

## Access and Release of Motor Vehicle Information Policy

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## 1. Overview

The Government of Alberta (GOA) passed the [Access to Motor Vehicle Information Regulation \(AMVIR\)](#), which came into force on May 1, 2004. This regulation is administered under the authority of Section 8 of the [Traffic Safety Act \(TSA\)](#).

[AMVIR](#) governs the use and disclosure of [personal driving and motor vehicle information](#) to and by persons and organizations in a manner that recognizes and balances:

- the right of an individual to have his or her [personal driving and motor vehicle information](#) protected, and
- the need of organizations to use and disclose [personal driving and motor vehicle information](#) for [purposes](#) that are recognized in law.

"Personal driving and motor vehicle information" as defined in the [TSA](#) means:

- (a) any information supplied by an individual under the [Act](#) in order for that individual to be issued a motor vehicle document in that individual's name, or
- (b) any information pertaining to the [driving record](#) of an individual.

The definition of [personal driving and motor vehicle information](#) in [TSA](#) is formulated in terms relating to the collection of information.

[Personal driving and motor vehicle information](#) is collected, amalgamated, and maintained in a database ([MOVES](#)) and is [released](#) through different reports or through batch or direct access.

In implementing [AMVIR](#), Service Alberta recognized that information that is collected as [personal driving and motor vehicle information](#) is [released](#) through specific [products](#) targeting specific needs and users. Depending on needs, a report can be customized to include information that would not identify an individual.

To avoid needlessly restricting access to information that would not identify an individual, the [Registrar](#) has redefined the

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[personal driving and motor vehicle information](#) collected, amalgamated and maintained in the Alberta Motor Vehicle Registry ([MOVES](#)) in terms relating to the [release of information](#).

In this policy and in the notifications of [Registrar's Decisions](#), [personal driving and motor vehicle information](#) that can be [released](#) without identifying an individual is referred to as "[non-personal motor vehicle information](#)" and [personal driving and motor vehicle information](#) that cannot be [released](#) without identifying an individual is referred to as "[personal motor vehicle information](#)."

Depending on the content of the reports, Service Alberta defines three types of motor vehicle information:

- Type I motor vehicle information is [released](#) through [motor vehicle search](#) reports that contain [personal driving and motor vehicle information](#) that if [released](#) would identify an individual. The [search product](#) reports include both [personal motor vehicle information](#) and [non-personal motor vehicle information](#) and are customized to serve specific needs of the [recipients](#). The [release](#) of Type I information is governed by section 2 of [AMVIR](#).
- Type II motor vehicle information is [released](#) through a specific Service Alberta motor vehicle [product](#) known as "[driver's abstract](#)." This report includes personal driving information of an individual. The [release](#) of Type II information is governed by section 5 of [AMVIR](#).
- Type III motor vehicle information is [released](#) through [motor vehicle search](#) reports that contain [personal driving and motor vehicle information](#) that if [released](#) would not identify an individual (Vehicle Information Reports) or information contained in a public database (lien search reports).
- The access to or the [release](#) of motor vehicle information through direct or batch access is restricted to a limited set of users

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(e.g. GOA departments, law enforcement agencies, etc).

## 2. Policy

- The access to and the [release](#) of the [personal driving and motor vehicle information](#) of Albertans collected and compiled by Alberta Registries "*for the purpose of identifying licensed operators and registered owners of motor vehicles to ensure responsibility and accountability for their actions with respect to motor vehicles*" is restricted by specific Alberta legislation.
- On request, the [Registrar](#) **must** [release](#) the [personal driving and motor vehicle information](#) or an [abstract of the driving record](#) of a person to that person.
- On request, the [Registrar](#) **may** [release](#) [personal driving and motor vehicle information](#) or an [abstract of the driving record](#) only to a person or organization having a valid [purpose](#) that is recognized through legislation.
- Before releasing [personal motor vehicle information](#) the [Registrar](#), or any person acting on behalf of the [Registrar](#), must ensure that the person or the organization receiving information enters into an [agreement](#) with Service Alberta. The type and form of the [agreement](#) may vary from case to case and must be acceptable to the [Registrar](#).
- Service Alberta monitors and audits the access to and the [release](#) of [personal motor vehicle information](#).

**3. Who Is Affected by this Policy** The *Access and Release of Motor Vehicle Information Policy* applies to all [recipients](#) of [personal driving and motor vehicle information](#):

- [Account holder recipients](#),
- [Walk-in clients](#),
- [Third Party recipients](#).

It is the responsibility of all [recipients](#) of [personal driving and motor vehicle information](#) to understand and comply with this policy.

#### 4. Confidentiality of Information

- Any [original recipient](#) of [personal motor vehicle](#) information is responsible for the confidentiality of the information from the moment the information is [released](#) until the moment the information is destroyed (in accordance with the [agreement](#) signed with Service Alberta.)
- Both the [original recipient](#) of [personal motor vehicle information](#) and a [Third Party recipient](#) are responsible for the confidentiality of any information transferred to a [Third Party recipient](#) from the moment the information is [released](#) until the moment the information is transferred back and destroyed.
- The [recipient](#) must ensure that all users of data and information are required to abide by the current legislation and the applicable guidelines and policies regarding confidentiality of data and information, including, but not limited to the [Access to Motor Vehicle Information Regulation](#) and this policy.
- The [recipient](#) must ensure that information confidentiality is maintained regardless of the technology used to communicate, store, or destroy information.
- The [recipient](#) must ensure that any user of data and information (employee, consultant, or [Third Party recipient](#)) granted access to data or information has been properly trained to ensure the security and confidentiality of the data or information he/she uses.

## 5. Definitions

In this policy:

- a. "Abstract of a driving record" means a specific compilation of information from a person's driving record. This information is [released](#) by Service Alberta as a [product](#) titled "Summary of driving record" also known as a driver's abstract.
- b. "Account holder" means a [recipient](#) that requires recurrent access to [personal motor vehicle information](#) and has signed an [agreement](#) with Service Alberta to [receive personal motor vehicle information](#).
- c. "Additional motor vehicle search product" means a specific, standardized compilation of motor vehicle information, which does not generate a search report form.
- d. "Agreement" means a contractual relationship as described in Section 3 of [AMVIR](#) established between Service Alberta and a party requesting access to [personal motor vehicle information](#).
- e. "Commissioner" means Commissioner as defined in the [Freedom of Information and Protection of Privacy Act \(FOIP\)](#).
- f. "Direct release of information" means a [release of information](#) that takes place when Service Alberta transfers [personal motor vehicle information](#) to a [recipient](#) that is either specifically identified under [AMVIR](#) or has an approved [purpose](#) under [AMVIR](#).
- g. "Indirect release of information" means a [release of information](#) that takes place when a party having access to [personal motor vehicle information](#) transfers that information to a [Third Party](#) who provides a specialized service requiring access to [personal motor vehicle information](#).
- h. "Information package" means the [personal motor vehicle information](#) bundle for which a [recipient](#) is currently approved. The content of an information package depends on:
  - the approved [purposes](#),
  - the approved [products](#), and

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- the type of access.

