

## IN TRANSIT PERMIT (TEMPORARY REGISTRATION)

The following is the process to **change the address** on your registration:

- 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 giving consent to “Alberta Registry Agent”
    - i. **You must write “in-transit permit” in the blank lines in Part 3**
    - ii. **You must include the address of where the vehicle is leaving from and going to (point A to point B)**
  - Valid photo ID for at least one owners/registrants
  - Proof of ownership (bill of sale, lease, out of province registration)
  - Valid Alberta Insurance in the name(s) of the registrant(s)
    - i. **Provincial government insurance from British Columbia, Manitoba, or Saskatchewan is acceptable for in-transit permits that are being used to transport a vehicle between Alberta and another Canadian jurisdiction.**
- 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.