



A user guide to assist with submitting a film classification by documentation application.

[fcaa.gov.sk](http://fcaa.gov.sk)

January 2020





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## SPECIAL NOTE

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**Film Classification by Documentation applications must be submitted to the Director, [The Film and Video Classification Act 2016](#) via the on-line Financial and Consumer Affairs Authority (FCAA) Registration and Licensing System (RLS).**

Continue to next pages to read the On-line Application Instructions. You will find additional information via these links:

- A General RLS User Guide can also be found by going to our website ([www.fcaa.gov.sk.ca](http://www.fcaa.gov.sk.ca)) and navigating to [Film and/or Video Theatre, Distributor or Retailer](#), selecting Registration and Licensing System, then General RLS User Guide.
- For your convenience, the following link provides direct access to the portal - [RLS portal](#)



# Before You Begin

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If a film is not a main stream box office release or it was released prior to 1990 and has already been classified by another approved rating agency, it must still be classified in Saskatchewan, although classification can be done by a review of relevant documentation.

Classification by documentation is suitable for films used in repertory theatres, delayed “live events” and for public one-time type exhibitions by groups or organizations. It is also suitable for distributors of retail or rental home-use videos, DVD’s, or Blu-ray where such were not rated pursuant to the Canadian Home Video Rating System. For more information about the registration, classification, exemption, or other administration processes, click [here](#).

## ***What we will need to process your classification request:***

- Completion of the online form which initiates the classification request
  - Answers to the question - has the film been classified by another jurisdiction
  - If yes, it will ask you to insert jurisdiction's online webpage for that film.
  - If the classification is not available on the jurisdiction's website, then you will need to upload a copy of the report that you would have received from that other jurisdiction advising what the film is about and the rating of the film. For clarity, this is likely to take the form of a temporary classification report.
- Note: If there is no classification online or a summary report is not available, a viewing by Saskatchewan film Classification is required before the film can be sold or exhibited. You will have to submit a Classification by Screening application instead.
- There is a \$50 classification by documentation fee per film

The completed online request and the fee should be provided to our office at least 14 days prior to the showing date.

If you have any questions about the requirements, we encourage you to contact us at [306-787-5550](tel:306-787-5550) or toll-free at [1-877-880-5550](tel:1-877-880-5550) before you begin your submission.

## **Contact information**

Director, *The Film and Video Classification Act, 2016*

Financial and Consumer Affairs Authority

Saskatchewan Film Classification

4th Floor, 2365 Albert Street

REGINA, SK S4P 4K1

Telephone: [306-787-5550](tel:306-787-5550) [1-877-880-5550](tel:1-877-880-5550) (toll-free) Fax: [306-787-9779](tel:306-787-9779)

Email: [skfilmclass@gov.sk.ca](mailto:skfilmclass@gov.sk.ca)

Web address: [Film and/or Video Theatre, Distributor or Retailer](#)

## **General Remarks**

Every applicant for a licence should become familiar with the Act and Regulations. A complete copy of [The Film and Video Classification Act, 2016](#) and [Regulations 2018](#) is available free of charge online at [pq.gov.sk.ca](http://pq.gov.sk.ca) or by purchasing a print copy from Publications Saskatchewan at Telephone: [1-800-226-7302](tel:1-800-226-7302) (Sask. residents only) [306-787-6894](tel:306-787-6894) Fax: [306-798-0835](tel:306-798-0835) Email: [publications@gov.sk.ca](mailto:publications@gov.sk.ca)



## Application for Film Classification by Documentation

### **After you submit**

Once you have completed your submission, it will be reviewed by FCAA. You may be contacted to provide additional information in order to complete the review process. Your timely response to these requests will ensure the review of your submission is not delayed. You will be advised of the progress of your submission electronically by e-mail.

Unless otherwise directed, any correspondence you receive from FCAA will direct or require you to return to the online Registration and Licensing System (RLS) portal to ensure the security of your information.

### **Security Controls**

For security purposes, remember that we will never ask you for your user name or password.

