

SECTION 1 – SOLE PROPRIETORS

As a sole proprietor, you must consent to a personal security screening. As part of that process, you must have your identity verified and your signature for consent witnessed in person.

Follow the steps below in SECTION 2 - ASSOCIATES. The steps are the same for sole proprietors except for submitting an [Associates Financial Integrity Form](#). Sole proprietors submit a [Business Financial Integrity Form](#) and can ignore this step for associates.

Forms are available for download [here](#).

INSTRUCTIONS

Forms

- Print and complete BUT DO NOT SIGN the *Consent for Cannabis Security Screening Form*
- Print the *Identity and Signature Attestation Form*

Identification

You must have 2 pieces of ID for verification (see **Accepted ID** tables at bottom):

- a. A piece of government-issued photo ID that contains your name, date of birth and signature – NOTE: if you are not a Canadian citizen this MUST be your valid passport
- b. A piece of secondary ID that supports the information on the government-issued ID
- c. If your name is different on your two pieces of ID, you must provide an **original** government-issued linking document for every instance your name changed from the previous name to the current name on the ID you provide. See the **Accepted ID** tables at the bottom of this document for acceptable linking documents.

Follow the Instructions Relevant to You

- **If you are a resident of B.C.**
Follow instructions in Section 2 for an associate who is a resident of B.C. (excluding instructions to complete and submit the *Associates Financial Integrity Form*)
- **If you have recently moved to B.C. but have not met the requirements for B.C. residency yet**
Follow instructions in Section 2 for an associate who has recently moved to B.C. (excluding instructions to complete and submit the *Associates Financial Integrity Form*)
- **If you are a resident of a different Canadian province or territory and you are currently present in B.C.**
Follow instructions in Section 2 for an associate who is resident of a different Canadian province or territory and who is currently in B.C. (excluding instructions to complete and submit the *Associates Financial Integrity Form*)
- **If you are a resident of a different Canadian province or territory and you are NOT currently present in B.C.**
Follow instructions in Section 2 for an associate who is a resident of a different Canadian province or territory and who is NOT currently in B.C. (excluding instructions to complete and submit the *Associates Financial Integrity Form*)
- **If you are a resident of a country outside Canada and you are currently present in B.C.**
Follow instructions in Section 2 for an associate who is a resident of a country outside Canada and who is currently in B.C. (excluding instructions to complete and submit the *Associates Financial Integrity Form*)
- **If you are a resident of a country outside Canada and you are currently present in a different Canadian province or territory**
Follow instructions in Section 2 for an associate who is a resident of a country outside Canada and who is currently in a different Canadian province or territory (excluding instructions to complete and submit the *Associates Financial Integrity Form*)

SECTION 2 - ASSOCIATES

You are identified as an associate of an applicant for a retail store licence for cannabis. You must provide information for security screening as part of the application process. You are also required to undergo a financial integrity assessment.

You must complete the required forms, provide supporting documentation, and verify your identity. Some of the necessary steps involve a visit to a [Service BC office](#) or a local police station, depending on your location.

Forms are available for download [here](#).

Please follow the steps that apply to you below. Depending on your jurisdiction, some steps require services that may involve a fee.

Please note: An application for a retail store licence is not considered complete until identified associates submit their forms and have their identity verified. Please communicate directly with the applicant that identified you as an associate if there are problems or delays in meeting requirements. Applicants are required to provide associates with the Reference Number or the address of the proposed retail store location.

IF YOU ARE A RESIDENT OF B.C.

Forms

- Download and complete the *Associates Financial Integrity Form*.
- Print and complete, BUT DO NOT SIGN OR DATE, the *Consent for Cannabis Security Screening* form
- Print the *Identity and Signature Attestation Form*

Identity Verification and Witness of Consent

1. Visit a Service BC location with:
 - Your valid BC Services Card with photo (It is recommended that you get a [photo BC Services Card](#), if you don't already have one).
 - a. If you don't have a BC Services Card and will not have one for this purpose, please follow the alternate instructions for associates new to B.C. without a Services Card below.
 - A copy of the *Identity Verification and Signature Attestation Form*
 - Your unsigned *Consent for Cannabis Security Screening* form
2. Have a Service BC representative:
 - Conduct an in-person verification of your BC Services Card**
 - Complete the *Identity and Signature Attestation Form*
 - Witness your signature on the *Consent for Cannabis Security Screening* form and ensure information on the form matches the ID presented
 - Send the attestation form and signed *Consent for Cannabis Security Screening* form to the B.C. Liquor and Cannabis Regulation Branch

**Service BC has a new two-factor authentication procedure using the BC Services Card for accessing government services that can be set up for a smart phone in-person or remotely. You may wish to have this free [service set up](#) while visiting the office at this time for use accessing government services in the future.

