

ABOUT THE PERSON OR BUSINESS REQUESTING THE SEARCH

If you are a law firm filling out this request on behalf of a business or person, please fill out this section with your law firm's details.

- **For faster processing, we recommend submitting an online application found at:**
<https://services.labour.gov.bc.ca/SearchRequest/>

| | | | |
|---|------------------------------------|-----------------------------|--|
| Contact person's first name: | | Contact person's last name: | |
| Law firm or business requesting the search (if applicable): | | | |
| Email address: | | Telephone number: | |
| Street address | Apartment, suite, unit, floor etc. | City | |
| Province/Territory/State | Country | Postal Code | |

PAYMENT INFORMATION

A \$35 non-refundable fee applies for each legal name searched as determined under the *Employment Standards Regulation*. Choose your payment option and follow the instructions to send your completed form to Employment Standards.

BUSINESS NAME TO SEARCH

- **Written authorization is required** from each business to be searched. Attach your written authorization to this request.

| | | | |
|---|------------------------------------|-------------|--|
| Search #1 | | | |
| Legal Name | | | |
| Operating Name (for reference only) | | | |
| What type of business are you searching for? | | | |
| <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Society/Non-Profit <input type="checkbox"/> Other | | | |
| Street address | Apartment, suite, unit, floor etc. | City | |
| Province/Territory/State | Country | Postal Code | |



BUSINESS NAME TO SEARCH

• **Written authorization is required** from each business to be searched. Attach your written authorization to this request.

Search #2

Legal Name

Operating Name (for reference only)

What type of business are you searching for?
 Corporation Sole Proprietorship Partnership Society/Non-Profit Other

| | | |
|--------------------------|------------------------------------|-------------|
| Street address | Apartment, suite, unit, floor etc. | City |
| Province/Territory/State | Country | Postal Code |

Search #3

Legal Name

Operating Name (for reference only)

What type of business are you searching for?
 Corporation Sole Proprietorship Partnership Society/Non-Profit Other

| | | |
|--------------------------|------------------------------------|-------------|
| Street address | Apartment, suite, unit, floor etc. | City |
| Province/Territory/State | Country | Postal Code |

Search #4

Legal Name

Operating Name (for reference only)

What type of business are you searching for?
 Corporation Sole Proprietorship Partnership Society/Non-Profit Other

| | | |
|--------------------------|------------------------------------|-------------|
| Street address | Apartment, suite, unit, floor etc. | City |
| Province/Territory/State | Country | Postal Code |

PAYMENT OPTION ONE

Pay online (this option will reduce processing time)

Complete the due diligence search request online at <https://services.labour.gov.bc.ca/SearchRequest> to reduce processing time and pay using a credit card (Visa, MasterCard or American Express)

- Have your credit card number, expiry date and CVV number ready

Credit card statement will show "Employment Standards". Credit card information is not retained.

PAYMENT OPTION TWO

Pay by phone

- Your request will not be considered received until the search fee is processed
- Do not send credit card information by email

Before you begin:

Complete this application and email to EmploymentStandards@esb.gov.bc.ca

- Have your credit card number, expiry date and CVV number ready
- Have a copy of this form on hand, including the name of the requestor provided on the form

As soon as your application is sent, phone 1-800-663-3316

- Follow the prompts to pay using a credit card

Credit card statement will show "Employment Standards". Credit card information is not retained.

PAYMENT OPTION THREE

Mail a cheque or money order

- Make the cheque or money order payable to the Minister of Finance
- Mail your completed application and payment to:

Regular Mail:

Employment Standards Branch
PO Box 9570 Stn Prov Govt
Victoria, BC V8W 9K1

Courier:

Employment Standards Branch
200-880 Douglas Street
Victoria, BC V8W 2B7

- We'll send you confirmation when we receive your application and payment