



**Ontario's Vehicle Sales Regulator**

65 Overlea Boulevard, Suite 300, Toronto ON M4H 1P1  
Tel: 416-226-4500 Toll Free: 1-800-943-6002  
email: registration@omvic.on.ca  
[www.omvic.on.ca](http://www.omvic.on.ca)

**OUTSIDE ONTARIO INDIVIDUAL APPLICATION - PAYMENT INFORMATION**

*For office use only*

Reg # : \_\_\_\_\_

P-Ref: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

**PAYMENT INFORMATION**

Only applicants seeking registration or reinstatement as a salesperson must complete this section and submit a fee. (Sales roles are defined in Section A – General Information of the Outside Ontario Individual Application form.)

Applicant's Name: \_\_\_\_\_

**The application processing fee is \$175.**

- Cheque**    **Money Order** – Please make payable to the “Ontario Motor Vehicle Industry Council.”
- Visa**    **MasterCard**    **Cash**    **Debit Card** – Please make payment in person at OMVIC's head office. If you submit your application with credit card payment by email, mail or courier, please complete the fields below and a representative from OMVIC's Registration department will contact you by telephone for your CVV number, the three-digit number printed on the back of the card.

If paying by credit card, I acknowledge that I authorize OMVIC to charge my credit card for the amount of \$175 and that I understand OMVIC's refund policy as defined below.

Credit Card #:

Expiry Date:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_/\_\_\_\_

Print Cardholder Name: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

This processing fee will not be refunded after your application is processed. Refund requests will be considered only if received, in writing, within 48 hours from when this application is received. A \$35 service charge will apply for all NSF cheques or declined credit card payments.

**Processing Fees** – If a cheque is returned NSF, or a credit card is declined, there will be a **\$35 service charge** and the applicant's registration (if granted) may be cancelled. A certified cheque or money order is preferable. In any event, this processing fee **will not be refunded** after the application is processed. Refund requests will be considered only if they are received, in writing, within 48 hours from when the application is received.



Ontario's Vehicle Sales Regulator

65 Overlea Boulevard, Suite 300, Toronto ON M4H 1P1
Tel: 416-226-4500 Toll Free: 1-800-943-6002
email: registration@omvic.on.ca
www.omvic.on.ca

For office use only
Reg #: \_\_\_\_\_
P-Ref: \_\_\_\_\_
W - ID: \_\_\_\_\_
A - ID: \_\_\_\_\_

OUTSIDE ONTARIO INDIVIDUAL APPLICATION

This application is to be completed by individuals seeking registration or reinstatement as an outside Ontario salesperson in order to access wholesale restricted auctions in person on behalf of an outside Ontario dealership. Please note: outside Ontario dealers and salespersons who access wholesale auctions on-line must provide proof of registration in their home jurisdiction directly to the auction. This form may also be completed by sole proprietors, officers, directors, partners, shareholders, persons in charge, interested persons and individuals unknown to OMVIC who are associated with an outside Ontario dealership. If motor vehicle salespersons are required to be registered or licensed in your home jurisdiction, you must obtain such a registration/licence before OMVIC can grant registration in Ontario. Do not submit this application if you are not appropriately registered/licensed in your home jurisdiction.

A \$175 fee is required only if you are applying for registration or reinstatement as an outside Ontario salesperson (sales roles defined in Section A). If you are applying as a sole proprietor, the \$175 application fee is not required. Please review the Outside Ontario Individual Application Information section of this form before completing it. For the purpose of this form, the "applicant" is the individual identified in Section A, below.

Please note: We require the original copy of this application. It must be submitted in person, by mail or by courier.

SECTION A: GENERAL INFORMATION

All applicants must complete this section.

Application Type:
[ ] First-Time Applicant for Registration [ ] Information and Review
[ ] Reinstatement - provide Registration Number (if available): \_\_\_\_\_

Individual Information:

In support of this application, we require you to attach clear copies of two pieces of legal identification with signature. Kindly check the appropriate boxes to identify what you have attached:

1-Photo ID: [ ] Driver's licence [ ] Passport Driver's licence is preferred.

