

## Code F Application (Out of province for work, school, vacation and when medically homebound)

### RENEW OR REPLACE DRIVERS LICENSE OR ID WHILE OUT OF PROVINCE

The following is the process to **renew or replace** your driver's license or ID card remotely while you are outside of Alberta or medically homebound:

- 1) Attached is a form named "Remote Driver's License/ID Card Application" or you may click this link <https://formsmgmt.gov.ab.ca/Public/REG11197.xdp>
- 2) Email the following documents to [motorvehicles@newurbanregistry.com](mailto:motorvehicles@newurbanregistry.com)
  - The completed Remote Driver's License/ID Card Application form (signed, and initialed) **INITIALS IN PART D, NOT CHECKMARKS OR X'S**
  - Proof of your Alberta address dated within the last 90 days
  - A copy of your valid government issued photo ID – If you do not have valid photo ID you must send another piece of government ID (Alberta Health Care, Passport etc...)
  - A letter from a general practitioner, nurse practitioner, or care facility stating that if **medically homebound or in long-term care**
  - A completed Medical Examination for Motor Vehicle Operators form **if renewing a commercial driver's license**
- 3) Once the documents are accepted and approved, you would 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. **Your license may only be renewed for a 1 year term \*. Your ID card may be renewed for the full term.**
  - **\*Medically homebound clients may renew licenses for the full term**
- 5) Once the service is processed we mail email the temporary license or ID card to you via **encrypted email**.
- 6) Your new permanent license or ID card will be mailed by the Alberta government to your address in 1-2 weeks. This license or ID card will contain a code "F" and will need to be removed the next time an operator service is completed. When you come into the office for your next service and to remove the code F you will need the following documents:
  - Your legal entitlement to be in Canada (Canadian birth certificate, Canadian passport, Canadian citizenship, or immigration documents)
  - Your valid photo ID (license)
  - Proof of your Alberta address dated within the last 90 days

Protected B (when completed)

In accordance with the *Traffic Safety Act (TSA)* and the Operator Licensing and Vehicle Control Regulation, when making an application for a motor vehicle service, the Registrar of Motor Vehicle Services will collect specific personal information to confirm the identity and eligibility of an individual for motor vehicle services and for motor vehicle records held by Motor Vehicles in the administration of the TSA. Information and numbers from personal documents recorded on this form are not copied to any other Motor Vehicle database and serve as a source of information should a future investigation into your service be required, (i.e. identity theft). Questions about the collection of your personal information can be directed to Alberta Registries, Box 3140, Edmonton AB T5J 2G7 or 780-427-7013, toll free 310-0000 within Alberta.

## Part A - Applicant Information

|                      |                      |                      |                      |                       |   |                                 |  |
|----------------------|----------------------|----------------------|----------------------|-----------------------|---|---------------------------------|--|
| Applicant Last Name  |                      | Applicant First Name |                      | Applicant Middle Name |   | Driver's Licence Number or MVID |  |
| <input type="text"/> |                      | <input type="text"/> |                      | <input type="text"/>  |   | <input type="text"/>            |  |
| Date of Birth:       | Year                 | Month                | Day                  | Contact Phone Number  | Email Address (if you would like a copy of the interim license/ID receipt sent) |                                 |  |
|                      | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>  | <input type="text"/>  |                                 |  |

## Part B - Service Type and Mailing Information

Your previous driver's license or ID card is (select one):  Expired  Lost or Stolen

Do you have any current or pre-existing medical conditions or disability that may interfere with the safe operation of a motor vehicle?  No  Yes

Delivery Method (select one): **Note: driver's licences/ID cards will not be sent via mail forwarding**

- Mail to address on file  
 Send to registry agent for pickup by authorized individual

|                               |                      |
|-------------------------------|----------------------|
| Name of Authorized Individual | Telephone Number     |
| <input type="text"/>          | <input type="text"/> |

- Mail to alternative Alberta address

|                             |                      |          |                      |
|-----------------------------|----------------------|----------|----------------------|
| Alternative Alberta Address | City or Town         | Province | Postal Code          |
| <input type="text"/>        | <input type="text"/> | Alberta  | <input type="text"/> |

## Part C - Additional Information and Supporting Documents - See [alberta.ca](http://alberta.ca) for more information

In the space below, please provide a detailed explanation of why you are unable to attend a registry agent in person

I have attached a copy of my:  Valid Photo Identification  Valid Non-Photo Identification  Proof of Alberta Residency  
 Medical Report (if applicable)  Letter from Physician or Care Facility (if applicable)

For individuals outside of Alberta: Date you left Alberta: \_\_\_\_\_ Date of return to Alberta: \_\_\_\_\_  
 yyyy-mm-dd yyyy-mm-dd

## Part D - Declaration

### For all applicants

I declare that (applicant to initial each line):

- \_\_\_\_\_ I understand that I must provide proof of Alberta residency and Canadian legal presence at the time of my next driver's licence or ID card service.  
 \_\_\_\_\_ The information on any documents provided in support of this application are true, correct and authentic.  
 \_\_\_\_\_ I am lawfully entitled to be or to remain in Canada and make my home in, and ordinarily present in, Alberta.  
 \_\_\_\_\_ I understand that providing inaccurate and/or false information may result in prosecution.

### For driver's licence applicants only

I further declare that (applicant to initial each line)

- \_\_\_\_\_ I am not prohibited or suspended from driving/operating a motor vehicle in any jurisdiction.  
 \_\_\_\_\_ I acknowledge that it is an offence to have more than one subsisting operator's/driver's licence and I have disclosed any other subsisting operator's/driver's licence or government issued identification cards I currently hold.  
 \_\_\_\_\_ I have disclosed any current or pre-existing medical conditions or disability that may interfere with the safe operation of a motor vehicle.

\_\_\_\_\_ Date yyyy-mm-dd \_\_\_\_\_ Signature