



Date: \_\_\_\_\_

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.

Where there is any change to a dealer's name or address, or to the partners in a partnership, the officers or directors of a corporation, or the shareholders of a private corporation that is a registered dealer, the dealer must complete a Notice of Change (Form 3) and submit it to the VSA along with any applicable fee within 14 days of the change. [Motor Dealer Act (MDA) – section 12]

Registration as a motor dealer is not transferrable to any other individual, partnership or corporation. Where there is a change to a sole proprietor or where, in the opinion of the registrar, a change of partners, officers or directors of a corporation, or shareholders of a private corporation, constitutes a change in ownership, the new ownership will be required to submit an application for a new registration. [MDA – sections 4 and 5]

**NOTICE OF CHANGE – Ownership**

**FORM 3c**

Name of Motor Dealer as Currently Registered with VSA:		Dealer Number:
Name of Authorized Spokesperson:	Email Address:	Cell Number:

**CHANGE OF SHAREHOLDERS** **\$150.00** - Cheque payable to Motor Vehicle Sales Authority of BC  
Please Note: **Each new shareholder, director or officer must also submit a completed Dealer Applicant Profile (Form 1a) with this application along with a payment of \$50.00 for each Criminal Record Check.**

Full Name of current shareholders	Residence Address & Postal Code	Occupation	Indicate whether Deletion or addition		Date of Deletion or Addition	Percentage (%) of Shares Held
			Del	Add		
			Del	Add		
			Del	Add		
			Del	Add		
Full Name of previous shareholders			Del	Add		
			Del	Add		
			Del	Add		
			Del	Add		

Are the above shares held for yourself  Yes  No - If shares are being held on behalf of someone else (i.e. Beneficiary), please give details below:

Name of Shareholder of Record	Details of Person for whom shares are being held			Percentage (%) of Shares Held
	Name in full (give Middle Names)	Residence address & Postal code	Occupation	

**CHANGE OF DIRECTORS/OFFICERS****\$150.00** - Cheque payable to Motor Vehicle Sales Authority of BC

Please Note: **Each new shareholder, director or officer must also submit a completed Dealer Applicant Profile (Form 1a) with this application along with a payment of \$50.00 for each Criminal Record Check.**

Full Name of current Directors/Officers	Residence Address & Postal Code	Occupation	Indicate whether Deletion or addition		Date of Deletion or Addition
			Del	Add	
			Del	Add	
			Del	Add	
			Del	Add	
Full Name of previous Directors/Officers			Del	Add	
			Del	Add	
			Del	Add	

**This application must be signed by each new shareholder, director, or officer along with an authorized signing officer for the dealership.**

This notice dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature(s) of Applicant(s)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature(s) of Applicant(s)

**Note:** This information is collected for the purpose of establishing and maintaining eligibility for registration as a motor dealer, and is collected under the authority of Section 4 of the *Motor Dealer Act*. Signing this form provides consent to the Motor Vehicle Sales Authority of BC to obtain a credit report on any applicant above from a consumer reporting agency. This consent also allows information on a spouse to be included in any report.

For information regarding this collection, please contact:  
 The VSA Licensing Department,  
 280 – 8029 199th Street  
 Langley, BC V2Y 0E2  
 Phone: (604) 575-7253  
 Fax: (604) 574-5883  
 Licensing@mvsabc.com



## 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 mailed directly to the VSA. If you upload a copy online, you must still mail the original.

### 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.



## 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.