

The following is the process to obtain an **out of province operator confirmation letter**:

1) Attached is a form named "Notarized Request for Personal Driving and Motor Vehicle Information". You must check off "Confirmation Letter specify "and explain what type of letter you need. Ex: Driver information confirmation letter, issue dates of Alberta licenses etc.... **\*This form does not need to be notarized\***

2) You must include an email with an explanation for why you are requesting the letter

3) Email the following documents to [motorvehicles@thelicensingco.com](mailto:motorvehicles@thelicensingco.com) :

- The completed Request for Personal Driving and Motor Vehicle Information including checking off "10 Year Driver's Abstract (SDA) as this is a pre-requisite for requesting the letter
- A copy of your valid government issued photo ID
- Email or written explanation for why you are requesting the confirmation letter

4) 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

5) Once payment is completed, we will process the service. **The letter will take approximately 4-6 weeks to receive from the Data Access Unit**

- Please note that Alberta can only confirm your Alberta history. If you held a license in another jurisdiction, this history will not be confirmed. You will need to contact that jurisdiction to obtain confirmation

6) Once the service is processed, **we will send the abstract and confirmation letter through registered mail. There is no option for emailing or faxing the documents, they are required to be mailed. This will be an additional cost of \$16.00 for Canada and \$35.00 for US.**

The following is the process to obtain a **vehicle confirmation letter when you are outside the province**:

1) A registry agent will send you an email with an attachment named "Notarized Request for Personal Driving and Motor Vehicle Information". **\*\*This form does not need to be notarized\*\*** You must check off "Confirmation Letter specify "and explain what type of letter you need. Ex: confirmation of vehicle registration for: specify VIN

2) You must include an email with an explanation for why you are requesting the letter

3) Email the following documents to [motorvehicles@thelicensingco.com](mailto:motorvehicles@thelicensingco.com) :

- The completed Request for Personal Driving and Motor Vehicle Information
- A copy of your valid government issued photo ID
- Email or written explanation for why you are requesting the confirmation letter

4) Once the documents are accepted and approved, we will send you an email with an invoice for you to review. You will pay the invoice by going into the Option Pay

5) Once payment is completed, we will process the service

6) Once the service is processed, **we will send the confirmation letter through registered mail. This will be an additional cost of \$16.00 for Canada and \$35.00 for US**

7) The **original** document will be mailed to the address specified on the application form.

- **WE ARE NOT ABLE TO EMAIL OR FAX DRIVERS ABSTRACTS OR CONFIRMATION LETTERS**