

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**

Nova Scotia Real Estate Commission