



119-104 Kananaskis Way  
Canmore, AB T1W 2X2  
[info@canmoreregistry.com](mailto:info@canmoreregistry.com)

Telephone: (403)678-9320  
Fax: (403)678-1968  
[www.canmoreregistry.com](http://www.canmoreregistry.com)

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## Remote Driver's Licence Application

If you are temporarily out of the province or medically unable to attend a registry and need to either replace or renew your Alberta Driver's licence you may apply for a Condition Code F service. This will allow Alberta to send out a new licence without you being present at an Alberta Registry office.

- A completed [Remote Driver's Licence / ID Card Application](#) form (REG11197)
- Copies of acceptable identification
  - One piece of identification must contain your photo, legal name, and date of birth (e.g., Alberta driver's licence, valid passport, etc.)
  - One piece of identification must be a non-photo ID containing two data elements (e.g., Alberta Health Card, Birth Certificate, etc.)
- Proof of Alberta residency dated within the last 3 months
- Proof of legal presence if the previous Alberta driver's licence or ID card has been expired for 6 or more months or if you presented a work, study or visitor permit on your previous application
- A medical form, if required, completed by a general practitioner and/or specialist who is registered by the College of Physicians and Surgeons of Alberta, a nurse practitioner who is a regulated member of the College and Association of Registered Nurses of Alberta, or a general practitioner or nurse practitioner who has a similar status in another Canadian jurisdiction
  - Out of province medical reports **must** be approved prior to application (may take 1-2 weeks)
- A letter from a general practitioner, nurse practitioner, or care facility stating that they are physically unable to attend a registry agent location for individuals who are medically homebound

You may submit your application by one of the following methods:

- Email: [info@canmoreregistry.com](mailto:info@canmoreregistry.com)
- Fax: 403-678-1968
- Mail: 119-104 Kananaskis Way    Canmore, AB    T1W 2X2



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Once our office receives your request, we will review your documents and contact you if any corrections are required prior to processing.

The required fees are determined by the return date indicated on your application, and must be paid by one of the following methods:

- 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

After payment is received, we will then submit your application for processing. Processing times are estimated at:

- Interim licence via email (no photo) - 2 business days
- Permanent Photo Driver's licence received via mail in 5-10 business days to your Alberta address on file, or the alternate address as requested on the application.
- Licences **will not** be mailed outside of Alberta.

\*Please note you are required to re-enroll and provide proof of Alberta residency and proof of legal presence at the time of your next driver's licence or ID card service\*