

Horse Racing Online Application Guide

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Pre-Application Checklist

Before starting your Horse Racing licence and registration application, please make sure the following information is on hand. This preparation will make applying faster, easier and will avoid unnecessary delays in processing by the Gaming Policy and Enforcement Branch (GPEB).

Application Fee

A \$30 non-refundable application fee is required. The fee can be paid during the online application process, or directly to GPEB after submitting the online application (note, GPEB will not begin processing your application until the fee is received). If you are:

- Paying online - have a credit card (VISA, Mastercard, Discover or AMEX) or VISA Debit card available.
- Paying by mail – send a money order or cheque made payable to “Minister of Finance” to:

Gaming Policy and Enforcement Branch - Racing Division
#220 - 4370 Dominion Street
Burnaby, B.C. V5G 4L7

- Paying in Person – Payments by cash, cheques or money order can be made in person at the Gaming Policy and Enforcement Branch Office located in the Race Office building in the backstretch at Fraser Downs or Hastings Racecourse during posted business hours.

NOTE: If you are already licenced and registered by GPEB for one racetrack location, you do not need to pay the fee for the second location application.

Personal Information

- Previous addresses for the last 5 years

Electronic Copies of Documentation

The following documents must be attached to the application:

- Scanned valid Identification - Colour (primary and secondary – [see Figure 1](#) and [2](#))
- Recent colour photograph with a white background taken within the last 3 months and saved in a jpg or tif format. (see [Figure 3](#))

If applicable, the following documents must be included:

- Legal Name Change documentation.
- Permanent resident card/record of landing.
- Work/Study permit or permit exemption if not a Canadian Citizen or Permanent Resident.
- Country of residence Police Certificate or Criminal Record Check if not currently living in Canada.
 - For further information see: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/registration-certification/gambling-workers#criminal-record-requirements-us-foreign>

Getting Started

To access the Horse Racing Online application, navigate to the following page:

<https://www.gaming.gov.bc.ca/hr-online/ShowHR.x>

This will take you to the **Horse Racing Licence and Registration – Preparing to Apply** webpage which includes further details regarding the information required to complete the application, as stated above in the “Pre-Application Checklist” section of this document. Once you have gathered everything necessary, click “I’m ready to apply”.

I'm ready to apply

Filling Out the Application

There are 7 sections of the Horse Racing application:

1. Applicant Information
2. Licence Registration and Licensee Authorization
3. Trained or Owned Horses on file with the Racing Secretary
4. Disclosure
5. Attachments
6. Collection Notice, Consent and Declaration
7. Payment

You must complete and submit the application within 90 minutes. If the application is open for longer than 90 minutes, it will time out and any attachments and information will be removed. The application cannot be saved partway through.

If you would like to print your completed application for your records, you must select the browser printing option before you submit the application. We recommend keeping a copy of your application and all submitted documents.

If the heading of the field in the application is in bold, this means it is a mandatory entry to complete the application.

Section 1 – Applicant Information

Field	Description
<p>Application Type: <input checked="" type="radio"/> New <input type="radio"/> Renewal</p>	<p>Choose New if you are not currently a licenced Horse Racing participant in BC. Choose Renewal if you are currently a licenced Horse Racing participant in BC. NOTE: Submit a renewal at least six to eight (6 - 8) weeks before registration expiry.</p>
<p>Surname: <input type="text"/> Current legal surname</p>	<p>Your current legal last name. This must exactly match your Primary AND Secondary forms of Identification.</p>
<p>First name: <input type="text"/> Legal first name Middle name(s): <input type="text"/> Legal middle names or N/A</p>	<p>These fields must exactly match your Primary AND Secondary forms of Identification. If you do not have a first or middle name, the fields are not mandatory.</p>

<p>Name you are known by:</p> <input type="text"/>	<p>If you go by a different name then this name is entered here. For example, John Junior may go by 'John Jr'</p>
<p>Horse Racing ID Card Name:</p> <input type="text"/> Preferred first and last name to appear on front of ID card	<p>You must enter your preferred first and legal last name that will be displayed on the front of the Horse Racing ID Card.</p>
<p>Date of birth:</p> <input type="text"/>  YYYY-MM-DD	<p>Must be entered in YYYY-MM-DD format. Example: 1997-05-12 The calendar icon can be used to find a date.</p>
<p>Place of birth:</p> <input type="text"/> City, province, country	<p>Where you were born. Please write the city, province, country where you were born.</p>
<p>Gender:</p> <p><input type="radio"/> M <input type="radio"/> F <input type="radio"/> X</p>	<ul style="list-style-type: none"> • M (<i>indicating male</i>) • F (<i>indicating female</i>) • X (<i>indicating nonbinary</i>)
<p>Legal name changes</p> <p>Surname:</p> <input type="text"/> Date of change: <input type="text"/> 	<p>Complete this field if you have ever legally changed your name. The date is mandatory if any other field has been filled out. If disclosing a maiden name, supporting documentation is not necessary.</p> <ul style="list-style-type: none"> • For other legal name changes, you must attach supporting documentation in Section 3 – Attachments.
<p>Address and Contact Information</p> <p>Home Address: (current address)</p> <input type="text"/>	<p>Your current home address. Postal Code or Zip Code will be accepted.</p>
<p>Mailing Address: (if different from above)</p> <input type="text"/>	<p>Your mailing address. Only complete this field if the home address is different than the mailing address. This information is required if different from Home Address.</p>