Submission

- Upload your completed *Associates Financial Integrity Form* to the liquor and cannabis licensing portal.

IF YOU HAVE RECENTLY MOVED TO B.C. BUT HAVE NOT MET THE REQUIREMENTS FOR B.C. RESIDENCY YET

Follow the above steps for BC residents with ONE DIFFERENCE:

1. Take 2 pieces of valid ID (see **Accepted ID** tables at bottom) to a [Service BC office](#) for verification by a Service BC staff member:
 - a. A piece of valid government-issued photo ID that contains your name, date of birth and signature
 - b. A piece of secondary ID with an imprinted name that exactly matches that on the government-issued ID and with a signature
 - c. If your name is different on your two pieces of ID, you must provide an **original** government-issued linking document for every instance your name changed from the previous name to the current name on the ID you provide. See the **Accepted ID** tables at the bottom of this document for acceptable linking documents.

IF YOU ARE A RESIDENT OF A DIFFERENT CANADIAN PROVINCE OR TERRITORY AND YOU ARE CURRENTLY IN B.C.**Forms**

- Download and complete the *Associates Financial Integrity Form*
- Print and complete, BUT DO NOT SIGN OR DATE, the *Consent for Cannabis Security Screening Form*
- Print the *Identity and Signature Attestation Form*

Identity Verification and Witness of Consent

1. Visit a Service BC location with:

- 2 pieces of ID for verification by Service BC staff (see **Accepted ID** tables at bottom):
 - A piece of valid government-issued photo ID that contains your name, date of birth and signature
 - A piece of valid secondary ID with an imprinted name that exactly matches that on the government-issued ID and with a signature
 - If your name is different on your two pieces of ID, you must provide an **original** government-issued linking document for every instance your name changed from the previous name to the current name on the ID you provide. See the **Accepted ID** tables at the bottom of this document for acceptable linking documents.
- A copy of the *Identify and Signature Attestation Form*
- Your unsigned *Consent for Cannabis Security Screening* form

2. Have a Service BC representative:

- Conduct an in-person verification of your two pieces of ID (and linking documents, if applicable)
- Witness your signature on the *Consent for Cannabis Security Screening* form and ensure information on the form matches the ID presented
- Complete the *Identity and Signature Attestation Form*
- Send the attestation form and the signed *Consent for Cannabis Security Screening* form to the B.C. Liquor and Cannabis Regulation Branch

Submission

- Upload your completed *Associates Financial Integrity Form* to the liquor and cannabis licensing portal.

IF YOU ARE A RESIDENT OF A DIFFERENT CANADIAN PROVINCE OR TERRITORY AND YOU ARE NOT CURRENTLY IN B.C.**Forms**

- Download and complete the *Associates Financial Integrity Form*
- Print and complete, BUT DO NOT SIGN OR DATE, the *Consent for Cannabis Security Screening Form*
- Print the *Identity and Signature Attestation Form*

Identity Verification and Witness of Consent

1. Visit a local police station with:

- 2 pieces of ID for verification by a police station clerk (see **Accepted ID** tables at bottom):
 - A piece of valid government-issued photo ID that contains your name, date of birth and signature
 - A piece of valid secondary ID with an imprinted name that exactly matches that on the government-issued ID and with a signature
 - If your name is different on your two pieces of ID, you must provide an **original** government-issued linking document for every instance your name changed from the previous name to the current name on the ID you provide. See the **Accepted ID** tables at the bottom of this document for acceptable linking documents.
- A copy of the *Identify and Signature Attestation Form*
- Your unsigned *Consent for Cannabis Security Screening Form*

2. At the local police station, have the police station clerk:

- Conduct an in-person verification of your two pieces of ID (and linking documents, if applicable)
- Witness your signature on the *Consent for Cannabis Security Screening* form and ensure information on the form matches the ID presented
- Complete the *Identity and Signature Attestation Form*

Submission

- Upload your completed *Associates Financial Integrity Form*, *Consent for Cannabis Security Screening Form*, and *Identity and Signature Attestation Form* to the liquor and cannabis licensing portal.

