

Requirements for Requesting Driving and Motor Vehicle Information

Clients who are requesting their **OWN** personal driving information who are unable to attend our office must submit the following items by original mail or by email (info@millwoodsregistry.com). **All documents must be received by our office within 30 days from the date of form completion.** Faxed copies will not be accepted. If more than one product is required, please complete a separate Notarized Request form per product.

1. Completed Notarized Request for Personal Driving and Motor Vehicle Information (Form REG3392). The form needs to be signed and dated by you but does not require to be certified by a notary
2. Copy of valid Identification. One piece **must** contain your photo, legal name, and date of birth (for example, Alberta Driver Licence, other provincial Driver Licence, passport, etc)
3. Your contact email address and phone number
4. Payment for the information requested:
 - **\$36.00** for 3, 5 or 10 year Standard (SDA) or Commercial (CDA) Driver Abstract
 - **\$42.00** for Search Report (within the last two years)
 - **\$56.25** for Confirmation Letter. On the application, you must specify the reason for your request (for example, "I would like my Alberta Operator History Search in order for me to exchange to (other province) driver licence"). Please note that this information is subject to approval from Service Alberta.
- Note: When a client is requesting their own information, but the search report/letter would also include the information of a joint member(s), the client requesting the information **must** have the written consent of all joint members
5. A return envelope which **MUST**:
 - Be a pre-paid, pre-addressed **registered** mail envelope (for example, Canada Post Xpress post, UPS, FedEx, Purolator)
 - Alternatively if you do not include a return registered mail envelope, we can arrange return postage for you. Please ensure you include your mailing address plus an additional **\$25.00** (within Canada) or **\$45.00** (to USA) for shipping and handling. (If mailing internationally, please call or email us for pricing)

**** Please do not send a regular envelope with postage stamps as all documents MUST be sent to you by registered mail****

May 2023