



Salesperson Licence Renewal Application

Complete **all** of the information - New salesperson applicants **cannot** use this form to apply.

SECTION A Salesperson Information - please print clearly

Last name _____ First name _____

DOB / / Salesperson Licence #: _____ Expiry Date / /
mm / dd / yyyy

Home phone () _____ Cell phone () _____ Email _____

Home address _____
(Suite/Apt#) (Street address)

City _____ Prov _____ Postal Code _____

SECTION B Eligibility Questions

- Since the date of your last criminal record check submitted to the VSA, have you been convicted of, or are you currently charged with, or being investigated for, any criminal or other offence under any federal or provincial legislation, or under the law of any foreign jurisdiction? If yes, attach a copy of the offense, date of offense and outcome. Yes No
- Since the date of your last application, have you had a licence in any regulated industry (e.g. real estate, motor dealer, brokerage or insurance) revoked in Canada or any other jurisdiction under your current name or any other name or alias? If yes, provide details: _____ Yes No
- Current employer(s): _____

SECTION C Payment Information 1 year renewal: \$165 + CE Unit: \$61

Late fee of \$32 will be charged if renewal is received after your renewal date. Late fee of \$79 will be charged if renewal is received past 30 days from your renewal date.

***Note: faxed renewals must be paid by credit card. VSA license fees are non-refundable.**

Method of Payment Visa Mastercard Cheque - enclose and mail, or deliver to address below.

Credit Card # / / / / / / / / / / / Expiry /
mm / yy

PRINT Name—Cardholder _____

Signature—Cardholder _____

Certification of Facts and Accountability

I certify that, as the applicant for licensing, all information and statements contained in this application and any attachments are true and complete. As a licensed salesperson, I understand that I am accountable to the *Motor Dealer Act* and all related Regulations as well as any General Guidelines issued by the Registrar of Motor Dealers and/or the Vehicle Sales Authority of BC.

Return the completed Renewal Application with the appropriate fees to:

Vehicle Sales Authority of BC
280-8029 199 Street | Langley, BC | V2Y 0E2
or by fax: 604.574.5883
or renew online: <https://www.vsabc.ca/SignIn>

Legal name (please print) _____

Signature _____

Date / /
mm / dd / yyyy

Salesperson Licence # _____

Renewing your Salesperson Licence

In order to remain in compliance with the *Motor Dealer Act* and Regulations you must apply for renewal no later than 14 days prior to your expiry date. If you are not currently working in the industry, but plan to return soon, then you must renew your licence before the expiry date in order to avoid a late or re-installment fee. For assistance, contact the Licensing department: 604-575-7253.

Online

Renew online at <https://www.vsabc.ca/SignIn>

By Fax, Email, Mail

Continuing Education

You will be given online access to the Continuing Education (CE) unit in an email after your payment information is processed. As online access to the CE course is provided upon payment, cancellations, transfer and substitution policies do not apply.



ONLINE BANKING PAYMENT

Instruction for paying your Dealer Fees with Online Banking:

1. Log into online banking and add a new bill payment payee (first time only).
2. Enter “[Motor Vehicle Sales Authority of British Columbia](#)” as the payee.
3. Enter your Dealer Number in the account number for the new payee.
4. Make the payment—ensure that you note the authorization number or print out the confirmation of payment.
5. Complete **ALL** of the information below and submit this completed form to the VSA.

Name of Dealer: _____

Dealer #: _____

Phone #: _____

Name of person who completed the payment: _____

Online payment Authorization #: _____

Date of online payment: _____
month day year

Amount of online payment: _____

Payment is for (check one):

Dealer Application

Off-Site Sale

Change of Ownership

Dealer Renewal

Change of Address

Plate Upgrade

Other _____

The following financial institutions offer this service:

1. HSBC

4. BMO

7. Any BC Credit Union

2. TD

5. Scotiabank

8. National Bank

3. CIBC

6. RBC