

## 2016 LICENSING PROCEDURES

CAF presents an updated look at licensing procedures in each province and territory of Canada.

- Each province and territory of Canada have different guidelines to attain licensing. CAF's reference guide helps fleets across the country understand the ins and outs of licensing their vehicles.
- The information provided in this reference has been compiled over a few years, and is checked for accuracy annually.
- It is meant as a quick reference guide, and does not negate the need to contact a licensing authority for up-to-date information.
- Please contact the authority in your area to receive the most recent information.

	New Vehicle Documentation	Transfer Into Province
<p><b>Alberta</b> Service Alberta and Registries Motor Vehicles John E. Brownlee Building Third Floor 10365 - 97 St., Edmonton, Alta., T5J 3W7 Tel: (780) 427-7013 E-mail: mv@gov.ab.ca www.servicealberta.ca</p>	<ul style="list-style-type: none"> <li>• Within 90 days from the date of purchase or lease, and less than 5,000 km or 3,107 miles.</li> <li>• A VIN Inspection Certificate including the odometer reading completed by the Registry Agent at the time of registration request (vehicle must be present).</li> <li>• Insurance from an insurance company licenced to sell insurance in Alberta or under a PAU agreement with the Superintendent of Insurance.</li> <li>• Client identification (one photo, plus two additional pieces).</li> <li>• Proof of Ownership (Bill of Sale or Lease Agreement)</li> </ul>	<ul style="list-style-type: none"> <li>• The Government of Alberta may accept Government inspection issued in other Canadian jurisdictions (within 90 days from the date of inspection) if the vehicle was registered in the issuing jurisdiction at the time of inspection. Ontario vehicle inspections may not be more than 36 days old.</li> <li>• A completed VIN Inspection Certificate including the odometer reading (Vehicle must be present). Alberta Transportation will review the out of province vehicle inspection and approve or deny it's acceptance. If denied an out of province vehicle inspection completed by a licenced facility in Alberta will be required before registration.</li> <li>• Client identification (one photo, plus two additional pieces)</li> <li>• Insurance from an insurance company licenced to sell insurance in Alberta or under a PAU agreement with the Superintendent of Insurance.</li> <li>• Proof of Ownership (Bill of sale or Lease Agreement).</li> </ul>
<p><b>British Columbia</b> Insurance Corporation of British Columbia 151 West Esplanade, North Vancouver, B.C., V7M 3H9 Tel: B.C. Lower Mainland: (604) 661-2800 Elsewhere in B.C., Canada and the U.S.: 1-(800)-663-3051 www.icbc.com/vehicle-registration</p>	<ul style="list-style-type: none"> <li>• BC Transfer/Tax Form (APV9T).</li> <li>• Completed NVIS or Certificate of Origin.</li> <li>• Dealer Invoice/Bill of Sale.</li> <li>• Companies including lessors and lessees must be registered with the BC Registrar of Companies.</li> <li>• Owner or lessee's ICBC fleet identification number.</li> <li>• Compulsory Basic ICBC Insurance.</li> <li>• Lease Agreement (if leased)</li> <li>• Lessee/Driver may register vehicle, if they have a letter of authorization signed by the lessor that describes the vehicle and authorizes the lessee to sign on their behalf or if there is a Blanket Letter of Authorization for the leasing company on file with ICBC</li> <li>• Dealers, leasing companies and other registrants must provide their PST registrant number or dealer number at registration for tax purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• Original current registration or title, if vehicle from a titling jurisdiction.</li> <li>• Form 1 and CBSA Casual Goods Accounting Document (US and foreign imports only).</li> <li>• BC Transfer/Tax Form (APV9T).</li> <li>• Letter of Authorization from lessor that describes vehicle and authorizes lessee to sign on behalf of the lessor. Alternatively, lessor may file a Blanket Letter of Authorization with ICBC authorizing all lessees to sign registrations and renewals on their behalf.</li> <li>• Companies, including lessors and lessees, must have BC Corporate Registration # with BC Registrar of Companies.</li> <li>• Lessee's ICBC fleet identification.</li> <li>• Passed pre-registration safety inspection is required for most passenger vehicles with a net weight of 3500 kgs or less. (exemption may apply for eligible vehicles)</li> <li>• Power of Attorney.</li> <li>• Compulsory Basic ICBC Insurance</li> <li>• optional extended third party liability limits and own damage coverage may be purchased</li> <li>• Dealers or other registrants must provide their PST registrant number or BC dealer number at registration for tax purposes. PST is payable at registration, unless an exemption applies.</li> </ul>
