

SafeRoads Alberta

Supporting document requirements

Recipient submissions for Immediate Roadside Sanctions (IRS) Notice of Administrative Penalty reviews or vehicle seizure reviews under the Suspended Driver Vehicle Seizure Program

To be considered as part of an IRS Notice of Administrative Penalty review or vehicle seizure review under the Suspended Driver Vehicle Seizure Program, supporting documents must be uploaded to the SafeRoads portal at least:

- two (2) full calendar days before the scheduled IRS review; or
- by 11:59 pm the day before the scheduled vehicle seizure review.

Supporting documents for a recipient review request may include one or more of the following:

- [Consent to Representation form](#);
- recipient submission;
- photos;
- video and/or audio recordings;
- witness statement(s);
- [technical materials](#);
- current [Driver Abstract](#); and
- other relevant materials.

A Driver Abstract provides information from a person's driving record, including:

- current status of the driver's licence;
- conviction information;
- demerit points; and
- previous suspensions.

Recipient supporting documents do not have to be uploaded during the initial application process. Supporting documents can be uploaded at a later time, but no later than two (2) full calendar days before a scheduled IRS review, or by 11:59 pm the day before a scheduled vehicle seizure review.

TABLE 1: RECIPIENT SUPPORTING DOCUMENT REQUIREMENTS

Document Type	Accepted File Types	Max File Count	Max Size Limit (per file)	Comments
Consent to representation	PDF	5	5 MB	Required if representation is indicated
Recipient Submission	PDF, DOC, DOCX	1	5 MB	Maximum 40 single-sided pages* following the document specifications
Photos	GIF, JPG, JPEG, PNG	20	5 MB	
Video and/or audio recordings	AVI, MKV, MOV, MP3, MP4, MPG, WAV, WMA, WMV	4	2 GB	
Witness Statement(s)	PDF, DOC, DOCX, GIF, JPG, JPEG, PNG	10	5 MB	
Technical Materials	PDF, DOC, DOCX	5	5 MB	
Driver Abstract	PDF	1	5 MB	
Other	PDF, DOC, DOCX, WPD, GIF, JPG, JPEG, PNG, AVI, M4A, MKV, MOV, MP3, MP4, MPG, WAV, WMA, WMV	5	5 MB	

**If anything longer is submitted, only the first 40 pages of a recipient submission will be reviewed by the adjudicator. Links to other locations or files, for example case law, will not be reviewed. Any relevant documentation must be uploaded as part of the recipient submission.*

Recipient submissions for late review (IRS Notice of Administrative Penalty)

Supporting documents for a late review request may include one or more of the following:

- [Consent to Representation form](#); and
- Recipient submission.

Supporting documents for a late review request must be uploaded at the time of the request submission. Due to turnaround time of late review requests, there is no option to upload documents after the request has been submitted.

TABLE 2: LATE REVIEW REQUEST SUPPORTING DOCUMENT REQUIREMENTS

Document Type	Accepted File Types	Max File Count	Max Size Limit (per file)	Comments
Consent to representation	PDF	5	5 MB	Required if representation is indicated
Recipient Submission	PDF, DOC, DOCX	1	5 MB	Maximum 40 single-sided pages* following the document specifications

**If anything longer is submitted, only the first 40 pages of a recipient submission will be reviewed by the adjudicator. Links to other locations or files, for example case law, will not be reviewed. Any relevant documentation must be uploaded as part of the recipient submission.*

Affected person submissions for relief of a vehicle seizure

To be considered as part of an application for relief of a vehicle seizure, supporting documents must be uploaded to the SafeRoads portal by 11:59 pm the day before the scheduled review.

In addition to the list of recipient submissions available for IRS and Suspended Driver Vehicle Seizure Program reviews ([Table 1](#)), an application for relief of a vehicle seizure from an affected person may require other supporting document(s), which is dependent on the grounds for review set out in Section 11.1 of the [Vehicle Seizure and Removal Regulation](#). This may mean applicants are required to provide one or more of the following supporting documents:

- Vehicle is a commercial vehicle – [Commercial Driver Abstract](#) for the driver dated not more than a year before;
- Vehicle was taken without permission – sworn Affidavit describing relevant circumstances, including how owner knew the driver;
- Vehicle was stolen – police report; or
- Vehicle is a rental vehicle – rental agreement.

In all cases, to have their vehicle returned, applicants for relief of a vehicle seizure must provide:

- Proof that before driving the motor vehicle, the person driving the motor vehicle showed the affected person an operator's licence that was in their name, not expired and was the appropriate class to drive the vehicle;
- Proof the driver is not the registered owner of the seized vehicle; and
- Proof that the driver is not part of the same household as the registered owner of the seized vehicle.

Applicants for relief of a vehicle seizure do not have to upload any supporting documents during the initial application process. Supporting documents can be submitted at a later time, by 11:59 pm the day before the scheduled review.

TABLE 3: AFFECTED PERSON SUPPORTING DOCUMENT REQUIREMENTS

Document Type	Accepted File Types	Max File Count	Max Size Limit (per file)	Comments
Driver Abstract	PDF	1	5 MB	Required for commercial vehicle
Sworn Affidavit	PDF, DOC, DOCX	1	5 MB	
Police Report	PDF, GIF, JPG, JPEG, PNG	1	5 MB	
Rental Agreement	PDF, GIF, JPG, JPEG, PNG	1	5 MB	Required for rental vehicle

Document specifications

The recipient, lawyer, or agent is responsible for ensuring that the submitted supporting documents can be opened and are available for the adjudicator to consider for the review.

For all documents created using word processing software:

- Page size: 8.5 inches by 11 inches (letter size)
- Font: Times New Roman or a comparable font
- Font style: regular
- Font size: 12-point size or a comparable font size for all text, including quotations from authorities and footnotes
- Number of words per page: not more than 500
- Line spacing: at least one and one half lines apart, except for quotations from authorities, which must be indented and single-spaced
- Footnotes: single spaced, but one and a half lines apart if they contain an explanation or a comment
- Margins: not less than 1 inch

For all documents scanned:

- In PDF format.
- When paper documents are scanned, the resolution must be set to 300 dpi and **must not** be set to grayscale.
- Text that is scanned to PDF format must use the Optical Character Recognition (OCR) feature.
 - Using the OCR feature will ensure that your scanned PDF version is searchable (if the document is created with word processing software and saved as a PDF file, it should automatically be searchable).
 - To confirm that your document is searchable, use the word search feature of any software designed to view PDF documents.
- All electronic files must be scanned for viruses and malware before being submitted.
- An electronic document must not exceed file size limits outlined above.