



Record Review Application Overview

If you are disqualified from being a driver of a passenger directed vehicle, you can submit a Record Review Application to the Registrar of Passenger Transportation (the Registrar). The application can be submitted if a company with a passenger transportation licence (the licensee) does not issue you a record check certificate or you give notice to the licensee upon acquiring a record with a “prescribed matter” as defined in [section 12.6\(1\) of the Passenger Transportation Regulation](#).

The application must be submitted to the Registrar within 30 days of the licensee notifying you that the record check certificate cannot be issued, or you provide notice to the licensee if you acquire a record between record checks. If the application is received after the 30 days, it may not be reviewed. There is no fee for this application.

The review process may require you to submit additional information for the Registrar’s review. If applicants do not provide the requested information by the specified date, the application will be processed as is. The Registrar’s decision of the record review and reasons will be sent to the applicant and licensee. All communication will be sent in writing.

Additional Information

In the application, you must include a copy of the results of your police and driving record check for review. You must also provide supporting documentation that is relevant to your review. The Registrar will make a decision based on the information that you provide. It is important to set out all the relevant details and include all documents that support why you think the matter is not a prescribed matter or if it is, why you believe that the matter is unrelated to your work or intended work as a driver of a passenger directed vehicle. This will ensure the application is not delayed.

Collection of Personal Information

The personal information is collected by the Ministry of Transportation and Infrastructure – Passenger Transportation Branch under sections 26(a) and (c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of administering the *Passenger Transportation Act* and Passenger Transportation Regulation. Should you have any questions about the collection, use and disclosure of this personal information please contact: Registrar, Passenger Transportation, 200 – 1500 Woolridge St. Coquitlam BC, 604-527-2198, passengertransportationbr@gov.bc.ca



Legislation and Regulations

The legislation and regulation referred to in this application package are subject to amendment and judicial interpretation.

The *Passenger Transportation Act* and Passenger Transportation Regulation are available at <http://www.bclaws.ca/>.

Send your application by mail, email or in-person to:

Registrar of Passenger Transportation
Ministry of Transportation and Infrastructure
Passenger Transportation Branch
Suite 200 – 1500 Woolridge Street
Coquitlam, BC V3K 0B8

Email: PTEO@gov.bc.ca

Contact Information:

Phone: 604-527-2198
BC residents can call toll free through EnquiryBC:
Victoria: 250-387-6121
Elsewhere in BC: 1-800-663-7867
Fax: 604-527-2205

Email: PTEO@gov.bc.ca
Website: <http://th.gov.bc.ca/rpt/>



About this form: Submit this form to the Registrar of Passenger Transportation to apply for a review of your police record and/or driving record **within 30 days** after the licensee provides you with written notice that the record check certificate cannot be issued, or you give notice to the licensee upon acquiring a record with a prescribed matter as defined in section 12.6(1) of the Passenger Transportation Regulation.

1. Identification and Contact Information of Applicant

Legal Name of Applicant: _____

British Columbia Driver's Licence Number: _____

Mailing Address: _____

Phone: _____ Email: _____

2. Identification and Contact Information of Licensee

Legal Name of Passenger Transportation Licensee: _____

Passenger Transportation Licence Number: _____

Business Mailing Address: _____

Business Phone: _____ Business Email: _____

Name of Representative: _____

Representative Phone: _____ Representative Email: _____

3. Written Notice from Licensee

Date of Licensee Notice to Applicant: _____

4. Grounds for Record Review

I request that the Registrar of Passenger Transportation review my

Police Record

On grounds that (check all that apply):

It is uncertain whether the police record includes a matter under [section 12.63 of the Passenger Transportation Regulation](#) (matters respecting police record)

The police record includes a matter, under [section 12.63 of the Passenger Transportation Regulation](#) (matters respecting police record), but I believe that the matter is unrelated to my work or intended work



I request that the Registrar of Passenger Transportation review my

- Driving Record

On grounds that (check all that apply):

- It is uncertain whether the driving record includes a matter under [section 12.66 of the Passenger Transportation Regulation](#) (matters respecting driving record)
- The driving record includes a matter under section [12.66 of the Passenger Transportation Regulation](#) (matters respecting driving record), but I believe that the matter is unrelated to my work or intended work as a driver of a passenger directed vehicle

5. Reasons for Registrar Review

Please outline all the reasons why you believe the matter is not a prescribed matter, or the matter is unrelated to your work or intended work as a driver of a passenger directed vehicle, as applicable. Add additional pages as needed.

6. Additional Information

With the application, you must check off and include:

- A copy of the results of the police information check with vulnerable sector screening;
- A copy of the results of the driving record (N print);
- A copy of written notice provided by licensee; and
- All supporting documentation that is relevant to the matter(s)

The Registrar will notify you if further information is required.

Passenger Transportation Branch
Suite 200 – 1500 Woolridge Street
Coquitlam, BC V3K 0B8

Phone: 604-527-2198
Fax: 604-527-2205

*BC residents can call toll free through Enquiry BC:
Victoria: 250-387-6121
Elsewhere in BC: 1-800-663-7867*



After reviewing your application, the Registrar will determine (as applicable):

- i. Whether your record includes a matter under [section 12.63](#) or [section 12.66 of the Passenger Transportation Regulation](#)
- ii. Whether the matter is unrelated to your work or intended work as a driver of a passenger directed vehicle and, for this purpose, the Registrar must consider public safety

The Registrar will notify you and the licensee in writing of the determination.

7. Collection of Personal Information

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8. Declaration

I declare that the statements and information contained in, attached to and submitted with this record review application form are true and correct.

Legal Name of Applicant: _____

Signature: _____ Date: _____