

INSTRUCTIONS

- Please complete the information below and mail, email, or fax the application to the Office of Protocol at:
 Mail: PO Box 9422 Stn Prov Govt
 Victoria, B.C. V8W 9V1
 Email: protocol@gov.bc.ca
 Fax: 250-356-2814
- A copy of your "approved" Name Request form **MUST** be submitted along with the Use of B.C. application. If applicable please attach a copy of the constitution or other documentation.
- The application process takes approximately 7 - 10 business days.**
- Notification of **Approval** will be sent to the mailing address, email, or fax you provide.
- Notification of **Rejection** is administered by the BC Registries and Online Services and will be sent to the email or mailing address you provide.

Freedom of Information and Protection of Privacy Act (FOIPPA)

The personal information on this form is collected for the purpose of administering the use of "B.C.", "BC" or "British Columbia" in a name, under the authority of section 26(a) of the FOIPPA. The information on this form is collected under the authority of the "Provincial Symbols and Honours Act." The information collected will help us to assess whether or not the applicant, by using "B.C.", "BC" or "British Columbia" in a name, is giving the impression that it is exercising a function of the government. If you have any questions about the collection, use or disclosure of this information, please contact the Office of Protocol at (250) 387-1616 or by fax at (250) 356-2814. Email: protocol@gov.bc.ca

SECTION 1 – CONTACT INFORMATION

LAST NAME		FIRST NAME	
ADDRESS		CITY	PROVINCE
			POSTAL CODE
TELEPHONE NUMBER ()	FAX NUMBER ()	EMAIL ADDRESS	

SECTION 2 – NAME REQUEST

NAME REQUESTED

NAME REQUEST NUMBER
(A copy of your "approved" Name Request form **MUST** be submitted along with the Use of B.C. application)

Is this society/company/organization: ☐ NEW ☐ EXISTING ☐ NAME CHANGE

WEBSITE
(if applicable)

SECTION 3 – BACKGROUND INFORMATION

Describe the **PURPOSE** and **ACTIVITIES** of your society/company/organization:
(A copy of your "approved" Name Request form **MUST** be submitted along with the Use of B.C. application. If applicable please attach a copy of the constitution or other documentation)

SECTION 4 – EXPLANATION OF USE

REASON for requesting use of "B.C.", "BC", or "British Columbia" in a name: