

Taxi Camera Approval Request PT Board Form 19

Manufacturers must submit this form to the Passenger Transportation (PT) Board to request the approval of a taxi camera model for use in taxis operated in British Columbia. Send a separate form and package for each camera model. For more information, see the [Taxi Camera Approval Guide](#) and the [taxi camera webpage](#).

Approval Request

This form must be submitted by the manufacturer's president, vice-president or CEO who is requesting the evaluation and approval of the taxi camera.

Company :

Representative:

Title:

Address:

Phone:

Email:

Taxi Camera Model

Identify the camera model you want approved and the serial number of the camera unit you used to obtain recordings in a working taxi. Please note additional information such as accessories, functionality and settings that were used, not used or disabled by the camera that produced recordings for the evaluation you are requesting.

Model No. & Serial No.:

Notes:

Company Technical Contacts

Provide contact information for a product expert in your company who may be asked to provide additional information or explanations on technical camera design and operability matters.

Technical Contact:

Title & Credentials:

Address:

Phone:

Email:

Contents of Your Approval Request Package

Complete the remainder of this form to provide requested information and identify all documents and accompanying items you are providing for the evaluation of your taxi model. For each item you are including in your approval request package, please use the "Item No." column to assign a number. We also suggest that you use the Item No. in the name of each document, electronic file, and item in your package.

Market Experience & Capacity

Your company must show its capacity to manufacture mobile camera systems for use in taxi camera fleets in BC. Provide information on company letterhead and supporting documentation (e.g. company brochure, webpages, sales spreadsheet, letters from regulators or customers) that shows the following:

1. Within the past 5 years, your company has sold 2,000 or more in-vehicle cameras that are used in fleets of commercial, transit or first-responder vehicles.
2. Your company sells cameras in Canada and British Columbia or is establishing the capability to do so.
3. Your company provides or is establishing the ability to provide:
 - a. after-sales warranty or repair services in Canada and British Columbia for your in-vehicle camera systems (provide details about the service delivery model you use, any third-party companies that provide direct services to your customers on your behalf, and the locations of service depots)
 - b. software, support and training for police departments and camera equipment installers in British Columbia cities where taxi cameras are purchased and used.

Documentation of Manufacturing, Sales & Service Capacity	Item No.

Prior Approval Requests in BC

Is this the first request for BC approval of your taxi camera model? Yes No

If no, attach an explanation of steps to address the model's incomplete or unsatisfactory result.

Explanation Letter	Item No.

Prior Approvals Outside BC

If your camera is approved for use in taxis in a jurisdiction outside BC, identify a regulatory agency, if any, that reviewed and approved it. Also include a technical evaluation report (or test certificate if the report is unavailable) that supported approval. Providing this information is voluntary and many assist with the evaluation in BC, but does not replace any camera evaluation requirements. If you have multiple evaluation reports, we suggest that you include the report that documents a rigorous or detailed review.

Approving Agency & Jurisdiction	Technical Report	Item No.
	<input type="checkbox"/> No report <input type="checkbox"/> Report attached	

Camera Specifications

Complete the [Taxi Camera Specifications worksheet](#) and send it electronically as an Excel file. Also include one or more company brochures or webpages (PDF or print) that contains a picture of the camera system and its main components, and information about its functions and technical specifications.

Item	Notes	Item No.

Source of Media & Recordings for Evaluation

Evaluations include the review of all storage media devices that the test camera used to record digital image files or video clips. Complete this section to identify the source of the recordings and how they were obtained. If recordings were made with a camera installed in a BC taxi and you previously sent notices that contains this information (see the form for submitting a [BC Taxi Camera Field Test Plan](#)), complete any sections that have changed since notice was provided.

Recording dates from: _____ to _____

Taxi Company: _____ City: _____ Country: _____

Manager: _____ Phone: _____ Email: _____

Taxi Number: _____ Plate Number: _____ Body Style: Sedan Van

Taxi Driver: _____ Phone: _____ Email: _____

Camera Installation Company: _____ Technician: _____

Phone: _____ Email: _____

More Info: _____

Storage Media Devices & Access

List the physical, recording media you are submitting with this package. Also, identify any non-removable media that is not included (e.g. a server that can be accessed remotely). Complete one table below for each media storage device your taxi camera used to make recordings. Only send media with original recordings made by the taxi camera model you want approved.

