



# Renewal/Replacement Licence for Alberta Residents Temporarily Outside of Alberta

Affix Supporting Document  
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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, Middle)		Driver's Licence Number	Date of Birth yyyy-mm-dd
Permanent Alberta Address on File	City/Town	Province <b>Alberta</b>	Postal Code
Telephone Number	Email Address		

## Part B - Questionnaire - see reverse for more information

Reason you are temporarily outside of Alberta (check one only)			
<input type="radio"/> Missionary	<input type="radio"/> On Vacation	<input type="radio"/> Military	<input type="radio"/> Student
<input type="radio"/> Working outside Alberta	<input type="radio"/> Other (provide additional information in Part C)		
Are you a resident of Alberta?	<input type="radio"/> Yes	<input type="radio"/> No	Driver's Licence Service (check one only)
			<input type="radio"/> Renewal <input type="radio"/> Replacement
Do you want a copy of the interim licence sent to the email address indicated in Part A?	<input type="radio"/> Yes	<input type="radio"/> No	Date you Left Alberta yyyy-mm-dd
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="radio"/> Yes	<input type="radio"/> No	Date of Return to Alberta yyyy-mm-dd
Delivery Method (check one only) (Note: licences will not be sent via mail forwarding)			
<input type="radio"/> Mailed to address on file	<input type="radio"/> Mailed to alternative Alberta address	<input type="radio"/> Send to Registry Agent for pickup by authorized individual	
Alternative Alberta Address (if applicable)	City/Town	Province <b>Alberta</b>	Postal Code
Authorized Individual Name (if applicable)	Authorized Individual Telephone Number (if applicable)		

## Part C - Support Documents and Additional Information - see reverse for more information

I have attached a copy of my:
<input type="radio"/> Valid Photo Identification
<input type="radio"/> Valid Non-photo Identification
<input type="radio"/> Proof of Alberta Residency
<input type="radio"/> Medical Report (if applicable)
<input type="radio"/> Supporting documents for proof of my reason for being outside Alberta
Provide details of why you cannot obtain a driver's 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 - Declaration

I declare that (applicant to initial each line):

- \_\_\_\_\_ I understand that I must attend a registry agent office within 14 days of returning to Alberta and will be required to provide proof of Alberta residency and Canadian legal presence.
- \_\_\_\_\_ 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 lawfully entitled to be or to remain in Canada and make my home in, and ordinarily present in, Alberta.
- \_\_\_\_\_ I understand that providing inaccurate and/or false information may result in prosecution.

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Signature of Applicant

# Information for Completing your Application for Renewal/Replacement Driver's Licence for Alberta Residents Temporarily Outside of Alberta

This application is for Alberta residents who are applying to renew or replace their Alberta Driver'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 B - Questionnaire

- If requested, a copy of your interim licence will be sent to the email address identified in Part A. 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 driver's licence will be mailed to the current address on the Alberta Motor Vehicle System. Driver's licences will not be forwarded if you have mail forwarding.
  - Mailed to alternate Alberta address - your permanent driver's licence will be mailed to the address identified on the application. The address must be an Alberta address.
  - Pick up at a registry agent - your permanent driver's licence will be sent to the registry agent that completed the driver's licence service. You must identify an authorized individual to pick up the licence on your behalf.

## Part C - Support Documents and Additional Information

- Examples of acceptable Photo Identification include, but are not limited to, the following:
  - Passport
  - Armed Forces Identification Card
  - Nexus card
  - Citizenship, Immigration, Naturalization or Permanent Resident Card
  - Alberta Driver's Licence
  - Municipal, Provincial or Federal Police Force Identification Card
- Examples of acceptable Non-Photo Identification include, but are not limited to, the following:
  - Birth Certificate
  - Immigration Documents
  - Municipal, Territorial, Provincial, Federal Government Employee Card
  - Income tax receipts showing name and Alberta address
  - Current Canada Revenue Tax assessment notice showing name and Alberta address
  - Current property tax bill or receipt showing name and Alberta address
  - Current insurance policy documents (life, auto, residential, etc.) showing name and Alberta address
- If your identification has been lost or stolen, submit a copy of a police report showing that the loss or theft has been reported and provide detail of the circumstance in the Additional Information section.
- Examples of acceptable proof of Alberta residency documents include, but are not limited to, the following:
  - Electronic utility bills showing an Alberta address
  - Other non-utility statements or correspondence mailed to your Alberta address
- Additional supporting documents are required depending on your reason for being temporarily outside of Alberta
  - 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.
  - Military - a letter on letterhead from the military verifying the station and duration of posting is required. The letter must include the full printed name, position, phone number and signature of the authorized person signing the letter on behalf of the military.
  - Working outside Alberta - a letter on letterhead from the employer stating that the client is working temporarily outside of Alberta and the date of return. The letter must include the full printed name, position, phone number and signature of the authorized person signing the letter on behalf of the employer.
  - Student - a letter from the Registrar's office verifying student status.
- Medical Report
  - If you have any current or pre-existing medical conditions that may affect your ability to drive or are 75 years of age or older, you are required to submit an Alberta Medical Report with your application. Contact a registry agent for more information if you are unsure if you require an Alberta Medical Report to be submitted with your application.
    - Out of province medicals must be reviewed and approved by Alberta Transportation - Driver Fitness and Monitoring.
  - An Alberta Medical Report must be submitted when applying to renew a Professional Class driver's licence. A medical report is not required for a replacement licence.
  - If you cannot submit a medical with your application, you can choose to re-class your licence to a lower classification that does not require a medical (Class 3 or 5).
    - NOTE: 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.

## 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:  
For the fees for a 1-year driver's licence renewal or a 1-year licence replacement, please visit [alberta.ca](http://alberta.ca)