<p>Residences:</p> <p>Delete Add Another Residence</p>	<p>List all of your residences in the past 5 years if they are different from the current home address.</p> <p>Use the Delete and Add Another Residence buttons to add or delete residences.</p>
<p>E-mail address:</p>	<p>Enter your email address in the correct format: Example: test@email.com</p> <p>If you choose not to provide your email address, the “Opt Out” checkbox must be checked (details below).</p>
<p><input type="checkbox"/> Opt out of email correspondence</p>	<p>Check the Opt Out checkbox if you do not wish to receive any correspondence from GPEB via email. By opting out, you will be responsible to ensure you are up to date on critical information by either checking the GPEB website or posted bulletins outside GPEB Racing Office.</p>
<p>Phone Numbers</p>	<p>You must complete at least one phone number field (home, cell, business or international).</p>
<p>Citizenship and Immigration Status</p>	<p>Check one of the Citizen or Immigration Status radio buttons. If Permanent Resident, Work permit, Study permit or Exempt, the applicant must include supporting documentation confirming status.</p>

Section 2 – Licence, Registration and Licensee Authorization

<p>Licence types:</p> <p>Select a licence type to add:</p> <p><input type="text" value=""/> Add Licence Type</p>	<p>Choose the licence type from the dropdown and click Add Licence Type. If you have chosen the incorrect licence, you can delete it by clicking the Delete button.</p>
<p>Racetrack name:</p> <p><input type="text"/></p>	<p>Choose the Racetrack Name from the dropdown.</p>

<p>Previous Licence types: Select a licence type to add:</p> <div style="display: flex; align-items: center;"> <input style="width: 150px; height: 25px;" type="text"/> ▼ Add Licence Type </div>	<p>If you have had a previous licence, select the licence type from the options in the dropdown menu and click Add Licence Type.</p>
<p>Previous racetrack name:</p> <input style="width: 150px; height: 25px;" type="text"/>	<p>Type the previous racetrack name in this field.</p>
<p>Year of previous licence:</p> <input style="width: 80px; height: 25px;" type="text"/> YYYY	<p>Type the previous year that you held the licence.</p>
<p>Employer Information</p> <p>Employer names(s) – I certify that I currently hold employment with ...</p>	<p>Type in the full name of your employer (business name or individual).</p> <p>You must check the boxes to confirm you understand the employment requirements.</p>
<p>Authorized agent(s) name(s):</p> <input style="width: 150px; height: 25px;" type="text"/>	<p>Type the Authorized agent(s) name(s) in this field.</p>
<p>Trainer(s) name(s):</p> <input style="width: 150px; height: 25px;" type="text"/>	<p>Type the Trainer(s) name(s) in this field.</p>
<p>Jockey's agent(s) name(s):</p> <input style="width: 150px; height: 25px;" type="text"/>	<p>Type the Jockey's agent(s) name(s) in this field.</p>

Section 3 – Trained or Owned Horses on file with the Racing Secretary

Field	Description
<p>Name of horse:</p> <input style="width: 150px; height: 25px;" type="text"/> <div style="margin-top: 10px;"> Add Another Horse </div> <p>Name of owner / partnership / stable / company:</p> <input style="width: 150px; height: 25px;" type="text"/>	<p>Type the name of the horse in this field. If you have more than one horse, click the Add Another Horse button.</p> <p>The name of owner / partnership / stable / company to be provided</p>

Section 4 – Disclosure

Field	Description
1. In the last 10 years have you been: Arrested Stopped or Detained Charged Diverted Convicted Investigated	Choose either “Yes” or “No” for each of these questions. If you choose “Yes” for any, an “Incidents” questions will open below. All the fields under Incidents must be filled out if “Yes” has been chosen for any of these questions. You can use the “Delete” or “Add Another Incident” buttons to add or delete additional incidents and/or offences.
Disclosure Questions #2-7	Choose either “Yes” or “No” for each question.

