



BC Centre for Disease Control
Provincial Health Services Authority

655 West 12th Avenue
Vancouver, BC V5Z 4R4

Tel 604.707.2400
Fax 604.707.2401
www.bccdc.ca

New Worker at Currently Licensed Plant (Mid-Year Application)

Plant Name:

In accordance with the Milk Industry Act and its Regulations, application for dairy plant and dairy worker licenses are herewith made as set out below:

Licensee Information

Licensee Legal Name

Plant Contact Information

Plant Manager/Operator Name:

Business Email

Business Phone
Number

Note: The .pdfs worker licenses will be sent to the Business Email

Billing Information

Address

Contact
Name

Email

Note: The invoice for the worker license fees will be sent via email.

How many new dairy plant worker applications are attached?

New Dairy Plant Worker

Is this the first time the worker is applying to be licensed in BC?

Worker Legal Name

First Name

Middle Name or Initial

Last Name

DPW ID
(if known)

Note: A dairy plant worker's ID number can be found on worker licenses starting in 2023.

If the worker has dairy worker experience or education from outside BC, please describe or attach additional details about the course content and educational institution.

If the Dairy Plant Worker's ID number is not known and the worker was previously licensed in BC, complete the following:

Alternative Names Used
for Dairy Worker License
or Education in BC

Year Completing Dairy Worker Education
(if applicable)

Most Recent Dairy Worker License Information

Plant Name

Location of Plant (City or Region)

Year

Licensee Affirmation

I affirm that all information submitted in this application for dairy plant workers is true and accurate to the best of my knowledge.

Signed

Date:



BC Centre for Disease Control
Provincial Health Services Authority

655 West 12th Avenue
Vancouver, BC V5Z 4R4

Tel 604.707.2440
finfo@bccdc.ca
www.bccdc.ca

General Instructions for New Worker at Currently Licensed Plant (Mid-Year Application) License

For assistance, please contact finfo@bccdc.ca or (604) 707-2440.

- Use Adobe Reader to complete the form. Adobe Reader is available for free at [Adobe Acrobat Reader \(Canada\)](#).
- If you are submitting multiple worker license application **AT THE SAME TIME**, you may complete Page 1 of the form in the first application and only page 2 of the other applications.
- Many workers have similar names so the form requires additional information about the last plant a previously licensed BC worker was employed at to help identify them in the system and apply the correct restrictions (Permanent or Temporary) to their new license.

Submission Instructions

To avoid delayed or lost applications, we recommend emailing the completed forms to finfo@bccdc.ca.

If you wish to still submit by mail, send the completed applications to:

BC Centre for Disease Control
Food Protection, Environmental Health Services
LL0073, 655 12th Ave W
Vancouver BC V5Z 4R4

Faxes are no longer accepted.

Payments

1. **DO NOT SEND A LICENSE PAYMENT WITH THE APPLICATIONS** – an invoice will be emailed by PHSA to the Billing Email once the applications have been reviewed.
2. We recommend **PAYMENT OF INVOICES** using the **CREDIT CARD PAYMENT OPTION OVER THE PHONE** with PHSA. This option ensures that your payment is not lost or delayed in the mail and you receive your licenses in a timely manner. All payment options are listed on [PHSA's website](#).