2-Proof of eligibility to work in Canada (Canadian applicants only):

- [ ] Social insurance card [ ] Canadian birth certificate [ ] Canadian citizenship card
[ ] Permanent resident card [ ] Landed immigration papers

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Known As: \_\_\_\_\_

Gender: [ ] M [ ] F Birth Date (YYYY/MM/DD): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Business Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_

**Residence Address:**

Street #: \_\_\_\_\_ Street: \_\_\_\_\_ Unit #: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Position(s):**

Kindly check the appropriate box(es) to identify the position(s) you will occupy at the dealership:

- |  |   |
|--|---|
| <input type="checkbox"/> Officer           | <input type="checkbox"/> Salesperson*   |
| <input type="checkbox"/> Director          | <input type="checkbox"/> General Manager*   |
| <input type="checkbox"/> Sole Proprietor   | <input type="checkbox"/> Sales Manager*   |
| <input type="checkbox"/> Partner           | <input type="checkbox"/> Business Manager*  |
| <input type="checkbox"/> Interested Person | <input type="checkbox"/> Marketing Manager* (i.e. the person responsible for advertising content) |

Other (please specify): \_\_\_\_\_

*\* An individual who will "trade" on behalf of their employer must be registered and is required to submit the \$175 processing fee. "Trade" includes buying, selling, leasing, advertising or exchanging an interest in a motor vehicle or negotiating, inducing or attempting to induce the buying, selling, leasing or exchanging of an interest in a motor vehicle.*

**SECTION B: PRECONDITIONS TO REGISTRATION**

**All applicants must complete this section.**

1. Has the applicant ever had a registration under the *Motor Vehicle Dealers Act* refused, revoked, suspended or cancelled?  
 Yes  No  
If "yes," kindly provide details on a statement signed and dated by the applicant and an authorized individual at the dealership. *Please Note: if the applicant's OMVIC registration has been refused or revoked within the last two years, the Registrar will not grant the registration.*
2. Did the applicant previously or does he/she presently own or operate a business that is in default with the Motor Vehicle Dealers Compensation Fund or Retail Sales Tax?  
 Yes  No  
If "yes," what arrangements has the applicant made to pay monies owed and has he/she complied with those arrangements? Please provide details on a signed and dated statement, as well as a copy of the repayment agreement and payment confirmation. *Please note: registration will not be granted until the outstanding debts are satisfied.*
3. In which province/state and country is the applicant currently operating? \_\_\_\_\_  
Is the applicant currently registered or licensed as a salesperson in their home jurisdiction?  
Please Note: if salespersons are required to be registered or licensed in your home jurisdiction, you must obtain such a registration/licence before OMVIC can grant registration in Ontario. Do not submit this application if you are not appropriately registered/licensed in your home jurisdiction.  
 Yes  Not applicable (no licence is required in the home jurisdiction)  
If "yes," please answer Questions 4. If "not applicable," please proceed to Section C.

4. When does the applicant's current licence or registration expire in their home jurisdiction?

Expiry Date (YYYY/MM/DD): / /

In support of this application we require a copy of the applicant's current licence or registration from their home jurisdiction.

## SECTION C: ELIGIBILITY

All applicants must complete this section.

