

May 22, 2019

Open Letter to All Police Agencies

Subject: Requirement for Individuals to Provide Police Information Checks

Pursuant to section 220 of the Financial Institutions Act (“Act”), the Insurance Council of British Columbia (“Council”) is authorized to license and oversee the conduct of insurance agents, salespersons, and adjusters in the province of British Columbia.

Further, section 225.1 of the Act grants Council the ability to make rules governing these responsibilities.

Council Rule 3 (2) requires applicants for an insurance licence to satisfy Council that they are suitable to hold a licence. This process requires applicants to demonstrate they have not been convicted of an offence that would make them unsuitable to hold a licence. Accordingly, applicants are required to submit to Council verification of their police information record as part of the application process. A copy of Council Rule 3 (2) is attached to this letter.

This position does not require the Applicant to be involved with or be responsible for children or vulnerable people. The Applicant does not require this police information check for a volunteer position.

Council therefore requests any police agency, when contacted by an individual making a licence application to Council, conduct and provide a police information check. All costs associated with this process are the responsibility of the applicant.

Your assistance in this matter is appreciated. If you require any additional information, please call our office and ask to speak to Council’s Manager of Licensing at extension 307.

Yours truly,



Janet Sinclair  
Executive Director