



1. Obtain a request for inspection from our Registry Office - **\$15.00**

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 (OOP- inspection)”

a. The cost for this inspection will vary amongst mechanic shops

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, photocopy or viewing via email 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** 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 \$100.00/ 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 or more of the following 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: (MUST BE CURRENT WITHIN LAST 90 Days)

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

Electronic Copies of:

- Utility, telephone (land line), gas or cable TV bill in client's name.

Original mailed statements showing clients full name and physical Alberta address

(via Canada Post) are:

- Bank Statement.
- Income tax return.
- Payscale or written confirmation of employment (on company letterhead, dated & signed within 15 days).

- Cell Phone Bill
- Alberta Social benefits documents/Government mail.
- Credit Card Statement

Other Documents containing a client's name and physical Alberta address are:

- Residential lease Agreement showing residential address
- Written confirmation of Alberta employment including contact name and telephone number **(must be current within the last 15 days)**
- Written confirmation from an Educational institution in Alberta indicating dependents are attending school full time.
- Copy of Land Title (**does not** include rental properties, client **MUST** physically reside at the location).
- Written confirmation from an Alberta Hutterite Colony stating the client is a resident of the colony

*** 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*