1. Does the applicant currently hold a valid driver's licence?  
 Yes     No
2. Has the applicant previously been issued an outside Ontario certificate or been registered in Ontario?  
 Yes     No
3. Has the applicant ever had a commercial, professional or business registration certificate or licence of any kind refused, suspended, revoked, cancelled or been subject to disciplinary action or has the applicant ever been or are they currently a party to such a proceeding?  
 Yes     No  
*Please Note: if the applicant's OMVIC registration has been refused or revoked within the last two years, the Registrar will not grant the registration.*
4. Are there any unsatisfied judgements, court orders or collections currently pending against the applicant?  
 Yes     No
5. Will the applicant be involved in commercial, professional or business activities other than those related to this application?  
 Yes     No
6. Has the applicant's wages, earnings, or other income ever been subject to garnishment, attachment or other similar orders in any jurisdiction in the last five years?  
 Yes     No
7. Has the applicant ever been involved in personal bankruptcy proceedings, filed a consumer proposal or had a petition filed against him/her under any bankruptcy or insolvency legislation in any jurisdiction?  
 Yes     No  
If "yes," please attach a complete copy of the statement of affairs and certificate of discharge (if applicable) to this application.
8. Is the applicant currently (or has the applicant ever been) an officer, director, owner, partner or operator of a business/company that's been charged or convicted of an offence **under any law** or been involved in bankruptcy proceedings, filed a commercial proposal or had a petition filed against it under any bankruptcy or insolvency legislation in any jurisdiction?  
 Yes     No  
If "yes," submit a copy of the **Assignment in Bankruptcy** and a list of creditors if the bankruptcy is undischarged or, if said bankruptcy is discharged, submit proof of the discharge. For corporation bankruptcies, submit any related documents.
9. Has the applicant **ever** been found guilty or convicted of an offence **under any law**, or are there any charges pending? **Make sure to include those cases with a conditional, absolute discharge, or stayed charges. Please note: This question refers to charges under any law.** Accordingly, you may need to answer "yes" even if a criminal record (or other) check has come back clean.  
 Yes     No  
If "yes," please proceed to Question 10. If "no," please proceed to Section D: Consent and Undertaking.

10. Has the applicant lived in Canada for more than two years?

Yes     No

If “yes,” please proceed to Question 11. If “no,” we require the applicant to attach a security clearance/background check from their home country. This document must be an original and not more than six months old.

11. In support of this application, we require the applicant to obtain a BackCheck clearance report. If you do have pending charges or convictions, please review the information regarding BackCheck in the **Outside Ontario Individual Application Information** section at the back of this form. Have you gone to the Registration Services → BackCheck Report page of OMVIC’s website at [www.omvic.on.ca](http://www.omvic.on.ca) to request a records check?

Yes     No

If “no,” kindly provide an explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If you have answered “yes” to any of Questions 2-9 above, kindly provide the details on a statement signed and dated by the applicant and an authorized individual at the dealership.**

## SECTION D: CONSENT AND UNDERTAKING

### All applicants must complete this section.

I confirm that I have not misrepresented or omitted any material facts in any document or statement made in support of this application. I understand that each statement is subject to verification. I understand it is a serious offence to knowingly provide false information in connection with this application. I further understand the provision of false, incomplete or misleading information, or the omission of information, in this application or the documents submitted with it, may result in the refusal, suspension or revocation of registration.

In order to complete or verify the information provided on this form, it may be necessary for OMVIC to collect additional information from, or to exchange information with government and relevant non-government sources regarding the applicant. On request, by OMVIC, I agree to furnish any required authorization or release to obtain information. I consent to the collection of this information as authorized under the *Motor Vehicle Dealers Act, 2002* ("the Act"). I understand this information will be used to determine whether I am and remain qualified for the registration for which I am applying or to ensure compliance with the Act. Only information relevant to my registration will be collected. I further consent to the sharing of any information gathered in the course of processing this application with others as may be considered necessary in the course of determining whether I am and remain qualified for registration or to ensure compliance with the Act.

**I understand the consent to the collection and sharing of this information remains ongoing throughout the term of my registration and during the application process. I further consent to the sharing of this information with current or future sponsoring dealers.**

**I understand that I must notify OMVIC in writing within five days of any changes to this information which occurs following this application being filed. I confirm I have retained a copy of this application for my records.**

The registration record, which includes the registrant's name, registration number, employer's name, business address and registration dates, is part of the public record.

I understand I may not trade vehicles in Ontario on behalf of a motor vehicle dealer unless I am registered under the Act as a salesperson to that dealer. I acknowledge that "trade" refers to any form of discussion, representation or negotiation concerning the purchase, sale or lease of a vehicle, and is not limited to the signing of contracts.

