

## Registration and Licencing - BC Gaming Policy and Enforcement Branch ("GPEB")

### Horse Racing Licences

If you are renewing your GPEB Horse Racing Licence and Registration, or applying for a new GPEB Horse Racing Licence and Registration, applications are to be submitted online at:

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/horse-racing/registration-licensing> or by scanning the following QR code:



After clicking the link provided, or scanning the code, scroll down to the "How to Apply" section, (as seen in the image below), click on the "Before you start" area to confirm you have everything you need to submit, and then click on the "Start and submit your application" section, and click the blue "Apply Now" button and follow the steps, (i.e. fill in the online form; attach required supporting documents; upload a picture of yourself, and pay the \$30 application fee). You will receive a confirmation code confirming that you have successfully submitted your application when you submit and pay for your application.

### How to Apply

Click below to see information about each step of the horse racing registration and licensing process. Click "expand all" if you want to see all of the steps or if you want to print this page.

[Expand All](#) | [Collapse All](#)

**Step 1: Before you start** ▼

**Step 2: Start and submit your application** ▲

**Online Application**

To apply online, use the Online Service and ensure all mandatory information has been provided.

[Apply Now](#)

Individuals are not permitted to participate, (i.e. work on the property at the racetrack, or race a horse they own at a BC racetrack), until their GPEB Horse Racing Licence and Registration has been approved. This applies to those who are applying for a GPEB Horse Racing Licence and Registration for the first time, and previously Licenced individuals whose Licence and Registration has expired. It takes approximately 3 to 5 business days for processing and approval of online applications. However, this may vary depending on the results of the background check and/or incomplete application submissions, so please ensure that applications are submitted well in advance of the anticipated start.

Note: for applicants that reside outside of Canada, please refer to the section titled "Non-Resident Criminal Record Requirements" at the following link to ensure that the proper/required supporting documentation is supplied with the application.

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/registration-certification/gambling-workers>

Just a reminder that Grooms and Hotwalkers must submit a Certificate Of Employment (COE), as attached, signed by the Trainer they will be working for. A copy of a signed COE can be uploaded when completing the online application or dropped off at the GPEB Office in the backstretch of the track. Signed COE's are also required to be submitted by Grooms and Hotwalkers on an annual basis, (in April for Thoroughbred Grooms and Hotwalkers and September for Standardbred Grooms). Grooms and Hotwalkers are not required to submit a new application each year, just a new Certificate Of Employment.