IF YOU ARE A RESIDENT OF A COUNTRY OUTSIDE CANADA AND YOU ARE CURRENTLY PRESENT IN B.C.**Forms**

- Download and complete the *Associates Financial Integrity Form*
- Print and complete, BUT DO NOT SIGN OR DATE, the *Consent for Cannabis Security Screening Form*
- Print the *Identity and Signature Attestation Form*

Criminal Record Check

- Request a Criminal Record Check from your country of residency; if your Criminal Record Check will not be in English, you must request a second copy for translation
- If the original Criminal Record Check is not in English, have the check translated by a translator who is admitted to a professional association

Identity Verification and Witness of Consent

1. Visit a Service BC location with:
 - A valid passport
 - Another piece of valid government-issued ID with a signature and an imprinted name that exactly matches that on the passport (See the **Accepted ID** tables at the bottom)
 - If your name is different on your two pieces of ID, you must provide an **original** government-issued linking document for every instance your name changed from the previous name to the current name on the ID you provide. See the **Accepted ID** tables at the bottom of this document for acceptable linking documents.
 - A copy of the *Identity and Signature Attestation Form*
 - Your unsigned *Consent for Cannabis Security Screening* form
2. Have a Service BC representative:
 - Conduct an in-person verification of your passport and piece of government-issued ID (and linking documents, if applicable)
 - Witness your signature on the *Consent for Cannabis Security Screening* form and ensure information on the form matches the ID presented
 - Complete the *Identity and Signature Attestation Form*
 - Send the attestation form and the signed *Consent for Cannabis Security Screening* form to the B.C. Liquor and Cannabis Regulation Branch

Submission

- Send the UNOPENED original and (if applicable) translated copy of the Criminal Record Check to: **CONFIDENTIAL, Compliance and Enforcement, B.C. Liquor and Cannabis Regulation Branch, PO BOX 9292 Stn Provincial Govt, Victoria, BC, V8W 9J8**. Include a note indicating the relevant application's Reference Number or the address of the proposed retail store location (provided to you by the applicant if you are an associate).
- Upload your completed *Associates Financial Integrity Form*, to the liquor and cannabis licensing portal. Do NOT upload the Criminal Record Check.

IF YOU ARE A RESIDENT OF A COUNTRY OUTSIDE CANADA AND YOU ARE CURRENTLY PRESENT IN A DIFFERENT CANADIAN PROVINCE OR TERRITORY**Forms**

- Download and complete the *Associates Financial Integrity Form*
- Print and complete, BUT DO NOT SIGN OR DATE, the *Consent for Cannabis Security Screening Form*
- Print the *Identity and Signature Attestation Form*

Criminal Record Check

- Request a Criminal Record Check from your country of residency; if your Criminal Record Check will not be in English, you must request a second copy for translation
- If the original Criminal Record Check is not in English, have the check translated by a translator who is admitted to a professional association

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(Continued) IF YOU ARE A RESIDENT OF A COUNTRY OUTSIDE CANADA AND YOU ARE CURRENTLY PRESENT IN A DIFFERENT CANADIAN PROVINCE OR TERRITORY**Identity Verification and Witness of Consent**

1. Visit a local police station with:
 - A valid passport
 - Another piece of valid government-issued ID with a signature and an imprinted name that exactly matches that on the passport (See the **Accepted ID** tables at the bottom)
 - If your name is different on your two pieces of ID, you must provide an **original** government-issued linking document for every instance your name changed from the previous name to the current name on the ID you provide. See the **Accepted ID** tables at the bottom of this document for acceptable linking documents.
 - A copy of the *Identity and Signature Attestation Form*
 - Your unsigned *Consent for Cannabis Security Screening Form*
2. At the local police station, have the police station clerk:
 - Conduct an in-person verification of your passport and piece of government-issued ID (and linking documents, if applicable)
 - Witness your signature on the *Consent for Cannabis Security Screening* form and ensure information on the form matches the ID presented
 - Complete the *Identity and Signature Attestation Form*

