



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 \$100 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
Full year (April 1 – March 31)	\$218.00
9 months (July 1 to March 31)	\$164.00
6 months (October 1 to March 31)	\$109.00
3 months (January 1 to March 31)	\$55.00

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
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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.