### **Terms of Use**

The Financial and Consumer Affairs Authority of Saskatchewan (“FCAA”) is a regulatory body comprised of different divisions (“Regulatory Divisions”) that administer a number of regulatory programs pursuant to various legislation and regulations (“Regulatory Laws”). By accessing this system, including providing or submitting any information (“Information”), I acknowledge, recognize and understand that any and all Information I provide to FCAA and/or any of its Regulatory Divisions may be used, disclosed or shared by FCAA or any of its Regulatory Divisions as authorized by Regulatory Laws or other applicable laws, including the sharing of the Information amongst the different Regulatory Divisions.



# Application for Film Classification by Documentation

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The narrative below describes the details required on the pages or steps of the online RLS application.

## Login Page

Log in using your username and password if you have already registered, otherwise please register.

## Once logged-in

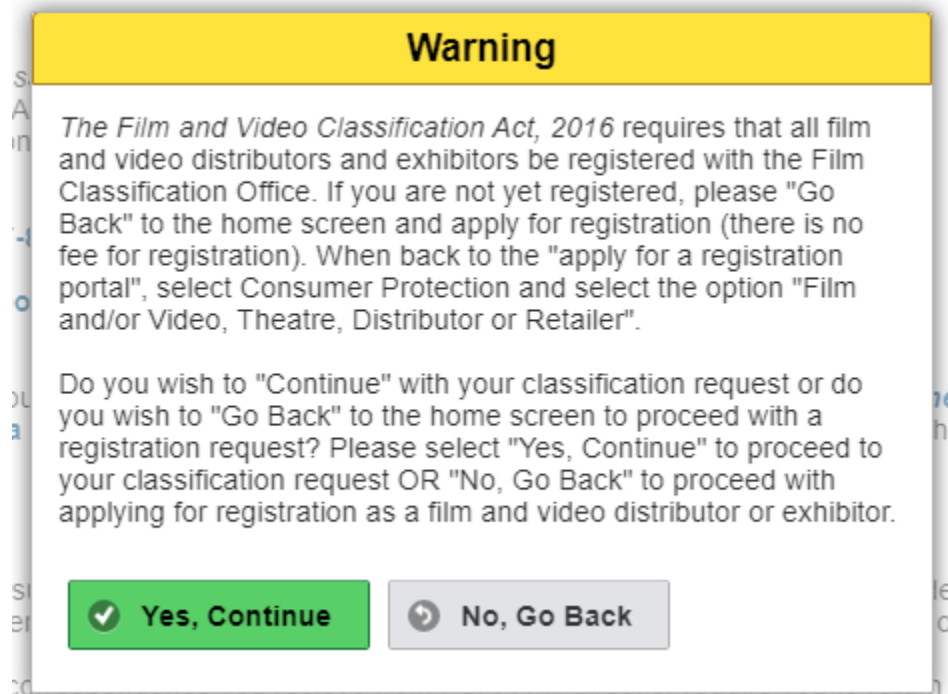
1. select "Apply for a Licence/Registration/Endorsement/or Film Classification", then
2. select the Consumer Protection "button", then
3. click on the drop down window labelled "Please select to reveal list...", then
4. within the dropdown window, select "Film Classification by Documentation"

## Before You Begin page

The "Before You Begin" page outlines basic information about requesting a Film Classification by Documentation, legal definitions, contact information, security controls and terms of use.

After reading the information contained on this page, select the "I acknowledge" button.

Note: When you select "I acknowledge" button a warning message will appear. This message basically says that If you are not already registered with Consumer Protection Division as a film and video distributor or exhibitor, then you need to go back and do this first. There is no charge for Registration.





When you go back you would select, “Consumer Protection” and then select “Film and/or Theatre, Distributor or Retailer as seen in the screen print below.