I acknowledge my OMVIC registration (if granted) will authorize me solely to purchase vehicles for the purpose of export.

I do hereby stipulate and declare that any motor vehicle purchased by me whatsoever in the Province of Ontario will be removed from the Province of Ontario and will be exported to the jurisdiction in which I currently operate, and will not be offered for sale in the Province of Ontario either directly or indirectly.

I agree to provide free access to all my books and records as they pertain to vehicles purchased within the Province of Ontario, to any representative of the Registrar.

I further stipulate and declare that I will confine all such transactions to purchases from dealers registered under the Act, or Auctions authorized under said Act.

**I confirm that I have read and understood the information provided in the OUTSIDE ONTARIO INDIVIDUAL APPLICATION INFORMATION section.**

I certify the information provided by the undersigned in support of this application, is to the best of my knowledge and belief, true.

---

Print name of Applicant

---

Signature of Applicant

Date Signed (YYYY/MM/DD):     /    /    

---

Print name of person who completed/translated this application, if not the applicant



**CHECK THE STATUS OF THIS APPLICATION ONLINE AT [WWW.OMVIC.ON.CA](http://www.omvic.on.ca)**

**SECTION E: CERTIFICATE OF DEALER**

**This section is to be completed by the outside Ontario dealer.**

I certify that I have personally and fully discussed the response to each question of the completed application with the applicant prior to signing this document and I am satisfied the information given by the applicant is true to the best of my knowledge and belief, and request the application be approved. I certify that I am an authorized representative of the dealer (i.e. officer, director, partner, sole proprietor). I further certify the applicant will be authorized to trade vehicles on the dealer's behalf.

\_\_\_\_\_  
Legal Name of Dealership

Dealership Registration# (if available):                                 

\_\_\_\_\_  
Business (Trade) Name (if applicable)

\_\_\_\_\_  
Print name of Authorized Employer/Individual

\_\_\_\_\_  
Position of Authorized Employer/Individual

\_\_\_\_\_  
Signature of Authorized Employer/Individual

Date Signed (YYYY/MM/DD):                 /        /        

**Dealer/Dealership Address and Phone:**

Street #: \_\_\_\_\_ Street: \_\_\_\_\_ Unit #: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

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



## OUTSIDE ONTARIO INDIVIDUAL CHECKLIST

Have you attached:

- Clear copies of two pieces of legal identification with signature. See Section A – General Information
- Signed and dated statement if you answered “yes” to Question 1 in Section B – Preconditions to Registration.
- Signed and dated statement as well as a copy of the repayment agreements and payment confirmation if you’ve answered “yes” to Question 2 in Section B – Preconditions to Registration.
- Copy of your licence or registration from your home jurisdiction (if applicable). See Section B – Preconditions to Registration
- Signed and dated statement if you answered “yes” to any of Questions 2 - 9 in Section C – Eligibility.
- Supporting documentation regarding a bankruptcy if you answered “yes” to Question 8 in Section C – Eligibility.
- Security clearance from your home country if you’ve resided in Canada for less than two years. See Question 10 in Section C – Eligibility
- BackCheck clearance report. See Question 11 in Section C – Eligibility
- \$175 application fee if you are applying as an outside Ontario salesperson (roles are: Salesperson, General Manager, Sales Manager, Business Manager and Marketing Manager). See the Payment Information section

### OUTSIDE ONTARIO INDIVIDUAL APPLICATION INFORMATION

The following information is provided as a guideline only. All applicants are encouraged to review the relevant sections of The Motor Vehicle Dealers Act, 2002 (“the Act”) and its regulations and to consult with a lawyer if they have any questions. After reviewing this information, please call OMVIC at 416-226-4500 (Toronto) or toll-free at 1-800-943-6002 for questions about completing this form.

#### SECTION A: GENERAL INFORMATION

**Trade** – Includes buying, selling, leasing, advertising or exchanging an interest in a motor vehicle or negotiating, inducing or attempting to induce the buying, selling, leasing or exchanging of an interest in a motor vehicle.

