

# MODIFY 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
    - i. **Please indicate in “Modify registration” portion what you want to change the address to**
  - Valid photo ID for at least one owners/registrants
- 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.

# REGISTER A NEW OR USED VEHICLE (NEW LICENSE PLATES)

The following is the process to **register a vehicle for the first time**:

- 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**
  - Valid photo ID for all owners/registrants
  - Proof of ownership (bill of sale, lease agreement)
  - NVIS
    - i. Only applicable for brand new vehicles
  - Valid Alberta Insurance in the name(s) of the registrant(s)
- 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-5am any requests sent outside of this time will be looked at the next day.

## RENEW VEHICLE REGISTRATION

The following is the process to **renew your vehicle 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
    - i. **Must note on this form whether you would like the document mailed or prefer to pick it up**
    - ii. **Must note if you would like to renew for 1 year or 2**
  - Valid photo ID for all owners/registrants
  - Valid Alberta Insurance in the name(s) of the registrant(s)
- 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-5am any requests sent outside of this time will be looked at the next day.