

## 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.)
- **Original** proof of ownership or lease agreement (entire lease agreement must be presented)
  - We will only accept a “copy” if the original is sent directly to us from the dealership via email or fax.
  - All Owners that appear on the ownership documents MUST be present, or an [Authorization for Vehicles services form](#) MUST be completed and signed
- 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](#)
- **Original** proof of ownership or lease agreement (entire lease agreement must be presented)
  - We will only accept a “copy” if the original is sent directly to us from the dealership via email or fax.
  - All Owners that appear on the ownership documents MUST be present, or an [Authorization for Vehicles services form](#) MUST be completed and signed
- Proof of insurance (digital copies are accepted)
  - All owners appearing on the ownership documents MUST appear on the insurance

### 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
- **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 an [Authorization for Vehicles services form](#) MUST be completed and signed
- Proof of insurance (digital copies are accepted)
  - All owners appearing on the ownership documents MUST appear on the insurance

## Vehicle New Registration

### Vehicle never registered previously:

- Your valid government issued ID (Driver's Licence, Passport, etc.)
- **Original** NVIS – New Vehicle Information Statement from the dealership
- **Original** proof of ownership or lease agreement (entire lease agreement must be presented)
  - We will only accept a “copy” if the original is sent directly to us from the dealership via email or fax.
  - All Owners that appear on the ownership documents **MUST** be present, or an [Authorization for Vehicles services form](#) **MUST** be completed and signed
- 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**

**Only cash or debit payment accepted**

### Registration Expiry Date Chart

Click here to see an Alberta [vehicle registration expire date chart](#).