The screenshot shows a web application interface for 'Licence Wizard Records'. The main heading is 'Licence Selection'. Below this, there is an 'Instructions' section with the following text: 'Using the radio buttons, please select a licensing division (Consumer Credit, Consumer Protection, Insurance, or Pensions). Thereafter, select the applicable licensing type from the drop down list found next to the phrase "select the licence / registration you wish to apply for". The drop down list provides the full list of licences, registrations, endorsements, or classifications that are found within the selected licensing division. For example, Trust & Loan, Mortgage Broker, and Payday legislation applications are under Consumer Credit. After a licensing type selection is made (from the drop down list), additional information related to the selection will be provided.'

Below the instructions, there is a section titled 'Type of Licence'. It contains a label 'Select the Licensing Division' and a list of radio buttons: 'Consumer Credit', 'Consumer Protection' (which is selected), 'Insurance', and 'Pensions'. Below this list is another label 'Select the Licence \ Registration you wish to apply for' and a dropdown menu that is currently displaying 'Film and/or Video Theatre, Distributor or Retailer'.

Since you will not be able to return to this “Before You Begin” page once you select the “I acknowledge” button, it was reproduced at the start of this document for your reference.



## Application for Film Classification by Documentation

### Step 1 – Application for Film Classification by Documentation

At this step, provide primary contact information for the person who should receive communication and information from the FCAA regarding this request.

If the primary contact is to be the same as the registered user (that is the person who registered the username and password) then, select “Yes” below.

If the primary contact for this request is someone other than the registered user, select “No” below and complete the required information fields/boxes. This is recommended if the primary contact is an employee or designate of the organization. Such an employee/designate of the organization should be authorized to act on behalf of the organization and the organization is bound and held responsible for the information and declaration made by such an individual.

The following information is required:

- Name of primary contact
- Title/Position with the organization
- Email Address of the primary contact
- Phone Number of the primary contact



Once you have completed this step, select  next icon to the right of your page.

**Film Classification by Documentation**

Step 1  
Application for Film Classification by Documentation


Step 2  
Film Classification by Documentation

Step 3  
Declaration

122225-00 - FLM\_DOC - NEW

Status  
Pending Submission

**FCAA**

After completing the form click the  button on the right to proceed. Your information will be saved.

**Submission Instructions**

The Film and Video Classification Act, 2016 and Regulations 2018 are administered by the Saskatchewan Film Classification (SFC) office within the Financial and Consumer Affairs Authority (FCAA). Two key components of this administration are the registration and classification requirements. For information about the registration, classification, exemption, or other administration processes, click [here](#).

**Submission Information**

Submission Number: 122225-00  
Event Type: New Application

**Primary Contact Information**

Please provide the contact information for the person who should receive communication and information from the FCAA regarding this request. If the primary contact is the same as the registered user, select "Yes" below. If the primary contact for this request is someone other than the registered user, select "No" below, and complete the required information boxes.

Are you the primary contact person for this request?  Yes  No

Prefix:

First Name\*:

Last Name\*:

Middle Name:

Title / Position:

Email Address\*:

Phone Number\*:





## Step 2 – Film Classification by Documentation

Enter the distributor/Organization name

Enter the distributor/Organization address

Under the Film Summary:

-select add a film. The film details for each film is now visible. From this screen you can add another film, remove the film and return to classification.

The film details are as follows:

- Film title
- Alternate film title (if any)
- Date of film release
- Country of origin
- Length of film
- Name of location and address where the film is to be distributed or exhibited
- If the film is being exhibited, when is the film playing? A date range or Individual dates can be selected.

### **Classification of other Jurisdictions:**

Has the film been rated by British Columbia?

British Columbia website: [Consumer Protection BC](#)

Select “Yes” or “No” or “not found.” If you select “Yes”, other questions become visible.

