

Country Hills Plates
Hours Of Operation:
Mon-Fri: 9am to 7pm
Sat: 9am to 4pm
Fax number 403-235-2522



1. Obtain a request for inspection from a Registry Office - \$ 9.45
You need your **proof of ownership AND ID** for this service

2. Make an appointment at a Mechanic Shop for an
“**OUT OF PROVINCE INSPECTION**”
 - a. The cost for this inspection will vary shop to shop
 - b. Once your inspection is completed you need the following to obtain licence plates
within 14 days:

3. Plates
 - a. Proof of ownership (Bill of Sale or Previous Registration)
****All** owners listed on bill of sale or current registrants **MUST** be present at time of registration, or have available a letter of authorization*

 - AND**
 - b. Proof of Alberta insurance (*fax or photocopy is acceptable*)
Insurance is privatized and is required **PRIOR to obtaining licence plates.*

 - AND**
 - c. Valid driver’s licence/*piece of government issued ID*

 - AND**
 - d. **ORIGINAL** green oop-inspection form **within 14 days**

If your Car is being Imported from Outside of Canada

You will ALSO need to produce your customs Form 1
please visit www.RIV.ca for additional requirements
ie: Federal Inspection, recall notices

Out of Province Vehicle Information

Only Brand new vehicles with an original NVIS are exempt from inspection

Out of Province Drivers Licence Exchange \$91.80 / 5yr (incl GST)

You will need the following to exchange your out of province driver's licence:

1. Surrender your current out of province driver's licence

AND

2. One additional Piece of government issued ID to show your legal presence
 - Canadian Birth Certificate
 - Canadian Passport
 - Immigration Documents
 - Canadian citizenship
 - Permanent Resident Card
 - Status Card

AND

3. Proof of Alberta Residency – **MAILED** WITH NAME AND ADDRESS OF APPLICANT
(Dated within 90 days) ie:

Alberta Residency Documents:

Some examples of original support Alberta residency documents (**this is not an all inclusive list**) are:

- Utility, telephone, gas or cable TV bill in client's name.
- Mortgage documents or residential lease containing a client's physical address.
- Income tax return.
- Paystub or written confirmation of employment (on company letterhead, dated & signed).
- Written confirmation from an educational institution in Alberta indicating dependents are attending school.
- Alberta Social benefits documents/Government mail.
- Two Current Bank statements

Cell phone bills, credit card statements, receipts, insurance docs, cheques are NOT acceptable

***When a client has lost their driver's licence: **OR** licence has been expired for more than three months;

An official written LETTER OF CLEARANCE/LETTER OF CONFIRMATION confirming licence details and that you are able to be RE-LICENCED IN ANOTHER PROVINCE (not dated more than 90 days) from the other jurisdiction's licensing authority, is required, this MAY be accepted in place of the lost driver's licence.

ADDITIONALLY...

IF YOU HAVE A PROFESSIONAL CLASS LICENCE (CLASS 1, 2, 4):

OR

*** IF YOU HAVE A MEDICAL CONDITION THAT CAN AFFECT YOUR DRIVING (ie. Diabetes, Epilepsy, Heart condition, Hyper thyroid etc. this list is NOT all-inclusive) you will need to provide a completed medical within Alberta prior to exchange**