

## CHANGE VEHICLE ON LICENSE PLATE

The following is the process to **transfer a new vehicle onto an existing plate(registered under your name)** :

- 1) Attached is a form named “Authorized Alberta Registry Agent”; you must fill out this form according to your requested service
  - Alternatively, you can fill out the form at <https://formsmgmt.gov.ab.ca/Public/REG0169.xdp>
    - i. Please ensure that you include “Alberta Registry Agent” in the gives consent portion
- 2) Email the following documents to [motorvehicles@thelicensingco.com](mailto:motorvehicles@thelicensingco.com):
  - Completed Authorization form
    - i. **Must note on this form whether you would like the document mailed or prefer to pick it up**
  - Signed bill of sale or Lease agreement
  - New Vehicle Information sheet (NVIS)
    - i. Only applicable if vehicle has never been registered before
  - Valid photo ID for at least one owners/registrants
  - Valid insurance for the new vehicle
- 3) Once the documents are accepted and approved, you will receive an invoice once you review the invoice you will make payment via the link at the bottom of your invoice email → ([click here to review and pay this invoice](#))
- 4) Once payment is completed, we will process your service.
- 5) Once the service is processed, we will email a copy of your vehicle registration
- 6) Your new vehicle registration, and plate (if applicable) can either be mailed to you or picked up with valid photo ID.
- 7) We process online requests within 1 business day
- 8) We only process online requests Monday-Friday from 9am-5pm any requests sent outside of this time will be looked at the next day.