



## Procedures for Licensing Direct Sellers

Under Parts VII and IX of the *Consumer Protection Act*, direct sellers must be licensed and bonded prior to operating in the Northwest Territories (NWT). Territorial legislation requires direct sellers with sales greater than \$50 to be licensed in the NWT.

The following are procedures to be used to obtain a Direct Sellers Licence:

- 1) Complete the application form;
- 2) Submit the required fee (listed below);
- 3) Submit a criminal records check; and
- 4) Ensure the vendor is licensed in the Northwest Territories prior to submitting your application.

### Fee Schedule

Period in which application made	Fee
April 1 to June 30	\$185
July 1 to September 30	\$138
October 1 to December 31	\$92
January 1 to March 31	\$46

Licenses are issued from April 1 and expire March 31 of the following year. Fees for licenses are for one year (or part thereof) and must be paid each year upon renewal. If you have any questions please feel free to contact this office.

Public Safety Division  
Department of Municipal & Community Affairs  
Government of the Northwest Territories  
600 5201 50 AVENUE NORTHWEST TOWER  
YELLOWKNIFE NT X1A 3S9  
Phone: (867) 767-9161 Extension: 21021  
Fax: (867) 873-0309

**Please allow 3 to 4 weeks for processing. NOTE: Your licence will not be issued until all the information is complete and all forms are received by our office.**