

Canmore Registry & License

Relocating to Alberta from Another Country (Non-Reciprocal)

Clients originating from a country that does not have a signed Reciprocal Licensing Agreement with Alberta and who are lawfully entitled to be or remain in Canada and have established residency in Alberta may exchange their valid operator's License for an Alberta operator's License after proper knowledge and road testing.

To obtain an Alberta Drivers License you are required to provide the following:

two pieces of Identification & 1 item proving residency

Examples of acceptable identification & proof of residency are as follows:

IDENTIFICATION* **Drivers License with photo, plus one of the following:**

(If your Drivers License is not in English you are required to bring in a certified translation. Certain Countries require extra documentation from your home Licensing Authority.)

Passport + Work Permit (must have at least 90 days remaining)

or

Permanent Residence Card/Certificate of Canadian Citizenship

***Neither temporary documents nor photocopies of documents will be accepted, all documents must be originals.**

PROOF OF RESIDENCY* **One of the Following:**

Town of Canmore Tax or Water Bill
Residential lease or mortgage documents
Letter from employer on company letterhead
(dated in the last 15 days)

Utility, telephone, gas or cable bill
Current bank &/or credit card statement
Income tax return
Pay Stub

***All proof of residency must be dated within the preceding 3 months.**

If you have lost your out of country operator's License, an official written confirmation from the country's licensing authority detailing the content of the operator's License (including date first licensed & class of license held), may be accepted in place of the lost operator's licence. A Statutory Declaration and a police report must also accompany the letter with details regarding what happened to the lost/stolen licence.

You will be required to surrender your out of Country Driver's License to Alberta Registries.

Procedure:

Step 1) After all the above documentation has been presented in person you can complete a knowledge test. The cost of the knowledge test is **\$17.00**. If you do not pass the test, you are able to re-write once per day and the cost is \$17.00 each time you need to write. Visit our website for the class 7 study guide.

Step 2) Once you pass the knowledge test you can apply for a Class 7 Learners Licence. The licence takes up to two weeks to come to your mailing address and the cost for the License is **\$93.00/5 years**.

Step 3) The registry agent will apply on your behalf to Special Investigations Unit with the provided documentation. From here it is approx. 2 weeks to receive the approval for your eligibility for the road test. Once approved you can book in for a Class 5 Advanced Road Test or Class 5 Basic Road Test **online** at www.canmoreregistry.com, and you must provide your own vehicle. Valid Alberta Registration and Insurance are required for the vehicle.

Step 4) Once you pass the Road Test you are able to re-class your Class 7 Learners License to a Class 5 License. The cost to re-class your License is **\$28.00**.

