REGISTER A NEW OR USED VEHICLE (new licence plate)

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

1) Attached is a form named "Authorization 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 to portion
2) Email the following documents to motorvehicles@newurbanregistry.com:
    - Completed Authorization form
        i. Must note on this form whether you would like the document mailed or to pick it up
    - Valid photo ID for all owners/registrants
    - Proof of ownership (bill of sale, lease agreement)
    - NVIS
        i. Only applicable for 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 email a copy of your vehicle registration and validation sticker (if applicable) **encrypted email.**
6) Your new vehicle registration, sticker, and plate (if applicable) can either be picked up with valid photo ID, or be mailed to you
7) We process online requests within 1 business day
8) We only process online requests Monday through Friday from 10am to 4 pm, any requests sent outside this time will be looked at the next day.

REGISTER AN OUT OF PROVINCE VEHICLE (new plate)

The following is the process to **register an out of province/country vehicle for the first time**:

1) Attached is a form named "Authorization Alberta Registry Agent", you must fill out this form according to your requested service
2) Email the following documents to motorvehicles@newurbanregistry.com:
    - Completed Authorization form
        i. **Must note on this form in the blank lines in the center whether you would like the document mailed or to pick it up**
    - Valid photo ID for all owners/registrants
    - Proof of ownership (out of province registration, bill of sale, lease agreement)
    - Valid out of province inspection, if applicable
    - Valid Vehicle 1 Import Form displaying 2 stamps from Canada Border Services Agency **(only for out of country 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 email a copy of your vehicle registration and validation sticker (if applicable) **encrypted email.**
6) Your new vehicle registration, sticker, and plate (if applicable) can either be picked up with valid photo ID, or be mailed to you
7) We process online requests within 1 business day
8) We only process online requests Monday through Friday from 10am to 4 pm, any requests sent outside 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 "Authorization 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 to portion
2) Email in the following documents to motorvehicles@newurbanregistry.com:
    - Completed Authorization form
        i. Must note on this form whether you would like the document mailed to the address on file or to pick it up
        ii. Must note if you would like to renew for 1 year or 2 years
    - 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 mail email a copy of your vehicle registration and validation sticker to you via **encrypted email.**
6) Your new vehicle registration can either be picked up with valid photo ID, or be mailed to you
7) We process online requests within 1 business day
8) We only process online requests Monday through Friday from 10am to 4 pm, any requests sent outside this time will be looked at the next day.

Alternatively, you can renew online at https://reminders.e-registry.ca/vehicleRenewalDirect/create?p=P256

GET A REPLACEMENT REGISTRATION

The following is the process to **replace a lost, stolen, or damaged registration**:

1) Attached is a form named "Authorization 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 to portion
2) Email the following documents to motorvehicles@newurbanregistry.com:
    - Completed Authorization form
        i. Must note on this form whether you would like the document mailed or to pick it up
        ii. Only one signature is required for joint registrations
    - Valid photo ID for at least one registrant
3) Once the documents are accepted and approved, we will send you an invoice for payment in a separate email.
4) Once payment is completed, we will process your service.
5) Once the service is processed, we email a copy of your vehicle registration and validation sticker (if applicable) **encrypted email.**
6) Your new vehicle registration and/or validation tab can either be picked up with valid photo ID, or be mailed to you
7) We process online requests within 1 business day
8) We only process online requests Monday through Friday from 10am to 4 pm, any requests sent outside this time will be looked at the next day.

CHANGE LICENCE PLATE

The following is the process to **replace a lost, stolen, or damaged plate**:

1) Attached is a form named "Authorization Alberta Registry Agent", you must fill out this form according to your requested service and "Registration Cancellation or License Plate/Cab Card"
    - 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 to portion
2) Email the following documents to motorvehicles@newurbanregistry.com:
    - Completed Authorization Form
        i. Must note on this form whether you would like the document mailed or to pick it up
    - Completed Registration Cancellation or License Plate/Cab Card
    - Valid photo ID for all 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 email a copy of your vehicle registration and validation sticker (if applicable) **encrypted email.**
6) Your new vehicle registration, sticker, and plate can either be picked up with valid photo ID, or be mailed to you
7) We process online requests within 1 business day
8) We only process online requests Monday through Friday from 10am to 4 pm, any requests sent outside this time will be looked at the next day.

CHANGE VEHICLE ON LICENCE PLATE

The following is the process to **transfer a new vehicle onto an existing plate (registered under your name)**:

1) Attached is a form named "Authorization 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 to portion
2) Email the following documents to motorvehicles@newurbanregistry.com:
    - Completed Authorization form
        i. Must note on this form whether you would like the document mailed or to pick it up
    - Signed Bill of Sale or Lease agreement
    - New Vehicle Information Sheet (NVIS)
        i. Only applicable if vehicle has never been registered before
    - Valid photo ID for all owners/registrants
    - Valid insurance for the new vehicle
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 email a copy of your vehicle registration **encrypted email.**
6) Your new vehicle registration can either be picked up with valid photo ID, or be mailed to you.
7) We process online requests within 1 business day
8) We only process online requests Monday through Friday from 10am to 4 pm, any requests sent outside this time will be looked at the next day.

