

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

- 1) Attached is a form named “Notarized Request for Personal Driving and Motor Vehicle Information”. You must check off “Confirmation Letter *specify*” and explain what type of letter you need. Ex: Driver information confirmation letter, issue dates of Alberta licenses etc... ***This form does not need to be notarized***
- 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 including checking off “10 Year Driver’s Abstract (SDA) as this is a pre-requisite for requesting the letter
 - 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. **The letter will take approximately 4-6 weeks to receive from the Data Access Unit**
 - **Please note that Alberta can only confirm your Alberta history. If you held a licence in another jurisdiction, this history will not be confirmed. You will need to contact that jurisdiction to obtain confirmation**
- 6) Once the service is processed, **we will send the abstract and confirmation letter through registered mail. There is no option for emailing or faxing the documents, they are required to be mailed.** This will be an additional cost of \$16.00 for Canada and \$35.00 for US.

The following is the process to obtain a **vehicle confirmation letter when you are outside the province:**

- 1) A registry agent will send you an email with an attachment named "Notarized Request for Personal Driving and Motor Vehicle Information". ****This form does not need to be notarized****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 **will send the confirmation letter 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.
 - **WE ARE NOT ABLE TO EMAIL OR FAX DRIVERS ABSTRACTS OR CONFIRMATION LETTERS**



Notarized 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 out of province and cannot be present in the office of a registry agent and who cannot be represented by a personally known individual, and requires the release of his/her personal driving and motor vehicle information.

NOTE: This application and the copies of the notarized documents you provide are valid only for one month from the date of notarization.

I, _____ of _____
Full Name Street Address

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

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

I attach the notarized copy of my: (check **at least one** box)

- Alberta (or Canadian) Operator's Licence - Number _____
- Alberta Identification Card - Number _____
- Citizenship Card - Number _____
- Immigration Card - Number _____
- Naturalization Card - Number _____
- Permanent Resident Card - Number _____
- Passport - Number _____

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 am out of province and request the above information product be sent to me at the following address. I agree to be responsible for all the costs.

Street Address City/Town/Village Province Country Postal Code

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.

And I make this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at:

Date

Signature of Applicant

_____, _____
City/Town/Village Province / State
on _____
Date

Notary Public

