

PLEASE **VERY CAREFULLY** FOLLOW
THE INSTRUCTIONS APPLICABLE TO YOUR SITUATION.
FAILURE TO FOLLOW INSTRUCTIONS EXPLICITLY **WILL DEFINITELY RESULT IN DELAYS**

SITUATION 1 (IN PERSON)

IF SOMEONE OTHER THAN YOURSELF IS ABLE
TO BE PRESENT IN THE OFFICE ON YOUR BEHALF.

SITUATION 2 (VIA MAIL)

IF NO ONE CAN BE PRESENT
AT THE OFFICE.

SITUATION 1 (IN PERSON)

ABSTRACT REQUESTS ONLY

- 1) PERSON WANTING ABSTRACT MUST COMPLETE THE “**DRIVER ABSTRACT CONSENT**” FORM FOR THE AUTHORIZED PERSON TO BRING TO THE OFFICE. (DOWNLOAD SEPARATELY)
- 2) AUTHORIZED PERSON MUST COMPLETE THE “**DRIVERS ABSTRACT STATEMENT OF INTENT**” FORM. (DOWNLOAD SEPARATELY)
- 3) AUTHORIZED PERSON MUST PRESENT ACCEPTABLE IDENTIFICATION SUCH AS:
 - A) DRIVER LICENCE OR ID CARD
 - B) CITIZENSHIP CARD OR PERMANENT RESIDENCY CARD
 - C) PASSPORT
 - D) CANADIAN ARMED FORCES ID CARD

SITUATION 2 (VIA MAIL)

ABSTRACTS OR OTHER SEARCH PRODUCTS

THIS SITUATION REQUIRES THE PERSON NEEDING THE ABSTRACT OR OTHER SEARCH PRODUCT TO PROVIDE THE FOLLOWING (**VIA A TRACEABLE DELIVERY METHOD - IE: EXPRESS POST, FEDEX ETC.**) TO OUR OFFICE:

- 1) A COMPLETED “**NOTARIZED REQUEST FOR PERSONAL DRIVING AND MOTOR VEHICLE INFORMATION**” FORM. (DOWNLOAD SEPARATELY) **- NOTE:** NOTARY SEAL REQUIRED ON FORM.
- 2) A **NOTARIZED** COPY OF AN ACCEPTABLE FORM OF ID. (SEE FORM FOR ACCEPTABLE CHOICES) **- NOTE:** NOTARY SEAL REQUIRED ON FORM.
- 3) **CERTIFIED FUNDS** (MONEY ORDER OR CERTIFIED CHEQUE) TO COVER THE FEES FOR THE REQUESTED SERVICE. (SEE WEB SITE FOR CURRENT PRICES) (WWW.YOURWESTEND.COM)
- 4) A SELF ADDRESSED **EXPRESS POST** ENVELOPE (**CAN BE PURCHASED AT A POST OFFICE**) IF WITHIN CANADA) **OR** CREDIT CARD INFORMATION (COMPLETED ON THE REQUEST FORM) FOR RETURN BY FEDEX. (**BE SURE TO SELECT THE RETURN METHOD ON FORM**)