

OVERVIEW

A talent agency is a person or organization who charges a fee to offer, promise or try to get employment for actors, performers, extras or [technical creative film personnel](#). **Talent agencies must be licensed to operate in British Columbia.**

Use this form to apply for a talent agency licence or to renew an existing licence. You can also [apply online for faster processing](#).

Every talent agent, director, officer, partner or person who directs the affairs of a talent agency must provide a statutory declaration as part of a talent agency licence application.

WHAT YOU'LL NEED

Gather your documents

You'll need to provide the following documents along with your application:

- A copy of the talent agency's standard contract
- A signed statutory declaration (or multiple declarations if required)
- \$725 financial security (see opposite)

Have copies of your documents available. Prepare the following details to fill out the application:

Part 1 – Talent agency information

- The legal name and BC registry number (if applicable) of the talent agency
- The address and phone number of the talent agency

Part 2 – About the contact person

- Information and contact details for the person filling out the application

Part 3 – About the employer

- Information and contact details for each director, officer, partner or business owner of the talent agency

Part 4 – Work location(s)

- The address of each location where work will be performed

Part 5 – Additional details

- A description of the services the talent agency will provide
- Whether the talent agency will work with children under 19

FINANCIAL SECURITY

You must provide a \$725 financial security for all new applications. You can pay the financial security using a cheque or [other security](#) payable to the **Minister of Finance**. Renewal applications do not require additional financial security. You can send the security before or after you apply, but your application will only be processed after the security is received.

The financial security cannot be paid by credit card.

Mail your financial security to the **Employment Standards Branch** at the address below:

PO Box 9570 STN PROV GOVT
Victoria, BC V8W 9K1

If sending by courier:
200-880 Douglas Street
Victoria, BC V8W 2B7

SUBMIT YOUR APPLICATION

For faster processing, we recommend submitting an online application found at:

<https://services.labour.gov.bc.ca/TalentAgency>

You can also submit this application package by:

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

Toll-free fax: 1-855-490-0476

Email: EmploymentStandards@esb.gov.bc.ca

Get help completing this application by calling toll-free 1-833-236-3700. Someone can help you in the language of your choice. Service is available Monday through Friday, 7:30 am to 5 pm Pacific Time.



PART 1: TALENT AGENCY INFORMATION

Does the talent agency currently have a licence to operate in British Columbia?		
<input type="checkbox"/> Yes (Enter licence number and expiry date below) <input type="checkbox"/> No		
Licence number (appears on the licence – for example, “BA-2022-012345” or “ER-012345”)		Expiry date yyyy / mm / dd
What type of business is the talent agency? <input type="checkbox"/> Corporation <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Society or non-profit <input type="checkbox"/> Other (please describe):		
Legal business or organization name	Operating name (if different)	B.C. registry number (if applicable)
Email address	Telephone number	Website address
Street address	Apartment, suite, unit, floor etc.	City
Province/Territory/State	Country	Postal Code

PART 2: ABOUT THE CONTACT PERSON

First name	Middle name	Last name
Preference for being addressed		Other names they're known by
Email address		Telephone number
Street address	Apartment, suite, unit, floor etc.	City
Province/Territory/State	Country	Postal Code



PART 3: ABOUT THE EMPLOYER

You must provide information about each director, officer, partner or business owner of the talent agency. If you need to include more people, you can print this page multiple times.

Ensure you attach a signed and notarized declaration form for each director, officer, partner or business owner (page 6), as well as for each talent agent (page 7).

First name	Middle name	Last name
Preference for being addressed		Other names they're known by
What is this person's relationship with the employer? <input type="checkbox"/> Director <input type="checkbox"/> Officer <input type="checkbox"/> Partner <input type="checkbox"/> Business owner <input type="checkbox"/> Other (please describe):		
Email address		Telephone number
Street address	Apartment, suite, unit, floor etc.	City
Province/Territory/State	Country	Postal Code

PART 4: WORK LOCATION(S)

You must provide all locations where work will be performed. If you need to include more work locations, you can print this page multiple times.

Street address	Apartment, suite, unit, floor etc.	City
Province/Territory/State	Country	Postal Code
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 talent agency application online at <http://services.labour.gov.bc.ca/TalentAgency> 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 application will not be considered received until the application fee is processed
- Do not send credit card information by email

Before you begin:

Complete this application and email it 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

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

A delegate will contact you after we receive payment and start processing your application.



DECLARATION

I, _____, of _____,
in the Province of British Columbia, DO SOLEMNLY DECLARE THAT

- I am an Officer or Director, partner (general, limited or otherwise), or person directing the affairs of _____, a Talent Agency;
- Attached to this Statutory Declaration is a copy of the application of _____
Talent Agency name
for a licence pursuant to the *Employment Standards Act* and Regulation, dated _____
(the "application"); yyyy / mm / dd
- The statements contained in the application are complete and true in every respect;
- I have presented two pieces of identification to a Notary Public or Commissioner for Taking Affidavits who has witnessed by signature and verified my identification;
- I will comply with the *Employment Standards Act* and Regulation;
- I will comply with the *Code of Conduct for Working with Child Performers** (as developed by the Canadian Centre for Child Protection);
- I am not listed on any Child Abuse Registry;
- I am not and have never been the subject of any complaint, charge, conviction or investigation involving a child under the age of 19 in any jurisdiction;
- I have never been convicted or found liable as a result of breach of trust, fraud, perjury, immorality, dishonorable conduct, misrepresentation, dishonesty, or undue influence in any civil, criminal, or administrative proceeding;
- I will notify the Director of Employment Standards immediately if there is a material change to the information I have provided in any part of the application;

and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED BEFORE ME AT

British Columbia, on _____
yyyy / mm / dd

Signature of Notary Public or Commissioner for
Taking Affidavits for British Columbia

Signature of Officer, Director, Partner or other

Print name of Officer, Director, Partner or other

*In the event of a conflict between the provisions of the *Employment Standards Act* and Regulation and the *Code of Conduct for Working with Child Performers*, the provisions of the Act and Regulation take precedence.



DECLARATION

I, _____, of _____, in the Province of British Columbia, DO SOLEMNLY DECLARE THAT

- I am a Talent Agent of _____, a Talent Agency;
Attached to this Statutory Declaration is a copy of the application of _____ Talent Agency name for a licence pursuant to the Employment Standards Act and Regulation, dated _____ yyyy / mm / dd (the "application");
The statements contained in the application are complete and true in every respect;
I have presented two pieces of identification to a Notary Public or Commissioner for Taking Affidavits who has witnessed by signature and verified my identification;
I will comply with the Employment Standards Act and Regulation;
I will comply with the Code of Conduct for Working with Child Performers* (as developed by the Canadian Centre for Child Protection);
I am not listed on any Child Abuse Registry;
I am not and have never been the subject of any complaint, charge, conviction or investigation involving a child under the age of 19 in any jurisdiction;

and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED BEFORE ME AT

British Columbia, on _____ yyyy / mm / dd

Signature of Notary Public or Commissioner for Taking Affidavits for British Columbia

Signature of Talent Agent

Print name of Talent Agent

*In the event of a conflict between the provisions of the Employment Standards Act and Regulation and the Code of Conduct for Working with Child Performers, the provisions of the Act and Regulation take precedence.