

Country Hills Plates

Hours of Operation

Mon-Fri: 9am to 7pm

Sat: 9am to 4pm

Fax number 403-235-2522

Out of Province Vehicle Information

1. Obtain a request for inspection from a Registry Office - \$ 9.45
You need your **proof of ownership AND ID** for this service
2. Make an appointment at a Mechanic Shop for an
“OUT OF PROVINCE INSPECTION”
 - A. The cost for this inspection will vary shop to shop
 - B. Once your inspection is completed you need the following to obtain licence plates
within 14 days:
3. Plates

a. Proof of ownership (Bill of Sale or Previous Registration)

All owners listed on bill of sale or current registrants **MUST be present at time of registration, or have available a letter of authorization*

AND

b. Proof of Alberta insurance (fax or photocopy is acceptable)

Insurance is privatized and is required **PRIOR to obtaining licence plates.*

AND

c. Valid drivers licence/piece of government issued ID

AND

*d. **ORIGINAL** green oop-inspection form **within 14 days***

If your Car is being imported from Outside of Canada

you will ALSO need to produce your customs Form 1 after your Federal Inspection has been completed

please visit www.RIV.ca for additional requirements

i.e.: Federal Inspection, recall notices

Only Brand new vehicles with an original NVIS are exempt from inspection

Out of Province Drivers Licence Exchange \$71.80 / 5yr (inc GST)

You will need the following to **exchange** your out of province drivers licence:

1. Surrender *your current valid out of province drivers licence*

AND

2. One additional Piece of government issued ID to supplement your legal last name and/or Date of birth.

- * *Canadian Birth Certificate*
- * *Passport and immigration documents and/or PR card*
- * *Canadian citizenship*
- * *Status card*
- * *Firearms card*
- * *Metis Status Card*

AND

3. Proof of Alberta Residency - WITH NAME AND ADDRESS OF APPLICANT (Dated within 90 days) i.e.:

- * *Pay stub*
- * *Utility bill*
- * *Gas bill*
- * *Letter of Employment on company letterhead based in Alberta*
- * *Government Mail*

Cell phone bills, receipts, cheques and stamped bank documents are NOT acceptable

***When a client has lost their driver's licence: **OR** licence has been expired for more than three months;
an official written LETTER OF CLEARANCE/LETTER OF CONFIRMATION confirming licence details and that you are able to be RELICENCED IN ANOTHER PROVINCE (not dated more than 90 days) from the other jurisdiction's licensing authority, is required, this MAY be accepted in place of the lost driver's licence.

AND

Two pieces of government ID bearing your birth date and name

ADDITIONALLY

IF YOU HAVE A PROFESSIONAL CLASS LICENCE (CLASS 1, 2, 4):

OR

**** IF YOU HAVE A MEDICAL CONDITION THAT CAN AFFECT YOUR DRIVING***

(i.e. Diabetes, stroke, heart condition, hyper thyroid etc. this list is NOT all inclusive)
You will need to provide a completed medical from an Alberta Physician prior to exchange