<p><b>Manitoba</b> Licensing Services Manitoba Public Insurance Box 6300, Room 510, 234 Donald St. Winnipeg, Man., R3C 4A4 Tel: (204) 985-7000 www.mpi.mb.ca</p>	<ul style="list-style-type: none"> <li>• Registration application.</li> <li>• Bill of Sale.</li> <li>• Complete NVIS form.</li> <li>• Copy of Lease Agreement or Purchase Order.</li> <li>• Power of Attorney.</li> <li>• Compulsory MPIC Insurance.</li> <li>• Proof of tax payment.</li> <li>• Lessee registers the vehicle if leased.</li> </ul>	<ul style="list-style-type: none"> <li>• Current registration.</li> <li>• Copy of Lease Agreement.</li> <li>• Compulsory MPIC Insurance.</li> <li>• In-force Vehicle Inspection Certificate.</li> <li>• Lessee registers the vehicle if leased.</li> </ul>
<p><b>New Brunswick</b> New Brunswick Department of Public Safety, Motor Vehicle Branch, Argyle Place, 364 Argyle St., First Floor, Fredericton, N.B., E3B 1T9 Tel: (506) 453-2410 www2.gnb.ca/content/gnb/en/departments/public_safety.html</p>	<ul style="list-style-type: none"> <li>• Registration application.</li> <li>• Completed NVIS form or Certificate of Origin</li> <li>• Form 1 Import Form (US &amp; foreign imports only)</li> <li>• Bill of Sale or Lease Agreement.</li> <li>• Power of Attorney.</li> <li>• Valid N.B. Vehicle Safety Inspection</li> <li>• Proof of Insurance.</li> <li>• Client ID Number</li> <li>• Dealer registers</li> </ul>	<ul style="list-style-type: none"> <li>• Original Current Registration or Title if from a titling jurisdiction</li> <li>• Form 1 Import Form (US &amp; foreign imports only)</li> <li>• Copy of Lease Agreement or Purchase Order.</li> <li>• Power of Attorney.</li> <li>• Proof of Insurance.</li> <li>• Valid N.B. Vehicle Safety Inspection.</li> <li>• Client ID Number</li> <li>• Lessee/Driver registers.</li> </ul>
<p><b>Newfoundland and Labrador</b> Service NL, Motor Registration Division 149 Smallwood Dr., Mount Pearl, N.L., A1N 5B3 Tel: (709) 729-2519 or (877) 636-6867 www.gs.gov.nl.ca/</p>	<ul style="list-style-type: none"> <li>• Registration application.</li> <li>• Completed NVIS form.</li> <li>• Copy of Lease Agreement or Purchase Order.</li> <li>• Dealer Invoice/Bill of Sale.</li> <li>• Power of Attorney.</li> <li>• Proof of Insurance.</li> <li>• Dealer registers.</li> <li>• All updated required information available at: <a href="http://www.gs.gov.nl.ca/drivers/DriversandVehicles/vehicleregistration/registration.html">http://www.gs.gov.nl.ca/drivers/DriversandVehicles/vehicleregistration/registration.html</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• Original Registration.</li> <li>• Copy of Lease Agreement or Purchase Order.</li> <li>• Power of Attorney.</li> <li>• Proof of Insurance.</li> <li>• Lessee/Driver registers.</li> <li>• All updated required information available at: <a href="http://www.gs.gov.nl.ca/drivers/DriversandVehicles/vehicleregistration/registration.html">http://www.gs.gov.nl.ca/drivers/DriversandVehicles/vehicleregistration/registration.html</a>.</li> </ul>
<p><b>Northwest Territories</b> Transportation Government of Northwest Territories 5015 49 St., P.O. Box 1320, Yellowknife, NT X1A 2L9 Tel: (867) 767-9088 www.dot.gov.nt.ca/</p>	<ul style="list-style-type: none"> <li>• Completed NVIS form or Certificate of Origin.</li> <li>• Bill of Sale or Lease Agreement.</li> <li>• Proof of Insurance.</li> <li>• Used Vehicle Documentation</li> <li>• Bill of Sale.</li> <li>• Signed over registration.</li> <li>• Proof of Insurance.</li> </ul>	<ul style="list-style-type: none"> <li>• Original Registration.</li> <li>• Proof of Insurance.</li> </ul>

