

## Frequently Asked Questions (FAQs): Horse Racing Licence and Registration

This document provides information for individuals applying to be licenced and registered to participate in horse racing in the Province of B.C.

### In this document:

1. How does someone become licenced and registered to participate in the horse racing industry in B.C.? ..... 2
2. What documentation does someone need to become a registered and licenced Horse Racing participant? ..... 2
3. Is an applicant required to provide their own background check if they are a non-Canadian resident? ..... 2
4. How does an applicant pay the application fee? ..... 3
5. Is the application fee refundable? ..... 3
6. Can an application be submitted without using the online system? ..... 3
7. How long does it take to get licenced and registered? ..... 4
8. How does an applicant learn if their application was successful? ..... 4
9. How can an applicant get a copy of their application? ..... 4
10. Are paid passport-certified photos required when submitting an application? ..... 4
11. What is involved in an applicant's background investigation? ..... 5
12. Can someone get licenced and registered if they have a criminal record? ..... 5
13. Will one application apply to both racetrack locations? ..... 5
14. When do renewal applications need to be submitted? ..... 6
15. How does a Horse Racing Licence and Registration get renewed? ..... 6
16. Where can an applicant go for assistance? ..... 6

## General

### 1. How does someone become licenced and registered to participate in the horse racing industry in B.C.?

By submitting a Horse Racing Licence and Registration online application (at <https://www.gaming.gov.bc.ca/hr-online/ShowHR.x>), a \$30 non-refundable application fee and supporting documentation to the Gaming Policy and Enforcement Branch (GPEB). If/when approved by GPEB, a Horse Racing ID Tag will be generated and will be made available at the applicable racetrack location.

## Application

### 2. What documentation does someone need to become a registered and licenced Horse Racing participant?

Within the online application, applicants are required to provide the following documentation:

- Residential addresses for the last 5 years
- Two valid pieces of scanned, colour identification, both primary and secondary
- Legal name change documentation (if applicable)
- Work/Study permit or permit exemption if not a Canadian Citizen or Permanent Resident (if applicable)
- Permanent resident card/record of landing (if applicable)
- Country of residence Police Certificate or Criminal Record Check if not currently living in Canada (if applicable)
- Passport style photograph taken within the last 3 months. The photo must be a clear head and torso image submitted in a digital photo format (e.g. JPEG, TIF, GIF)

**Note:** PDF format will not be accepted.

For detailed photo and ID requirements, see: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/horse-racing/registration-licensing#id>

If additional help is required, see [Horse Racing Online Application Guide \(PDF\)](#).

### 3. Is an applicant required to provide their own background check if they are a non-Canadian resident?

Yes. Applicants that reside outside of Canada at the time of application must provide a copy of the police certificate, or US State checks if from the US, with their Horse Racing Licence and Registration application. All documentation must not be older than three (3) months from the date of application for GPEB registration.

Horse Racing applicants that reside in the United States must provide an authenticated local police check document (Police Certificate) and an authenticated FBI identification records check (Identity History Summary).

For more information, see “Non-Resident Criminal Record Requirements” at:

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/horse-racing/registration-licensing#criminal-record-requirements-us-foreign>

#### **4. How does an applicant pay the application fee?**

A \$30 non-refundable application fee is required. The fee can be paid during the online application process, or directly to GPEB after submitting the online application (note, GPEB will not begin processing your application until the fee is received). If you are:

- Paying online - have a credit card (VISA, Mastercard, Discover, AMEX or VISA Debit card available).
- Paying by mail - send a money order or cheque made payable to “Minister of Finance” to:

Gaming Policy and Enforcement Branch - Racing Division  
#220 - 4370 Dominion Street  
Burnaby, B.C. V5G 4L7

- Paying in person - payments by cash, cheques or money order can be made in person at the Gaming Policy and Enforcement Branch Office located in the Race Office building in the backstretch at Fraser Downs or Hastings Racecourse during posted business hours.

#### **5. Is the application fee refundable?**

No.

#### **6. Can an application be submitted without using the online system?**

The fastest way to become licenced and registered is through the online application process. Mail and in-person applications will continue to be accepted until October 31, 2022, to assist applicants during the transition online. As of November 1, 2022, all applications must be submitted using the online system.

