

**Step 1 : Tell us who is requesting the letter. This information will appear in the address of the clearance letter.**

The name and address you enter here will appear in the upper left corner of the clearance letter.

**View a [sample clearance letter](#).**

*\* REQUIRED. All fields marked with (\*) are required.*

**Name**

Enter the name of the business or individual that is requesting the clearance information. This is the addressee of the clearance letter.

Business user

Individual user

Legal name:

WorkSafeBC account number:  Use numbers only; please exclude letters (ie: AA, AQ)

**Mailing address**

Country:

Address:

City:

Province:

Postal code:

Enter phone number and optional email address.

Phone number:  Ext:

Email address:

**Step 2 : Find firm(s) for the letter**

A firm includes an employer, a contractor, a subcontractor, and/or a prime contractor. In order to add a firm to your clearance letter, the firm must have a WorkSafeBC account number.

**Step 3 : Create the clearance letter**

You may create a letter with up to 150 firms.



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