

- Carriers will receive a permit renewal reminder letter and/or email from Carrier Services, three months prior to the expiry of the permit. It is advised that carriers submit their renewal permit application at least one month prior to the expiry of their permit.
- To facilitate the Renewal Process, carriers can copy the previously “Published” (issued) permit application for easy renewal.
- Log into Online Services, enter you username and password, and then select the *Carrier Services Permits* link. A summary chart will populate that includes all permit applications in progress, in review stages, and those that have been approved and published (issued).

The screenshot shows the 'Carrier Services Permits' page in the TSIS system. It features a search bar and a table of existing permit applications. The table has columns for Stakeholder, Permit Number, Precedent Code, Description, Effective Date, Expiry Date, Copy?, Status, Comment, and Print. The first three rows show 'Input' status, while the fourth row shows 'Published' status with a PDF icon and the comment 'published yay!'.

Stakeholder	Permit Number	Precedent Code	Description	Effective Date	Expiry Date	Copy?	Status	Comment	Print
DATA EXCHANGE - ORGS, CCMTA		CAODC	The permit(s) may allow for: -Extending the life of a Commercial Vehicle Inspection Certificate to 5 years; -Special provisions regarding the seizure of motor vehicles in the event of a suspended driver being detected; -Special operator's license concessions for drivers of service rigs and associated vehicles, while in a convoy. -Exemption to the Federal Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313), sections 24 to 29 and 49 to 54 being the cycle requirements (A separate application must be completed for this exemption. Carriers must have a "Federal" Operating Status for this exemption to be considered); and -Dangerous goods, allowing for a concession in training and documentation where small quantities are transported (permit for equivalent level of safety);			No	Input (2012/07/31 15:37:22)		Edit
DATA EXCHANGE - ORGS, CCMTA		CAODC	The permit(s) may allow for: -Extending the life of a Commercial Vehicle Inspection Certificate to 5 years; -Special provisions regarding the seizure of motor vehicles in the event of a suspended driver being detected; -Special operator's license concessions for drivers of service rigs and associated vehicles, while in a convoy. -Exemption to the Federal Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313), sections 24 to 29 and 49 to 54 being the cycle requirements (A separate application must be completed for this exemption. Carriers must have a "Federal" Operating Status for this exemption to be considered); and -Dangerous goods, allowing for a concession in training and documentation where small quantities are transported (permit for equivalent level of safety);			No	Input (2012/07/31 15:31:06)		Edit
DATA EXCHANGE - ORGS, CCMTA	CS-12-0180	DRA	Application for Authority to Retain Records at other than the Principal Place of Business. Under the provisions of Section 62 of the Traffic Safety Act, the holder of this permit may maintain the specified records at other than the principal place of business in Alberta as identified in this permit. This exemption applies to records pertaining to commercial vehicles registered in Alberta and to the drivers who operate them under the National Safety Code Program.			No	Submitted (2012/07/30 16:06:25)		Edit
DATA EXCHANGE - ORGS, CCMTA	CS-12-0083	CAODC	The permit(s) may allow for: -Extending the life of a Commercial Vehicle Inspection Certificate to 5 years; -Special provisions regarding the seizure of motor vehicles in the event of a suspended driver being detected; -Special operator's license concessions for drivers of service rigs and associated vehicles, while in a convoy. -Exemption to the Federal Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313), sections 24 to 29 and 49 to 54 being the cycle requirements (A separate application must be completed for this exemption. Carriers must have a "Federal" Operating Status for this exemption to be considered); and -Dangerous goods, allowing for a concession in training and documentation where small quantities are transported (permit for equivalent level of safety);	2012/01/31	2015/01/30	No	Published (2012/07/26 12:03:47)	published yay!	Edit

- Carriers can only copy permit applications that have been “Published”. This control mechanism ensures that the renewal applications will contain complete information that has been previously accepted by Carrier Services.

- Click on the “Edit” link of an existing previously “Published” application of a permit type you would like to renew.

Stakeholder	Permit Number	Precedent		Effective Date	Expiry Date	Copy?	Status	Comment	Print		
		Code	Description								
O	BJELKE, GARY	CS-12-0185	CAODC	The permit(s) may allow for:	2012/07/26	2017/07/25	No	Published (2012/07/26 13:28:24)	Approved and Issued.		Edit



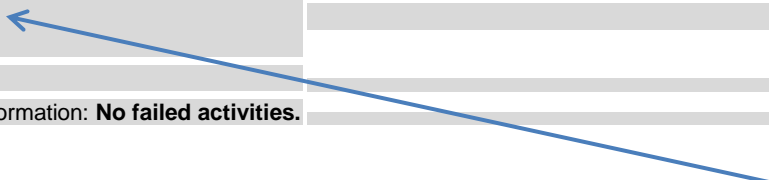
- The application will display on the screen.
- Click on the “Copy for Renewal” button at the top of the previously “Published” permit application.
- By selecting “Copy for Renewal”, the previous version of the “Published” application and all information entered in the application will be copied into a new application at the “Input” (in progress) status.