After November 1, 2022, paper applications will only be accepted in extraordinary circumstances and only with preapproval from GPEB.

Contact the Gaming Policy and Enforcement Branch at [GPEB.HorseRacing@gov.bc.ca](mailto:GPEB.HorseRacing@gov.bc.ca) for more information.

Note: GPEB processing times for paper applications will be longer due to longer transit and processing times.

A copy of the application form in PDF format can be found at:

<https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/registration/appl-horse-racing-worker.pdf>

## **7. How long does it take to get licenced and registered?**

It takes approximately 3 to 5 business days for processing and approval of online applications. However, this may vary depending on the results of the background check and/or incomplete application submissions.

## **8. How does an applicant learn if their application was successful?**

The applicant will be able inquire the status of their application by contacting [GPEB.HorseRacing@gov.bc.ca](mailto:GPEB.HorseRacing@gov.bc.ca) or by visiting one of the racetrack locations.

Successful applicants will be able to pick up a Horse Racing ID Tag that contains information regarding the applicant's registration.

## **9. How can an applicant get a copy of their application?**

To receive a copy of their application, applicants must print their application using their web browser's print functionality prior to submitting. Applications submitted online become property of GPEB and cannot be released unless a Freedom of Information (FOI) application request is made.

Find out more about the FOI process here:

<https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/freedom-of-information/submit-a-general-freedom-of-information-request>

## **10. Are paid passport-certified photos required when submitting an application?**

No. Paid passport-certified photos are not required and there is no requirement for applicants to visit a professional photo studio to pay for a passport-certified photograph.

As long as the submitted photo meets the requirements listed in the following link, the photograph is acceptable: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/registration-certification/gambling-workers#id>.

### **11. What is involved in an applicant's background investigation?**

Applicants are required to submit to and co-operate in background investigations which may include an interview. Background investigations include, but are not limited to, credit history, criminal record, Police Information, Internet searches and other indices.

The Canadian Police Information Centre (CPIC) database records will be queried for the disposition of all charges for which a person has been fingerprinted (Criminal Record) and all outstanding charges currently before the courts.

Police indices checks will be conducted through the Public Safety Portal (PSP), Police Reporting and Occurrence System (PROS), Police Records Information Management Environment (PRIME) and any other RCMP, City, Municipal, Provincial, or Federal police databases in Canada. These databases record all complaints investigated by the respective police departments and include information related to non-convictions and charges regardless of disposition.

If necessary, an applicant will be required to provide fingerprints to verify whether they have a criminal record.

Applicants residing outside of Canada must provide a police certificate or criminal record document from the jurisdiction they reside in. All police certificates, United States local and state criminal record documents and FBI Identification records checks must not be older than three (3) months from the date of application for GPEB registration. For more information, see "Non-Resident Criminal Record Requirements" at <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/horse-racing/registration-licensing#criminal-record-requirements-us-foreign>.

### **12. Can someone get licenced and registered if they have a criminal record?**

All applications are assessed individually and are dependent on full disclosure being made by the applicant as well as the results of the background investigation. If an applicant has been convicted of an offence, either inside or outside of British Columbia, that in the opinion of the general manager calls into question the honesty or integrity of the applicant, their registration may be refused.

### **13. Will one application apply to both racetrack locations?**

No. Each licence is only valid for one racetrack location. Therefore, a separate application must be submitted to participate at each location. If an applicant is already licenced and registered by GPEB for one location, they do not need to pay the fee for the second location application.

## Renewals

### 14. When do renewal applications need to be submitted?

A licensee and registrant should submit a complete renewal application at least 6-8 weeks before their expiry date. If an individual's licence and registration expire, they are not permitted to participate until their renewal application has been approved.

### 15. How does a Horse Racing Licence and Registration get renewed?

By submitting a complete renewal application online (at <https://www.gaming.gov.bc.ca/hr-online/ShowHR.x>) at least 6-8 weeks prior to the expiry date of their current licence and registration.

## Assistance

### 16. Where can an applicant go for assistance?

Any questions or enquiries can be submitted by email to [GPEB.HorseRacing@gov.bc.ca](mailto:GPEB.HorseRacing@gov.bc.ca) or by phone: 604-398-5762. Alternatively, you can visit the GPEB Office located in the Race Office building in the backstretch at Fraser Downs or Hastings Racecourse during posted business hours.