

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

- 1) Attached is a form named "Request for Personal Driving and Motor Vehicle Information". You must check off "Confirmation Letter *specify*" and explain what type of letter you need. Ex: Issue dates of Alberta licenses
- 2) You must include an email with an explanation for **why** you are requesting the letter
- 3) Email the following documents to motorvehicles@newurbanregistry.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, 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
- 6) Once the service is processed, **we will email the document back to you via encrypted email**

The following is the process to obtain a **vehicle confirmation letter**:

- 1) A registry agent will send you an email with an attachment named "Request for Personal Driving and Motor Vehicle Information". 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@newurbanregistry.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 clicking → ([Click here to review and pay this invoice](#))
- 5) Once payment is completed we will process the service
- 6) Once the service is processed we email the letter to you via **encrypted email**. **If you are out of province we cannot send via encrypted email. We will need to send the abstract 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 ***unless requested to be picked up from the Registry office***. **If your address is an OUT OF PROVINCE Address you are not eligible for the email option, the document must be mailed to you via registered mail or courier.**



Request for Personal Driving and Motor Vehicle Information

In accordance with s.33(c) of the *Freedom of Information and Protection of Privacy Act*, the *Traffic Safety Act*, and the *Access to Motor Vehicle Information Regulation*, specific personal information is collected to determine the recipient's authority to request the information and to confirm the identity of the recipient and of the authorized employee of the recipient (if the recipient is an organization). The registry agent stores the documents for one year. The form is used to monitor and audit the release of information and to conduct investigations if the Registrar receives complaints about the release. Questions about the collection of this information can be directed to a Service Alberta Information Officer at 780-427-7013, toll free 310-0000 within Alberta. Alternatively, questions may be mailed to Box 3140, Edmonton, AB T5J 2G7, attention Data Access and Contract Management Unit (DACMU).

This form is for use by a person who is present in the office of a registry agent and is requesting the release of his/her personal driving and/or motor vehicle information pursuant to section 5(1)(a) or 2(1)(p) of the Access to Motor Vehicle Information Regulation (AMVIR).

I, _____ of _____
Full Name Street Address

City/Town/Village Province Postal Code Telephone Number (include area code)

declare that my operator's licence number is: _____, and my birth date is: _____
yyyy-mm-dd

In accordance with the *Access to Motor Vehicle Information Regulation* (AMVIR), I request the release of my personal information by Alberta Registries for the following products:

(check **all** products required)

Driver's abstracts: ☐ 3 Year, ☐ 5 Year, ☐ 10 Year Driver Abstract (SDA),
☐ 3 Year, ☐ 5 Year, ☐ 10 Year Commercial Driver Abstract (CDA),

☐ Court Certificate

☐ Search Product _____

☐ Additional Search Product _____

☒ Confirmation Letter - specify: Driver History Report

I agree that, Alberta Registries and/or the registry agent are not liable for any defect, error or omission in the information being provided and are not responsible for any privacy breach after the information product is released.

Date Signature of Applicant

Declaration for Faxing - only complete if applicable.

I request that my personal driving and motor vehicle information released pursuant to section 5(1)(a) or 2(1)(p) of the *Access to Motor Vehicle Information Regulation* (AMVIR) be faxed to _____

I agree that, Alberta Registries and/or the registry agent are not liable for any privacy breach after the information product is faxed to the above number.

Date Signature of Applicant