Depending on the [purpose](#), the [recipient](#) may be further limited by current published policies, procedures, and guidelines.

The [recipient](#) is responsible for selecting, from the approved information package, the [product](#) that provides the **least** amount of [personal motor vehicle information](#) required to accomplish the [purpose](#).

- i. “Informed prior consent” means the process by which a fully informed person agrees, in advance, to the [release](#) of their [personal motor vehicle information](#).

For consent to be valid the person must be considered competent to make the decision and their consent must be voluntary.

Valid consent must be limited in time and scope. It must clearly identify to whom the information may be [released](#), what information may be [released](#), and the [purpose](#) for which the [recipient](#) may use the information.

- j. “Motor vehicle search” means the process through which motor vehicle information is retrieved from the Service Alberta motor vehicle database ([MOVES](#)). Motor vehicle information is [released](#) to [recipients](#) as a [motor vehicle search product](#) or as an [additional motor vehicle search product](#).

- k. “Motor vehicle search product” means a specific, standardized compilation of motor vehicle information [released](#) by Service Alberta through a registry agent which generates a search report form.

- l. “Non-personal motor vehicle information” means information extracted from a public database (lien searches) or from which the personal content was eliminated (Vehicle Information Reports).

- m. “Original recipient” means a party that has a valid [purpose](#) under [AMVIR](#) and receives [personal motor vehicle information directly](#) from

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Service Alberta or from a registry agent.

- n. "Personal motor vehicle information" means recorded driving and motor vehicle information that, if disclosed, would lead to the identification of an individual.
- o. Personal Unique Access Number (PUAN) means a unique identifier assigned to a [recipient](#) having an [agreement](#) for access to [personal motor vehicle information](#) in good standing with Service Alberta. Each valid PUAN has attached levels that identify the [products](#) for which the [Registrar](#) has approved the [recipient](#).
- p. "Product" means a specific bundle of motor vehicle information that may contain both [personal motor vehicle information](#) and [non-personal motor vehicle information](#).
- q. "Purpose" means the purpose as specified in the [agreement](#) and sanctioned under Section 2 and Section 5 of [AMVIR](#).
- r. "Recipient" means a party that has obtained [personal motor vehicle information](#).
- s. "Registrar" means the Registrar of Motor Vehicle Services in accordance with Part 5, Division 1.1 of the [Freedom of Information and Protection of Privacy Act](#).
- t. "Release of information" means any process through which one party transfers [personal motor vehicle information](#) to another party. This includes, but is not limited to:
  - verbal disclosure of [personal motor vehicle information](#),
  - published disclosure of [personal motor vehicle information](#),
  - direct access to [personal motor vehicle information](#).
- u. "Third Party" means a person or organization who is not a party to the [agreement](#) for access to [personal motor vehicle information](#) signed by a [recipient](#) with Service Alberta, and includes, but is not limited to, agents, consultants, subsidiary or parent corporations, affiliates, and

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government entities.

- v. "Third Party recipient" means a [recipient](#) that receives [personal motor vehicle information](#) from a party that has a valid [purpose](#) under [AMVIR](#). The Third Party recipient has access to [personal motor vehicle information](#) in order to provide a specialized service as requested by the party that transferred the information.

To be able to receive [personal motor vehicle information](#), a [Third Party](#) must have an [agreement](#) in good standing with Service Alberta, a valid [PUAN](#), and provide a signed and dated "[Third Party Recipient Declaration](#)" to the [original recipient](#) each time it receives [personal motor vehicle information](#).

- w. "Valid walk-in situation" means a special case of [release of information](#) in which the party having a valid [purpose](#) under [AMVIR](#) does not require recurrent access to [personal motor vehicle information](#).
- x. "Vehicle Identification Number" (VIN) means a series of digits (numbers and letters) that uniquely identifies a specific motor vehicle.
- y. "Walk-in client" means a [recipient](#) that receives [personal motor vehicle information](#) in a [valid walk-in situation](#), [directly](#) from a registry agent, without having to sign an [agreement](#) with Service Alberta.

## 6. Legal Framework for this Policy

The [Freedom of Information and Protection of Privacy Act \(FOIP\)](#) governs the government's **collection** of motor vehicle information from Albertans for the [purpose](#) of identifying licensed operators and registered owners of motor vehicles. It also governs the review of the decisions of the [Registrar of Motor Vehicle Services](#).

The [Access to Motor Vehicle Information Regulation \(AMVIR\)](#) and the [Traffic Safety Act \(TSA\)](#) govern the [release](#) of motor vehicle information collected and compiled by Service Alberta.

The [Civil Enforcement Regulation](#) allows the [Registrar](#) to [release personal motor vehicle information](#) to civil enforcement agencies and bailiffs for the [purpose](#) of carrying out seizures of personal property under the Act.

The [released](#) information may also be subject to other privacy legislation such as the [Personal Information Protection Act \(PIPA\)](#) or [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#) which is the applicant's responsibility to ensure compliance.

The [Personal Information Protection Act](#) governs the means by which private sector organizations collect, use, and disclose personal information.

The [Personal Information Protection and Electronic Documents Act](#) supports and promotes "electronic commerce by protecting personal information that is collected, used or disclosed in certain circumstances, by providing for the use of electronic means to communicate or record information or transactions."

## 7. Application for Access

An applicant, whether a person or an organization, must apply to Service Alberta for access to [personal motor vehicle information](#), in a manner satisfactory to the [Registrar](#). In order to grant access, Service Alberta must be satisfied that applicants meet eligibility requirements.

### 7.1. Application Form

The applicant must complete an approved [application form](#) to provide information about:

- a. The business type,
- b. A physical and mailing address for their business,
- c. The contact person(s) for their business,
- d. The person(s) who have signing authority within their business,
- e. A detailed description of how the applicant intends to use the [personal motor vehicle information](#),
- f. The specific [personal motor vehicle information](#) required for each intention identified in subsection (e) above,
- g. The [AMVIR purpose](#)(s): A list of [AMVIR](#) subsections identifying the [purposes](#) under which access is being requested.

An application package including an information sheet, the approved application form and the regulation can be downloaded from [Service Alberta website](#) at:

<http://servicealberta.ca/release-of-motor-vehicle-info.cfm>

### 7.2. Supporting documentation for application

The [Registrar](#) has the authority to request any supporting documentation considered relevant for each person or organization applying for access to [personal motor vehicle information](#) under [AMVIR](#).

When requested by the [Registrar](#), the applicant must provide supporting documentation regarding the nature of his/her business and professional affiliations or licences, including, but not limited to:

- a. Alberta lawyers must be listed in the legal [directory](#) or confirm that they are registered

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with the [Law Society of Alberta](#). Out-of-province lawyers must be registered with the equivalent law society in their home jurisdiction and must provide confirmation of registration.

