



Application

Claim Type: Intimate Images – Administrative Penalty

What you need to do. What you need to know before you start.

- Fill out this form as accurately and completely as possible. Please print clearly.
- There's no application fee for this type of CRT claim.
- If you're under 19 years old, you can only participate in the CRT process through a type of representative called a litigation guardian. This is usually a parent or guardian.
- Save time and have your application processed faster by applying online:
<https://civilresolutionbc.ca/intimate-images>
- To apply online, you must have a private email address. This is needed to create a CRT Account to manage your claim. We will also send CRT documents and communications to your email address. If you don't have a private email address, contact us for other options.
- Fields marked * are required. If your form is missing information, it will take longer to process.
- Attach any additional pages you need.
- Email your completed form to images@crtbc.ca
- Or send it by mail or courier to:

ATTN: Intimate Images
Civil Resolution Tribunal
PO Box 9239 STN Prov Govt
Victoria BC V8W 9J1

**What the CRT will do**

After you submit this application form, a CRT case manager will review it and contact you. They will help you with the CRT process and answer any questions you might have.

If you need help with the application, you can ask a trusted family member, friend, or other adult to help you with this application form, or contact:

Intimate Images Protection Service

Phone Toll Free: 1-833-688-4381

Email: protectyourimages@gov.bc.ca

Website: www.gov.bc.ca/protectingyourimages

or Civil Resolution Tribunal

Phone Toll Free: 1-844-322-2292

Email: images@crtbc.ca

*** Applicant Information**

The applicant is the person making the claims.

We need to know your legal name, contact information, and if you want someone to represent you (talk to the CRT on your behalf). We need all this information so we can contact you about your claim and send you CRT documents and any orders. Your legal name is also important if you want to file a CRT order in court to enforce it.

Name

* Title:

If you don't specify a title, we will refer to you using both your first and last name in our communications, decisions, and orders.

Mr. Mrs. Ms. Mx. Dr. Other, please specify:



<p>* What are your pronouns?</p> <p>We're asking so we can refer to you respectfully during the CRT process. If you don't specify a pronoun, we'll use "they/them" in our communications, decisions, and orders.</p> <p> <input type="checkbox"/> He/Him/His <input type="checkbox"/> She/Her/Hers <input type="checkbox"/> They/Them <input type="checkbox"/> Other, please specify: </p>	
<p>* Legal first name</p>	<p>Legal middle name (optional)</p>
<p>* Legal last name</p>	<p>Preferred name (optional)</p>

<p>Contact Information</p>	
<p>* What are safe ways for us to contact you? Tick all that apply. Our first contact with you will be by phone unless you tell us it's not safe. If you only provide a mailing address, the CRT process will take longer.</p> <p>We'll only use this information to contact you about your claim. We won't share your contact information with anyone without your permission.</p> <p>* <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Mail</p>	
<p>Email</p> <p>This is the email address that you will use to log in to your CRT Account online. It can't be changed.</p>	
<p>* Primary phone number</p>	<p>Ext.</p>
<p>* Is it safe for us to call you at this number? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If you answered yes, what is a safe time for us to call?</p> <p>Can we leave voicemail? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	



For your safety, if we call or leave a voicemail at this number, is there a name we should use instead of saying we’re calling from the CRT? For example, “Maria from math class” or “Sam from work”.

Secondary phone number (optional)

This could be the number of a trusted family member, friend, or other adult.

Ext.

Mailing Address

If you have a trusted family member, friend, or other adult who can receive mail for you, you can enter that address if you prefer.

* Address

Apartment, suite, etc. (optional)

* City

* Province

* Postal Code

* Country

How old are you?

* Are you 19 or older?

Yes No

If you’re under 19 years old, you can only participate in the CRT process through a type of representative called a litigation guardian. This is usually a parent or guardian. Fill out our Litigation Guardian Form and send it to us with this application.

**Do you have a preference for the gender of the tribunal member who decides your claim?**

* They will see any evidence you give us, which could include your intimate image. We recognize that this may be uncomfortable for you, so we will try to assign your claim to a tribunal member according to your preference.

