

✓/x

Original application completed	
Form is for current licensing period (2010/2011)	
Class of licence and designation are correctly identified (compare with information on RECA Online or pre-populated licence renewal form)	
Name is complete and reflects full legal name, including middle name	
“Also Known As” name is a derivative of legal given name(s) (compare with RECA ONLINE – in order to use an AKA name you must first receive written approval from RECA)	
Business address is complete (PO Box not acceptable)	
Business phone number is complete	
Residential address is complete (PO Box not acceptable)	
Birth date is complete	
Primary phone number is complete	
Primary email address is complete	
Section D (suitability) questions are complete - applicant must check box indicating questions apply to any and all situations and/or events that have taken place since the date of their last application - if any questions have been answered ‘yes’, the original application along with copies of all relevant documentation must be forwarded to RECA for processing prior to September 1 – DO NOT PROCEED WITH ONLINE RENEWAL	
Affidavit is current (within 30 days)	
Affidavit is sworn in legal name	
Commissioner for Oaths/notary public/lawyer is adequately identified on affidavit, including expiry date (information must be printed or stamped and be legible)	
Applicant signature is on affidavit	
Fees have been posted to RECA Online: \$425	