- b. Other Alberta businesses must be in good standing under the [Business Corporations Act](#), [Societies Act](#), or [Partnership Act](#).
- c. Out-of-province businesses must be bona fide, registered businesses in their home jurisdiction. An appropriate government official from that jurisdiction must confirm valid registration.
- d. Financial institutions must be verified as such when Service Alberta confirms their status with the appropriate government authority.
- e. Private investigators and insurance investigators must provide verification of licensing from [Alberta Solicitor General](#).
- f. Civil enforcement agencies (bailiffs) must be registered with and approved by [Sheriff – Civil Enforcement](#), Alberta Justice.
- g. Collection agencies and skip tracers must provide verification of licensing from Service Alberta, [Consumer Services Division](#).

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**7.3. Verification of application**

Service Alberta may access different databases, directories, and registries including, but not limited to:

- [Corporate Registry System \(CORES\)](#) to verify information about businesses,
- [Alberta Motor Vehicle Industry Council \(AMVIC\)](#) to verify information about automotive businesses,
- Legal directories or the [Law Society of Alberta](#) to verify information about Alberta lawyers,
- Service Alberta, [Consumer Services Division](#) to verify there are no active complaints against the applicant.

If deemed necessary, the [Registrar](#) may require the [recipient](#) to conduct additional verification steps including, but not limited to, Privacy Impact Assessments or Privacy Audits. These additional verifications must be acceptable to one of any arms-length privacy-auditing organizations recognized by Service Alberta.

All costs associated with conducting the additional required verifications before or after an [agreement](#) is received are the responsibility of the [recipient](#).

## 8. Agreement Conditions

Except for [valid walk-in situations](#), all [recipients](#) of [personal motor vehicle information](#) must have a valid [agreement](#) with Service Alberta.

1. Upon receiving an [agreement](#), the [recipient](#) must prepare two copies of the [agreement](#), sign both with original signatures and return both copies by mail to:

AMVIR Agreements  
Service Alberta  
3<sup>rd</sup> floor, John E. Brownlee  
Building  
10365 – 97 Street  
Edmonton, Alberta, Canada  
T5J 3W7

2. If deemed necessary to expedite access, the [Registrar](#) **may** assign and provide a [PUAN](#) to the [recipient](#), prior to receiving the signed copies of the [agreement](#). In this situation, the [Registrar](#) may suspend access if the signed copies of the [agreement](#) are not received within the next ten working days.
3. If access [agreements](#) cannot be audited by virtue of the [recipient's](#) location, or if the [agreement](#) is not enforceable in the [recipient's](#) jurisdiction, the [Registrar](#) has the authority to deny, suspend, or terminate the [recipient's](#) access to [personal motor vehicle information](#).
4. The [Registrar](#) may require amendments to the [agreement](#) from time to time as a result of, but not limited to, changes in legislation, policies, procedures, types of access, system capability, information and/or [product](#) availability.

## 9. Compliance

Any [recipient](#) of [personal motor vehicle information](#) has an obligation to maintain the confidentiality of the information and comply with:

- the requirements of the legislation,
- the [Registrar's](#) decisions,
- current Service Alberta published policies and procedures,
- the requirements of their [agreement](#) for access to motor vehicle information.

## 10. Non-Compliance

A [recipient](#) who does not comply with or breaches their [agreement](#) or any policy of the [Registrar](#) may be subject to the immediate suspension or termination of access to [personal motor vehicle information](#).

The [Registrar](#) may immediately suspend or terminate access to, and [release](#) of [personal motor vehicle information](#) when the [recipient](#) misrepresents or fails to disclose:

- Any information about itself,
- Any information about its business,
- Any information about the use of the [personal motor vehicle information](#) it has been granted access to,
- Any other information pertinent to the exercise of the [Registrar's](#) discretion to grant access to the [recipient](#).

In exercising discretionary authority, as it relates to an application for reinstatement of access, the [Registrar](#) may conduct a thorough investigation of the conditions that have led to suspension or termination including, but not limited to:

- Consideration of the [recipient's](#) prior conduct as it relates to the [agreement](#),
- Any past occasions of non-compliance or breach of contract,
- Any misuse of information and/or abuse of personal privacy by the [recipient](#).

A [recipient](#) should also note that [personal motor vehicle information](#) might also be subject to the protection of personal information under the [Personal Information Protection Act \(PIPA\)](#), including possible remedies and penalties under that Act.

- 11. Notification of Registrar's Decisions and Request for Review Process**
- The [Registrar's](#) decisions regarding granting or refusal of access to [personal motor vehicle information](#) are published by way of notification on the Service Alberta [Registrar's website](#) at <http://servicealberta.ca/driving-vehicles.cfm>
- Within 60 days of publication, any person or organization may request that the [Information and Privacy Commissioner \(IPC\)](#) review the decision of the [Registrar](#) in accordance with Part 5, Division 1.1 of [FOIP](#).
- Information about the Review Process and the [Commissioner's](#) orders are published on the Office of [Information and Privacy Commissioner \(OIPC\)](#) [website](#) at <https://www.oipc.ab.ca/legislation/amvir.aspx>

**12. Use of Personal  
Motor Vehicle  
Information**

The [recipient](#) of [personal motor vehicle information](#) must not use or [release](#) the [personal motor vehicle information](#) except for the [purpose](#), or consistent with the [purpose](#), for which it was requested.

Any [Third Party](#) having access to [personal motor vehicle information](#) must ensure that the information transferred to them by another party is used only for the [purpose](#), or consistent with the [purpose](#), for which the information was initially [released](#) by Service Alberta.

### 13. Types of Information

In the [Registrar's Decision: Notification 01/2004](#) three types of information have been declared:

1. Type I: [Motor vehicle searches](#)
2. Type II: [Driving record \(driver's abstract\)](#)
3. Type III: [Non-personal motor vehicle information](#)

#### 13.1. Type I: Motor vehicle searches

Type I motor vehicle information includes information [released](#) through [motor vehicle search products](#) and [additional motor vehicle search products](#).

Section 2 of [AMVIR](#) governs the [release](#) of [personal motor vehicle information](#) in a [motor vehicle search product](#) or an [additional motor vehicle search product](#).

#### 13.2. Type II: Driving record (driver's abstract)

Type II motor vehicle information includes information [released](#) through [driving records](#).

The Section 8 of [TSA](#) and Section 5 of [AMVIR](#) govern the [release](#) of [personal motor vehicle information](#) in a [driving record](#).

#### 13.3. Type III: Non-personal motor vehicle information

Type III motor vehicle information includes information [released](#) through lien searches and Vehicle Information Reports.

The [recipient](#) is prohibited to link [non-personal motor vehicle information](#) with information obtained from any other sources in order to recreate a link to an identifiable individual.

**14. Purpose for Access** [AMVIR](#) is [purpose](#) driven. The [purpose](#) determines the basis on which a person and/or organization is permitted to access [personal motor vehicle information](#). To be valid, a [purpose](#) must be specifically authorized by [AMVIR](#).

The [purposes](#) authorized by [AMVIR](#) are listed, as independent subsections, in Section 2 and Section 5 of the Regulation.

**14.1. Valid purpose for access to Type I information**

Section 2 of [AMVIR](#) lists acceptable [purposes](#) for the [release](#) of [motor vehicle search products](#) or [additional motor vehicle search products](#).

The [purposes](#) are described in terms of who is permitted to have access or in what situation the [personal motor vehicle information](#) can be [released](#).

