



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

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

Cancel a Plate / Vehicle Registration

If you are leaving the province or if you are selling your vehicle and don't plan to register a new vehicle right away, you might choose to cancel your plate.

By cancelling the plate and returning the plate to us, you are protecting yourself from liability should the plate be stolen and put on another vehicle which may be stolen or involved in illegal activities. Alberta Plates are your personal property, so you may retain the plate for future use if you wish.

Once the transaction is completed the Government of Alberta will place a cheque in the mail for a prorated amount of the registration remaining on the plate, equal to approximately \$5 per month, after the Government of Alberta deducts a \$10 activation fee and you pay the Registry a \$9.00 service fee.

For lost or stolen plates, please contact the law enforcement agency closest to the area the plate was last seen, to report it lost or stolen. Once reported a Police File number is generated which is required to begin the transaction at an Alberta Registry.

You may submit the [Licence Plate/Parking Placard Cancellation Declaration form](#) by one of the following methods:

- In Person
- Fax: 403-678-1968
- Email: info@canmoreregistry.com
- Mail: 119-104 Kananaskis Way, Canmore, AB T1W 2X2

You can also authorize another individual to come into our office to cancel your plate – just fill out the [Authorization for Vehicle Services form](#) and have the person you are authorizing bring in the original of this form.

The required service fees must be paid by one of the following methods:

- In person with Canadian Cash or Canadian Debit
- Mailing in a certified cheque or money order (payable to Downer Ventures Ltd.) with your request
- In person at the Registry by an authorized third party with Canadian Cash or Canadian Debit