



**Collection of Personal Information:** Personal information is collected by the Ministry of Transportation and Transit – Commercial Vehicle Safety Enforcement under section 26(a) and(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for administering the Passenger Transportation Act and Passenger Transportation Regulation. Should you have any questions about the collection of this personal information please contact: Registrar, Passenger Transportation, [Review.CVSE@gov.bc.ca](mailto:Review.CVSE@gov.bc.ca)

## RECORD CHECK REVIEW APPLICATION OVERVIEW

Record Check Review Applications may be submitted to the Registrar of Passenger Transportation (the Registrar) by applicants who, within the prior 30 days, have been denied a record check certificate by a Passenger Transportation licensee, or the applicant has returned their record check certificate and given notice to a licensee, based upon acquiring a record with a prescribed matter as defined in section 12.6(1) of the Passenger Transportation Regulation.

Applications received after the 30 days will not be accepted for review.

The Registrar's written decision will be sent to both the applicant and licensee.

There is no fee for this application.

## PROCESS INFORMATION

In addition to this form, applications include:

- A dated copy of the written notification from the licensee indicating they are unable to issue a record check certificate to the applicant, or the dated notice provided to the licensee by the applicant of a record with prescribed matter
- Current police information check with vulnerable sector screening (PIC-VS)
- Current commercial driver's abstract ("N print"), available from ICBC
  - If the applicant has not been licensed in British Columbia for the last 3 continuous years, the applicant must also provide a driving record check obtained from the agency or entity that issued the applicant a driver's licence in that jurisdiction
- Any documentation relevant to the review that supports why the prescribed matter on the driving/police record check is not a prescribed matter and/or is unrelated to driving a Passenger Directed Vehicle (PDV).

The application should include all relevant details and documents that show why the applicant has no prescribed matters, or why the matters are unrelated to driving a PDV. Submitting a complete application ensures the application is not delayed.

The Registrar will determine (as applicable):

- i. Whether the record includes a matter under section 12.63 or section 12.66 of the Passenger Transportation Regulation
- ii. Whether the matter is unrelated to driving a PDV and, for this purpose, the Registrar must consider public safety

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

## LEGISLATION AND REGULATIONS

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

Unofficial versions of the Passenger Transportation Act and Passenger Transportation Regulation are available at <http://www.bclaws.ca/>.



**IDENTIFICATION AND CONTACT INFORMATION OF APPLICANT (REQUIRED)**

Legal Name of Applicant: \_\_\_\_\_

British Columbia Driver's Licence Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**IDENTIFICATION AND CONTACT INFORMATION OF LICENSEE (REQUIRED)**

Legal Name of Passenger Transportation Licensee: \_\_\_\_\_

Passenger Transportation Licence Number: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Email: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Representative Phone: \_\_\_\_\_ Representative Email: \_\_\_\_\_

**WRITTEN NOTICE FROM LICENSEE (REQUIRED)**

Date of Licensee Notice to Applicant or by the Applicant: \_\_\_\_\_

**GROUND FOR RECORD CHECK REVIEW (REQUIRED)**

Police record matters are found under section 12.63 and driving record matters are found under section 12.66 of the Passenger Transportation Regulation. Select the grounds that are relevant to your application and your reasons for review should support the grounds you select. The burden of proof is on the applicant in this review and the decision will be made on the balance of probabilities.

I request that the Registrar of Passenger Transportation review the matters on my:

Police Record Check

Driving Record Check

Both

**Important:**

Submit this form to the Registrar of Passenger Transportation **within 30 days** of receiving or providing notice of ineligibility. Add additional pages as needed.



## SUBMISSIONS

If you are uncertain whether your record includes a matter that makes you ineligible to drive a PDV, please identify which matter on your record you are unsure of and provide any submissions and information related to this ground for review.

Please provide any information about why you believe the matter is unrelated to your work or intended work of a driver of a PDV. Please note that if the Registrar determines that there is a matter on your driving or police record that makes you ineligible to drive a PDV, the Registrar must determine if that matter is unrelated to your work as a driver of a PDV, taking into account public safety and submissions that address public safety may carry more weight. The Registrar will not contact you for additional information with respect to why you think a matter is unrelated your work or intended work as a PDV driver. You are responsible for including all relevant information in your application.



### SUPPORTING DOCUMENTS (REQUIRED)

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

### DECLARATION (REQUIRED)

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

Legal Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### CONTACT INFORMATION

**Send your application by email to:**  
Registrar of Passenger Transportation  
[Review.CVSE@gov.bc.ca](mailto:Review.CVSE@gov.bc.ca)

**Questions regarding passenger  
transportation enforcement contact:**  
Phone: 604-527-2198  
Email: [PTEO@gov.bc.ca](mailto:PTEO@gov.bc.ca)

**For more information visit the Record Check Review Webpage:**  
<https://www2.gov.bc.ca/gov/content/transportation/vehicle-safety-enforcement/services/passenger-transportation/guidance-resources/pdv-driver-requirements/record-check-review>