



Ministry of
Consumer Services

Consumer Protection Branch
5775 Yonge Street, Suite 1500
Toronto ON M7A 2E5
Tel.: 416 326-6203
Toll-free: 1 800 889-9768
Fax: 416 326-8810

Requirements for New, Renewal and Reinstatement Applications (Individuals)

Bailiffs Act Assistant Bailiff	— Any person who acts as an assistant to a Bailiff. (Assistant Bailiffs cannot be licensed under the <i>Private Investigators and Security Guards Act</i> , or registered under the <i>Collection Agencies Act</i> .)
Cemeteries Act (Revised) Sales Representative	— Any person who sells or offers for sale interment rights or cemetery supplies or services on behalf of a commercial cemetery, or whose primary employment is selling interment rights or cemetery supplies or services. (Cannot be a Funeral Director or employed by a Funeral Establishment or Transfer Service.)
Collection Agencies Act Collector	— Any person who collects or arranges for payment of monies owed to another person or who traces debtors for a collection agency. (Collectors cannot hold an Appointment or be registered under the <i>Bailiffs Act</i> or hold a Licence under the <i>Private Investigators and Security Guards Act</i> .)
Consumer Reporting Act Personal Information Investigator	— Any person who obtains or reports personal information to a consumer reporting agency for hire or reward.

It is strongly recommended that all applicants familiarize themselves with the Acts and its Regulations. Particular attention should be given to the Regulations, which deal with terms and conditions of registration.

You can purchase your own copy of the Act from Publications Ontario <<http://www.gov.on.ca/MBS/english/publications/index.html>>

If you prefer, you can review the on-line version of the Acts at Ontario's e-Laws web site <<http://www.e-laws.gov.on.ca>>

General Requirements for Registration

- 18 years of age or over
- A Canadian citizen, landed immigrant or have a valid employment authorization document

Assistant Bailiffs only – Enclose the following with your application

- Detailed résumé of education and employment history
- A confirmation letter from the sponsoring bailiff
- A bond in the amount of \$1,000.00 in the name *exactly* as it appears on the application

FEES

A fee of \$190.00 is required for all applications except for Sales Representatives under the *Cemeteries Act (Revised)*, which is \$115.00.

Payment may be made by cheque, money order or credit card (*American Express, Visa, MasterCard*) payable to the **Minister of Finance**.

Note: Do not send cash by mail.

There will be a charge of \$35.00 for any cheque returned by a financial institution for non-sufficient funds.

No fee is payable by persons licensed as a private investigator under the *Private Investigators and Security Guards Act* for applications for registration as a Personal Information Investigator. (Submit a current copy of your licence with the application.)

If you require further assistance telephone 416 326-6203.

Mail applications to:

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Note:

- A check of records at the Canadian Police Information Centre (CPIC) is conducted on all applications.
- It is an offence for which you may be charged to make a false statement in this application. In addition to any charges that may be laid, a false statement will delay the processing of this application, and may result in its refusal.
- Only fully completed applications, accompanied by all required documentation will be processed. All others will be returned.
- If the application and fees are not received prior to the expiry date on your "Certificate of Registration", your registration will be terminated.