

February 1, 2018

Open Letter To All Police Agencies

Subject: Requirement for Individuals to Provide Criminal Record 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 criminal record as part of the application process. A copy of Council Rule 3 (2) is attached to this letter.

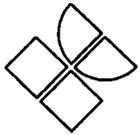
This position does not require the Applicant to be involved with or be responsible for children or vulnerable people. The Applicant does not require this criminal record check for a volunteer position.

Council therefore requests any police agency, when contacted by an individual making a licence application to Council, conduct and provide a criminal record 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



INSURANCE COUNCIL OF BRITISH COLUMBIA RULES

Rule 3 Licence Applications

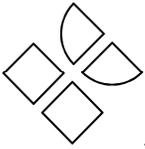
Complete Licence Application

- (1) An applicant must deliver to Council an application that is:
- (a) in the form, including supporting documentation, required by Council; and
 - (b) accompanied by the fee as published in Council's Fee Schedule.

Applicants to Satisfy Council

- (2) If an applicant satisfies Council that the applicant:
- (a) has met all of the requirements set out in the Act and Council Rules;
 - (b) is trustworthy, competent and financially reliable;
 - (c) intends to publicly carry on business as an insurance agent, salesperson or adjuster in good faith and in accordance with the usual practice of the business of insurance;
 - (d) has not in any jurisdiction:
 - (i) been refused, or had suspended or cancelled, an insurance licence or registration;
 - (ii) been convicted of an offence; or
 - (iii) been refused or had suspended or cancelled a licence or registration in any other financial services sector or professional field; for a reason that reveals the applicant unfit to be an insurance agent, salesperson or adjuster; and
 - (e) does not hold other business interests or activities which would be in conflict to the duties and responsibilities of a licensee, or give rise to the reasonable possibility of undue influence.

then the Council may consent to issuing a licence.



REQUIREMENT TO PROVIDE A CRIMINAL RECORD CHECK WITH A FIRST LICENCE APPLICATION

Read all of the following information carefully. Failure to provide the documents as requested will delay the processing of your licence application. The criminal record check provided to Council must be dated within 90 days of the date Council receives the licence application or it will be considered stale-dated; in which case a current criminal record check will be required before the application will be considered. All costs associated with obtaining a criminal record check are the responsibility of the applicant.

Please start this process early to avoid delays.

WHO MUST PROVIDE A CRIMINAL RECORD CHECK:

Criminal record checks must accompany first applications for licensing. The requirement to provide verification of a criminal record applies to individuals seeking a general, life or adjuster insurance licence, where:

- the person has never held a licence with Council;
OR
- the person has not held a general, life or adjuster licence with Council within the past 5 years.

Individuals who are applying for a Travel Insurance Sole-Proprietor licence are not required to obtain criminal record checks.

HOW TO APPLY FOR A CRIMINAL RECORD CHECK:

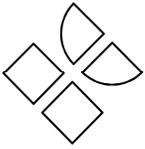
Vancouver Residents:

- You must attend the Vancouver Police Department in person and bring the *Open Letter to All Police Agencies*, which is included with this package. The Vancouver Police Department will be unable to process your request for a criminal record check if you do not bring this letter with you.
- The Vancouver Police Department requires a minimum of two pieces of identification. Both pieces of identification must have your signature with at least one being photo ID. One piece of ID must show your date of birth and current address.
- Criminal record checks are conducted at the following location for Vancouver residents only:

Vancouver Police Department
2120 Cambie Street, Vancouver, BC V5Z 4N6
Telephone: 604-717-3043

Contact the detachment for hours of operation, fees for service and methods of payment.

- You must bring a postage paid envelope with your full mailing address. **Please Note:** The Vancouver Police Department will not provide a third party with your criminal record check.



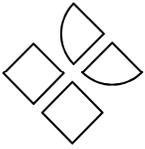
- If the search indicates you may have a criminal record, Council requires a copy of the criminal record. The Vancouver Police will fingerprint you as part of the procedure. It is possible there will be a waiting period before the copy of your criminal record is available, so we strongly urge you to start this process early in order to avoid delays.

Residents of the Lower Mainland Other than Vancouver:

- Included with this package is a listing of police agencies serving the Lower Mainland. Contact the agency that serves the area where you reside in advance of your visit for hours of operation, fees for service and methods of payment.
- You must take with you the *Open Letter to All Police Agencies*, which is included with this package, as it is required by most police agencies in order to process your request.
- If the police agency serving your area will only provide the criminal record check directly to Council, you may be required to provide a postage paid envelope. The envelope should be addressed to the Insurance Council of British Columbia, Attention: Elke Zellman, Supervisor – Licensing Department. Council’s mailing address is shown on the bottom of this page.
- If the search indicates you may have a criminal record, Council requires an “original” copy of the record. The process for obtaining this may vary between police agencies, so discuss the process with the agency you are dealing with. It is possible there will be a waiting period before the copy of your criminal record is available, so we strongly urge applicants to start this process early in order to avoid delays.
- If you are requesting a criminal record check from the RCMP, in the “Category of Information for Disclosure” you must request Categories 1, 2, 3, and 4.