# Glossary

GVW: Gross Vehicle Weight

ICBC: Insurance Corporation of British Columbia

MPI: Manitoba Public Insurance Corporation

MVID: Alberta - Motor Vehicle Identification

NIP: Quebec - Personal Identification Number

NVIS: New Vehicle Information Statement

RIN: Registrants Identification Number

VIN: Vehicle Identification Number

## A general Power of Attorney should always include:

- Lessor Name, Address and Provincial Identification Number.
- Lessee Name, Province Registration Address and Provincial Registration Numbers.
- Specimen signature of the person acting as attorney for the registration process.

Registration Format	Vehicle Inspection	License Fees	License Plate Renewal	Plate Cancellation Process
<ul style="list-style-type: none"> <li>• Lessor name and Motor Vehicle Identification Number (MVID, assigned and used by Alberta), if leased vehicle.</li> <li>• Lessee/Owner Alberta address.</li> <li>• Lessor Name and MVID (if leased vehicle).</li> <li>• License Plate Number.</li> <li>• Vehicle Identification Number</li> <li>• Vehicle Access Code (assigned and used by Alberta)</li> <li>• Vehicle description and status</li> </ul>	<ul style="list-style-type: none"> <li>• All used vehicles transferred into Alberta must be inspected, by a licence facility, prior to registration.</li> <li>• Vehicle with combined GVW over 11794 kg require commercial safety inspections and safety fitness certificate.</li> <li>• If a vehicle is branded as a salvage state, a salvage inspection is required to be put into a repaired status, before vehicle can be registered.</li> </ul>	<ul style="list-style-type: none"> <li>• Passenger registration, currently \$75 government fee, plus \$9 registry agent service fee plus GST for 12 months of registration. Fees are prorated based on term of registration.</li> <li>• Commercial fees are based on type of use and the registered GVW of the vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>• Fleets of 10 or more commercial vehicles may choose registration to expire at the end of March, June, September or December. Minimum registration period is three months, maximum is 12 months.</li> <li>• If less than 10 vehicles are being registered, expiry date would follow the staggered renewal system, where the expiry month is determined by the first one or two characters of lessee, individual or company. Minimum registration period is three months, maximum period is 18 months for commercial registration and 30 months for non-commercial registration.</li> </ul>	<ul style="list-style-type: none"> <li>• A completed and signed Registration Cancellation or Licence Plate/Cab Card Status Declaration. If in province please attend an Alberta Registry Agent with acceptable identification, an out of province client may mail or fax the completed form directly to an Alberta Registry Agent including the agent processing fee.</li> </ul>
<ul style="list-style-type: none"> <li>• Registered owner name (lessor name on leased vehicles).</li> <li>• Lessee name.</li> <li>• Registered owner's address. Lessee's BC address is permitted if lessor authorizes in Letter of Authorization. Otherwise, lessor's address is used.</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicles transferred into BC, with a net weight of 3500 kgs or less, require a pre-registration vehicle inspection at a BC Government-Designated Inspection Facility before being registered. (exemption may apply for eligible vehicles).</li> <li>• Commercial vehicles with a GVW over 8200 kg, commercial trailers, taxis, limousines and buses require a BC commercial vehicle inspection (CVIP) annually or semi-annually.</li> </ul>	<ul style="list-style-type: none"> <li>• Passenger and commercial based on weight and policy term.</li> </ul>	<ul style="list-style-type: none"> <li>• Determined by original registration date and validation period purchased.</li> <li>• Non-Fleet terms range from three to 12 months.</li> <li>• Fleet policy terms are 12 months.</li> <li>• Compulsory basic insurance must be purchased from ICBC unless filing financial responsibility.</li> <li>• Optional extended third party liability limits and own damage coverage may be purchased from private insurers.</li> </ul>	<p>The registered owner(s) must attend a BC Autoplan broker's office. The Owner's Certificate of Insurance and Vehicle Licence, and both licence plate must be surrendered.</p>