- What is the classification
- What are the advisories
- Provide the website link to the film classification title

E.g. If the film title was *Marley & Me*, the website link to the title for BC would be:

[https://www.consumerprotectionbc.ca/motion-picture-ratings/find-rating/?cpbc\\_featureTitle=Marley+%26+Me&cpbc\\_distributor=All&cpbc\\_trailerTitle=&cpbc\\_rating=All&cpbc\\_start=&cpbc\\_end=&cpbc\\_advisory=#gf\\_3](https://www.consumerprotectionbc.ca/motion-picture-ratings/find-rating/?cpbc_featureTitle=Marley+%26+Me&cpbc_distributor=All&cpbc_trailerTitle=&cpbc_rating=All&cpbc_start=&cpbc_end=&cpbc_advisory=#gf_3)

Has the film been rated by Alberta? Alberta website: <http://www.albertafilmratings.ca/>

Select “Yes” or “No” or “not found.” If you select “Yes”, other questions become visible.

- What is the classification
- What are the advisories
- Provide the website link to the film classification title



## Application for Film Classification by Documentation

Has the film been rated by Quebec website: [Régie du Cinema](#)

Select “Yes” or “No” or “not found.” If you select “Yes”, other questions become visible.

- What is the classification
- What are the advisories
- Provide the website link to the film classification title

Has the film been rated by British Board of Film Classification? website: [The British Board of Film Classification](#)

Select “Yes” or “No” or “not found.” If you select “Yes”, other questions become visible.

- What is the classification
- What are the advisories
- Provide the website link to the film classification title

Has the film been rated for the MPAA (U.S)? website: [The Motion Picture Association of America](#)


Select “Yes” or “No” or “not found.” If you select “Yes”, other questions become visible.

- What is the classification
- What are the advisories
- Provide the website link to the film classification title

Has the film been rated by a jurisdiction not labelled above?

If you have been issued a temporary classification report by another jurisdiction, please upload a copy if more than one jurisdiction has issued a temporary classification report please include them all as the same file.

- Summary/storyline of film

Select “Save”  at the top right of your screen.

To add another title, select “Add another film” in the green portal at the top of the page. Otherwise select “Return to Classification” in the green portal.

Once you have completed this step, select  next icon to the right of your page.



# Application for Film Classification by Documentation

**Film Classification by Documentation**

Step 1: Application for Film Classification by Docu... ✓

Step 2: **Film Classification by Documentation**

Step 3: Declaration

122225-00 - John Doe

After completing the form click the button on the right to proceed. Your information will be saved.

**Distributor/Organization Information**

Distributor/Organization Name\*

**Distributor/Organization Address Details**

Address Lookup   
Having trouble finding your address? Enable Manual Entry

Street/P.O. Box\*

City\*

Canadian Postal Code

Province\*

**Film Summary**

To complete your request, you must provide details for each film you would like to have classified by screening. You may submit multiple films using this form. Please note that the fee for each film is \$50.00. To add a film, please click the "Add Film Details" button below.

Please add details for each film:

**Add a Film**

**Film Classification by Documentation**

**Film Details-**

**Add Another Film**

**Remove Film**

**Return to Classification**

**Film Details**

Film title\*

Alternate film title (if any)

Date of film release (original)\*   
Example (DD-Mon-YYYY)

Country of origin

Length of film (minutes)\*

Name of location and address where the film is to be distributed or exhibited\*

If the film is being exhibited, when is the film playing?\*

**Date Range** **Individual Dates** **N/A**

Request for classification must be submitted to Saskatchewan Film Classification at least 30 days prior to date of showing.

**Classification of other Jurisdictions**

Has the film been rated by British Columbia?\*

**Yes** **No** **Not Found**  
[\(https://www.consumerprotectionbc.ca/motion-picture-ratings/find-rating/\)](https://www.consumerprotectionbc.ca/motion-picture-ratings/find-rating/)

Has the film been rated by Alberta?\*

**Yes** **No** **Not Found**  
<https://www.alberta.ca/search-movie-ratings.aspx>

Has the film been rated by La Regie du Cinema (PQ)?\*

**Yes** **No** **Not Found**

<https://www.mcc.gouv.qc.ca/index.php?id=5939>

Has the film been rated by British Board of Film Classification?\*

**Yes** **No** **Not Found**

<https://bbfc.co.uk/>

Has the film been rated by MPAA (U.S.)?\*

**Yes** **No** **Not Found**

<https://www.filmratings.com/>

Has the film been rated by a jurisdiction not labelled above?


