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| Original application completed | |
| Form is for current licensing period (2011/2012) | |
| 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 - check box 26 indicating questions apply to any and all situations and/or events that have taken place since the date of your 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: \$450 | |