- A tribunal member who is a man
- A tribunal member who is a woman
- No preference

Additional Supports (optional)

The CRT process is flexible, and we will try our best to accommodate your needs. Let us know if any of these apply to you. We will contact you for more information about how we can best support you through the CRT process. You might want to ask a trusted friend or family member for help. Visit our website to learn more about helpers: <https://civilresolutionbc.ca/help/>

- Reading and writing

We might be able to help by using less written communications and more telephone communication.

- Blind, partially sighted, or low vision
- Deaf or hard of hearing

The CRT communicates by email, phone, and mail. Once we receive your application, we will contact you to discuss which communication methods work best for you.

- Mental health

Once we receive your application, we will contact you to see how we can support you through the CRT process.

- English language

CRT services are in English. We may be able to provide free interpretation services to help you speak to us, but we can't help you translate documents. You could ask a trusted English-speaking friend or family member for help.

- Other

Please specify (1,000 max characters)



Representative (optional)

A representative can speak to the CRT on your behalf. They can also submit your evidence and arguments. A representative can be a trusted friend or family member, an advocate, or a lawyer. If you'd like to add a representative, enter the information here. If you're filling out this application for someone, enter your information as their representative.

If you're under 19 years old, you can only participate in the CRT process through a type of representative called a litigation guardian. This is usually a parent or guardian. Fill out our Litigation Guardian Form and send it to us with this application.

If you name a representative, these fields marked * are required.

Representative Name

Title: Mr. Mrs. Ms. Mx. Dr. Other, please specify:

* First name	Middle name (optional)
* Last name	Preferred name (optional)

Contact Information

Email (optional)

Primary phone number (optional)	Secondary phone number (optional)
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Representative Mailing Address

* Address	Apartment, suite, etc. (optional)
* City	* Province
* Postal Code	* Country



*** What is this representative’s relationship to you?**

For example, they are an adult friend or relative, or your parent or legal guardian.
(1,000 max characters)

Respondent Information

* Adding a respondent is required for this claim.

A respondent is the person or organization you want to pay this administrative penalty. It must be someone you gave the intimate image protection order to and they didn’t comply with it.

The administrative penalty is paid to the BC government, not to you or the CRT.

You must give us their legal name, contact information, and mailing address. We need this information so we can contact them about your claim. They will have to be served with an official CRT document, and given an opportunity to respond.

You can add more respondents to your claim.

Respondent

* What type of respondent do you want to add? An individual Business or organization

If the respondent is an individual

If you name a respondent, these fields marked * are required.

* Title: Mr. Mrs. Ms. Mx. Dr. Other, please specify:

* Legal first name	Legal middle name (optional)
* Legal last name	Preferred name (optional)



Contact Information	
Email (optional)	
Primary phone number (optional)	Secondary phone number (optional)

Mailing Address	
* Address	Apartment, suite, etc. (optional)
* City	* Province
* Postal Code	* Country
<p>* Are they under 19 years old?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know</p>	

<p>* Who do you want to serve the Notice of Application to this respondent?</p> <p>Service means giving a respondent notice of your claim, by giving them a copy of the Notice of Application and instructions for how to respond to it. We'll send you these documents after we review your submitted application form.</p> <p>If you choose "CRT Service", the CRT will send the Notice of Application to the respondent by regular mail. This doesn't include proof of delivery or signature. The respondent might be able to claim they didn't receive it.</p> <p>In some cases, the CRT might require you to serve the Notice of Application yourself. If so, we'll contact you with instructions.</p> <p>Learn more about serving a Notice of Application at: https://civilresolutionbc.ca/service</p> <p><input type="checkbox"/> I'll serve it myself (applicant service)</p> <p><input type="checkbox"/> I want the CRT to serve it for me (CRT service)</p>



If the respondent is a business or organization

If you name a respondent, fields marked * are required.

Enter the business or organization below. It's important to enter the name and type of the business or organization correctly. Learn how to identify a business: <https://civilresolutionbc.ca/name-search>

* Legal business or organization name

List other names they use or they may be known as (optional) (250 max characters)

* Type of business or organization (select one)

- Corporation Sole Proprietorship Partnership Society/Non-profit
- Other, please specify:
- I don't know

Business Contact Information

Primary phone number (optional)

Secondary phone number (optional)

Business Address

* Address

Apartment, suite, etc. (optional)

* City

* Province

* Postal Code

* Country

*** Who do you want to serve the Notice of Application to this respondent?**

Service means giving a respondent notice of your claim, by giving them a copy of the Notice of Application and instructions for how to respond to it. We'll send you these documents after we review your submitted application form.

