



Renewal/Replacement Licence for Alberta Residents Temporarily Outside of Alberta

Affix Supporting Document
Label Here

In accordance with the *Traffic Safety Act (TSA)* and the *Operator Licensing and Vehicle Control Regulation*, when making an application for a motor vehicle service, the Registrar of Motor Vehicle Services will collect specific personal information to confirm the identity and eligibility of an individual for motor vehicle services and for motor vehicle records held by Motor Vehicles in the administration of the TSA. Information and numbers from personal documents recorded on this form are not copied to any other Motor Vehicle database and serve as a source of information should a future investigation into your service be required, (i.e. identity theft). Questions about the collection of your personal information can be directed to Alberta Registries, Box 3140, Edmonton AB T5J 2G7 or 780-427-7013, toll free 310-0000 within Alberta.

Part A - Applicant Information

Applicant Name (Last, First, Second)				Operator's Licence Number or Date of Birth	
Permanent Alberta Address on File		City/Town	Province	Postal Code	Contact Number or Email
		Alberta			
Location While Outside Alberta (Province/State and Country)			Date you left Alberta (yyyy-mm-dd)	Date of Return to Alberta (yyyy-mm-dd)	
Delivery Method (licences that are sent via regular mail WILL NOT be reissued if lost in the mail)					Service Requested (check one only)
<input type="checkbox"/> Mailed (to Address on file) <input type="checkbox"/> Mailed (to Address below) <input type="checkbox"/> Send to a Registry Agent (if available)					<input type="checkbox"/> Renewal <input type="checkbox"/> Replacement
Alternate Alberta Mailing Address (optional)		City/Town	Province	Postal Code	Email or Fax (if interim licence required)
		Alberta			
Designated Representative Name (optional)				Operator's Licence Number of Representative (optional)	

Part B - Questionnaire

Reason you are temporarily outside of Alberta (check one only)					
<input type="checkbox"/> Missionary <input type="checkbox"/> On Vacation <input type="checkbox"/> Military <input type="checkbox"/> Student <input type="checkbox"/> Working outside Alberta (Complete Part C) <input type="checkbox"/> Other (Complete Part C)					
Do you live in Alberta?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have any other valid photo identification with you?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you recently moved and are now living in another province or country and need the licence so you can exchange it for a licence in your new jurisdiction?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have any current or pre-existing medical conditions or disability that may interfere with the safe operation of a motor vehicle?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you driving while outside Alberta?		<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Part C - Additional Information (if applicable)

Provide details of why you cannot obtain a drivers licence in the jurisdiction you are currently residing in or any other relevant information for your application (attach a second page if you need more room)

Part D - Identification

Applicants must include copies of at least 2 pieces of valid identification. All documents must contain at least 2 data elements (i.e. name, date of birth, signature, address, etc.). Minimum of 1 piece of valid photo identification required.

Type (photo):	Type:	Type:
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Part E - Declaration

I declare that (applicant to initial each line):

- _____ I am not prohibited or suspended from driving/operating a motor vehicle in any jurisdiction.
- _____ I do not hold subsisting operator's/driver's licences or government issued identification cards in any other jurisdiction.
- _____ The information on and documents provided in support of this application are true, correct and authentic.
- _____ I am a resident of Alberta and legally present in Canada.
- _____ I understand that providing inaccurate and/or false information may result in prosecution.

_____ Date (yyyy-mm-dd)

_____ Signature of Applicant

Office Use Only

Application Number

Information for Completing your Application for Renewal/Replacement Licence for Alberta Residents Temporarily Outside of Alberta

This application is for Alberta residents who are applying to renew or replace their Alberta Operator's Licence while temporarily outside of Alberta. The requirements to be approved for a renewal or replacement licence vary depending on the circumstances. If you have questions regarding this application or the requirements for your situation, please contact a registry agent. A complete listing of registry agents is available on Service Alberta's website at <http://www.servicealberta.ca/find-a-registry-agent.cfm>. NOTE: you cannot use this application to apply for a renewal/replacement identification card.

