CANMOREGISTRY

Alberta Authorized Registry Agent

Suite 119, 104 Kananaskis Way
Canmore, AB T1W 2X2
info@canmoreregistry.com

Telephone: (403) 678-9320
Fax (403) 678-1968
www.canmoreregistry.com

Vehicle New Registration

When you purchase a new or used vehicle you are able to transfer a plate that is currently in your name, with current registration or purchase a new plate and registration in office.

In order to register your new or used vehicle you will require the following documents:

Vehicle last Registered in Alberta:

- Your valid government issued ID (Driver's Licence, Passport, etc.)
- Proof of ownership or lease agreement (entire lease agreement must be presented)
    - All Owners that appear on the ownership documents MUST be present, or Authorization* MUST be received from the absent client
- Proof of insurance (digital copies are accepted)
    - All owners appearing on the ownership documents MUST appear on the insurance

Vehicle last registered out of Province:

- Your valid government issued ID (Driver's Licence, Passport, etc.)
- **Original** Out of Province Vehicle Inspection Form
    - Click here to see if you qualify for an out of province exemption
- Proof of ownership or lease agreement (entire lease agreement must be presented)
    - All Owners that appear on the ownership documents MUST be present, or Authorization* MUST be received from the absent client
- Proof of insurance (digital copies are accepted)
    - All owners appearing on the ownership documents MUST appear on the insurance

*To authorize someone else to complete a vehicle transaction on your behalf in Alberta, you must use the online portal at Alberta.ca Motor Vehicles eServices

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Vehicle New Registration

Vehicle last registered out of Country:

- Your valid government issued ID (Driver's Licence, Passport, etc.)
- **Original** Out of Province Vehicle Inspection Form
- **Original** Vehicle Import Form – Form 1
    - MUST be dated and stamped in the top right hand corner AND Section 16 or 17
    - Vehicles electronically imported at the border do not require an import form
- **Original** Certificate of Title or lease agreement (entire lease agreement must be presented)
    - All Owners that appear on the ownership documents MUST be present, or Authorization* MUST be received from the absent client
- Proof of insurance (digital copies are accepted)
    - All owners appearing on the ownership documents MUST appear on the insurance

Vehicle never registered previously:

- Your valid government issued ID (Driver's Licence, Passport, etc.)
- **Original** NVIS – New Vehicle Information Statement from the dealership
- Proof of ownership or lease agreement (entire lease agreement must be presented)
    - All Owners that appear on the ownership documents MUST be present, or Authorization* MUST be received from the absent client
- Proof of insurance (digital copies are accepted)
    - All owners appearing on the ownership documents MUST appear on the insurance

Fee – varies depending on vehicle and use

Registration Expiry Date Chart

Click here to see an Alberta vehicle registration expiry chart.

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