



THE LICENCE CENTRE & REGISTRY

9917-116 Ave Grande Prairie, Alberta T8V 3Y3 | T: 780.532.4033 · F: 780.539.0488 · www.thelicencecentre.ca

PLEASE PRINT CLEARLY

Bill of Sale

- Before buying a used vehicle, search the VIN on the Canadian Police Information Centre (CPIC) website (www.cpic-cipc.ca) for any reports of the vehicle being stolen. For other used motor vehicle buying tips and a list of additional resources to help with your purchase, visit amvic.org and alberta.ca.
- Sections 1 and 2 must be completed in order to make this Bill of Sale acceptable for vehicle registration. Completion of section 3, on the back of this form, is optional.
- Two copies of this Bill of Sale should be completed. The buyer keeps the original and the seller keeps the copy.
- Alterations or corrections made while completing the Bill of Sale **must** be initialled by both the buyer and seller.

Section 1 SELLER(S) INFORMATION

Name(s) (Last, First, Second)			Telephone Number	
Address	Street	City / Town	Province / State	Postal Code / Zip Code
Personal Identification (DL / ID Number)				

VEHICLE INFORMATION

Year	Make	Model or Series	Style	
Vehicle Identification Number (VIN) / Serial Number			Body Colour	Odometer Reading

BUYER(S) INFORMATION

Name(s) (Last, First, Second)			Telephone Number	
Address	Street	City / Town	Province / State	Postal Code / Zip Code
Personal Identification (DL / ID Number)				

This vehicle was sold for the sum of:

_____ Dollars \$ _____

Sum written in full

(Subject to the terms and special conditions which appear in Section 3 on the back of this form)

Section 2 GENERAL INFORMATION

Dated at: _____

City / Town

Province / State

Country

on _____

I certify that all information shown above is true to the best of my knowledge.

_____	_____
Signature of Buyer	Signature of Seller
_____	_____
Signature of Buyer	Signature of Seller
_____	_____
Signature of Witness	Signature of Witness

Section 3

SPECIAL CONDITIONS OF SALE

1. The vehicle described on the front of this form is:

Check the appropriate box(es)

a) Free of all liens and encumbrances: Yes No If No, please give names of lien holders:

b) Being paid for in full: Yes No

Being paid by: Cash Cheque Money Order Other (please specify): _____

2. Payment Terms: _____

3. Vehicle was last registered in: _____
Province / State Country

4. Special conditions of sale (if any):

General Information:

- The Buyer should make sure that they visually inspect the vehicle identification number (VIN) for the vehicle identified in Section 1.
- The law in the Province of Alberta requires a vehicle to be insured prior to registration. Documentary proof of vehicle insurance is required. Legislation allows a person to whom a valid licence plate is issued to transfer the licence plate to a newly purchased vehicle to be registered within 14 days of the date on their Bill of Sale.

The above does not apply to commercial vehicles used for the transportation of goods or passengers for compensation.

- A vehicle entering Alberta from another jurisdiction may require an out-of-province safety inspection. Information can be obtained from a registry agent. A listing of local registry agents can be found in the telephone directory under Licence and Registry Services; or visit alberta.ca for comprehensive registries and consumer information and services.
- In addition to the Bill of Sale, other identification is required to obtain Alberta registration. Where possible, obtain Section 2 of the previous Alberta vehicle registration certificate.
- The prospective purchaser can determine whether a vehicle is free of liens and encumbrances in Alberta by contacting a registry agent.
- In order to perform a search, a registry agent will require the VIN of the vehicle. A request for a search can be made in person or in writing. There is a fee for this service.
- Vehicle Information Reports are available from a registry agent. There is a fee for each service.
- The buyer must produce the original properly completed Bill of Sale, that includes the same information as shown on this standardized form, in order to register a vehicle in Alberta.



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This form is provided as a courtesy by Service Alberta to ensure that sufficient information is contained within the Bill of Sale to permit registration of the described vehicle by the new owner.

No liability attaches to the Crown through the use of this document in respect of the sale of this vehicle. Any dispute arising from the sale becomes a civil matter among the parties named in this document.