**Salesperson** – An individual who is employed by a motor vehicle dealer to trade in motor vehicles on the dealer’s behalf.

**Employ** – Means to employ, appoint, authorize or otherwise arrange to have another person act on the applicant’s behalf.

**First, Middle, Last and “Known As” Names** – The first, middle and last name on this application form should match the names on the applicant’s identification. The “known as” name is the name by which they are commonly known (if different from their identification).

**Address Terms** – Street Type is the name after the street name (e.g., Avenue, Street, Road, etc.). Street Direction should be included when the name of the street includes a direction after the street type (e.g., Eglinton Avenue East). In this case “East” is the Street Direction.

**Residence** – The place where the applicant lives on a day-to-day basis.

**Motor Vehicle Dealer** – An individual or company that trades in motor vehicles, whether for their own account or the account of any other individual or business, or who holds themselves out as trading in motor vehicles.

**Officer** – Includes the chair and any vice-chair of the board of directors, the president and any vice-president, the secretary and assistant secretary, the treasurer and assistant treasurer and the general manager and the assistant general manager of a corporation or a partner or general manager and assistant manager of a partnership; any other individual designated as an officer by by-law or resolution or any other individual who performs functions normally performed by an individual occupying such office.

#### SECTION B: PRECONDITIONS TO REGISTRATION

**Previous Refusal or Revocation** – If the applicant has previously been revoked or refused registration by OMVIC, the Registrar will not consider an application for a period of two years after he/she was refused or revoked.

#### SECTION C: ELIGIBILITY

**Shareholder** – Includes any person (or group of related persons) who will have beneficial ownership or control of at least 10% of the equity shares of a corporation. This includes shareholders previously reported to OMVIC who have increased their holdings. Shareholders are also considered Interested Persons.

**BackCheck** – BackCheck is a provider of online Criminal Record Checks. Please note the following prior to requesting a report.

If you have no adult convictions for which you have not received a pardon/record suspension, you may request your report from the BackCheck landing page on OMVIC's website at [www.omvic.on.ca](http://www.omvic.on.ca).

If you have no criminal or other federal conviction history, you may request your report from the BackCheck landing page on OMVIC's website at [www.omvic.on.ca](http://www.omvic.on.ca).

Please note: using the landing page on OMVIC's website will ensure your results are sent to OMVIC the next business day.

If you may have adult convictions for which you have not received a pardon/record suspension, consider the following options.

If you have convictions for which you recall the specific details (offence, date of conviction, location of conviction, and penalty/disposition received) you may request your report from the BackCheck landing page on OMVIC's website at [www.omvic.on.ca](http://www.omvic.on.ca). This will ensure your results are sent to OMVIC the next business day. You will be prompted to self-disclose all convictions for which you have not received a pardon/record suspension. (Please note, although you must disclose pending charges on your application to OMVIC, you should not include them in your request for a BackCheck report). Details provided must accurately represent those listed in the National Repository of Criminal Records. If this is done incorrectly, you will need to pay an additional fee to redo your BackCheck report or obtain a report from your local police.

If you *do not recall* specific details you should go directly to your local police and request a Police Information Check (PIC) report (Note: a Police Criminal Record Check (PCRC) report will not be sufficient). Fingerprinting may be required in order to obtain the details.

If you chose to provide a local police report, kindly provide OMVIC with the original report along with the application you completed to obtain it. OMVIC will not accept any reports that are more than six months old.

Note:

BackCheck will also be conducting a Local Police Information search. This search utilizes the RCMP's Firearms Interest Police (FIP) database within the Canadian Police Information Centre (CPIC). This database captures potentially relevant police contact over the past five years, including pending charges.

If you are flagged with this search you will need to attach a written explanation (signed by your sponsoring employer) of any contact you've had with the police agency referred to in your BackCheck report. Any information you provide may be subject to verification by OMVIC or you may be required to contact the local police agency noted in the report and attempt to retrieve documentation detailing any police contact within the past five years.