Section 5 – Attachments

Section 5 is where supporting documentation must be attached to the application. Most file types are accepted, except the Photograph section, which will not accept PDF Files. Use the Choose File button to find a file on the device you are using.

Mandatory attachments are:

- Valid Primary Identification
- Secondary Identification
- Recent Passport-quality Photograph

The remaining attachment fields are not mandatory unless they are applicable in your situation.

Field	Description
Primary Identification	The primary Identification must be a colour copy of government issued ID. See Figure 1 - Primary Identification for accepted forms of Primary Identification
Secondary Identification	See Figure 2 - Secondary Identification for accepted forms of Secondary Identification
Passport-quality photograph	See Figure 3 - Photo Requirements and Specs for specifications of this photograph. This attachment must be in colour.
Legal name document	If you have filled out the “Legal name changes” field in the application, attach supporting documentation. You do not have to attach supporting documentation if the name change is from a maiden name to current legal surname. Other types of legal name changes require supporting documentation.
Permanent Resident Card	This attachment field is mandatory if you chose “Canadian Permanent Resident” in the Citizenship section.
Work/Study Permit or Exemption letter	This attachment field is mandatory if you chose “Work Permit, Study Permit or an Exemption Letter” in the Citizenship section.
Police Certificate or Criminal Record Check	If you are not currently living in Canada, you must include a Police Certificate or Criminal Record Check from your current country of residence. For more information see: https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/registration-certification/gambling-workers#criminal-record-requirements-us-foreign
Additional information for your Disclosure	If there is not enough room in Section 2 – Disclosure to provide the details of the incidents that you have listed, attach extra information here.
Additional Documents	If there are any additional documents related to the Horse Racing application that you wish to provide, include them here.

Section 6 – Consent

Field	Description
<input type="text" value="Enter full legal name"/>	You must enter your full legal name. This name MUST match the name stated in Section 1 – Applicant Information Legal Surname, Legal First Name and your Identification.

Paying for the Application

The application fee is \$30 (non-refundable). Your application won't be processed until GPEB receives the application fee.

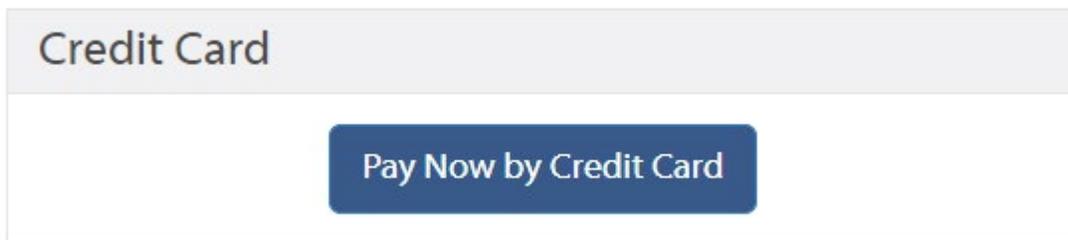
The fee can be paid through our website or directly to GPEB. If you are:

- Paying online – see below instructions
- Paying by mail – send money order or cheque made payable to Minister of Finance to:

Gaming Policy and Enforcement Branch - Racing Division
#220 - 4370 Dominion Street
Burnaby, B.C. V5G 4L7
- Paying in Person – Payments by cash, cheques or money order can be made in person at the Gaming Policy and Enforcement Branch Office located in the Race Office building in the backstretch at Fraser Downs or Hastings Racecourse during posted business hours.

Paying Online

If you choose to pay online after you have submitted the application, a credit card (VISA, VISA Debit, Mastercard, Discover or American Express) is required.



Click on **Pay Now by Credit Card**, and the browser will navigate to the Internet Payments Program.

In the Internet payments program, you must provide your credit card information:

Internet Payments Program

Credit Card Payment



Invoice/Order Number: HR21-00144
Amount: \$30.00 CAD
Card Type: 
Card Number:
Expiration Date:  / 
Card CVD: [What's this?](#)

After this information is entered, click "Pay Now". You will be taken to either:

- **Payment Successful** page. Your payment was approved, and the application is now submitted for review.

✔ Payment successful.

Payment Complete ^

Please retain a copy of this receipt for your records.
Please allow 1 to 2 weeks for the licensing and registration process of your application.

Transaction Information

Date:	Application #:	Order #:	Amount:
Jul 7, 2021	91	HR21-00144	\$30.00

OR

- **Payment Declined** page. There may have been a typo or missed field in the information you provided. Click the “Re-attempt Payment” button and review the information inputted in the payment screen and repeat the process until you receive a Payment Successful message or use a different successful payment method.

Horse Racing Licence and Registration Payment Error

❗ There was a problem with your payment.

Payment was not approved. Please check the credit card number and re-attempt your payment.

Please note, your application can not be processed until payment is successfully received.