The [Registrar](#) has discretionary authority to decide whether to grant or refuse access to a person/organization that has applied to obtain access under a given [purpose](#).

**14.2. Valid purpose for access to Type II information**

Section 5 of [AMVIR](#) lists acceptable [purposes](#) for the [release](#) of [driving records](#).

The [purposes](#) are described in terms of both who is permitted to receive and in what situation a [driving record](#) can be [released](#).

The [Registrar](#) has discretionary authority to decide the type of [driving record](#) to be [released](#) (3-year, 5-year, or 10-year [driver's abstract](#)).

## 15. Consent

The [Registrar](#) may [release personal motor vehicle information](#) to a party that has the [informed prior consent](#) of the party whose information is [released](#). Under [AMVIR](#), [consent](#) for access to [personal motor vehicle information](#) cannot be transferred.

### 15.1. Valid prior consent for Type I information

Under Section 2(1)(p) of [AMVIR](#), the [consent](#) of the individual, to whom the [personal motor vehicle information](#) pertains, needs to:

- a) Be in writing,
- b) Be dated,
- c) Be limited in time (e.g. the life of a security agreement, a specific time period, etc),
- d) Be signed by the consenting individual,
- e) Specify to whom the information may be [released](#),
- f) Specify what information may be [released](#),
- g) Specify for what [purpose](#) the [recipient](#) may use the information.

#### NOTE:

The [consent](#) cannot be passed to unidentified agents of the party that is identified in the [consent](#). The [personal motor vehicle information](#) can be [directly released](#) only to a party that is specifically identified in the [consent](#).

### 15.2. Valid prior consent for Type II information

Under Section 5(1)(b)(iii) and 5(1)(b)(v) of [AMVIR](#), the [consent](#) of the individual, to whom the information pertains, needs to:

- a) Be in writing,
- b) Be dated,
- c) Be limited in time,
- d) Be signed by the individual,
- e) Specify to whom the information may be [released](#),
- f) Specify what information may be [released](#),
- g) Specify for what [purpose](#) the [recipient](#) may use the information.

**NOTES:**

1. For the [purposes](#) of [AMVIR](#) Subsection 5(1)(b)(i) [consent](#) may be given by the policy holder:
  - in writing,
  - electronically,
  - orally,if the [Registrar](#) has approved the manner by which [consent](#) is given to the insurer.
2. The requirements for [consent](#) under Subsection 5(1)(b)(i)(B) apply only for abstracts that are [released](#) on or after April 30, 2005.
3. A party having prior [consent](#) cannot obtain a [driving record](#) if that party's right to obtain a [driving record](#) is not specifically sanctioned in Section 5 of [AMVIR](#).

**15.3. Access without consent**

[Personal motor vehicle information](#) can only be [released directly](#) to a party whose right to access [personal motor vehicle information](#) is authorized by an [AMVIR purpose](#). [AMVIR](#) only recognizes a limited number of situations ([purposes](#)) in which [personal motor vehicle information](#) can be [released](#) without [consent](#) (e.g. for law enforcement, for use in court proceedings, to comply with a law or enactment of Alberta or Canada, etc).

## 16. Content of Information Products

Service Alberta can modify the information content of each [product](#) at any time.

New [products](#) or changes in the information content of each [product](#) will be announced sixty days in advance on the Service Alberta [Registrar's website](#) at <http://servicealberta.ca/registrars-decisions-notifications.cfm>

### 16.1. Type I information (motor vehicle searches)

[Release](#) of specific Type I information is dependent upon:

- The [AMVIR purpose](#) under which an individual and/or organization requires access to [personal motor vehicle information](#),
- The [motor vehicle search product](#) that is ordered by the [recipient](#), and
- The [recipient's](#) business type.

Information in a [motor vehicle search product](#) (Type I) falls into four eligible search information categories:

- A. Demographic information,
- B. Operator (driver) information,
- C. Ownership and vehicle information,
- D. Court products.

These categories include the following details:

#### A. Demographic Information:

1. Name,
2. Address,
3. Date of birth,
4. Physical description,
5. Returned mail indicator,<sup>1</sup>
6. Alias and joint ownership information

#### B. Operator (Driver) Information:

1. Name,
2. Date of birth,
3. Operator's licence number,
4. Operator's licence class,
5. Operator's licence conditions,

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<sup>1</sup> Returned Mail Indicator, a logical value used in demographic products to indicate if there has been returned (undeliverable) mail from the current listed address.

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6. Operator's licence expiry date,

C. Ownership and Vehicle Information:

1. Registered owner information,
2. List of licence plates registered to a person or organization,
3. List of vehicles registered to a person or organization,
4. Vehicle details

D. Court Products

1. Confirmation of vehicle registration for a specific date,
2. Confirmation of operator licence for a specific date.

A number of [MOVES](#) services are described as search [products](#). All these services produce a search report form.

The current [motor vehicle search products released](#) by Service Alberta through registry agents include: Limited Demographics (LD), Locator Demographics (LB), Full Demographics (CL), Plate Index (PI), Vehicle Index (VI), Vehicle Registration (VR), Operator Search (OP), and Pre-Court Search (PC).

A number of [MOVES](#) services are described as additional searches. These services do not generate a search report form.

The current [additional motor vehicle search products released](#) by Service Alberta through registry agents include: suspension verification, historical searches (HS), court certificates (CC), confirmation letters, photocopies and certified copies of documents.

Upon request, a registry agent can generate a Suspension Verification form to substitute for an original Suspension Notice when a client has lost or did not receive it.

A historical search or archive search is a search of [MOVES](#) records that have been purged from the system and are stored off line.

A registry agent can provide a standard

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confirmation letter on the registry agent's letterhead. Each standard letter is associated with a specific [MOVES product](#). The letter may confirm information that the client has requested or it may confirm that the information requested has not been found. Either letter (confirmation or "no record") is considered a search and must be purchased.

The [Registrar](#) may issue to the legal profession or to other pre-approved users a court certificate confirming vehicle registration or operator licences for a specific date or time period.

Some vehicle documents (e.g. medical forms, operator or vehicle registration documents) are microfilmed and kept on file at Alberta Registries. Photocopies are copies made from the microfilm record.

Certified copies are photocopies that have been stamped on the reverse with the message "Certified Copy". A client may require certified copies for legal proceedings.

Certified copies of medical records based on microfilm can only be [released](#) with [prior consent](#) or a court order requesting the [release](#).

As a [walk-in client](#), anyone may request a historical search, court certificate or photocopy/certified copy of his or her own [personal motor vehicle information](#).

Only an [account holder](#) in good standing may request a historical search, a photocopy/certified copy, a confirmation letter or a court certificate pertaining to another person.

An [account holder](#) may request only [additional motor vehicle search products](#) that are available within their authority level.

The [release](#) of standard confirmation letters that do not contain [personal motor vehicle information](#) does not require an [agreement](#).

