



Are You Coming From Out of Province?

Here are some helpful steps you can follow to make the transition a bit easier.

Steps For Your Out Of Province Vehicle

Purchase An Out Of Province Inspection Form

Purchase an inspection request form from an Alberta Registry. You will need to provide us with a vehicle identification number (VIN) to pull the vehicle information up from the province it is coming from. You will also require proof of ownership and identification to order the form.

Obtain Alberta Insurance

Call around for your Alberta Insurance. You may find that insurance prices vary.

Get An Out Of Province Inspection Done

Take your vehicle to a certified mechanic who will be able to service your vehicle. Check with them that they are certified to perform the out of province inspections. Once your vehicle has passed the inspection they will give you a green inspection form that will be **valid for two weeks** from the date of inspection. Please be sure that you have the vehicle registered within the fourteen day period. Failure to do so will require you to get another inspection completed. ANY changes/corrections made on the form will require a NEW form from the mechanic.

Obtain Plates And Registration

Once you have completed all of these steps you can get your plates and registration. You will need to produce your Alberta insurance, the green inspection form, and your ownership documents. If the bill of sale or previous registration is in two names then we will need both members present or an authorization letter indicating how they want the vehicle registered. For example, if the previous registration is from Saskatchewan and is registered in Jane and John Doe and Jane is not present then a letter of authorization must be presented from Jane authorizing you to register the vehicle on her behalf.

Steps For Your Out Of Province Driver's Licence

To switch your out of province drivers licence to an Alberta drivers licence you will require your out of province licence, an addition piece of ID and proof of Alberta residency.

Out of Province Licence – You will need to turn in your licence to obtain an Alberta licence. If you have lost your licence then you will need to produce an "Operator Confirmation Letter" or a driver's abstract from the home jurisdiction to use in place of the lost licence.

Additional ID – i.e.: Credit card, Bank card with your name on front, SIN card, passport etc.

Proof of Residency – Some examples of original support Alberta residency documents are:

- Utility, telephone, gas or cable TV bill in client's name.
- Current bank and/or credit card statements.
- Mortgage documents or residential lease (from a major property manager) containing a client's physical address.
- Income tax return.
- Written confirmation of employment (including contact name and telephone number).
- Written confirmation from an educational institution in Alberta indicating dependents are attending school.
- Alberta Social benefits documents.
- Land Title documents.