

Requirements for Out of Province Driving and Motor Vehicle Information Request

Clients who are requesting their **OWN** personal driving information and who are out of the province must submit the following:

1. **An original Notarized Request for Personal Driving and Motor Vehicle Information** (Form REG 3392), completed and sealed by a **Notary Public** (note: when a client is requesting their own information, but the search report would also include the information of a joint member(s), the client requesting the information **must** have the written consent of all joint members)

2. **A photocopy of your original ID**, completed and sealed by a Notary Public

- One piece must contain your photo, legal name and date of birth (e.g. Alberta driver's licence, or other provincial driver's licence, or passport, etc.)

*** All notarized documents must be submitted and received by our office within 30 days from the date of notarization.**

We do not accept documents signed by a Commissioner For Oaths*

3. **Your contact information** (email address and contact phone number)

4. **Payment** for the information requested (choose **ONE** of the following) in the form of money order, bank draft, or certified cheque payable to Millwoods Registry Services Ltd.

a) 3, 5, or 10 year Driver Abstract (specify Standard or Commercial) - **\$36.00**

b) Current status (within the last 2 years) search report - **\$42.00**

c) Historical status (2 years or older) confirmation letter - **\$59.70.**

***For any confirmation letter request, you must state the reason for your request and specify how this information is being used.**

All requests are subject to approval from Service Alberta*

5. **A return envelope which MUST:**

- be pre-addressed

- be a pre-paid registered mail or courier envelope. **Please do not send a regular envelope with postage stamps as all documents must be returned back to you via registered mail.**

*Alternatively, we can arrange postage for you. Please send your mailing address plus an additional \$25.00 (within Canada) or \$40.00 (to the USA) for registered mail and handling fee. For international shipping addresses, please contact us for a shipping fee estimate.

The above documents must be sent to our office by mail, registered mail, or courier within 30 days from the date of Notarization. FAXED COPIES ARE NOT ACCEPTABLE.

Millwoods Registry Services Ltd.

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Email: info@millwoodsregistry.com