**16.2. Type II information  
(driving record)**

A [driving record](#) ([driver's abstract](#)) contains the following:

1. Name,
2. Address,
3. Date of birth,
4. Physical description,
5. Operator licence number and class,
6. Demerits,
7. Suspension information,
8. 3-year, 5-year or 10-year [driving record](#),
9. Date abstract was printed

**16.3. Type III information  
(non-personal motor  
vehicle information)**

Lien searches and Vehicle Information Reports are deemed to be public information, which may be needed to assist potential buyers of vehicles.

A **Vehicle Information Report** includes the following information:

a. **Vehicle Description:**

1. Year,
2. Make (e.g. Chrysler, Ford, etc),
3. Model (e.g. Voyageur, Aerostar, etc),
4. Style (e.g. 2-door, 4-door, etc),
5. Color,
6. Fuel type (e.g. gasoline, propane, etc).

b. **Vehicle Status:**

1. Current status of the vehicle (e.g. salvage/oop-salvage,<sup>2</sup> rebuilt/oop-rebuilt,<sup>3</sup> unsafe/oop-unsafe,<sup>4</sup> etc)<sup>5</sup>

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<sup>2</sup> Salvage = A damaged vehicle that was deemed a total loss by an insurer and branded as salvage must be inspected and certified in a licensed salvage inspection facility, and can then only be registered with a status of rebuilt.

<sup>3</sup> Rebuilt/oop-rebuilt = A vehicle that was given a salvage status by the insurer then repaired and subsequently certified by a licensed salvage inspection facility. A vehicle with a rebuilt status can be registered permanently retaining the rebuilt status.

<sup>4</sup> Unsafe/oop-unsafe = A vehicle that is deemed unfit for continued road use by a peace officer. A vehicle with this status must be inspected in a licensed inspection facility and certified before the peace officer will release the unsafe status to allow the vehicle to be registered.

<sup>5</sup> Out of Province (oop) = indicates that a vehicle is not currently registered in Alberta. OOP vehicles must be inspected and certified in a licensed out of province inspection facility prior to registration.

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2. If applicable, the last date that an insurer declared the vehicle to be a salvage,

c. **Vehicle Registration Information:**

1. Date the vehicle was first registered in Alberta,
2. Latest registration date and the municipality where the registrant resided, to a maximum of seven registrations, from December 1993 to present.

d. **Licence Plate Classification:**

1. Latest licence plate classification (e.g. passenger, commercial, farm or rental, etc),
2. Last seven licence plate classifications, from December 1993 to present.

e. **Lien Information:**

1. Number of liens and other related instruments associated with the [vehicle identification number \(VIN\)](#) as registered in Alberta's [Personal Property Registry](#).

A **lien search** provides information from the Alberta Registries personal property database. It reports liens or encumbrances that have been registered in Alberta against a specific vehicle.

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Non-Repairable = A damaged vehicle that is deemed a total loss by an insurer and branded non-repairable cannot be registered and must be dismantled for parts.

Unsafe-R= A rebuilt vehicle that is deemed unsafe by a peace officer. A vehicle with this status must be subjected to a joint inspection with a peace officer in a licensed inspection facility before it can be registered as a rebuilt vehicle.

## 17. Release of Information

[Release of information](#) is deemed to occur each time a party transfers [personal motor vehicle information](#).

The [release of information](#) can be either [direct](#) or [indirect](#).

### 17.1. Direct release of Type I information (motor vehicle search products)

Search information and current available [products](#) that can be [directly released](#) under each [AMVIR purpose](#) depend on the type of organization requesting the access.

The attached Appendix 1 defines who can request Type I [personal motor vehicle information](#), the conditions to be met by the [recipient](#) and what information and [products](#) are eligible under each [AMVIR purpose](#).

The [recipient](#) is responsible for ensuring they order only the search [product](#), for which their access has been approved, that contains the **minimum** amount of [personal motor vehicle information](#) necessary to accomplish the [recipient's purpose](#).

### 17.2. Direct release of Type II information (driving record)

A [driver's abstract](#) can be [directly released](#) only for a [purpose](#) and only under the conditions specified in Section 5 of [AMVIR](#) and Section 8 of [TSA](#).

**18. Responsibilities of the Original Recipient**

To facilitate auditing, the [original recipient](#) must maintain a separate file for each access to [personal motor vehicle information](#) including all relevant documents justifying the access.

Before transferring any [personal motor vehicle information](#) to a [Third Party](#) providing a service based on [personal motor vehicle information](#), the [original recipient](#) must enter in a contractual relationship with that [Third Party](#).

[Personal motor vehicle information](#) can be transferred only to a [Third Party recipient](#) that has an [agreement](#) in good standing with Service Alberta and a valid [Personal Unique Access Number \(PUAN\)](#).

For each transfer of [personal motor vehicle information](#) the [original recipient](#) must request and maintain on file a signed and dated "[Third Party Recipient Declaration](#)". The form, used for auditing purposes, can be downloaded from the Service Alberta [Motor Vehicle website](#).

**19. Responsibilities of  
Third Parties**

The [Third Party recipient](#) must provide a signed and dated "[Third Party Recipient Declaration](#)" to the [original recipient](#) for each transfer of [personal motor vehicle information](#).

The [Third Party recipient](#) is legally responsible for the truthfulness and accuracy of all information provided in the "[Third Party Recipient Declaration](#)"

Upon suspension of access or termination of its [agreement](#) with Service Alberta, a [Third Party recipient](#) must provide notification about its suspension of access or termination status to the [recipients](#) from which it receives [personal motor vehicle information](#) as well as to any parties who request a service from them based on [personal motor vehicle information](#).

**20. Release of  
Information in  
Walk-in Situations**

A [recipient](#) who needs [personal motor vehicle information](#) on a non-recurrent basis and who does not have an [agreement](#) with Service Alberta but has a valid [purpose](#) for [direct release](#) of [personal motor vehicle information](#) under [AMVIR](#) may be permitted to access the information [directly](#) from a registry agent.

The [release of information](#) by a registry agent, in [valid walk-in situations](#), must be conducted in strict accordance with the Service Alberta policies for registry agents. This process requires the completion of an auditable statement of intent, which the registry agent must retain in their records.

- 21. Reselling Personal Motor Vehicle Information** Reselling [personal motor vehicle information](#) or obtaining [personal motor vehicle information](#) on behalf of a [recipient](#) having a valid [purpose](#) under [AMVIR](#) is prohibited.

**22. Public Disclosure  
of Personal Motor  
Vehicle  
Information**

[AMVIR](#) recognizes that some [purposes](#) may require the public disclosure of [personal motor vehicle information](#) (e.g. in court proceedings).

The [recipient](#) must ensure that the public disclosure is legal and further, has the duty to limit the public disclosure of [personal motor vehicle information](#) to the absolute minimum required for that [purpose](#).