<ul style="list-style-type: none"> <li>• Registration shows lessee and address.</li> <li>• Ownership shows lessor name.</li> </ul>	<ul style="list-style-type: none"> <li>• All motor vehicles require an in force inspection on a change of ownership (except new vehicles and off-road vehicles).</li> <li>• Commercial (GVWR of 4,500 kgs or more) trucks, truck tractors and trailers require an annual PMVI.</li> <li>• Regulated passenger vehicles (buses – 10 or more passengers, plus the driver) require a semi-annual or annual PMVI depending on the registration class.</li> </ul>	<ul style="list-style-type: none"> <li>• Passenger vehicles: \$154 plus government insurance purchased from MPI.</li> <li>• Trucks based on vehicle use, GVW, plus government insurance purchased from MPI.</li> </ul>	<ul style="list-style-type: none"> <li>• Registration and coterminous insurance for most registration classes is renewed once every five years, but rated annually. For individuals, the annual rating period begins on the customer's anniversary day (four months after the customer's birthday). For corporate customers, the anniversary day is the first day of any month the customer selects.</li> <li>• Registration for a taxi, livery vehicle, commercial truck and public service vehicle are renewed annually.</li> <li>• Semi-trailers are registered for a fixed two-year period beginning March 1 and ending on the last day of the second following February (e.g., March 1, 2015 – February 28, 2017.)</li> </ul>	<p>Manitobans wishing to cancel their plate can do so at any Autopac agent. They must bring valid registration of the vehicle.</p>
<ul style="list-style-type: none"> <li>• Certificate of Vehicle Registration - If a vehicle is leased, registration will show lessee and lessor information.</li> <li>• Certificate of Ownership - available if vehicle is not plated.</li> <li>• Both documents are printed on plain white 8.5 X 11 paper.</li> </ul>	<ul style="list-style-type: none"> <li>• Required if there is a change in ownership and the vehicle does not have an In-force Inspection Certificate. (Also if used vehicle valued at \$1000 or less, proof of passed safety inspection that has been completed within last 30 days must be presented).</li> </ul>	<ul style="list-style-type: none"> <li>• Passenger ranges from \$57 to \$177.</li> <li>• Trucks based on GVW.</li> <li>• *Registration fees subject to change.</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals: renewal anniversary date.</li> <li>• Corporations: renewal anniversary date.</li> </ul>	<ul style="list-style-type: none"> <li>• Only available in specific situations (ex. vehicle leaving province, vehicle written off, etc.)</li> <li>• Current registration certificate and plates must be surrendered and Application for Refund or credit completed if applicable.</li> </ul>
<p>Applicable to leased vehicles only:</p> <ul style="list-style-type: none"> <li>• Lessor name.</li> <li>• Lessee name.</li> <li>• Lessee Newfoundland address (use driver address if necessary).</li> </ul>	<ul style="list-style-type: none"> <li>• Annually for commercial vehicles in excess of 4,500 kg only, including trailers.</li> <li>• Annually for trailers (fifth wheel hitch), excluding recreational trailers.</li> <li>• Semi-annually for school buses, public passenger buses and disabled passenger vehicles.</li> <li>• Taxis, inspected annually.</li> <li>• Inspection requirements for all vehicle types can be found at: <a href="http://www.gs.gov.nl.ca/drivers/DriversandVehicles/vehicleregistration/inspection.html">http://www.gs.gov.nl.ca/drivers/DriversandVehicles/vehicleregistration/inspection.html</a></li> </ul>	<ul style="list-style-type: none"> <li>• Passenger vehicles: \$140 annually.</li> <li>• Commercial vehicles over 4,000 kg, vary based on vehicle weight, minimum of \$195 annually.</li> </ul>	<ul style="list-style-type: none"> <li>• Determined by original registration date, annually.</li> <li>• Commercial vehicle registrations for less than 9,000 kg, may be monthly, upon request.</li> </ul>	<p>If clients wish to cancel the plate on a vehicle they can just notify Service NL, Motor Registration Division by mail, fax or email with the reason for cancellation, signature of the registered owner and we will inactivate the vehicle on our system.</p>
<ul style="list-style-type: none"> <li>• Lessor name.</li> <li>• Lessee name.</li> <li>• Lessee address.</li> </ul>	<ul style="list-style-type: none"> <li>• May be required for vehicles 4500 kg or more.</li> <li>• Required for public service, commercial vehicles or buses seating 12 passengers or more.</li> <li>• Required for right-hand drive vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>• Passenger at \$75.60 per year</li> <li>• Commercial: \$96.60 up to 2,500 kg;</li> <li>• \$84.00 + \$11.55 for every 500 kg or portion of 500 kg over 2500 kg up to 5000 kg GVWR</li> <li>• \$84.00 + \$33.00 for every 1000 kg or portion of 1000 kg over 5000 kg GVWR</li> </ul>	<ul style="list-style-type: none"> <li>• Determined by first character of surname.</li> <li>• Plate registration in company name have optional three to 12 month validation period.</li> </ul>	<p>If a client wishes to cancel their registration, they need only contact Department of Transportation and they will terminate the registration immediately. If they have \$60 or more remaining on the registration, they can apply for a refund.</p>