MODIFY REGISTRATION

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

1) Attached is a form named "Authorization 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 to portion
2) Email in the following documents to motorvehicles@newurbanregistry.com:
    - Completed Authorization form
        i. Please indicate in "Modify Registration" portion what you would like to change the address to
    - Valid photo ID for all 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 mail email a copy of your vehicle registration and validation sticker to you via **encrypted email.**
6) Your new vehicle registration can either be picked up with valid photo ID, or be mailed to you
7) We process online requests within 1 business day
8) We only process online requests Monday through Friday from 10am to 4 pm, any requests sent outside this time will be looked at the next day.

IN TRANSIT PERMIT (Temporary Registration)

The following is the process to **apply for an In-Transit Permit (temporary registration)**:

1) Attached is "Authorization Alberta Registry Agent" form
    - 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 to portion
2) Email the following documents to motorvehicles@newurbanregistry.com:
    - Completed Authorization for Vehicle Services 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 and point B)
    - Valid photo ID for all owners/registrants
    - Proof of ownership (out of province registration, bill of sale, lease agreement)
    - Valid Alberta Insurance in the name(s) of the registrant(s)
3) Once the documents are accepted and approved, you will make the payment for the service 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 email a copy of your in-transit permit via **encrypted email.**
6) We will keep the original document in office for 30 days for pick up unless you request that the document be mailed to you – mailing fees may apply
7) We process online requests within 1 business day
8) We only process online requests Monday through Friday from 10am to 4 pm, any requests sent outside this time will be looked at the next day.

Alberta Government

Authorization for Vehicle Services

Affix Document Label Here

This information is being collected for the purposes of motor vehicle records in accordance with the *Traffic Safety Act*. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7 780-427-7013.

This form is not a replacement for proof of ownership

* **NOTE:** If more names/signatures are required, please use the back of form.

PART 1 - OWNER/LESSEE INFORMATION

I/We, _____ , _____
Print Name of Owner/Lessee/Registrant — Driver's Licence Number or MVID for Organization

and _____ , _____
Print Name of Owner/Lessee/Registrant — Driver's Licence Number or MVID for Organization

give consent to Alberta Registry Agent , _____
Print Name of Authorized Person or Organization — Driver's Licence Number or MVID for Organization

to act on my behalf to process the following transaction for the vehicle/plate indicated in Part 2 and/or 3.

PART 2 - VEHICLE INFORMATION

Licence Plate Number (if applicable)	Make	Model	Year

Vehicle Identification Number (VIN)

PART 3 - SERVICE TYPE REQUEST

- ☐ New Plate (First Time Registration)
- ☐ Renew Registration
- ☐ Plate Transfer
- ☐ Plate Exchange
- ☐ Duplicate Registration
- ☐ Tab Replacement
- ☐ Cancel Plate/Registration
- ☐ Parking Placard (Application/ exchange/renew/cancel)
- ☐ Personalized/Specialty Plate Order/Reorder

☐ Transfer Personalized Plate from MVID _____ to MVID _____

☐ Modify registration (provide details below)

_____

_____

_____

PART 4 - REGISTRATION PARTICULARS

☐ Register vehicle in my/our name(s) **exactly** as shown on proof of ownership **OR** ☐ Register the vehicle in the name(s) as shown below:

Print Individual/Organization Name	Driver's Licence Number or MVID for Organization	Print Individual/Organization Name	Driver's Licence Number or MVID for Organization
Print Individual/Organization Name	Driver's Licence Number or MVID for Organization	Print Individual/Organization Name	Driver's Licence Number or MVID for Organization

PART 5 - SIGNATURES

Signatures of **ALL** applicable owners/lessees/registrants are required.

Date *(yyyy-mm-dd)*	Signature of Owner/Lessee/Registrant	Date *(yyyy-mm-dd)*	Signature of Joint Owner/Lessee/Registrant
Date *(yyyy-mm-dd)*	Signature of Owner/Lessee/Registrant	Date *(yyyy-mm-dd)*	Signature of Joint Owner/Lessee/Registrant

New or used vehicles coming from another province or from another country may require further documentation and/or inspections. Consult with any Alberta registry agent for more details.

I would like my registration/plate:

Mailed to the address on file ☐ Regular Post ☐ Trackable ($16.00) ☐

Mailed to an alternative address ☐ Regular Post ☐ Trackable ($16.00) ☐

Mailing Address:

_____

Held for pick up – I will pick up my documents ☐

Held for pick up – Someone else will pick up my documents: ☐ Name of Individual

I would like to renew my registration for: 1 Year ☐ 2 Years ☐

I understand that New Urban Registry is not liable for mailed documents. If document(s) sent via regular post are not received, I acknowledge that I will be required to pay for replacement documents.

Signature _____