



## CRIMINAL RECORD CHECK INFORMATION

601-1595 Bedford Highway, Bedford, NS, B4A 3Y4

Phone: 902-468-3511 (TF 1-800-390-1015) | Fax: 902-468-1016 (TF 1-800-390-1016)

[www.nsrec.ns.ca](http://www.nsrec.ns.ca) | [info@nsrec.ns.ca](mailto:info@nsrec.ns.ca)

**A current criminal record check from an approved provider is required to be included with licence applications for first-time licence applicants, first-time broker licence applicants and any licensee reinstating after being unlicensed for more than 90 days. A current criminal record check is not older than six months.**

### APPROVED CRIMINAL RECORD CHECK PROVIDERS

**The following agencies may cease to provide criminal record checks at any time.  
The Commission is not responsible for any financial loss occurring from any approved provider.**

Royal Canadian Mounted Police (RCMP)

Halifax Regional Police (HRP)

Commissionaires

Amherst Police

Annapolis Royal Police

Bridgewater Police

Cape Breton Regional Police

Kentville Police

New Glasgow Police

Stellarton Police

Truro Police

### UNAPPROVED CRIMINAL RECORD CHECK PROVIDERS

**The Commission does not accept any form of online criminal record check, including [mybackcheck.com](http://mybackcheck.com).**

**See the following page for the Commission's Open Letter to Police Agencies  
which can be used when applying for a criminal record check.**

July 18, 2013

**Open Letter to Police Agencies**

**Re: Requirement for Individuals to Provide Criminal Record Checks**

The Nova Scotia Real Estate Commission ("the Commission"), pursuant to the *Real Estate Trading Act*, is authorized to licence and oversee the conduct of individuals engaged in providing real estate trading services in Nova Scotia.

Section 11 of the *Real Estate Trading Act* requires applicants for a real estate licence to satisfy the Commission that they are suitable to be licensed. This process requires applicants to demonstrate they have not been convicted of an offence, or have a charge before the courts, that would make them unsuitable to be licensed. Accordingly, applicants are required to submit to the Commission a verification of their criminal record as part of the application process.

The Commission, therefore, requests any police agency, when contacted by an individual making a licence application to the Commission, to conduct and provide a criminal record check. All costs associated with this process are the responsibility of the applicant. Please ensure that the section of the criminal record check that provides authorization to disclose the individual's personal information contains the name of the "Nova Scotia Real Estate Commission".

Your assistance in this matter is appreciated. If you require any additional information, please call our office and ask to speak with Pamela Crane, Licensing Officer, at 902-468-3511, extension 304 or toll free at 1-800-390-1015, extension 304.

Sincerely,



Brad Chisholm Registrar