	New Vehicle Documentation	Transfer Into Province
<p><b>Nova Scotia</b> Transportation and Infrastructure Renewal 1672 Granville Street P.O. Box 186 Halifax, NS B3J 2N2 Tel: (902) 424-5851 (800) 898-7668 <a href="http://www.gov.ns.ca/snsmr/rmv">www.gov.ns.ca/snsmr/rmv</a></p>	<ul style="list-style-type: none"> <li>• Application for ownership, permits, and plates (Form 2).</li> <li>• Completed NVIS Form.</li> <li>• Completed Statement of Insurance Form.</li> <li>• Dealer Invoice / Bill of Sale.</li> <li>• Power of Attorney (not required if application completed).</li> <li>• Lessor's Master Lease #.</li> <li>• Lessee's Master Lease #.</li> <li>• Valid Nova Scotia Vehicle Safety Inspection.</li> <li>• Purchaser or dealer registers.</li> </ul>	<ul style="list-style-type: none"> <li>• Original Vehicle Registration.</li> <li>• Power of Attorney (not required if application completed).</li> <li>• Lessor's Master Lease #.</li> <li>• Lessee's Master Lease #.</li> <li>• Registration application</li> <li>• Copy of Lease Agreement showing 15 per cent HST is being collected for Nova Scotia or letter from leasing company stating it is collecting the 15 per cent HST.</li> </ul>
<p><b>Nunavut</b> The Department of Economic Development and Transportation P.O. Box 10, Gjoa Haven, Nunavut, X0B 1J0 <a href="mailto:Igee@gov.nu.ca">Igee@gov.nu.ca</a></p>	<ul style="list-style-type: none"> <li>• Proof of Identification.</li> <li>• NVIS (if new vehicle).</li> <li>• Bill of Sale.</li> <li>• Proof of Insurance.</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of Identification.</li> <li>• Proof of Nunavut Residency.</li> <li>• NVIS (if new vehicle).</li> <li>• Bill of Sale (of not new vehicle).</li> <li>• Proof of Insurance.</li> </ul>
<p><b>Ontario</b> Ministry of Transportation, Licensing Administration and Support Office 87 Sir William Hearst Avenue, Room 178 Toronto, ON, M3M 0B4  Tel: Service Ontario Driver &amp; Vehicle Licensing Contact Center: (416) 235-2999 Toll free: (800) 387-3445 (English Canada-wide) E-mail: <a href="http://www.mto.gov.on.ca/english/feedback/lao.shtml">http://www.mto.gov.on.ca/english/feedback/lao.shtml</a> <a href="http://www.mto.gov.on.ca/english/index.shtml">http://www.mto.gov.on.ca/english/index.shtml</a>; <a href="http://www.ontario.ca/welcome-ontario">www.ontario.ca/welcome-ontario</a> <a href="https://www.ontario.ca/driving-and-roads/register-vehicle-permit-licence-plate-and-sticker">https://www.ontario.ca/driving-and-roads/register-vehicle-permit-licence-plate-and-sticker</a></p>	<ul style="list-style-type: none"> <li>• Application for Vehicle Registration (SR-LV-6)</li> <li>• New Vehicle Information Statement (NVIS) or Duplicate NVIS or Electronic NVIS (e-NVIS)</li> <li>• Proof of Ontario Insurance, if plates being attached</li> <li>• Plate portion of permit if currently held Ontario plates to be attached</li> <li>• Proof of identity for an applicant that has never registered a plate or vehicle with the Ministry</li> <li>• If vehicle is under a lease agreement, submit one of the following: lease agreement, an invoice, a letter from the leasing company with relevant RIN's and VIN's, or a letter from the leasing company authorizing registrant to register vehicle in Ontario along with a completed Supplementary Application Form (SR-LV-12)</li> <li>• Power of Attorney, if applicable</li> <li>• Original Bill of sale, if applicable</li> <li>• Sworn affidavit, where acceptable</li> <li>• Proof of empty weight, if applicable</li> <li>• Harmonized Sales Tax (HST), if applicable. For further information on possible exemptions, please contact the Canada Revenue Agency at 1-800-959-5525 or go to: <a href="http://www.cra-arc.gc.ca/gstst/">www.cra-arc.gc.ca/gstst/</a></li> <li>• Retail Sales Tax, if applicable. For further information on possible exemptions, please contact the Ministry of Finance at 1-866-668-8297 or go to: <a href="http://www.fin.gov.on.ca/en/tax/rst/">www.fin.gov.on.ca/en/tax/rst/</a></li> <li>• To Register and insure a vehicle in Ontario, please refer to the ServiceOntario website at: <a href="http://www.ontario.ca/driving-and-roads/register-and-insure-vehicle-ontario">http://www.ontario.ca/driving-and-roads/register-and-insure-vehicle-ontario</a> for more information</li> <li>• To Register an out of province vehicle in Ontario, please refer to the ServiceOntario website at: <a href="https://www.ontario.ca/faq/what-do-i-need-register-out-province-vehicle-ontario">https://www.ontario.ca/faq/what-do-i-need-register-out-province-vehicle-ontario</a> for more information .