

Instructions

- If you are unable to visit a ServiceOntario Centre and are sending someone (third party) to complete transaction(s) on your behalf, a Third Party Letter of Authorization (LOA) may be required. See section 2 for a list of transactions requiring a Third Party LOA.
- The **original** Third Party LOA must be presented to ServiceOntario. Faxes, emails or photocopies are not acceptable. Companies must use business letterhead and follow the same guidelines as outlined on this form.
- Form to be completed by vehicle/plate owner(s)/driver who requires the transaction to be processed. Form must be signed by **all** parties (i.e., vehicle/plate owner(s)/driver and third party).
- Complete in blue or black ink only. Whiteout is not permitted anywhere on the form. Place a single line through an error and have all parties initial beside.
- For specific vehicle transactions listed in section 2, the third party must present an **original or photocopy** of the vehicle/plate owner(s) valid Ontario Driver's Licence or Ontario Photo Card, the Third Party LOA and the third party's **original** Ontario Driver's Licence or Ontario Photo Card.
- For all other transactions listed in section 2, the third party must present identification that is acceptable, original, valid and includes their full legal name, date of birth and signature. For a list of acceptable identification, visit the [acceptable identity documents on the ServiceOntario website](#). Identification from the vehicle/plate owner(s)/driver is only required for specific vehicle transactions identified in section 2.

1. Driver or Vehicle/Plate Owner(s) Information (to be completed by driver or vehicle/plate owner(s))

- Enter the full legal name of driver or vehicle/plate owner(s) as it appears on driver's licence / vehicle ownership / acceptable identification document(s). **If vehicle/plate jointly owned, both parties must complete.**
- Enter the address as it appears on driver's licence/ownership.
- Enter the driver's licence number or 9-digit registration identification number (RIN) that appears on front of ownership.

Driver or Vehicle/Plate Owner

Last Name	First Name	Middle Initial
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Driver or Vehicle/Plate Owner (2nd/Joint Owner if applicable)

Last Name	First Name	Middle Initial
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Unit Number	Street Number	Street Name	PO Box
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City/Town/Village	Province	Postal Code
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Driver's Licence Number or Registrant Identification Number (RIN)

For vehicle transactions, complete the following as found on your vehicle ownership

Vehicle Identification Number (VIN)	Licence Plate Number (if applicable)		
Vehicle Make	Vehicle Model	Vehicle Year	Vehicle Colour

2. Authorization (to be completed by driver or vehicle/plate owner(s))

For the specific transactions listed below, the third party must present an **original or photocopy** of the vehicle/plate owner(s) valid Ontario Driver's Licence or Ontario Photo Card, the Third Party LOA, and the third party's **original** Ontario Driver's Licence or Ontario Photo Card.

- Original vehicle registration including new/used from out-of-province/out-of-country (ownership/titling document signed by seller and buyer also required)
- Transfer vehicle (signature on vehicle permit of both the seller and the buyer are required)
- Vehicle data change – colour change, weight change, etc. (ownership also required)
- Replace ownership

All other transactions requiring a Third Party LOA and **original** third party ID:

- Renew driver's licence and obtain temporary driver's licence (if no photo or tests required, completed Driver's Licence Renewal Application (SR-LD-038) signed by driver)
- Reinstate driver's licence, obtain temporary driver's licence and receipt
- Renew Ontario Photo Card (if no photo required)
- Change Ontario Photo Card address
- Renew plates with insurance declaration (plate number, full name and address of registrant, Vehicle Licence (Plate) Renewal Application (SR-LV-042) signed by plate owner or authorized third party and valid insurance card)
- Renew plates with fines/fees (LOA only required if reminder letter/ownership/registrant signed renewal form not available)
- Pay any and all fines/fees (407 Express Toll Route (ETR) tolls, parking fines, defaulted driver fines, demerit point interview fee, etc.) and obtain the receipt
- Plate refund (LOA only required if refund/credit going to third party)
- Commercial Vehicle Operators Registration (CVOR) level 2 (if required by company, LOA must be original, on business letterhead, dated within 30 days or specified period noted, signed by corporate officer and designated third party must be clearly listed)
- Any heavy commercial vehicle transaction where the plate owner is operating under the CVOR number of another individual or company. CVOR number must be specified in the authorization below
- Annual or Semi-Annual Inspection Declaration

Authorization

I/We, _____ ,
Full Legal Name (as it appears on driver's licence / vehicle ownership / acceptable identification documents)

hereby authorize _____
Full Legal Name of Third Party (Last Name, First Name)

to conduct the following transaction(s) on my/our behalf (write transactions using the above list of transactions):

I understand this includes the signing of all required documentation (except signing of vehicle ownership as buyer or seller, or any document relating to a power of attorney) and any additional transactions required to enable the completion of the requested transaction(s).

See page 3 for signatures

3. Signatures (to be completed by driver or vehicle/plate owner(s) and third party)

Print **full legal name** as it appears on driver's licence / vehicle ownership / acceptable identification document(s). **If vehicle/plate jointly owned, both parties must complete and sign.**

Driver or Vehicle/Plate Owner

Last Name	First Name	Middle Initial
Signature		Date (yyyy/mm/dd)

Driver or Vehicle/Plate Owner (2nd/Joint Owner if applicable)

Last Name	First Name	Middle Initial
Signature		Date (yyyy/mm/dd)

Third Party

Last Name	First Name	Middle Initial
Signature		Date (yyyy/mm/dd)

Information in this form is collected under the authority of the *Highway Traffic Act*. If you have any questions about the collection and use of your personal information collected on this form, please call the Operations Manager, ServiceOntario at 416-235-2999 or 1-800-387-3445 or write to the Supervisor, Ministry of Transportation, Information Services Office – Special Enquiry Unit, 87 Sir William Hearst Ave, Toronto ON M3M 0B4. Direct general inquiries to ServiceOntario 416-235-2999 or 1-800-387-3445 or visit [ServiceOntario.ca](https://www.serviceontario.ca).