



PERSONAL HISTORY SUMMARY

Liquor Control and Licensing Form LCLB004

Before you apply:

You must obtain your Criminal Record Check (completed within the last 4 months) from the RCMP or local police. Your completed criminal record check, and Personal History Summary (PHS) form, must be submitted with your liquor licensing application(s). If you live/have lived outside of Canada, provide the alternate documentation requested below.

Note: At any time, the LCLB may require you to consent to subsequent criminal record checks.

Instructions:

- Ensure you answer all questions; question(s) left blank will result in the form being considered incomplete which will cause delays
- Read then sign the Declaration on page 2
- Attach all supporting documentation as directed
- Form may be completed electronically before printing (cannot be saved electronically).
- Email completed form to liquor.licensing@gov.bc.ca

Note: Having a criminal record does not cause your LCLB application to automatically be denied. LCLB will carefully review the circumstances of the individual case; severity and date of the offence for example, and how the type of offence relates to the responsibility of holding a liquor licence.

Name of (proposed) licensed establishment, liquor manufacturer or liquor agent:

Legal Entity Name: (i.e. sole proprietor, partnership, private corporation, society) Licence or Job #: (not applicable if application is not already in progress)

Full name: (last / first / middle) Gender (Please check): M F Birthdate: (year / month / day)

Last name at birth: First and middle names at birth:

Other last names used:

Current residence address: Street City Province / Country Postal Code

Contact telephone #'s (business/home/cell):

E-mail address:

For questions 1-4, any required documentation is identified by letters A, B and C which correspond to the lettered list of documents in the box below on the next page.

1. Do you currently live in Canada? Yes No
 If Yes - Lived in Canada for more than the past 5 years, attach the following document(s) from the next page: A
 Lived in Canada for less than the past 5 years, attached the following document(s) from the next page: A & B
2. Do you currently live outside of Canada? Yes No
 If Yes - Never lived in Canada, attach document(s) from the next page: B
 Lived in Canada at any time, attach document(s) from the next page: A & B
3. Have you ever been charged with, or convicted of, a criminal or drug/alcohol related offence under the laws of any country outside of Canada, or the laws or bylaws of any provincial, state or local government? Yes No
 If Yes - Attach the following document(s) from the next page: B(ii)
4. Have you received any alcohol/drug related driving infractions in the past 5 years in Canada or under the laws of any other country or jurisdiction? Yes No
 If Yes - Attach the following document(s) from the next page: B(iii) and/or C as applicable

If you answered YES to questions 1, 2, 3 or 4 above, attach the document(s) with the corresponding letter as applicable:

A. Your completed Canadian Criminal Record Search obtained (within the last 4 months) by contacting your local police, the RCMP <http://www.rcmp-grc.gc.ca/en/steps-obtain-certified-criminal-record-or-vulnerable-sector-vs-check> or Commissionaires B.C. <http://www.commissionaires.bc.ca>.

B. A statutory declaration, signed by a lawyer, Notary Public or Commissioner for Taking Affidavits:
i) stating you have not been charged with, or convicted of a criminal or drug/alcohol-related offence under the laws of any country or the laws/bylaws of any provincial, state or local government; **OR**
ii) providing details (date, disposition, sentence or fine) of any charges/convictions/sentences; **AND/OR**
iii) providing details of any alcohol/drug related driving infractions in the past 5 years.

C. A copy of your driver's abstract for the past 5 years, if you have held a Canadian drivers licence in that time. For BC driver's abstracts contact ICBC <http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx> or 1-800-663-3051; otherwise contact the applicable Canadian jurisdiction(s).

5. Have you ever held, or do you or your immediate family members currently hold, any ownership or interest in a B.C. liquor licence?
Yes No If yes, provide details of licence(s) or application(s):

(Attach a separate sheet to this application if additional space is required.)

6. Do you currently hold a Rural Agency Store Appointment from the Liquor Distribution Branch (LDB)? Yes No

Note: If you are submitting an application for an agent's or manufacturer's licence, please select "N/A" for questions 7 and 8. All other applicants must answer "Yes" or "No" for questions 8 and 9.

7. Have you agreed with anyone to sell the liquor of a manufacturer to the exclusion of another liquor manufacturer?
Yes No N/A If yes, provide details:

8. Do you or your immediate family members have any association with, or financial interest in, a B.C. liquor manufacturer, a liquor importer, or the agent of a liquor manufacturer/importer? Yes No N/A If yes, provide details:

9. Have you entered into a Shareholder Agreement, Profit Sharing Agreement or other similar agreement with anyone not named in the licence application? Yes No If yes, provide details (including percentage of interest shared with others):

Declaration

Section 57(1)(c) of the Liquor Control and Licensing Act states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

Signature of Individual: _____ Date: _____
(last/first/middle) (day/month/year)

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.