BC Residents Outside the Lower Mainland:

- Contact your local RCMP or police detachment for hours of operation, fees for service and methods of payment.
- You must take with you the *Open Letter to All Police Agencies*, which is included with this package, as it is required by most police agencies in order to process your request.
- If the police agency serving your area will only provide the criminal record check directly to Council, you may be required to provide a postage paid envelope addressed to the Insurance Council of British Columbia, Attention: Elke Zellman, Supervisor – Licensing Department. Council’s mailing address is shown on the bottom of this page.
- If the search indicates you may have a criminal record, Council requires an “original” copy of the record. The process for obtaining this may vary between police agencies, so discuss the process with the agency you are dealing with. It is possible there will be a waiting period before the copy of your criminal record is available, so we strongly urge you to start this process early in order to avoid delays.



- If you are requesting a criminal record check from the RCMP in the “Category of Information for Disclosure” you must request Categories 1, 2, 3, and 4.

WHAT TO SUBMIT WITH YOUR APPLICATION FORM:

1. If the police have provided you with the result of your criminal record check, then attach the original document. If you reside in a jurisdiction that forwards a completed check directly to Council, include a written statement confirming you have completed the request for your criminal record, the date you requested the check, the police detachment it was requested from, and that it is being forwarded directly to Council. If the police agency advised you of the expected turnaround time, then please include this as well.
2. If you have been convicted of a criminal offence, you are required to include a copy of your full criminal record using the same procedures as above.

In addition to the above, please do not forget the following when submitting an application for licensing:

3. If you have been convicted of a criminal offence you must include with your application form, a written submission for each conviction outlining the:
 - date of the incident;
 - actual charge;
 - sentence imposed; and
 - events leading up to the charge.

Neither submission of a criminal record check nor submission of a copy of your criminal record exempts you from this requirement.

4. If you have any outstanding criminal charges, you must disclose these on your application along with the same written submission as outlined above.

Should you have any questions, please contact Regulatory Services by calling Council’s main number and at the prompt press “2”.

GREATER VANCOUVER POLICE AND RCMP DETACHMENTS

You must have your Criminal Record Check completed by the City Police Department or RCMP detachment where you live. Contact the police agency before attending to confirm hours of operation and fees for service.

DETACHMENT	LOCATION	TELEPHONE
Burnaby – RCMP	6355 Deer Lake Avenue Burnaby, BC V5G 2J2	604-294-7922
Coquitlam – RCMP	2986 Gilford Way Coquitlam, BC V3B 7Y5	604-945-1550
Delta Police www.Deltapolice.ca	4455 Clarence Taylor Crescent Ladner, BC V4K 3E1 North Delta residents may go to: 11375 84 th Avenue North Delta, BC	604-946-4411
Langley – RCMP	22180 – 48A Avenue Langley, BC V3A 8B7	604-532-3200
Maple Ridge (Ridge Meadows) – RCMP	11990 Haney Place Maple Ridge, BC V2X 9B8	604-463-6251
New Westminister Police http://www.nwpolice.org/public-information/criminal-records-check/	555 Columbia Street New Westminister, BC V3L 1B2	604-525-5411
North Vancouver – RCMP	147 East 14 th Street North Vancouver, BC V7L 2N4	604-985-1311
Pitt Meadows (Ridge Meadows) – RCMP	11990 Haney Place Maple Ridge, BC V2X 9B8	604-463-6251
Port Coquitlam	(see Coquitlam RCMP)	
Port Moody Police www.portmoodypolice.com	3051 St. John’s Street Port Moody, BC V3H 2C4	604-461-3456
Richmond – RCMP	11411 No. 5 Road Richmond, BC V7A 4e8	604-278-1212
Surrey – RCMP	14355 – 57 th Avenue Surrey, BC V3X 1A9	604-599-0502
Vancouver – Police www.vpd.ca	2120 Cambie Street Vancouver, BC V5Z 4N6	604-717-3043
West Vancouver – Police	1330 Marine Drive West Vancouver, BC V7T 1B5	604-925-7300
White Rock – RCMP	15299 Pacific Avenue White Rock, BC V4B 1R1	778-593-3600
UBC Detachment – RCMP	2990 Westbrook Mall Vancouver, BC V6T 2B7	604-224-1322
All RCMP Detachments within British Columbia: www.bc.rcmp.ca		

CITY OF VICTORIA POLICE AND RCMP DETACHMENTS

You must have your Criminal Record Check completed by the City Police Department or RCMP detachment where you live.

Contact the police agency before attending to confirm hours of operation and fees for service.

RCMP – All Detachments in British Columbia

www.bc.rcmp.ca

City of Victoria

Victoria Police Headquarters

850 Caledonia Avenue

Victoria, B.C. V8T 3J8

Telephone: 250-995-7694

<https://vicpd.ca/recordchecks/>

Victoria Police West Division Headquarters

500 Park Place

Esquimalt, B.C. V9A 6Z9

Telephone: 250-995-7694

<https://vicpd.ca/recordchecks/>