

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.

The steps to have your identity verified and signature witnessed are the same for you as a sole proprietor as for the associates of organizations that are applicants (steps detailed below). You will have already submitted a Business Financial Integrity Form as part of your sole proprietorship application and therefore can ignore the instruction related to the Associates Financial Integrity Form.

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

INSTRUCTIONS

Forms

- Print and complete BUT DO NOT SIGN the *Consent for Cannabis Security Screening* form
- Print copies of the *Identity Verification Attestation Form* and *Witness of Signature Attestation Form*

If you are a resident of B.C.

- Follow instructions in Section 2 for an associate who is a resident of BC (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 BC (excluding instructions to complete and submit the *Associates Financial Integrity Form*)

If you are a resident of a different Canadian province or territory but 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 but who is currently in BC (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 in B.C.

- Follow instructions in Section 2 for an associate who is a resident of a different Canadian province or territory but who is NOT currently in BC (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 but who is currently in BC (excluding instructions to complete and submit the *Associates Financial Integrity Form*)

If you are a resident of a country outside Canada and you are NOT currently present in B.C.

- Follow instructions in Section 2 for an associate who is a resident of a country outside Canada but who is NOT currently in BC (excluding instructions to complete and submit the *Associates Financial Integrity Form*)

SECTION 2 - ASSOCIATES

You have been identified as an associate of an applicant for a British Columbia non-medical Cannabis Retail Store Licence. 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](#), a local police station, or a lawyer/notary, depending on your location.

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

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

Please note: An application for a Cannabis Retail Store Licence is not considered complete for processing 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. Also note, applicants are required to provide associates with the Reference Number or the address of the proposed retail store location.

SECTION 2 - ASSOCIATES - CONTINUED

IF YOU ARE A RESIDENT OF B.C.**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 Verification Attestation Form* and *Witness of 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 BC without a Services Card below.
 - Copies of the *Identity Verification Attestation Form* and *Witness of Signature Attestation Form*
 - Your unsigned *Consent for Cannabis Security Screening form*
2. Have a Service BC representative:
 - Conduct an in-person verification of BC Services Card** and make a copy of the Card
 - Complete the *Identity Verification Attestation Form*
 - 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*
 - Send both attestation forms, copies of your ID and the signed *Consent for Cannabis Security Screening form* to the B.C. Liquor and Cannabis Regulation Branch.

**Service BC is rolling out a new two-factor authentication procedure using the BC Services Card for accessing government services that requires in-person set-up. 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

- Contact Cannabis.Licensing@gov.bc.ca to arrange for a secure file transfer of your *Associates Financial Integrity Form*. Please include the cannabis retail store licence application number in your email. Do not include your form or any personal information.

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 to a [Service BC office](#) for copying and 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

IF YOU ARE A RESIDENT OF A DIFFERENT CANADIAN PROVINCE OR TERRITORY BUT YOU ARE CURRENTLY PRESENT IN B.C.**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 Verification Attestation Form* and *Witness of Signature Attestation Form*

Identity Verification and Witness of Consent

1. Visit a Service BC location with:
 - 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
 - Copies of the *Identity Verification Attestation Form* and *Witness of 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 make copies
 - Complete the *Identity Verification Attestation Form*
 - 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*
 - Send both attestation forms, the copies of your ID, and the signed *Consent for Cannabis Security Screening* form to the B.C. Liquor and Cannabis Regulation Branch

Submission

- Contact Cannabis.Licensing@gov.bc.ca to arrange for a secure file transfer of your *Associates Financial Integrity Form*. Please include the cannabis retail store licence application number in your email. Do not include your form or any personal information.

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* 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
- Make scanned copies of the front and back of the following pieces of ID:
 - A valid government-issued photo ID that includes your name, date of birth and signature
 - A valid piece of secondary ID with an imprinted name that exactly matches that on the government-issued ID and with a signature
- Print and complete, BUT DO NOT SIGN OR DATE, the *Consent for Cannabis Security Screening* form
- Print copies of the *Identity Verification Attestation Form* and *Witness of Signature Attestation Form*

Identity Verification and Witness of Consent

1. Visit a local police station with:
 - One piece of valid government-issued photo ID that contains your name, date of birth and signature
 - One piece of valid secondary ID with an imprinted name that exactly matches that on the government-issued ID and with a signature
 - Copies of the *Identity Verification Attestation Form* and *Witness of Signature Attestation Form*
 - Your unsigned *Consent for Cannabis Security Screening* form
2. At the local police station:
 - Apply for a Police Information Check (PIC) at a local police department. DO NOT OPEN the Police Information Check when you receive it.

Have the police station clerk:

 - Conduct an in-person verification of your two pieces of ID
 - Complete the *Identity Verification Attestation Form*
 - 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 your UNOPENED Police Information Check to the B.C. Liquor and Cannabis Regulation Branch at 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)
- Contact Cannabis.Licensing@gov.bc.ca to arrange for a secure file transfer of your completed *Associates Financial Integrity Form* and supporting documents, scanned copies of your passport and secondary ID, and scanned copies of completed and signed *Consent for Cannabis Security Screening*, *Witness of Signature Attestation Form*, and *Identity Verification Attestation Form*. Please include the cannabis retail store licence application number in your email. Do not include your documents or any personal information.

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* 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 Verification Attestation Form* and *Witness of 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
 - Copies of the *Identity Verification Attestation Form* and *Witness of 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 make copies
 - Complete the *Identity Verification Attestation Form*
 - 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*
 - Send both attestation forms, the copies of your ID, 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 the B.C. Liquor and Cannabis Regulation Branch at 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)
- Contact Cannabis.Licensing@gov.bc.ca to arrange for a secure file transfer of your *Associates Financial Integrity Form*. Please include the cannabis retail store licence application number in your email. Do not include your documents or any personal information.

IF YOU ARE A RESIDENT OF A COUNTRY OUTSIDE CANADA AND YOU ARE NOT CURRENTLY IN B.C.**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
- Make scanned copies of the front and back of two pieces of ID:
 - A valid passport
 - Another valid piece of government-issued ID with a signature and an imprinted name that exactly matches that on the passport
- Print and complete, BUT DO NOT SIGN OR DATE, the *Consent for Cannabis Security Screening form*
- Print copies of the *Identity Verification Attestation Form* and *Witness of Signature Attestation Form*

Identity Verification

1. Visit a local police station with:
 - A valid passport
 - Another piece of government-issued ID with a signature and imprinted name that matches that on the passport
 - A copy of the *Identity Verification Attestation Form*
2. At the local police station:
 - Request a Criminal Record Check; if your Criminal Record Check will not be in English, you must request a second copy for translation
 - a. If the original Criminal Record Check is not in English, have the check translated by a translator who is admitted to a professional association

Have the police station clerk:

- Conduct an in-person verification of your two pieces of ID
- Complete the *Identity Verification 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

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 the B.C. Liquor and Cannabis Regulation Branch at 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)
- Contact Cannabis.Licensing@gov.bc.ca to arrange for a secure file transfer of your completed *Associates Financial Integrity Form* and supporting documents, scanned copies of your passport and secondary ID, and scanned copies of completed and signed *Consent for Cannabis Security Screening*, *Witness of Signature Attestation Form*, and *Identity Verification Attestation Form*. Please include the cannabis retail store licence application number in your email. Do not include your form or any personal information.