Submission

- Send the UNOPENED original and (if applicable) translated copy of the Criminal Record Check to: **CONFIDENTIAL, Compliance and Enforcement, B.C. Liquor and Cannabis Regulation Branch, PO BOX 9292 Stn Provincial Govt, Victoria, BC, V8W 9J8**. Include a note indicating the relevant application's Reference Number or the address of the proposed retail store location (provided to you by the applicant if you are an associate).
- Upload your completed *Associates Financial Integrity Form*, *Consent for Cannabis Security Screening Form*, and *Identity and Signature Attestation Form* to the liquor and cannabis licensing portal. Do NOT upload the Criminal Record Check.

ID Expiration Criteria	Identity Documents
No expiration date	Birth certificate Canadian citizenship certificate
Not accepted if expired	Passport (Canadian or Foreign) Canadian immigration identification record Canadian permanent resident card Secure certificate of Indian Status (Canada)
Expired up to 1 year after expiration date	Secondary ID may be expired up to one year EXCEPT passports
Expired up to 3 years after expiration date	B.C. driver's licence B.C. Services Card (with a photograph) Combination B.C. driver's licence and B.C. Services Card B.C. identification card (must have a printed expiration date)

Accepted Primary ID	Note – All Primary ID MUST show photo and date of birth
Canadian driver's licence	<ul style="list-style-type: none"> Must include your photo. Accepted up to three years after expiry date on licence.
BC Services Card (with photo)	<ul style="list-style-type: none"> Accepted up to three years after expiry date on card. Counts as a piece of both primary and secondary ID.
Combination BC driver's licence and BC Services Card	<ul style="list-style-type: none"> Must include your photo. Accepted up to three years after expiry date on card. Counts as a piece of both primary and secondary ID.
B.C. identification card (BCID)	<ul style="list-style-type: none"> Accepted up to three years after expiry date on card. BCID cards without an expiry date are not accepted as primary ID.
Passport (Canadian or Foreign)	<ul style="list-style-type: none"> Only valid passports accepted. Not accepted if the passport has expired. Must be in exactly the same name as your birth certificate or Canadian citizenship certificate. If it is not, additional name linking document(s) will be required If you are using your passport as your primary ID, we recommend bringing your birth certificate or immigration record/citizenship certificate to avoid possible return trips if needed for verification.
Canadian immigration identification record	<ul style="list-style-type: none"> Only valid Canadian immigration identification records will be accepted. Not accepted if expired.
Permanent resident card (previously named Canadian record of landing)	<ul style="list-style-type: none"> Only valid permanent resident cards will be accepted. Not accepted if expired. Must show your full legal name and date of birth. Confirmation of permanent resident IMM5292 or IMM5688 are not accepted as primary ID.
Secure certificate of Indian Status	<ul style="list-style-type: none"> Only cards issued 2009 onwards with the new design and enhanced security features are accepted as primary ID. Not accepted if expired.

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Accepted Secondary ID. Note - All may be expired for up to one year unless otherwise noted
Bank card (both your imprinted name and signature must appear on the card).
Birth certificate (Canadian or Foreign; no expiration) Some examples of related documents that are not accepted include: <ul style="list-style-type: none"> • baptismal certificates • certificates of live birth • commemorative birth certificates • Canadian Registration of Birth Abroad Certificate • Quebec birth certificates issued before 1994 • Manitoba birth certificates issued by a "division registrar" • Ontario Long Form Birth Certificates (also called Registration of birth certificate)
Canadian Citizenship Certificate
Non-Canadian driver's licence
Canadian Forces ID
Correctional service conditional release card
Credit card (both your imprinted name and signature must appear on the card)
Department of National Defence 404 driver's licence
Employee ID card with photo
Health card issued by a Canadian province or territory. Your name must be imprinted and include your signature and/or photo. (health cards with a signature to acknowledge organ donation are not accepted)
Native Status card
Nexus card
Parole certificate ID
Pleasure craft operator (Boating licence - Canadian)
Possession and Acquisition Licence (PAL)
Social insurance card (newer cards without a signature strip are not accepted)
Student card (school ID)

Accepted linking documents (must be government-issued)
Marriage certificate
Legal name-change certificate
Divorce certificate that includes both married name and previous name
Court order, stamped by the court registry