Storage Media Device "A"

Brand & Model:	_____	Serial No.:	_____	Item No.	_____
Device Type:	<input type="checkbox"/> Card <input type="checkbox"/> USB stick <input type="checkbox"/> Drive <input type="checkbox"/> Server <input type="checkbox"/> Cloud service			Capacity (GB):	_____
Device location in vehicle:	_____			<input type="checkbox"/> Device is outside vehicle	
Country where external device is located:	_____			<input type="checkbox"/> Device is inside vehicle	
Software needed to see images:	_____			<input type="checkbox"/> Not software needed	
Password needed to access files:	_____			<input type="checkbox"/> No password needed	
Link needed to access files remotely:	_____			<input type="checkbox"/> No remote access	
More Info:	_____				

Storage Media Device "B"

Brand & Model:	_____	Serial No.:	_____	Item No.	_____
Device Type:	<input type="checkbox"/> Card <input type="checkbox"/> USB stick <input type="checkbox"/> Drive <input type="checkbox"/> Server <input type="checkbox"/> Cloud service			Capacity (GB):	_____
Device location in vehicle:	_____			<input type="checkbox"/> Device is outside vehicle	
Country where external device is located:	_____			<input type="checkbox"/> Device is inside vehicle	
Software needed to see images:	_____			<input type="checkbox"/> Not software needed	
Password needed to access files:	_____			<input type="checkbox"/> No password needed	
Link needed to access files remotely:	_____			<input type="checkbox"/> No remote access	
More Info:	_____				

Storage Media Device "C"

Brand & Model:	_____	Serial No.:	_____	Item No.	_____
Device Type:	<input type="checkbox"/> Card <input type="checkbox"/> USB stick <input type="checkbox"/> Drive <input type="checkbox"/> Server <input type="checkbox"/> Cloud service			Capacity (GB):	_____
Device location in vehicle:	_____			<input type="checkbox"/> Device is outside vehicle	
Country where external device is located:	_____			<input type="checkbox"/> Device is inside vehicle	
Software needed to see images:	_____			<input type="checkbox"/> Not software needed	
Password needed to access files:	_____			<input type="checkbox"/> No password needed	
Link needed to access files remotely:	_____			<input type="checkbox"/> No remote access	
More Info:	_____				

Software, Instructions and Other Items

List the software, instructions, terms of use (if any) and other documents or materials in your package that are needed to evaluate your taxi camera model and the recordings it produced. The PT Board may request or require additional information, items or camera equipment before deciding whether to approve your camera model.

Item	Notes	Item No.

Declaration of Manufacturer's Representative

I, _____ (print name) act for the company that manufactures the taxi camera for which approval is sought, and I make the following declarations:

1. I consent to an independent evaluation of the company's taxi camera model by or on behalf of the Passenger Transportation (PT) Board in British Columbia, Canada,
2. I understand that the PT Board makes final decisions on the suitability of a taxi camera model for the PT Board's taxi camera program, and that decisions are not subject to appeal.
3. The company will provide after-sales support for the use of taxi cameras that includes the provision of software, training and technical information for police agencies and equipment installers in BC.
4. The information, recordings and materials in this approval request package are accurate and originate from (or relate directly to) the camera model for which approval is requested.
5. I understand that the PT Board has the discretion to rescind a camera approval where it deems that circumstances warrant (e.g. if information submitted in an approval request is found to be false, or if purchased cameras fail to perform to PT Board standards).

Signature: _____ Date: _____

Submitting Your Package

Deliver your completed Taxi Camera Approval Request package to the Passenger Transportation Board office in Victoria, British Columbia. **You are responsible for ensuring that your recorded media are sent securely by a reliable courier.** If you have other electronic files that are too large to send by email, contact us at 250-953-3777 or ptboard@gov.bc.ca and request access to the large file transfer service we use.