If you have been issued a temporary classification report by another jurisdiction please upload a copy. If more than one jurisdiction has issued you a temporary classification report please include them all as the same file.

Summary/storyline of film\*



## Application for Film Classification by Documentation

### Step 3 – Declaration


Read the declaration and if in agreement click “I Agree”. Select “next”  icon to the. The application will advance to the payment page.

Film Classification by Documentation

Step 3  
Application for Film Classification by Docu... ✓  
Step 2  
Film Classification by Documentation ✓  
Step 3  
Declaration

Step 3  
Declaration

FCAA

After completing the form click the  button on the right to proceed. Your information will be saved.

122225-00 - John Doe

Declaration

I, the undersigned, an authorized representative of the applicant do solemnly declare:  
That the information and documents provided in support of this submission are complete and truthful in all respects.  
That the applicant has complied with the requirement of the laws of Saskatchewan that apply with respect to this submission and hereby undertakes to notify the Director immediately of any material change which might affect this submission.  
That the applicant agrees to be bound by the forgoing promise throughout the term of any approvals granted by virtue of this submission.  
That the information provided by me in this submission is true, and I make this solemn declaration conscientiously believing it to be true and knowing that providing false information may result in sanctions.

I Agree\*

Applicant Name

Dated

DD-Mon-YYYY

Save  
Next  
Prev  
Back  
Home



### Step 4 – Payment

Review and then select “Proceed to Payment”

**Step 4 Invoice - 001729**

Status: Pending

Print Invoice

**FCAA**

**Order Details**

Order Description: 122225-00 - New Application Distributor Test  
Merchant Name: FCAA  
Merchant URL: https://fcaa-ualt.saskatchewan.ca/

Description	Product Code	Quantity	Price	Subtotal
Film Classification - Fake	1	1	\$50.00	\$50.00

GST: \$0.00  
PST: \$0.00  
HST: \$0.00  
Shipping Cost: \$0.00  
**Charge Total: \$50.00 (CAD)**

Payable Information

If the required payment of licensing fees by a credit card is not supported or accepted, you will need to make alternate arrangements by contacting us at:

**Financial and Consumer Affairs Authority**  
Consumer Protection Division  
500 - 1919 Saskatchewan Drive  
Regina SK S4P 4H2  
Telephone: 306-787-5550 1-877-880-5550 (toll-free) Fax: 306-787-9779  
Email: cpdlcensing@gov.sk.ca  
Web address: www.fcaa.gov.sk.ca/CPD

These alternate payment arrangements may delay a review and/or the approval of your submission to allow for manual processing of the payment.

When you contact us please have your "submission number" (it can be found on your RLS screen). Afterwards, we will set your Registration and Licensing system (RLS) filing status to "Invoice Payment Pending" which will allow you to continue with your submission. If you do not contact us, the RLS system will not permit you to continue with your submission.

Thereafter, you will need to make arrangements to submit payment of the fees through the mail using a money order or a cheque drawn on a financial institution. Note, the associated licensing invoice, generated from the RLS must be attached with the cheques or money orders so that we can associate your payment with the correct submission. If the invoice is not attached, your payment and submission cannot be processed.

The money order or cheque should be made out to the Minister of Finance (Saskatchewan) and sent with the RLS invoice to:

**Financial and Consumer Affairs Authority**  
Consumer Protection Division  
500-1919 Saskatchewan Drive  
Regina SK S4P 4H2  
CANADA

**Proceed to Payment**



By pressing "Proceed to Payment" you will be transferred to an external site powered by Moneris in order to process your payment. The processing of your payment will be subject to the terms, conditions and privacy policies of the payment processor. By choosing to use make a payment using this service, you agree to pay us, through the payment processor, the listed "Charge Total". You must provide current, complete and accurate billing information. The billing address and transaction result will be collected by FCAA RLS. Please note that no full credit card numbers will be collected by FCAA RLS.

