



CERTIFICATION DEPARTMENT  
**APPLICATION FOR ISSUANCE OF A LICENCE**  
**Real Estate or Mortgage Broker**

**IMPORTANT**

A licence application is deemed received once all information and documents required hereunder have been provided and the applicable fees have been paid.

**SECTION I – IDENTIFICATION**

Mr.

Mrs.

Date of birth:

YEAR	MONTH	DAY
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**Name at birth:**

SURNAME	GIVEN NAME
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**Other names** (If you wish your licence to also show a name other than your birth name)

**Usual Name:**

USUAL NAME	USUAL GIVEN NAME
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*Note: You must provide a sworn statement to the effect that this usual name is the one you are known by in your professional and social life or any other supporting document to the Organization's satisfaction.*

**Husband's name** (If you are a woman married before April 2, 1981, you may use your husband's name or you may continue to use this name even if you were divorced or widowed after this date)

SURNAME	GIVEN NAME
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*Note: You must provide a copy of a document stating the name of your husband and the date of your marriage, such as your marriage licence, marriage certificate or marriage contract.*

**Home address:**

NUMBER	STREET	APARTMENT
MUNICIPALITY	PROVINCE	POSTAL CODE
AREA CODE	HOME PHONE NO.	AREA CODE
		CELLPHONE NO.

**Electronic addresses:**

E-MAIL

WEBSITE (IF APPLICABLE)

**SECTION II – FILE NUMBER**

If it has already been given to you, please indicate your file number or your synbad.com access number; or if you have or have ever been issued a licence by the OACIQ or a certificate issued by the ACAIQ, indicate the number of this licence or certificate:

**RESERVED FOR THE OACIQ**

RECEIPT STAMP



## SECTION VII – DECLARATIONS

You must provide the information and documents that are requested, unless you have already submitted them to the OACIQ. Where necessary, you may attach a sheet to complete your answers. Any false declaration will result in the revocation of your licence. Note that you are responsible for the answers in this section even though it was completed by another person.

Since your last licence issuance application or information update, or if you have never disclosed the information before:

1. Have you ever been the holder of a certificate issued by the ACAIQ or of a licence issued by the OACIQ?  
Yes      No
2. If you answered yes to question 1, has this certificate or licence ever been revoked, suspended or made subject to restrictions or conditions by the discipline committee of the ACAIQ or the OACIQ?  
Yes      No
3. Are you currently or have you ever been a member of a body, in another province or State, responsible for overseeing and monitoring real estate brokerage?  
Yes      No

*If yes, please provide the following information:*

a) Name of body \_\_\_\_\_

b) Country \_\_\_\_\_ c) Province/State \_\_\_\_\_ d) Member No. \_\_\_\_\_

4. If you answered yes to question 3, has this licence or certificate ever been revoked, suspended or made subject to restrictions or conditions by this body?  
Yes      No      *If yes, please provide the decision or judgement.*
5. Have you gone bankrupt, i.e. have you ever made an assignment of property or been placed under a receiving order pursuant to the *Bankruptcy and Insolvency Act*?  
Yes      No      *If yes, please complete and send the "Form to be completed in case of bankruptcy", available on the OACIQ's website, along with the required documents.*

**You must mention any conviction or guilty plea, even those for which you received a discharge or a record suspension (formerly called "pardon").**

6. Regardless of the time period elapsed since your conviction, have you ever pleaded guilty to, or been found guilty by a court, in Canada or elsewhere, of a criminal offence?  
Yes      No

*If yes, please complete and send the "Form to be completed in case of conviction", available on the OACIQ's website, along with the following documents:*

a) Information (Indictment)

b) Written judgement or, if it is not available, record of proceedings of guilt and sentence

c) Audio recordings of hearing on guilt and sentence, if the conviction is less than 10 years

d) Pre-sentencing report, if available

7. Except for a violation to the Highway Safety Code and municipal by-laws, have you pleaded guilty to, or found guilty by a court, in Canada or elsewhere, of a penal offence pursuant to a provincial or a federal law or any other applicable legislation?  
Yes      No

*If yes, please complete and send the "Form to be completed in case of conviction", available on the OACIQ's website, along with the following documents:*

a) Statement of offence or indictment

b) Written judgement or, if it is not available, record of proceedings of guilt and sentence

c) Audio recordings of hearing on guilt and sentence, if the conviction is less than 10 years

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## SECTION VII – DECLARATIONS (continued)

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8. Have you ever pleaded guilty to, or been found guilty by a court, in Canada or elsewhere, of a breach of ethics?
- |     |    |   |
|-----|----|---|
| Yes | No | <i>If yes, please complete and send the "Form to be completed in case of conviction", available on the OACIQ's website, along with the decision or judgement.</i> |
|-----|----|---|
9. If you were authorized to carry out brokerage activities in connection with loans secured by immovable hypothec under the *Act respecting the distribution of financial products and services*, have you ever violated a provision of this Act or the regulations thereunder?
- |     |    |  |
|-----|----|--|
| Yes | No | <i>If yes, please complete and send the "Form to be completed in case of conviction", available on the OACIQ's website, along with any available document.</i> |
|-----|----|--|
10. Have you been assigned a tutor, curator or adviser?
- |     |    |   |
|-----|----|---|
| Yes | No | <i>If yes, please provide the supporting judgement.</i> |
|-----|----|---|
11. Have you ever filed an application to obtain an advance opinion from the Decision Committee on Criminal Offences or from the Licence Issue and Maintenance Committee?
- |     |    |  |
|-----|----|--|
| Yes | No |  |
|-----|----|--|
12. Have you ever been subject of a decision by the Decision Committee on Criminal Offences or by the Licence Issue and Maintenance Committee in the past?
- |     |    |  |
|-----|----|--|
| Yes | No |  |
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## SECTION VIII – DOCUMENTS TO BE PROVIDED