</li> </ul>	<ul style="list-style-type: none"> <li>• Out-of-jurisdiction proof of registration</li> <li>• Vehicle Import Form, (commonly known as Form 1), if applicable. For additional information please visit: <a href="http://www.cbsa-asfc.gc.ca">http://www.cbsa-asfc.gc.ca</a></li> <li>• Proof of Ontario Insurance, if plates being attached</li> <li>• Plate portion of permit if currently held Ontario plates to be attached</li> <li>• Ontario Safety Standards Certificate, if vehicle is to be registered with a 'FIT' status</li> <li>• Odometer reading</li> <li>• Proof of identity for an applicant that has never registered a plate or vehicle with the Ministry</li> <li>• If vehicle is under a lease agreement submit one of the following: lease agreement, an invoice, a letter from the leasing company with relevant RIN's and VIN's, or a letter from the leasing company authorizing registrant to register vehicle in Ontario along with a completed Supplementary Application Form (SR-LV-12)</li> <li>• Vehicle emissions test certificate, if applicable. For further information please visit: <a href="https://www.ontario.ca/page/drive-clean-test">https://www.ontario.ca/page/drive-clean-test</a></li> <li>• Power of Attorney, if applicable</li> <li>• Original Bill of sale, if applicable</li> <li>• Sworn affidavit, where acceptable</li> <li>• Structural Inspection Certificate, if applicable</li> <li>• Harmonized Sales Tax (HST), if applicable. For further information on possible exemptions please contact the Canada Revenue Agency at 1-800-959-5525 or go to: <a href="http://www.cra-arc.gc.ca/gstst/">www.cra-arc.gc.ca/gstst/</a></li> <li>• Retail Sales Tax, if applicable. For further information on possible exemptions, please contact the Ministry of Finance at 1-866-668-8297 or go to <a href="http://www.fin.gov.on.ca/en/tax/rst/">www.fin.gov.on.ca/en/tax/rst/</a></li> <li>• Please refer to the ServiceOntario website at <a href="https://www.ontario.ca/faq/what-do-i-need-register-out-province-vehicle-ontario">https://www.ontario.ca/faq/what-do-i-need-register-out-province-vehicle-ontario</a> for more information</li> </ul>
<p><b>Prince Edward Island</b> Department of Transportation, Infrastructure and Energy P.O. 2000, Charlottetown, P.E.I., C1A 7N8 Tel: (902) 368 5200 E-mail: <a href="mailto:accesspei@charlottetown.gov.pe.ca">accesspei@charlottetown.gov.pe.ca</a> <a href="http://www.gov.pe.ca/infopei/index.php?number=889">www.gov.pe.ca/infopei/index.php?number=889</a></p>	<ul style="list-style-type: none"> <li>• Registration Application.</li> <li>• Lessor RIN #.</li> <li>• Lessee RIN #.</li> <li>• Completed NVIS form.</li> <li>• Valid Inspection.</li> <li>• Power of Attorney.</li> <li>• Proof of Insurance.</li> <li>• Dealer Invoice/Bill of Sale.</li> <li>• Dealer registers.</li> </ul>	<ul style="list-style-type: none"> <li>• Original Current Registration.</li> <li>• Copy of Lease Agreement or Purchase Order.</li> <li>• Power of Attorney.</li> <li>• Proof of Insurance.</li> <li>• Vehicle Inspection.</li> <li>• Lessee/Driver registers.</li> </ul>
<p><b>Quebec</b> Société de l'assurance automobile du Québec P.O. Box 19600, Terminus, 333 boulevard Jean-Lesage, Quebec, Que., G1K 8J6 Tel: (418) 643-7620 or (800) 361-7620 <a href="http://www.saaq.gouv.qc.ca/en/index.php">www.saaq.gouv.qc.ca/en/index.php</a></p>	<ul style="list-style-type: none"> <li>• Registration Application, proof of purchase if bought outside Québec.</li> <li>• ATAC if sold by Québec dealers.</li> <li>• Owner's or Lessee's identification.</li> <li>• Completed NVIS form.</li> <li>• Power of Attorney (if necessary).</li> <li>• Proof of identity of new owner.</li> </ul>	<ul style="list-style-type: none"> <li>• Original Current Registration.</li> <li>• Registration Application : ATAC if sold by Québec dealers, proof of purchase if bought outside Québec.</li> <li>• Power of Attorney (if necessary).</li> <li>• Vehicle Inspection.</li> <li>• Proof of identity of new owner.</li> </ul>
<p><b>Saskatchewan</b> Saskatchewan Government Insurance (SGI) Licensing and Customer Service 2260 - 11th Ave., Regina, Sask., S4P 2N7 Tel: (306) 775-6900 (800) 667-9868 E-mail: <a href="mailto:sgiinquiries@sgi.sk.ca">sgiinquiries@sgi.sk.ca</a> Website: <a href="http://www.sgi.sk.ca">www.sgi.sk.ca</a></p>	<ul style="list-style-type: none"> <li>• Proof of Ownership/Bill of Sale.</li> <li>• Completed NVIS form.</li> <li>• Copy of Lease Agreement.</li> <li>• Power of Attorney (in lieu of a Lease Agreement).</li> <li>• Compulsory Government Insurance.</li> <li>• Owner/Lessee registers.</li> </ul>	<ul style="list-style-type: none"> <li>• Original Current Registration.</li> <li>• Owner/Lessee registers.</li> <li>• Vehicle Inspection.</li> </ul>
<p><b>Yukon</b> Motor Vehicle and Driver Licenses, Department of Highways and Public Works Gold Creek Building Unit A, 2251-2nd Ave Whitehorse, Yukon Tel: (867) 393-6961 Fax: (867) 393-6220 E-mail: <a href="mailto:motor.vehicles@gov.yk.ca">motor.vehicles@gov.yk.ca</a></p>	<ul style="list-style-type: none"> <li>• Original NVIS issued by manufacturer or factory invoice (if NVIS not available).</li> <li>• Copy of Bill of Sale must be signed by the salesperson.</li> <li>• Proof of Insurance.</li> </ul>	<ul style="list-style-type: none"> <li>• Original current registration (if available).</li> <li>• Proof of Insurance.</li> <li>• All vehicles checked in previous jurisdiction for any flags, ie. written-off, stolen, etc.</li> <li>• For imported vehicle: Original Vehicle Import form from CCRA and Proof of insurance.</li> </ul>

