

SECTION 1 – SOLE PROPRIETORS

As a sole proprietor legally permitted to work in Canada, 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.

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

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.

Depending on your jurisdiction, some steps require services that may involve a fee.

Please note: A retail store licence application is not considered complete until identified associates have submitted their forms and have had 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 A COUNTRY OUTSIDE CANADA AND YOU ARE NOT CURRENTLY IN CANADA

Forms

- Download and complete the *Associates Financial Integrity* form and collect the necessary supporting documents listed in the form
 - Refer to the form instructions for a list of required documentation and any special steps
- Print and complete, BUT DO NOT SIGN OR DATE, the *Consent for Cannabis Security Screening Form*
- Print copies of the *Identity Attestation Form* and the *Witness of Signature Attestation Form*

Identity Verification

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 Attestation Form*
2. At the local police station:
 - Request a Criminal Record Check -- **NOTE: if your Criminal Record Check will not be in English, you must request a second copy and have it translated by a translator who is admitted to a professional association** -- see below for submission instructions

Have the police station clerk:

- Conduct an in-person verification of your two pieces of ID (and linking documents, if applicable)
- Complete the *Identity Attestation Form*

Witness of Consent

1. Visit a local police station, lawyer, or notary with:
 - A copy of the *Witness of Signature Attestation Form*
 - Your unsigned *Consent for Cannabis Security Screening* form
 - Your completed *Identity Attestation Form* and the ID that was attested
2. Request the police station clerk, lawyer, or notary to:
 - Witness your signature on the *Consent for Cannabis Security Screening* form and ensure information on the form matches the ID presented
 - Complete the *Witness of 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.
- Upload your completed *Associates Financial Integrity Form*, and scanned copies of completed and signed *Consent for Cannabis Security Screening*, *Witness of Signature Attestation Form*, and *Identity Verification Attestation Form*, to the liquor and cannabis licensing portal.

ID Expiration Criteria	Identity Documents
No expiration date	Canadian 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