

# Plate Cancellation Information:

## If able to cancel in-office (preferable):

1. All registrants of the plate to be cancelled must either be present or an Authorization for Vehicle services form must be filled out by the registrant unable to come to the office
2. Bring a piece of valid ID
3. The cost will be \$13.00
4. A cheque with the remaining refund (if applicable) will be mailed to the registrant in Canadian funds

## If unable to cancel in-person:

1. Send an official request by mail or e-mail and include the following elements:
  - Date
  - Name of registered owner(s)
  - Address
  - ID type & number
  - License plate number (if the plate is not returned with the request, you *must* provide an explanation of what happened to the license plate)
  - Signature of registered owner(s)
  - Payment (details can be provided via phone or encrypted e-mail)