Registration Format	Vehicle Inspection	License Fees	License Plate Renewal	Plate Cancellation Process
<ul style="list-style-type: none"> <li>Lessor and Lessee name on vehicle permit.</li> <li>Lessee / plate owner address on vehicle permit; lessor name and address on Certificate of Registration.</li> </ul>	<ul style="list-style-type: none"> <li>Car owners are responsible for having their vehicle safety inspected every three, two or one year (frequency based on situation and vehicle type) from a registered MVI station.</li> <li>Nova Scotia Registry of Motor Vehicles does not inspect vehicles.</li> <li>Vehicles entering the province from other jurisdiction are given 10 days after date of registration to have the vehicle safety inspected.</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle titling/transfer fee \$13.20</li> <li>Passenger and light commercial vehicles 5,000 kg or less are required to register for two years. The registration/renewal fees are based on weight <ul style="list-style-type: none"> <li>0 to 1,000kg - \$143.30</li> <li>1,001 to 1,500kg - \$176.90</li> <li>1,501 to 3,200kg - \$221.70</li> <li>3,201 to 4,100kg - \$276.50</li> <li>4,101 to 5,000kg - \$333.90</li> </ul> </li> <li>Commercial vehicles over 5,000 kg, the registration / renewal fees are based on weight and number of months registered (may be registered for 3-12 months).</li> </ul>	<ul style="list-style-type: none"> <li>2 year renewal from vehicle permit expiry date not registration date.</li> <li>Commercial vehicles over 5000 kg - 3-12 month renewal from vehicle permit expiry date.</li> <li>Complete Statement of Insurance Form and renewal application.</li> </ul>	<ul style="list-style-type: none"> <li>Plate registration may be automatically cancelled as a result of other actions, such as notification that a vehicle has been sold, transfer of vehicle ownership, attaching another plate to the same vehicle, etc.</li> </ul> <p>Remove Plate (procedure to request that a plate no longer be registered to a vehicle):</p> <ul style="list-style-type: none"> <li>Application for ownership, permits, and plates (Form 2) indicating plate to be removed from vehicle within Section 3.</li> </ul> <p>Refund Plate:</p> <ul style="list-style-type: none"> <li>Motor Vehicle Plates/Drivers Licence Refund Request Form.</li> <li>Return of licence plate(s) and validation sticker.</li> <li>Refund amount based on full calendar months remaining in registration period, less an administration fee of \$15.15.</li> <li>No refund is issued for less than \$3.00.</li> <li>Refund mailed to plate owner within 2-3 weeks.</li> </ul>
<ul style="list-style-type: none"> <li>If being leased, need the lessee name by way of a copy of leasing agreement, valid Nunavut address, Proof of Identification.</li> </ul>	<ul style="list-style-type: none"> <li>A vehicle inspection is required. Must complete a InterProvincial Record Exchange, if the vehicle wasn't registered in another jurisdiction, it has to be inspected to meet the Canadian Vehicle Safety Standards.</li> </ul>	<ul style="list-style-type: none"> <li>Dependant on type of vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>Proof of Identification.</li> <li>previous vehicle registration.</li> <li>Proof of Insurance.</li> <li>Bill of Sale (transfer of ownership if you bought from another client of MVD).</li> </ul>	N/A
<ul style="list-style-type: none"> <li>Vehicle Portion: Vehicle owner registrant information, including address, mailing address and vehicle information (i.e. VIN, RIN, make, model, year, body type, cylinder, power, colour, weight, axles, S.I.C/S.S.C. number)</li> <li>Plate Portion: Plate owner registrant information, including address, mailing address, plate number and vehicle information (i.e. VIN, RIN, make, model, year, validation sticker number and expiry date)</li> </ul>	<ul style="list-style-type: none"> <li>Unless transferred under an Ontario dealer number, a Safety Standards Certificate (SSC) is required when transferring vehicle ownership to a 'fit' status</li> <li>If vehicle is branded Salvage and registrant wants to upgrade to Rebuilt, a Structural Inspection Certificate (SIC) is required</li> <li>An emissions certificate is required for a light duty vehicle with a model year older than the current calendar year (and has a model year of 1988 or newer) for a vehicle transfer, for more information on vehicle emission, please visit the ServiceOntario website at <a href="https://www.ontario.ca/page/drive-clean">https://www.ontario.ca/page/drive-clean</a></li> </ul>	<ul style="list-style-type: none"> <li>Southern Ontario: Current \$108 annually</li> <li>Northern Ontario: Current \$54 annually</li> <li>Commercial vehicles under 3,000 kg for personal use only same as above</li> <li>Commercial vehicle under 3,000 kg for business use for Southern and Northern Ontario: Current \$108 annually</li> </ul>	<ul style="list-style-type: none"> <li>If company, renewal date determined by company or date of birth for individuals.</li> <li>Odometer reading</li> <li>Proof of Ontario Insurance</li> <li>Vehicle emissions test certificate maybe required biannually for vehicles seven years and older. Please visit the ServiceOntario website at: <a href="https://www.ontario.ca/page/drive-clean">https://www.ontario.ca/page/drive-clean</a>Motor vehicle permit</li> <li>Vehicle Licence Renewal Application (SR-LV-42)</li> <li>Outstanding fines (including Highway Tolls, Non-Sufficient Funds (NSF), Defaulted Fines Control Centre (DFCC)) must be paid before renewal</li> </ul>	<ul style="list-style-type: none"> <li>If applying for a refund for the remaining validation, plate portion of motor vehicle permit, along with the Application for Vehicle Validation Refund (SR-LV-15) must be completed</li> <li>Both plates must be returned to the Ministry</li> <li>If one plate or both plates are lost or missing a Replacement Declaration Form (SR-LV-40) must be completed</li> <li>If one plate or both plates are stolen, a police signature or a police occurrence number must be indicated on the Replacement Declaration Form (SR-LV-40)</li> <li>Outstanding fines (including Highway Tolls, NSF, DFCC) must be paid</li> <li>Application for Registration (SR-LV-6), if applicable</li> </ul>