If payment can not be completed online, please refer below to pay by cash, cheque or money order.

Hours of operation for the GPEB Office at the two racetracks varies throughout the year. Please confirm, in advance, the operating hours of the GPEB Office at the racetrack you plan to attend.

Credit Card

[Re-attempt Payment](#)

Cash/Cheque/Money Order

Payments by cash, cheque or money order can be made in person at the Gaming Policy and Enforcement Branch Office located in the Race Office building in the backstretch at Fraser Downs or Hastings racetrack, or by mail or courier to Unit 220 - 4370 Dominion St, Burnaby, BC V5G 4L7. Cheques must be made out to "Minister of Finance".

Receiving the Application Decision

If your licence and registration are:

- **Approved** - You can inquire about the status of your application by contacting GPEB.HorseRacing@gov.bc.ca or by visiting one of the racetrack locations during posted business hours.
- **Denied** – You will receive notification by mail informing you of this decision.

Figure 1 – Primary Identification

Type of Identification	Note(s)
<i>Please note that any Primary Identification document must have a valid and current date.</i>	
Driver's Licence	<ul style="list-style-type: none"> • Both sides of ID
Combination BC Driver's Licence and Services card	<ul style="list-style-type: none"> • Both sides of ID
BC identification card (BCID)	<ul style="list-style-type: none"> • Older BCID cards without an expiry date are not accepted as primary ID
BC Services card (photo)	<ul style="list-style-type: none"> • Both sides of ID
Passport	
Canadian Citizenship card	<ul style="list-style-type: none"> • The commemorative sheet that comes with a citizenship card is not accepted as primary ID
Canada Identity card	<ul style="list-style-type: none"> • Issued by Department of Foreign Affairs and International Trade to foreign representatives accredited to Canada
Canadian Permanent Resident card	<ul style="list-style-type: none"> • Both sides of ID
Secure Certificate of Indian Status card	<ul style="list-style-type: none"> • Only cards with new design are acceptable (issued after Dec 15, 2009)

Figure 2 – Secondary Identification

Type of identification	Note(s)
Any of the accepted Primary ID noted above	
Bank or Credit Card	<ul style="list-style-type: none"> • Your name must be imprinted on the card
BC Security Workers Licence (card)	
BC Services Card (without photo)	
Birth Certificate from Foreign Country	<ul style="list-style-type: none"> • A baptismal certificate is not acceptable
Canadian Birth Certificate	<p>Most Canadian birth certificates are accepted as secondary ID. Some examples of documents that are not accepted include:</p> <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 <i>before</i> 1994 • Manitoba birth certificates issued by a "division registrar" • Ontario Long Form Birth Certificates (also called Registration of birth certificate)
Canadian Firearms License (Possession and Acquisition Licence, PAL)	

Canadian Forces Identification	
Canadian Record of Landing	
Employee ID card with photo	<ul style="list-style-type: none"> • Canadian Employers only
Foreign Affairs Canada or Consular Identification	
Health Card issued by a Canadian province or territory	
Certificate of Indian Status Card	
Nexus Card	
Police Identification Card	
School ID Card (Student card)	<ul style="list-style-type: none"> • Canadian schools only • Must be valid
Immigration Documents: Student, work, visitor, or temporary-resident permit	<ul style="list-style-type: none"> • Must be valid

Figure 3 – Horse Racing Photo Requirements and Specifications

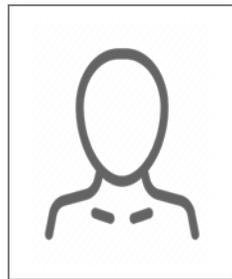
Requirement:

You must submit electronically with your application one high quality (see specifications below) colour photo taken within the last three (3) months.

Specifications:

1. The photo may be taken with a digital camera or scanned.
2. The photo must be saved and submitted in a colour JPEG file format and have a file size more than 200 KB (kilobytes) and less than 2 MB (megabytes).
3. The photo must be taken against a plain white or light-coloured background with no shadows, reflection or glare so that your features are clearly distinguishable against the background.
4. The photo must be clear, sharp and in focus.
5. The photo must show a full front view of the face and top of the shoulders squared to the camera (the image of the face and shoulders must be centered in the photo). The head must not be tilted (see example below).
6. Your eyes must be open and clearly visible. Photos with red eye effect or red eye alterations are unacceptable. Prescription eyeglasses may be worn if the eyes are clearly visible and there is no reflection or glare. Sunglasses and tinted eyeglasses are unacceptable.
7. Photo must represent your natural skin tone.
8. Head coverings are acceptable provided the eyes, nose and mouth remain clearly visible.

EXAMPLE:



Note: Not actual size. Refer to the file size instructions above