**Access and Release of Personal Motor Vehicle Information Policy, Appendix I**

**Table: Direct Release of Type I Information**

<b>Eligible search information</b> A – Demographic information; B – Operator (driver) information; C – Ownership and vehicle information, D – Court products  <b>Eligible products</b> PI – Plate Index; VI – Vehicle Index; VR – Vehicle Registration; OP – Operator (Driver) Search; LD – Limited Demographics; LB – Locator Demographics; CL – Full Demographics; PC – Pre-Court Search; CC – Court Certificate					
<b>AMVIR purpose</b>	<b>Approved registrar sub-purpose</b>	<b>Eligible information</b>	<b>Eligible products</b>	<b>Who can request information</b>	<b>Conditions to be met</b>
<ul style="list-style-type: none"> <li>• <b>2(1)(a)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Preparing for legal proceedings where it is necessary to identify operators or registered owners and to establish legal responsibility for motor vehicle related actions. (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C,D</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP, PC</li> </ul>	<ul style="list-style-type: none"> <li>• Law firm</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• represents the interests of an insurer, owner, operator, person involved in a collision or whose property was damaged in a vehicle collision, and</li> <li>• pertinent police report and witness declarations, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
		<ul style="list-style-type: none"> <li>• A,B,C,D</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP, PC</li> </ul>	<ul style="list-style-type: none"> <li>• Regulatory GOA body,</li> <li>• Regulatory federal government body,</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• public property was damaged in a collision, and</li> <li>• pertinent police report and witness declarations, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>

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	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• GOA department,</li> <li>• Public body as defined in FOIP</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• public property was damaged in a collision, and</li> <li>• pertinent police report and witness declarations, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
<ul style="list-style-type: none"> <li>• Insurance investigation (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Insurance company</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• insured person/property was injured/damaged in a collision, and</li> <li>• pertinent police report and witness declarations, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
<ul style="list-style-type: none"> <li>• Law enforcement (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C,D</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP, PC, CC</li> </ul>	<ul style="list-style-type: none"> <li>• Law enforcement agency (as defined in FOIP)</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access, and</li> <li>• pertinent police report and witness declarations, or</li> <li>• complaint of reckless driving, or</li> <li>• investigation of a driving or motor vehicle related incident.</li> </ul>
<ul style="list-style-type: none"> <li>• Collision towing (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A</li> </ul>	<ul style="list-style-type: none"> <li>• LD</li> </ul>	<ul style="list-style-type: none"> <li>• Towing company</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access, and</li> <li>• pertinent police report, and</li> <li>• the driver/owner of a vehicle involved in a collision could not be contacted without access to personal motor vehicle information.</li> </ul>

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<ul style="list-style-type: none"> <li>• <b>2(1)(b)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Complying with an enactment of Alberta or Canada (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Federal government department,</li> <li>• GOA department,</li> <li>• Public body as defined in FOIP</li> </ul>	<ul style="list-style-type: none"> <li>• Provided the invoked enactment is clearly specified in the MOU/agreement signed with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
		<ul style="list-style-type: none"> <li>• A,B,C,D</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP, PC, CC</li> </ul>	<ul style="list-style-type: none"> <li>• Regulatory GOA body,</li> <li>• Regulatory federal government body,</li> <li>• Law enforcement agency (as defined by FOIP)</li> </ul>	<ul style="list-style-type: none"> <li>• Provided the invoked enactment is clearly specified in the MOU/agreement signed with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>2(1)(c)</b></li> </ul>	<ul style="list-style-type: none"> <li>• For a purpose in accordance with an enactment of Alberta or Canada that authorizes or requires the release (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Federal government department,</li> <li>• GOA department,</li> <li>• Public body as defined in FOIP</li> </ul>	<ul style="list-style-type: none"> <li>• Provided the invoked enactment is clearly specified in the MOU/agreement signed with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
		<ul style="list-style-type: none"> <li>• A,B,C,D</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP, PC, CC</li> </ul>	<ul style="list-style-type: none"> <li>• Regulatory GOA body,</li> <li>• Regulatory federal government Body,</li> <li>• Law enforcement agency (as defined by FOIP)</li> </ul>	<ul style="list-style-type: none"> <li>• Provided the invoked enactment is clearly specified in the MOU/agreement signed with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
	<ul style="list-style-type: none"> <li>• Civil enforcement for debt collection and recovery of property (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI</li> </ul>	<ul style="list-style-type: none"> <li>• Civil enforcement agency</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• civil enforcement agency as defined in the Civil Enforcement Act and licensed by Alberta Ministry of Justice; and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>

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<ul style="list-style-type: none"> <li>• <b>2(1)(d)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Complying with a subpoena, warrant, or order (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• GOA department,</li> <li>• Federal government department,</li> <li>• Public body as defined in FOIP,</li> <li>• Canadian municipality</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access, and</li> <li>• the person and/or organization requesting the direct release of information is clearly nominated in the order issued or made by a court, and</li> <li>• the type and source of personal information to be released is clearly defined in the invoked decision, and</li> <li>• the document communicating the decision (subpoena, warrant, or order) is dated and current.</li> </ul>
		<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Law firm,</li> <li>• SG licensed private investigator</li> <li>• SG licensed insurance investigator</li> </ul>	
		<ul style="list-style-type: none"> <li>• A,C</li> </ul>	<ul style="list-style-type: none"> <li>• LD, VI, VR, PI</li> </ul>	<ul style="list-style-type: none"> <li>• Bank or credit union,</li> <li>• Loaning, leasing, lending company,</li> <li>• Bankruptcy and insolvency trustee,</li> <li>• Chartered accountant,</li> <li>• Auto dealer</li> </ul>	
		<ul style="list-style-type: none"> <li>• A,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI</li> </ul>	<ul style="list-style-type: none"> <li>• Civil enforcement agency</li> </ul>	
		<ul style="list-style-type: none"> <li>• A</li> </ul>	<ul style="list-style-type: none"> <li>• LB, LD</li> </ul>	<ul style="list-style-type: none"> <li>• Court agent,</li> <li>• Process server</li> </ul>	
		<ul style="list-style-type: none"> <li>• A</li> </ul>	<ul style="list-style-type: none"> <li>• LD</li> </ul>	<ul style="list-style-type: none"> <li>• SA licensed collection agency,</li> <li>• SA licensed skip tracer,</li> <li>• Paralegals (registered in CORES)</li> </ul>	

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<ul style="list-style-type: none"> <li>• <b>2(1)(d)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Complying with a subpoena, warrant, or order (Walk-in clients)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Walk-in client</li> </ul>	<ul style="list-style-type: none"> <li>• Signed Statement of Intent, and</li> <li>• the person and/or organization requesting the direct release of information is clearly nominated in the order issued or made by a court, and</li> <li>• the type and source of personal information to be released is clearly defined in the invoked decision, and</li> <li>• the document communicating the decision (subpoena, warrant, or order) is dated and current, and</li> <li>• documents pertaining to each access are securely kept on file by the Registry Agent, for auditing purposes, for one year after the access.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>2(1)(e)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Performance of duties by an officer or employee of a public body (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Public body as defined in FOIP</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
		<ul style="list-style-type: none"> <li>• A,B,C,D</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP, PC</li> </ul>	<ul style="list-style-type: none"> <li>• Regulatory GOA body,</li> <li>• Regulatory federal government body,</li> <li>• Law enforcement agency (as defined by FOIP)</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
	<ul style="list-style-type: none"> <li>• Delivery of a program or service (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Public body as defined in FOIP</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
		<ul style="list-style-type: none"> <li>• A,B,C,D</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP, PC</li> </ul>	<ul style="list-style-type: none"> <li>• Regulatory GOA body,</li> <li>• Regulatory federal government body,</li> <li>• Law enforcement agency (as defined by FOIP)</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>2(1)(f)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Enforcing a legal right of GOA (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Public body as defined in FOIP</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept</li> </ul>

