname	Given name (1)	Given name (2)	Sex ☐ M ☐ 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	Title	Name of organization	
Ken Smith	Registrar	Vehicle Sales Authority (VSA)	
Address (no., street, apt.)	**City**	**Province**	**Postal code**
208-5455 152nd Street	Surrey	BC	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 _____

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.

No.	Initials	Category of Information for Disclosure	FOR POLICE USE ONLY
1.	Initial Box	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.	☐ None located ☐ ** May or may not exist
2.	Initial Box	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.	☐ None located ☐ ** 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.	☐ None located ☐ ** 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.	☐ None located ☐ ** May or may not exist

COMPLETED BY

Member (signature)	Reg. no.	Unit	Date

Reset Page

Motor Vehicle Sales Authority of British Columbia

Previously known as the Motor Dealer Council of BC

STATUTORY DECLARATION

Motor Vehicle Sales Authority of British Columbia (VSA)

CANADA)

PROVINCE OF)

BRITISH COLUMBIA)

TO WIT:

IN THE MATTER OF

application for licensing

by _____

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 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

Motor Vehicle Sales Authority of British Columbia

*Previously known as the Motor Dealer Council of BC

VSA Course Registration Form

Registrant Full Legal Name _____

Dealer or Employer Name _____

BC Motor Dealer Licence Number or Salesperson Licence Number

Shipping Address: Please deliver course materials to my: ☐ Work or ☐ Home

Work / Home Address _____ City _____ Prov. *BC*

Postal Code _____ Phone _____ Fax/email _____

Registering For: Class Number_____ Date_____ Location_____

☐ **Level I Classroom** Includes a pre-course assignment (mailed 10 days prior to the course), course binder (at class), two days of instruction (8:30 am to 5:00 pm), written exam and certificate upon successful completion of the course. **Fee $420**

☐ **Level I Webinar Series** Includes a course binder (mailed one week prior to the course), access to the self-study website, five two-hour fully-interactive facilitated webinars, a locally supervised written exam and a certificate upon successful completion of the course. Please check that you meet the minimum requirements for webinar participation. **Fee $520**

Level II Classroom Includes pre-course materials (mailed ten days prior to the course), two days of instruction (8:30 am to 5:00 pm), written exam and a certificate upon successful completion of the course.

☐ **Discounted registration fee $375** ☐ **Dealer Principal / General Manager fee $575**

Methods of Payment: ☐ **Visa** or ☐ **MasterCard**

Cardholder Name _____ Card Number _____

Expiry Date _____ Cardholder Signature **X** _____

All credit card information requested above is required to process this registration. Incomplete information will result in this registration being returned without processing. Fax to the VSA at 604-574-5883.

Cash or Debit: Must be made in person at the VSA office.

Cheque: Mail a cheque, payable to **Motor Vehicle Sales Authority of BC**, along with your completed registration form to 208-5455 152nd Street, Surrey, BC V3S 5A5
Please note: **Faxed registrations payable by cheque will be returned incomplete**

Registration Policies:

Confirmation: Confirmation of registration and receipt of payment will be provided by fax or email once processed.

Cancellations or Transfers: A refund or credit will be issued equal to10% of the fee for every full business day prior to the start of the class – less a fee of $50. For example, if the VSA receives notice before the start of the fifth business day prior to the course date, a refund of 50% less $50 will be issued. Cancellations and transfers must be received in writing

Substitutions: Substitutions may be made until noon on the business day prior to the class date. Facilitators will not take registrations or make substitutions at the class. There is a substitution fee of $25.

Space is limited: Register early to avoid disappointment. A waiting list will be created in the event of a cancellation. You must be registered in a class to be accepted on a waitlist.

Questions: For all inquiries about the course or your registration, please contact us by email at training@mvsabc.com or contact the Program Coordinator at 604-574-5050 ext. 708.

I accept and understand the above noted Registration Policies: **X** _____
Registrant / Payee signature of acceptance. (REQUIRED)

Note: A Salesperson Licence Application is also required to obtain your licence. Applications are at: http//www.mvsabc.com/salesperson.htm or contact Licensing at 604-574-5050 ext. 710