Table 1 - Page 1 Application Instructions

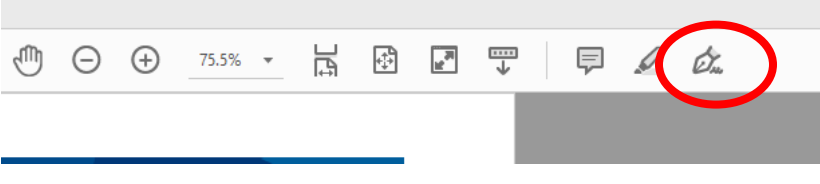
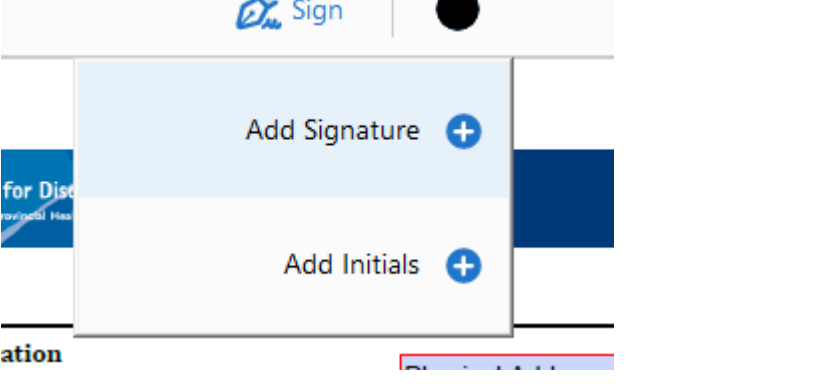
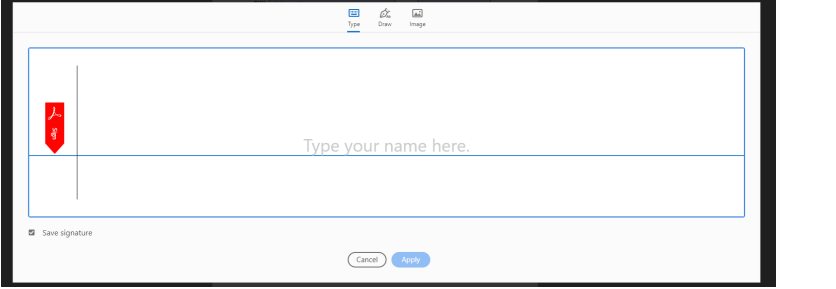
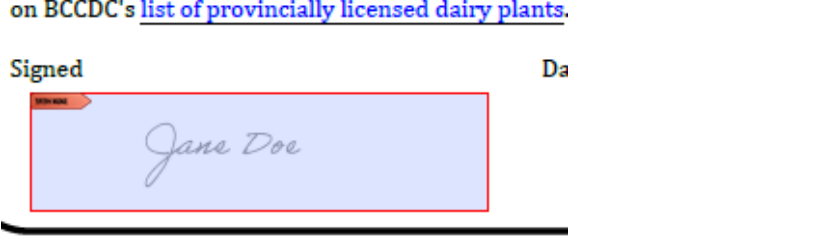
Field Name	Definition/Instructions
Plant Name	<ul style="list-style-type: none"> Provide the name of the plant
Licensee Information	
Licensee Legal Name	<ul style="list-style-type: none"> Provide first, middle (if applicable) and last name consistent with current provincial identification.
Plant Contact Information	
Plant Manager/Operator Name	<ul style="list-style-type: none"> The person most responsible for operation of the dairy plant May be the same person as the Licensee
Business Email	<ul style="list-style-type: none"> Will receive communications from BCCDC and the license .pdfs Typically the plant manager's email
Business Phone Number	<ul style="list-style-type: none"> Best number to reach the plant manager during normal operations
Billing Information	
Address	<ul style="list-style-type: none"> Street Number, Street, Town, Province, and Postal Code
Contact Name	<ul style="list-style-type: none"> Name to address invoice to, may be plant manager, licensee or other
Email	<ul style="list-style-type: none"> Email to receive the invoice from PHSA
How many new dairy plant worker applications are attached?	<ul style="list-style-type: none"> Enter the total number of new worker applications you are submitting at this time

Table 2 - Page 2 Application Instructions

Field Name	Definition/Instructions
New Dairy Plant Worker	
Is this the first time the worker is applying to be licensed in BC?	<ul style="list-style-type: none"> Choose Yes or No in the drop-down menu
First Name	<ul style="list-style-type: none"> The worker's legal first name
Middle Name or Initial	<ul style="list-style-type: none"> The worker's legal middle name or initial Leave blank if not applicable
Last Name	<ul style="list-style-type: none"> The worker's legal last name
DPW ID (if known)	<ul style="list-style-type: none"> Starting in 2023, dairy plant worker licenses will include a Dairy Plant Worker ID If the worker's DPW ID is known, list it here and you do not need to fill out any of the remaining worker information on the form
Work Experience or Dairy Education from outside BC	<ul style="list-style-type: none"> Provide details about any dairy education or experience outside BC which may inform if the worker is eligible for a Permanent or Temporary license Leave blank if not applicable or there is no relevant experience.
If the worker was licensed in BC previously, complete the following:	
Alternative Names used for Dairy Worker License or Education in BC	<ul style="list-style-type: none"> Provide any alternative name or form of name that the worker used for education or dairy worker licensing in the past to help identify them in the dairy worker licensing system
Year Completing Dairy Worker Education (if applicable)	<ul style="list-style-type: none"> If the worker has completed dairy education in BC, please provide the year that they took the courses and passed the test
Most Recent Dairy Worker License Information	
Plant Name	<ul style="list-style-type: none"> Provide the name of the last plant the worker was licensed at in BC
Location of Plant	<ul style="list-style-type: none"> Provide the City or Region in BC where the plant is or was located
Year	<ul style="list-style-type: none"> Provide the year the worker was last licensed in BC

How to Sign Form Electronically

Choose the date from the calendar on the form.

<p>In Adobe Reader, click on the pen symbol at the top of the page.</p>	
<p>Choose Add Signature</p>	
<p>Type, Draw or insert an image of your name and Click Apply</p>	
<p>Your signature will appear on the .pdf and you can place it over the Signed field</p>	<p>on BCCDC's list of provincially licensed dairy plants.</p> <p>Signed _____ Da</p> 

Save the completed form.