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					on file by the recipient, for auditing purposes, one year after the access.
<ul style="list-style-type: none"> <li>• <b>2(1)(g)(i)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Collecting a fine or debt owing by an individual to GOA (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,C,D</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, PC, CC</li> </ul>	<ul style="list-style-type: none"> <li>• GOA department</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
	<ul style="list-style-type: none"> <li>• Collecting a fine or debt owing by an individual to a public body (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,C,D</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, PC, CC</li> </ul>	<ul style="list-style-type: none"> <li>• Public body as defined in FOIP</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>2(1)(g)(ii)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Making a payment owing by GOA to an individual (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A</li> </ul>	<ul style="list-style-type: none"> <li>• LB, LD</li> </ul>	<ul style="list-style-type: none"> <li>• GOA department</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
	<ul style="list-style-type: none"> <li>• Making a payment owing by a public body to an individual (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A</li> </ul>	<ul style="list-style-type: none"> <li>• LB, LD</li> </ul>	<ul style="list-style-type: none"> <li>• Public body as defined in FOIP</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>2(1)(h)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Determining or verifying an individual's suitability or eligibility for a program or benefit (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Public body as defined in FOIP</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• the individual has applied for the program or benefit, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
		<ul style="list-style-type: none"> <li>• A,B,C,D</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP, PC</li> </ul>	<ul style="list-style-type: none"> <li>• Regulatory GOA body,</li> <li>• Regulatory federal government body,</li> <li>• Law enforcement agency (as defined by FOIP)</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• the individual has applied for the program or benefit, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>

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<ul style="list-style-type: none"> <li>• <b>2(1)(i)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Auditing (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C,D</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP, PC</li> </ul>	<ul style="list-style-type: none"> <li>• Auditor General,</li> <li>• Regulatory GOA body</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access</li> </ul>
		<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Public body as defined in FOIP</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>2(1)(j)(i)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Law enforcement proceedings (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Public body as defined in FOIP</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
		<ul style="list-style-type: none"> <li>• A,B,C,D</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP, PC, CC</li> </ul>	<ul style="list-style-type: none"> <li>• Regulatory GOA body,</li> <li>• Regulatory federal government body,</li> <li>• Law enforcement agency (as defined by FOIP)</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>2(1)(j)(ii)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Assist in a law enforcement investigation (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Public body as defined in FOIP</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
		<ul style="list-style-type: none"> <li>• A,B,C,D</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP, PC</li> </ul>	<ul style="list-style-type: none"> <li>• Regulatory GOA body,</li> <li>• Regulatory federal government body,</li> <li>• Law enforcement agency (as defined by FOIP)</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>2(1)(k)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Contacting a spouse, relative, or friend in emergency situations (Walk-in clients)</li> </ul>	<ul style="list-style-type: none"> <li>• A</li> </ul>	<ul style="list-style-type: none"> <li>• LD</li> </ul>	<ul style="list-style-type: none"> <li>• Any person</li> </ul>	<ul style="list-style-type: none"> <li>• Signed Statement of Intent, and</li> <li>• documents proving the emergency situation are presented and maintained on file by the Registry Agent, for auditing purposes, for one year after the access.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>2(1)(l)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Research purposes (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Public body as defined in FOIP,</li> <li>• Research organization</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept</li> </ul>

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					<ul style="list-style-type: none"> <li>on file by the recipient, for auditing purposes, one year after the access, and</li> <li>the research purpose cannot reasonably be accomplished unless that information is released in individually identifiable form, and</li> <li>any record linkage is not harmful, as determined by the Registrar, to the individuals the information is about and the benefits to be derived from the record linkage are clearly in the public interest.</li> </ul>
<ul style="list-style-type: none"> <li><b>2(1)(m)</b></li> </ul>	<ul style="list-style-type: none"> <li>Proceedings before a court or quasi-judicial body (Walk-in clients)</li> </ul>	<ul style="list-style-type: none"> <li>A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>Any person/organization</li> </ul>	<ul style="list-style-type: none"> <li>Signed Statement of Intent, and</li> <li>the person and/or organization requesting the direct release of information is clearly nominated in a court document, and</li> <li>the type and source of personal information to be released is clearly defined in the court document,</li> <li>the court document is dated and current, and</li> <li>documents pertaining to each access are securely kept on file by the Registry Agent, for auditing purposes, for one year after the access.</li> </ul>
<ul style="list-style-type: none"> <li><b>2(1)(m)</b></li> </ul>	<ul style="list-style-type: none"> <li>Preparing for proceedings before a court or quasi-judicial body (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>A,B,C,D</li> </ul>	<ul style="list-style-type: none"> <li>CL, LB, LD, VI, VR, PI, OP, PC</li> </ul>	<ul style="list-style-type: none"> <li>Law firm,</li> <li>Regulatory GOA body,</li> <li>Regulatory federal government body,</li> <li>Law enforcement agency (as defined by FOIP)</li> </ul>	<ul style="list-style-type: none"> <li>Signed MOU/agreement with SA, and</li> <li>valid PUAN, and</li> <li>documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access,</li> <li>the lawyer is member of Alberta Bar, and</li> <li>documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Proceedings before a court or quasi-judicial body (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C,D</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP, PC, CC</li> </ul>	<ul style="list-style-type: none"> <li>• Law firm,</li> <li>• Regulatory GOA body,</li> <li>• Regulatory federal government body,</li> <li>• Law enforcement agency (as defined by FOIP),</li> <li>• Alberta municipality,</li> <li>• Alberta parking authority</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access,</li> <li>• the person and/or organization requesting the direct release of information is clearly nominated in a court or quasi-judicial body document, and</li> <li>• the type and source of personal information to be released is clearly defined in the court document or quasi-judicial body document, and</li> <li>• the court or quasi-judicial body document, document is dated and current.</li> </ul>
		<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Public body as defined in FOIP,</li> <li>• Public and private organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access,</li> <li>• the person and/or organization requesting the direct release of information is clearly nominated in a court or quasi-judicial body document, and</li> <li>• the type and source of personal information to be released is clearly defined in the court document or quasi-judicial body document, and</li> <li>• the court or quasi-judicial body document, document is dated and current.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>2(1)(n)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Performance of the duties of the Chief Electoral Officer (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Electoral Officer</li> </ul>	<ul style="list-style-type: none"> <li>• The information is necessary for the performance of the duties of the Chief Electoral Officer, and</li> <li>• signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access</li> </ul>