Part A - Applicant Information

- If requested, a copy of your interim licence will be sent to the email/fax identified. Motor Vehicles cannot guarantee that a copy will be accepted as a valid licence by an enforcement agency.
- Delivery Methods:
 - Mailed (to address on file) - your permanent licence will be mailed to the current address we have on file. Licences sent through regular mail that are not received **WILL NOT** be reissued.
 - Mailed (to Alternate Address) - your permanent licence will be mailed to the address identified on the application (must be in Alberta). Licences sent through regular mail that are not received **WILL NOT** be reissued.
 - Send to a Registry Agent - your permanent licence will be sent to the Registry Agent that you applied through. You are responsible for arranging further delivery options from there. **NOTE: this option may not be available, please check with your registry agent before choosing this option.**
- Designated Representative (optional) - The individual identified here is the person authorized to represent you regarding your application, including submitting your completed application, supporting documents, payment of fees and/or picking up your licence from a Registry Agent.

Part B - Questionnaire

- Additional supporting documents are required depending what is selected:
 - Missionary - A letter signed by the organization on letterhead stating you are doing missionary work on their behalf and length of time you will be outside Alberta, OR a visa or other authorization issued by the host country showing you have missionary status with them.
 - Military - A letter from your Commanding Officer on letterhead verifying station and length of assignment.
 - Working outside Alberta (for less than 1 year) - Copy of your work visa showing term and reason, OR letter from your employer.
 - Student - A letter from the Registrar's office verifying full-time enrollment OR proof of financial support by an Alberta Parent or Guardian OR proof of Alberta Student Loans by the Alberta Government.
- Medical Requirement - if you have any current or pre-existing medical conditions that will affect your driving or are 75 years of age or older, you are required to submit an Alberta Medical Report with your application. Medical reports from out of country will not be accepted. Contact a registry agent for more information if you are unsure if you require an Alberta Medical Report to be submitted with your application. (Professional Class Drivers have additional medical requirements, please see the Professional Class Operator's Licence section below).

Part C - Additional Information

- This area is used to provide any additional information that is relevant to your application. Provide as much detail as possible and attach a second page if necessary.

Part D - Identification

- Examples of acceptable Photo Identification include, but are not limited to, the following:
 - Passport
 - Citizenship, Immigration, Naturalization or Permanent Resident Card
 - Municipal, Provincial or Federal Police Force Identification Card
 - Armed Forces Identification Card
 - Alberta Operator's Licence
 - Nexus card
- Examples of acceptable Non-Photo Identification include, but are not limited to, the following:
 - Birth Certificate
 - Income tax receipts showing name and Alberta address
 - Current property tax bill or receipt showing name and Alberta address
 - Immigration Documents
 - Current Canada Revenue Tax assessment notice showing name and Alberta address
 - Current insurance policy documents (life, auto, residential, etc.) showing name and Alberta address
 - Municipal, Territorial, Provincial, Federal Government Employee Card
- If your identification has been lost or stolen, complete all sections of the application except Part D and submit a copy of a police report showing that the loss or theft has been reported. A detailed explanation of the circumstances is required to be provided in Part C. When your application is received, you will be contacted directly by Motor Vehicles.

Submission

- Once you have completed all sections of the application and attached the required supporting documentation, it can be mailed, faxed or emailed to any Alberta registry agent. NOTE: your application will not be processed until all fees have been paid through the Alberta registry agent. You must discuss payment options with the Alberta registry agent. The fee for an application depends on the service requested:
 - The fee for a 1-year licence renewal is a \$15.00 government fee plus a \$6.00 registry agent service charge (plus GST) for a total of \$21.30.
 - The fee for a 1-year licence replacement is a \$13.00 government fee plus a \$9.00 registry agent service charge (plus GST) for a total of \$22.45.

Additional Information for Renewal/Replacements for Professional Class Operator's Licences (Class 1, 2 or 4)

- An Alberta Medical Report must be submitted when applying to renew a Professional Class licence. A medical report is not required for a replacement licence.
- If you cannot submit a medical with your application, and you meet all other eligibility requirements, you can choose to re-class your licence to a lower classification that does not require a medical (Class 3 or 5).
 - NOTE: If you choose to re-class to a lower class of licence, you can apply to re-class your licence back to the higher class without retesting if you provide a satisfactory Alberta Driver's Medical within 3 years from the date your licence was down classed to the lower class of licence.