

The following is the process to obtain a **driver's abstract when you are now located out of province:**

- 1) Attached is a form "Notarized Request for Personal Driving and Motor Vehicle Information". You must check off 3, 5, or 10 year under Personal (SDA) or Commercial (CDA). ***This form does not need to be notarized***
- 2) Email or fax the completed form along with a copy of your valid government issued photo ID back to motorvehicles@newurbanregistry.com or 403-262-8695
- 3) Once the documents are accepted and approved, you will need to pay \$28.00 for the driver's abstract. You may pay via credit card, or you may mail a certified cheque or money order.
- 4) Once payment is completed, we will process the service
- 5) Once the service is processed, we will mail the driver's abstract back to you. **We will need to send the abstract through registered mail. This will be an additional cost of \$16.00 for Canada and \$35.00 for US**
 - **WE ARE NOT ABLE TO EMAIL OR FAX DRIVERS ABSTRACTS OR CONFIRMATION LETTERS**
- 6) Please note that a driver's abstract **DOES NOT** confirm the date you were **FIRST** licensed in Alberta. An abstract shows the most recent issue date of you Alberta license. If the individuals license has been invalid for 6+ months the drivers license number, issue date, expiry date, and class of license will not appear on the driver's abstract. If you require that information you must request a **Confirmation Letter**, which is an option on the same form, but may have other requirements. Please contact us via phone or email to discuss your options



Notarized Request for Personal Driving and Motor Vehicle Information

In accordance with s. 33(c) of the *Freedom of Information and Protection of Privacy Act*, the *Traffic Safety Act*, and the *Access to Motor Vehicle Information Regulation*, specific personal information is collected to determine the recipient's authority to request the information and to confirm the identity of the recipient and of the authorized employee of the recipient (if the recipient is an organization). The registry agent stores the documents for one year. The form is used to monitor and audit the release of information and to conduct investigations if the Registrar receives complaints about the release. Questions about the collection of this information can be directed to a Service Alberta Information Officer at 780-427-7013, toll free 310-0000 within Alberta. Alternatively, questions may be mailed to Box 3140, Edmonton, AB T5J 2G7, attention Data Access and Contract Management Unit (DACMU).

This form is for use by a person who is out of province and cannot be present in the office of a registry agent and who cannot be represented by a personally known individual, and requires the release of his/her personal driving and motor vehicle information.

NOTE: This application and the copies of the notarized documents you provide are valid only for one month from the date of notarization.

I, _____ of _____
Full Name Street Address
_____, _____, _____, _____, _____
City/Town/Village Province Country Postal Code Telephone Number (include area code)

solemnly declare that my operator's licence number is: _____, and my birth date is: _____
yyyy-mm-dd

I attach the notarized copy of my: (check **at least one** box)

- Alberta (or Canadian) Operator's Licence - Number _____
- Alberta Identification Card - Number _____
- Citizenship Card - Number _____
- Immigration Card - Number _____
- Naturalization Card - Number _____
- Permanent Resident Card - Number _____
- Passport - Number _____

In accordance with the *Access to Motor Vehicle Information Regulation (AMVIR)*, I request the release of my personal information by Alberta Registries for the following products:

(check **all** products required)

- Driver's abstracts: 3 Year, 5 Year, 10 Year Driver Abstract (SDA),
 3 Year, 5 Year, 10 Year Commercial Driver Abstract (CDA),
- Court Certificate
 - Search Product _____
 - Additional Search Product _____
 - Confirmation Letter - *specify*: _____

I am out of province and request the above information product be sent to me at the following address. I agree to be responsible for all the costs.

Street Address City/Town/Village Province Country Postal Code

I agree that Alberta Registries and/or the registry agent are not liable for any defect, error or omission in the information being provided and are not responsible for any privacy breach after the information product is released.

And I make this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at:

Date

Signature of Applicant

_____, _____
City/Town/Village Province / State
on _____
Date

Notary Public