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<ul style="list-style-type: none"> <li>• <b>2(1)(o)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Imminent danger to the health or safety of any person (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Public body</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
		<ul style="list-style-type: none"> <li>• A</li> </ul>	<ul style="list-style-type: none"> <li>• CL</li> </ul>	<ul style="list-style-type: none"> <li>• Canadian Blood Services</li> </ul>	<ul style="list-style-type: none"> <li>• Signed MOU/agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• documents pertaining to each access are kept on file by the recipient, for auditing purposes, one year after the access.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>2(1)(o.1)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Parking control (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A</li> </ul>	<ul style="list-style-type: none"> <li>• LD</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial parking lot owner</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• vehicle was parked in the commercial parking lot without proof of payment of the required fee, and</li> <li>• there are notices clearly and conspicuously placed at the entrance to and at several other places in the commercial parking lot (implied consent).</li> </ul>
<ul style="list-style-type: none"> <li>• <b>2(1)(p)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Own personal use (Walk-in clients)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP, PC, CC</li> </ul>	<ul style="list-style-type: none"> <li>• Any person</li> </ul>	<ul style="list-style-type: none"> <li>• Information released pertains to the person requesting the release,</li> <li>• personal identification, and</li> <li>• documents pertaining to each access are securely kept on file by the Registry Agent, for auditing purposes, for one year after the access.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>2(1)(p)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Legal representation (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C,D</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP, PC, CC</li> </ul>	<ul style="list-style-type: none"> <li>• Law firms,</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• valid prior consent of the person whose information is requested.</li> </ul>
	<ul style="list-style-type: none"> <li>• Paralegals</li> </ul>	<ul style="list-style-type: none"> <li>• A</li> </ul>	<ul style="list-style-type: none"> <li>• LD</li> </ul>	<ul style="list-style-type: none"> <li>• Paralegals</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• Registered (as paralegals) in CORES, and</li> <li>• valid prior consent of the person whose information is requested</li> </ul>

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<ul style="list-style-type: none"> <li>• Verification of collateral (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,C</li> </ul>	<ul style="list-style-type: none"> <li>• LD, VR, VI, PI,</li> </ul>	<ul style="list-style-type: none"> <li>• Financial institution (bank, credit union, leaser, etc)</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• valid prior consent of the person whose information is requested, and</li> <li>• loan agreement, or</li> <li>• an application on file</li> </ul>
<ul style="list-style-type: none"> <li>• Recovery of property (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,C</li> </ul>	<ul style="list-style-type: none"> <li>• LD, VR, VI, PI,</li> </ul>	<ul style="list-style-type: none"> <li>• Financial institution,</li> <li>• Civil enforcement agency,</li> <li>• Auto dealership,</li> <li>• Small business,</li> <li>• Retailer</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• valid prior consent of the person whose information is requested</li> </ul>
<ul style="list-style-type: none"> <li>• Debt collection (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,C</li> </ul>	<ul style="list-style-type: none"> <li>• LD, VR, VI, PI,</li> </ul>	<ul style="list-style-type: none"> <li>• Financial institution (bank, credit union, leaser, etc)</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• valid prior consent of the person whose information is requested.</li> </ul>
<ul style="list-style-type: none"> <li>• Debt collection (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A</li> </ul>	<ul style="list-style-type: none"> <li>• LD</li> </ul>	<ul style="list-style-type: none"> <li>• SA licensed collection agency</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• valid prior consent of the person whose information is requested, and</li> <li>• request from the debt owner</li> </ul>
<ul style="list-style-type: none"> <li>• Bankruptcy and/or Receivership (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,C</li> </ul>	<ul style="list-style-type: none"> <li>• LD, VR, VI, PI</li> </ul>	<ul style="list-style-type: none"> <li>• Bankruptcy trustee,</li> <li>• Law firm,</li> <li>• Financial institution</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• valid prior consent of the person whose information is requested.</li> </ul>
<ul style="list-style-type: none"> <li>• Insurance claims and/or insurance investigation (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• CL, LB, LD, VI, VR, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Insurance adjustor,</li> <li>• SG licensed insurance investigator</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• valid prior consent of the person whose information is requested.</li> </ul>
<ul style="list-style-type: none"> <li>• Service processing (court documents) (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A</li> </ul>	<ul style="list-style-type: none"> <li>• LB, LD</li> </ul>	<ul style="list-style-type: none"> <li>• Process server,</li> <li>• Court agents</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• valid prior consent of the person whose information is requested.</li> </ul>
<ul style="list-style-type: none"> <li>• Parking Control (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A</li> </ul>	<ul style="list-style-type: none"> <li>• LD</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial parking management company</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• valid prior consent of the person whose information is requested.</li> </ul>

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<ul style="list-style-type: none"> <li>• Vehicle information (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,C</li> </ul>	<ul style="list-style-type: none"> <li>• LD, VR, VI, PI</li> </ul>	<ul style="list-style-type: none"> <li>• Auction house,</li> <li>• Automotive dealer</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• valid prior consent of the person/organization whose information is requested.</li> </ul>
<ul style="list-style-type: none"> <li>• Fleet Management (Account holders)</li> </ul>	<ul style="list-style-type: none"> <li>• A,B,C</li> </ul>	<ul style="list-style-type: none"> <li>• LD, VR, VI, PI, OP</li> </ul>	<ul style="list-style-type: none"> <li>• Fleet management company</li> </ul>	<ul style="list-style-type: none"> <li>• Signed agreement with SA, and</li> <li>• valid PUAN, and</li> <li>• valid prior consent of the person/organization whose information is requested.</li> </ul>

**Abbreviations:**

SA = Service Alberta

GOA = Government of Alberta

MOU = Memorandum of Understanding

PUAN = Personal Unique Access Number

SG = Alberta Solicitor General

## General requirements:

### A.

The auditing procedures for lawyers are subject to legal privilege.

### B.

In all walk-in situations, under 2(1)(d), 2(1)(k), and 2(1)(m), and in the cases of personal use (personal motor vehicle information of the person requesting the release) under 2(1)(p), the Registry Agent will ensure that:

1. Documents and information about each access are secured and maintained on file for one year. This information includes: the name of the agent that provided the service, the name of the person whose information was accessed, the name of the person requesting the access, proof of identification of the person requesting the access, the date of access, the reason of access, the purpose according to AMVIR (subsection of the Regulation), the Statement of Intent of the person requesting the access, the type of information that was accessed, the products that were provided, and the proof of payment.

### C

In all non-walk-in situations (account holders), the recipient will ensure that:

1. A list of all employees, collaborators, or subcontractors having access to personal motor vehicle information, the type of information, and the type of access is updated, maintained, and kept on file by the contact person of the recipient;
2. Each employee, collaborator, or subcontractor having access to personal motor vehicle information signs a declaration agreeing to maintain, subject to specific legal or process requirements, the confidentiality of the information accessed;
3. Documents and information about each access are secured and maintained on file for one year after each access or until the information is destroyed, whichever is longer. This information includes: the name of the person whose information was accessed, the date of access, the reason of access, the purpose according to AMVIR (subsection of the Regulation), the name of the employee requesting the access, the names of all people having access to the personal motor vehicle information of that person (employees or third parties), the type of access, the type of information that was accessed the reason for accessing that information, and the [Third Party Recipient Declaration \(REG3391\)](#) whenever information was passed to a Third Party recipient.