If you choose "CRT Service", the CRT will send the Notice of Application to the respondent by regular mail. This doesn't include proof of delivery or signature. The respondent might be able to claim they didn't receive it.

In some cases, the CRT might require you to serve the Notice of Application yourself. If so, we'll contact you with instructions.

Learn more about serving a Notice of Application at: <https://civilresolutionbc.ca/service>

- I'll serve it myself (applicant service)
- I want the CRT to serve it for me (CRT service)

*** My Claims**

This is the only claim you can make with this type of application.

- I want the CRT to order the respondent to pay an administrative penalty for failing to comply with an order of the CRT/Court under s. 5 of the *Intimate Images Protection Act*.

Dispute-Related Fees & Expenses

We've automatically added a claim for dispute-related expenses. This means the CRT could order the respondent to reimburse you for things like courier costs for sending documents.

If you don't want this, you can ask your CRT case manager to remove it.



Additional Details

Protection Order Details

We need this information to make a decision about your claim and what the CRT can order for the administrative penalty.

If you're not sure about any of these questions, you can leave them blank. Your CRT case manager will talk with you about these details.

What is the CRT dispute number or Court file number for the protection order? Your CRT dispute number will start with "IS-". You need to give the CRT a copy of the protection order if it was not issued by the CRT.

What is the date the CRT or Court made the order?

Month Day Year

Have you taken enforcement action in the BC Supreme Court?

Yes

No

What is the date you gave the intimate image protection order to the respondent?

Month Day Year

When did you become aware that the respondent did not do what was ordered??

Month Day Year



Demographic Information

This section is optional. Your answers are confidential.

We're asking these questions to gather data about the varied populations in BC and how we can best support them. CRT staff and the tribunal member deciding your claim won't see your answers.

You don't have to answer these questions if you don't want to. It won't impact how we handle your claim.

How old are you?

- 19 or under
- 20 - 34
- 35 - 49
- 50 - 64
- 65 and over
- Prefer not to answer

How would you describe yourself? Select one.

- Woman Non-binary
- Man Two-spirit Something else
- I don't understand the question
- Prefer not to answer

What do you consider yourself to be? Select one.

- Indigenous (e.g., Inuit, First Nations, Métis)
- White (e.g., German, Irish, English, Italian, Polish, French Canadian)
- Hispanic or Latin (e.g., Mexican, Puerto Rican, Cuban, Salvadoran, Dominican)
- Black or Caribbean (e.g., Black, Jamaican, Haitian, Nigerian, Somalian)
- Asian (e.g., Chinese, Filipino, Asian Indian, Korean, Japanese)
- Middle Eastern or North African (e.g., Lebanese, Egyptian, Syrian, Moroccan, Algerian)
- Pacific Islander (e.g., Samoan, Native Hawaiian, Tongan)
- Prefer not to answer
- Other



Personal Information and Privacy

Your personal information is collected for the purpose of a Civil Resolution Tribunal dispute resolution process, pursuant to the *Civil Resolution Tribunal Act* and the CRT’s Rules. You can view the CRT’s Access to Information and Privacy Policy at <https://civilresolutionbc.ca/privacy>.

If you have any questions regarding the collection of your personal information, please contact us.

Email: images@crtbc.ca

Mail: ATTN Registrar and Executive Director
 Civil Resolution Tribunal
 PO Box 9239, Stn Prov Govt
 Victoria BC V8W 9J1

*** Please acknowledge the following**

The information that I have provided in this application is accurate. I understand that intentionally or recklessly providing false or misleading evidence or other information may be an offence under the *Civil Resolution Tribunal Act*.

I understand that I will be responsible for providing evidence to support my claims. I understand that the Civil Resolution Tribunal (CRT) will set timelines for providing my information and evidence and that if I do not meet those timelines there may be consequences, including delay in getting any order.

I understand that the information I entered in this application will be shared with any other participants in the CRT proceeding. This may include participants who apply to cancel the CRT decision.

I am aware of the CRT’s information access and privacy policy for claims under the *Intimate Images Protection Act*.

*** Sign your name to confirm the above acknowledgments.**

(If you are the representative, please sign your own name.)

Signature	Date
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