



## Important Information for Liquor Primary, Food Primary and Agent Licensees

Below you will find important information for accessing the [online Liquor and cannabis licensing portal](#) and what this means for current Liquor Primary (LP), Food Primary (FP) and Agent licensees.

### Accessing the Liquor and cannabis licensing portal

- You must have a Business BCeID to access the online licensing portal. If you don't have a Business BCeID, please visit [www.bceid.ca/register](http://www.bceid.ca/register) to register.
  - If you are unsure whether you have a Business BCeID, you can visit [www.bceid.ca/directories/whitepages](http://www.bceid.ca/directories/whitepages) to find your business or organization in the Business BCeID directory.
  - Once your Business BCeID is set-up, you can link other individuals to the account, for example other individuals that help manage licences and applications. You can add third-party individuals to your account on the BCeID website. Please visit [www.bceid.ca](http://www.bceid.ca) to manage your Business BCeID account and add other individuals.
- Once your BCeID has been set up, visit <https://justice.gov.bc.ca/lcrb/> and sign in using your BCeID credentials. Your account information can be reviewed and confirmed on the **Account Profile** page.

With the move of your licence type online, the Liquor and Cannabis Regulation Branch (LCRB) will be communicating with you primarily by email. To ensure you continue to receive important information about your licence, please check that your email address is up to date.

You can always update your contact information on the **Account Profile** page of the online licensing portal by logging in at <https://justice.gov.bc.ca/lcrb/> using your BCeID credentials. Please remember, it is your responsibility to ensure all your information is current and accurate. If you don't see your licence appear online or there are errors, feel free to contact [LCRBLiquor@gov.bc.ca](mailto:LCRBLiquor@gov.bc.ca)

### You can use the new online licensing portal to do the following:

- Manage your account and establish contact information;
- Apply for new licences, renew existing licences and apply for changes or endorsements to your licence;
- Submit licensee changes;
- Pay application, renewal and other fees as required online;

---

**Liquor and Cannabis  
Regulation Branch**

Mailing Address:  
PO Box 9292 Stn Prov Govt  
Victoria BC V8W 9J8

Location:  
4<sup>th</sup> floor 645 Tye Road  
Victoria BC V9A 6X5  
Phone: 250 952-5787  
Facsimile: 250 952-7066

Website:  
[www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing)

- Download a copy of your licence, and
- Coming soon – access aspects of inspection-related information.

It's important to note that Renewal notices will now be sent by email and licence renewals will be submitted through the new online liquor licensing portal.

### **Incomplete applications**

The online licensing portal has controls in place to prevent incomplete applications from being submitted. Therefore, all required documentation must be uploaded before an application can be submitted.

### **Local government or Indigenous nation comment**

The local government and Indigenous Nation review process has also moved online. As such, you are no longer required to submit a paper-based version of your application to your local government or Indigenous Nation for signature. Instead, the process for LP and FP applications, when required, will be managed through the online portal.

If you have an application or endorsement type that requires comments from your local government or Indigenous Nation, the local government or Indigenous Nation you identified in your online application will receive an email notification to review your application once you have completed your portion of the application and submitted it to them through the portal.

The local government or Indigenous Nation will then use the new online licensing portal to review applications and complete their portion of the licensing process.

Once the local government or Indigenous Nation has reviewed and signed off on the application, you will receive an email notification to return to the licensing portal and submit your application to the LCRB.

### **Existing applications**

While this change takes effect immediately on March 4, 2020, if you have an application already submitted to the LCRB that has not yet been approved, the Branch will continue to process that application. We strongly encourage applicants to log into the online licensing portal with their Business BCeID to continue to manage their application.

### **OneStop**

Due to system compatibility, once a licence type has moved to the online licensing portal, activities related to that licence type can no longer be submitted through the OneStop Business Registry. Instead, all activities previously submitted through OneStop Business Registry can be submitted through the online licensing portal.

## **Receiving your licence**

Once a licence is issued, it will appear on your licence dashboard in the online licensing portal. Going forward, any applications submitted to the LCRB through the online licensing portal will appear as “In Progress” on your application dashboard.

## **More information**

More information about the project, including resource materials, will be posted [on our website](#).

If you have any questions or need help accessing or using the new licensing portal, please contact our client support team at [LCRBLiquor@gov.bc.ca](mailto:LCRBLiquor@gov.bc.ca).