

# Requirements for Out of Province Driving and Motor Vehicle Information Request

Clients who are requesting their **OWN** personal driving information 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 **Seal by Notary Public**.
2. An original photocopy of your ID completed and **Seal by 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 by mail and received by our office within 30 days from the date of notarization \*

3. Your email address and contact phone number

4. Payment for information requested ( choose **ONE** of the following )

**\$ 36.00** - choose **ONLY ONE** either 3, 5 or 10 Year driver's (Regular Abstract - SDA or Commercial abstract - CDA )

**\$ 42.00** - Search report ( within the last 2 years )

**\$ 56.25** - Confirmation letter - you must state the reasons and specify how will this information is being used ( eg: I would like my Alberta Operator History Search in order for me to exchange to ( \_\_\_\_\_ ) Driver licence)( subject for approval from Service Alberta )

**Province**

( **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. )

The payment must be in - Money Order, Bank Draft or Certified Cheque **ONLY** ( Personal Cheque will not be excepted ) Payable to : Millwoods Registry Services Ltd.

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

- Be prepaid pre-address registered mail envelope or Express Courier pre-addressed envelope
- Alternatively if you don not include a return register mail envelope we can arrange return register mail for you. In that case, please send your mailing address plus an additional : \$25.00 (within Canada ) or \$ 40.00 ( to USA ) fee for registered mail and handling fee. \*\* other country please call us or email us for shipping fee \*\*

**\*\* Please do not send a regular envelope with postage stamps as all the documents must be returned back to you by registered mail.**

**The above documents must be sent to our office by mail, registered mail, or courier within 30 days from the Notarization day, Faxed copies are not acceptable.**

**Millwoods Registry Services Ltd.**  
**6410 - 28 Avenue NW**  
**Edmonton, Alberta, Canada, T6L 6N3**  
**Ph: (780) 461-9071 Fax: (780) 490-0888**  
**email: [info@millwoodsregistry.com](mailto:info@millwoodsregistry.com)**