

March 29, 2004

Criminal Record Checks

Effective immediately, a criminal record check will be required by all individuals who are first time applicants for licensing in Alberta. All individuals who are applying for a general, life, accident & sickness, or adjuster certificate of authority must provide a security clearance document if the individual:

- has never held a certificate of authority in Alberta, or
- has not held a general life, accident & sickness, or adjuster certificate in Alberta for more than 24 months.

The Alberta Insurance Council will continue to issue certificates of authority without the security clearance document until May 31, 2004 on the assurance of the agent or adjuster that he will provide the security clearance document within 60 days of the date of issue of the certificate of authority. The exception to this may depend on the date and nature of the criminal conviction, in which case, the applicant may be required to provide the document **before** a certificate will be issued.

Effective June 1, 2004 no applications for individuals described above will be processed **without** the security clearance document attached to the application. There will be no exceptions.

Applicants for restricted certificates of authority (for travel agencies, dealerships, sales finance companies, etc.) are not required to provide a security clearance document.

Please contact your local municipal police detachment or RCMP detachment to determine how long the process will take to obtain the security clearance document. Depending on where you reside, the process may take some time.