

REGISTRIES “AUTHORIZATION FOR VEHICLE SERVICES” FORM

Requesting Vehicle Services on Behalf of Someone Else

Please be advised that Prorate clients will now be required to complete the Authorization for Vehicle Service form and present a copy of the ownership (bill of sale, lease) before a service at a Registry can be completed. For Prorate clients ONLY these forms can be a fax or an email they do not have to be the original. Other registry clients have been required to bring in original ownership documents since 2009. With this change it brings Prorate clients into compliance with legislation.

How to Complete the Authorization for Vehicle Services Form

PART 1 – Owner/Lessee/Registrant information must contain the name and MVID or Alberta Driver License of all current owner(s) and the full name of the person they are authorizing to request the service on their behalf (the authorized representative).

PART 2 - Vehicle information must contain the current licence plate number (if applicable), make, model, year and full 17 digit vehicle identification number (VIN) of the vehicle.

PART 3 – Service Type Request is where the owner(s) identify the type of service that they are authorizing the authorized representative to request on their behalf.

PART 4 – Registration Particulars is completed for registration requests when the registrant(s) is not the owner(s) on the bill of sale/lease.

PART 5 - Signatures must be signed and dated by ALL of the owners/registrant(s) of the vehicle as identified on the form. This form is not a proof of ownership document it only identifies what services may be requested on an owners/registrant(s) behalf and who is authorized to request it. If there are more owners signatures required that cannot be accommodated on the front of the form, the back of the form may be used for additional space.

The “Authorization” letter can be found at <http://www.servicealberta.gov.ab.ca/596.cfm>

Scenarios

1 - Owner-operator someone else request

John Smith is the owner of the 2014 Freightliner Truck. He has a hauling agreement with ABC Freight Ltd. and wants the registration in ABC's name. The person who is going to go into the registry office with the bill of sale and the Authorization form is Jane Doe, John Smith's neighbor.

2 - Owner-operator requests himself

John Smith is the owner of the 2014 Freightliner Truck. He has a hauling agreement with ABC Freight Ltd. and wants the registration in ABC's name. John Smith is going to go into the registry office himself with the bill of sale and the Authorization form.

3 - Owner-operator - Company in agreement requests

John Smith is the owner of the 2014 Freightliner Truck. He has a hauling agreement with ABC Freight Ltd. and wants the registration in ABC's name. The person who is going to go into the registry office with the bill of sale and this Authorization form is someone from ABC Freight Ltd.

In all cases John Smith signs the Authorization to authorize that it is put in the company's name, and the company signs to verify that they consent to it. Then whoever goes to the registry office brings the ownership and the Authorization form.

Keep in mind that if the vehicle is actually under a lease, the lessee cannot have the registration put in anyone else's name without the consent of the lessor since he is not the legal owner of the vehicle, the lessor is.