Fill out the Customer details section, Payment method and payment details. Select “Process transaction”



# Application for Film Classification by Documentation

QA Merchant 3

Mandatory fields marked by \*

Item Details			
Description	Product Code	Quantity	Price
Film Classification - Fake	1	1	\$50.00
			Shipping: \$0.00
			GST: \$0.00
			PST: \$0.00
			HST: \$0.00
			Total (CAD): \$50.00

**Customer Details**

Customer ID: THANKS

Email Address:

Note:

**Billing Address**

First Name:

Last Name:

Company:

Address:

City:

Prov/State:

Country:

Postal Code:

Phone:


Fax:

Select 'Back to Invoice' at the top of the page.

Home
?

[Back To Invoice - 001729](#)
[Print](#)

Payment for Invoice - 001729  
Invoice - 001729



SEP 17, 2019 17:46:44  
Order ID: CP-1729-001

**Moneris Details:**

Amount: \$50.00 (CAD)	Transaction Type: PURCHASE Cardholder: Test Card Number: *****0007	Response: 01/027 - APPROVED * = Reference Number: 650144980019064360 Authorization Code: 187447
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**Order Details**

Order Description: 122225-00 - New Application Distributor Test	Merchant Name: FCAA Merchant URL: https://fcaa-uat.saskatchewan.ca/
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**Item Details:**

Description	Product Code	Quantity	Price	Subtotal
Film Classification - Fake	1	1	\$50.00	\$50.00
				GST: \$0.00
				PST: \$0.00
				HST: \$0.00
				Shipping Cost: \$0.00
				<b>Charge Total: \$50.00 (CAD)</b>



## Application for Film Classification by Documentation

At this point, select 'print invoice' if you require a paper copy. Select "Back to invoice" at the top right corner of page.

The screenshot shows the 'Film Classification by Documentation' application interface. The top navigation bar includes a home icon and a help icon. The sidebar on the left lists four steps: Step 1 (Application for Film Classification by Documentation), Step 2 (Film Classification by Documentation), Step 3 (Declaration), and Step 4 (Payment). The main content area displays the invoice details for 'Invoice - 001729'. The status is 'Payment Received'. The 'Print Invoice' button is visible. The order details section includes the order description, merchant name (FCAA), and merchant URL. The item details table shows one item: 'Film Classification - Fake' with a quantity of 1 and a price of \$50.00. The payment details table shows one payment line with a date of 17-Sep-2019 and a payment amount of \$50.00. A red arrow points to the message: 'Your payment is confirmed and application has been submitted for Review.'

Description	Product Code	Quantity	Price	Subtotal
Film Classification - Fake	1	1	\$50.00	\$50.00

Line Number	Date of Payment	Source of Payment	Reference #	Payment Amount
1	17-Sep-2019	Moneris	CP-1729-001	\$50.00

Your application has now been submitted to FCAA and the "Status" of your application will change to "In Review".



## APPLICATION STATUS

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Once submitted, you will receive a notification email and the status of the application changes from “pending submission” to “in review”. Thereafter you will receive further emails as follows:

1. More Information Requested.
2. Licence Approval
3. Licence Rejection

**More Information Requested Email** – If you receive such an email

1. Login to the RLS site
2. Select the ‘My Pending Submissions’ portal
3. Select the relevant licence/registration, and respond to the information request (the event steps requiring an update are shown in yellow on the left hand side of the screen – if necessary, you will need to toggle the 3 horizontal bars to view the event pages).
4. Re-submit on the declaration page.

**Registration Approval Email** – if you receive such an email

5. Login to the RLS site go to the “My Active Licences/Registration” portal, select your licence and then “View Classification Certificate” to view your approved film Certificate.

**Licence Rejection Email** - If you receive such an email, your application has not been approved. You will thereafter be provided with further correspondence with reasons and be given an opportunity to be heard/appeal.

## APPLICATION PORTALS

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**My Pending Submissions** – this portal contains your unfinished applications

**My Submissions in Review** – this portal contains your applications under review with the FCAA

**My Active Licences/Registration** – from this portal you can view your active licences