<ul style="list-style-type: none"> <li>Lessor name and RIN #.</li> <li>Lessee name and RIN #.</li> <li>P.E.I. address (use driver address if necessary).</li> </ul>	<ul style="list-style-type: none"> <li>Originally at P.E.I. registration.</li> <li>Annually thereafter.</li> <li>All buses to be inspected at least once every six months.</li> </ul>	<ul style="list-style-type: none"> <li>Annual renewal fee for: <ul style="list-style-type: none"> <li>Less than 4100 kgs - \$100.</li> <li>over 4100 kg - increases by weight</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Determined by Lessee RIN or date of birth for individuals.</li> <li>Minimum payment - \$25.</li> <li>Maximum payment - \$100.</li> <li>Annual - DOB expiry</li> </ul>	N/A
<ul style="list-style-type: none"> <li>Owner's name.</li> <li>or</li> <li>Lessor's name.</li> <li>Lessee's name.</li> </ul>	<ul style="list-style-type: none"> <li>4,500 kg Gross Vehicle Weight Rating and over, annually.</li> <li>Commercial vehicles that carry people (e.g. bus, school bus, taxis), semi-annually.</li> <li>Transfer into province, on first registration.</li> </ul>	<ul style="list-style-type: none"> <li>Basic annual fees: \$114</li> <li>Basic annual fees plus insurance: \$187.82</li> <li>Add: <ul style="list-style-type: none"> <li>One per cent of the car value over \$40,000. Additional fees for every 10cc of engine displacement over 3.9 litres, minimum \$35.50, maximum \$376.00.</li> <li>Other fees may apply.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Staggered during the year for passenger cars owned by an individual. The month of renewal is determined according to the first letter of the owner surname. For passenger cars owned by a corporation: March 31.</li> <li>All others according to usage (e.g. motorcycle: April 30, Commercial vehicle: March 31).</li> </ul>	<p>Plate cancellation happens when:</p> <ul style="list-style-type: none"> <li>Vehicle ownership is transferred to another person;</li> <li>The vehicle is discarded (however, the vehicle is still registered in the owner's name);</li> <li>The vehicle is registered in another jurisdiction. Furthermore, the owner may apply to have a portion of the fees paid refunded when he stores his vehicle, but the licence plate must remain on the stored vehicle.</li> </ul>
<ul style="list-style-type: none"> <li>Owner/Lessee name appears on primary portion of certificate.</li> </ul>	<ul style="list-style-type: none"> <li>Certain vehicles (including ambulance, buses, and taxis) are subject to a periodic "mechanical" inspection. These vehicles must have a valid inspection certificate.</li> <li>Used vehicles never registered in province must undergo a "First-time Registered Inspection."</li> </ul>	<ul style="list-style-type: none"> <li>Light vehicles 5,000 kg or less, \$68.</li> <li>If GVW exceeds 5,001 kg, fees vary depending on GVW and class.</li> </ul> <p>Insurance Premium</p> <ul style="list-style-type: none"> <li>varies depending on vehicle year, make, model.</li> </ul>	<ul style="list-style-type: none"> <li>Determined by original registration date.</li> <li>Optional Annual Renewal.</li> <li>Optional short-term vehicle registration and insurance payment available, minimum 28 days to a maximum 364 days.</li> <li>Optional AutoPay Payment Plan available for automatic monthly payments (pre-authorized chequing).</li> <li>Renewals may be completed online through MySGL.ca.</li> </ul>	<ul style="list-style-type: none"> <li>Customer may choose to cancel registration at any time.</li> <li>Customer must cancel in person or online through MySGL.ca.</li> <li>Customer can choose to receive a refund or credit on account.</li> <li>Cancellation fees apply.</li> <li>Customer may retain licence plate for re-use.</li> </ul>
<ul style="list-style-type: none"> <li>Lessee/owner name and owner #.</li> <li>Lessee/owner address (use driver address if necessary).</li> <li>Lessor name and owner #.</li> <li>Privately registered vehicles only to Yukon residents (must have Yukon address).</li> <li>Commercially registered vehicles may show non-resident address.</li> </ul>	<ul style="list-style-type: none"> <li>Required only if vehicle has been flagged as "written-off/salvage" or "unfit."</li> </ul>	<ul style="list-style-type: none"> <li>Private registration (based on GVW or wheelbase), average of \$42 or \$54 annually.</li> <li>Commercial fees are based on GVW, wheelbase or number of passengers (buses) of vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>Private registration period is minimum three months, maximum is 15 months.</li> <li>Commercial Registration (GVW over 4,499KG) is minimum six months, maximum 18 months.</li> <li>Expiration month determined by first letter of last name of owner/lessee, first letter of company name. Numbered companies and governments expire June.</li> <li>The Registrar and a corporation may agree that the expiration month may be some other month than would normally apply.</li> </ul>	N/A