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*(You must provide the following documents, unless you have already submitted them to the OACIQ.)*

### 1. PROOF OF IDENTITY

a) If you are a Canadian citizen:

- Copy of your act or certificate of birth; or
- Copy of your certificate of Canadian citizenship.

b) If you are not a Canadian citizen:

- Copy of the document issued by Canadian immigration authorities certifying your permanent resident status; or
- Copy of the work licence issued by Canadian immigration authorities.

### 2. PHOTO

**One colour photograph [passport size]:** on a white background, front-facing, including head and shoulders, face uncovered, **taken in the last six months.**

Note: Your photograph will appear on your licence, as well as on the OACIQ's Register of Licence Holders.

### 3. CRIMINAL RECORD CHECK

Upon receipt of your licence application, an email with "**Mintz Background Check Invitation**" in the subject line will be sent to you so you can complete the Mintz digital form. If your criminal record check was carried out less than six months ago, we will refer to the previously obtained results and no email will be sent.

This check will enable us to validate the compliance of the declarations you made in this form under the "Declarations" section and to determine whether a further examination of your file by the Licence Issue and Maintenance Committee (LIMC) is justified.

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## SECTION VIII – DOCUMENTS TO BE PROVIDED (continued)

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### 4. KNOWLEDGE OF FRENCH

Except if you have successfully taken the OACIQ examination **drafted in French**, you must provide documents proving that you meet one of the following conditions:

- a) have attended a French language secondary or post-secondary establishment full time for at least 3 years; or
- b) have successfully taken Secondary IV or Secondary V French as a mother tongue examination; or
- c) have obtained a secondary school certificate in Québec from and after the school year 1985-1986; or
- d) obtain a certificate issued by the Office québécois de la langue française (OQLF) or hold a certificate defined as equivalent by regulation of the Government, in accordance with section 35 of *Charter of the French Language* (R.S.Q., c C-11).

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## SECTION IX – AUTHORIZATION TO RELEASE INFORMATION

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### COMMERCIAL OR PHILANTHROPIC PROSPECTION

I authorize the Organization to disclose the following information to companies or individuals who will use it for commercial or philanthropic prospection purposes: my name and, if applicable, my common name; my licence number; whether it is a real estate or mortgage broker's licence; the titles I use; the corporate name or assumed name of the agency on whose behalf I will carry out my activities; the address and phone number of my establishment; and my email address.

### REGISTER OF LICENCE HOLDERS

I authorize the Organization to publish my email and website addresses in the Register of licence holders.

The licence holder can at any time withdraw or give this consent, if applicable, by accessing his or her record on synbad.com or by contacting the Certification Department whose contact information is indicated on this form.

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## SECTION X – DECLARATION AND SIGNATURE

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### **!** PRIVACY PROTECTION

The information collected in this form is necessary to allow us to process your request. You must provide all the information that is requested. Any misrepresentation will result in the revocation of your licence.

The OACIQ protects the privacy of all personal information provided, in accordance with the applicable legislation. Only OACIQ staff may access this information, and only to the extent required by their role. This information will be used exclusively for purposes of application of the *Real Estate Brokerage Act*, CQLR, c.C-73.2, and its regulations. It can be used for other purposes, in the cases prescribed by law. It may be transferred to other individuals or organizations only to the extent authorized by law, or with your consent.

The information and records that the Organization has on you are kept at its head office. Subject to certain reservations, the law authorizes you to access and request corrections to this information.

I declare that all the information contained in this application is accurate. **I agree to notify the OACIQ immediately of any changes to this information.**

**X**

\_\_\_\_\_  
SIGNATURE

Date :

ANNÉE				

MOIS	

JOUR	

**SECTION XI – PAYMENT OF FEES**

Please fill out the payment form.

To determine applicable fees, please visit the OACIQ's website at: [oaciq.com](http://oaciq.com).

Amount due (including taxes):  ,  \$ File or licence No:

**METHOD OF PAYMENT:**

**debit / Interac  
cash**  
(payable at the OACIQ only)

**by cheque  
by money order**  
(to the order of OACIQ)

**credit card.**  
(fill in the fields on the right)

Visa MasterCard  -  -  -   
CARD NUMBER

EXPIRATION (MM/YY)

cvv/cvc

*The CVV/CVC is a three-digit code located on the back of your credit card.*

Name of cardholder (if different from applicant)

**X**  
CARDHOLDER'S SIGNATURE

**PLEASE SEND YOUR PAYMENT AND DOCUMENTS TO THE CERTIFICATION DEPARTMENT, BY MAIL, EMAIL OR FAX, TO ANY OF THE CONTACT INFORMATION INDICATED AT THE BOTTOM OF THIS PAGE.**