Current Application Status: Published
 Permit Status Issue Date: **2012/03/29**
 Permit Status Expiry Date: **2013/03/28**

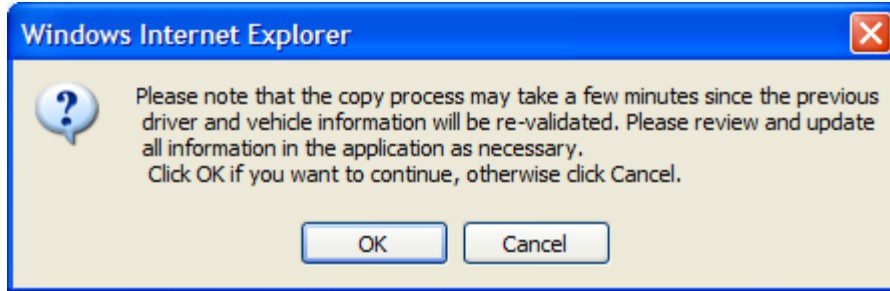
View/Print Current

[Copy for Renewal](#)

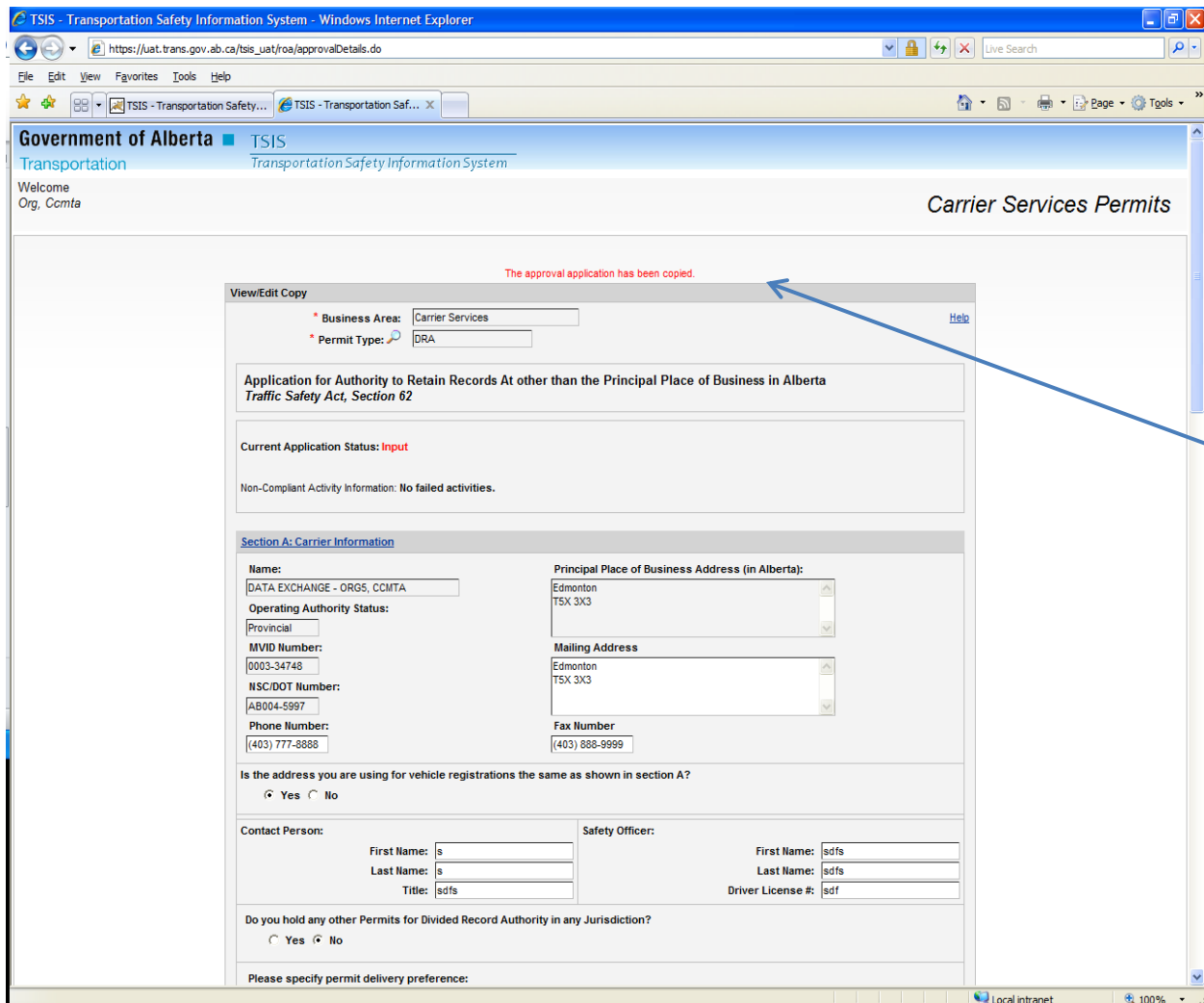
Non-Compliant Activity Information: **No failed activities.**



- A note will display stating that the copy function may take a few minutes. If the application includes driver and vehicle information, then the previously entered driver and vehicle information will be re-validated to ensure that the Alberta vehicle plates entered are registered to the appropriate carrier, and to ensure that the Alberta driver licences entered correspond with the drivers.
- The message also alerts the carrier to review all sections of the application, and make changes as required. All information MUST be reviewed and verified as being current prior to submission.



- Click “OK” to continue the copy process, or select “Cancel” to cancel the copy process.
- A message will display to confirm that the application has been copied.



- The application on the screen will be a “copy” of the original “Published” (issued) permit application. The status of this new application will be at “Input”, considering that the application is currently in progress and has not yet been submitted to Carrier Services for review.

- Carriers must review and update all sections of the “copied” application to ensure that all sections are current and contain valid information related to the carrier and applicant. Note that the “Attached Documents” section cannot be copied.
- Driver and/or vehicle information must be reviewed and updated as required. Driver information from jurisdictions other than Alberta must be entered and updated as well. Information related to non Alberta-plated vehicles must also be updated, if necessary.
- The most current version of the application form will always be available to be copied. If the application form has changed since the previous application was submitted, then you may find that some fields will not have information entered, as they may be new fields or new questions that have been recently added.
- Once the renewal application has been reviewed and updated accordingly (including payment), you can click on the “Submit” button to automatically send the application to Carrier Services for review.

Yes No

Do you hold a Safety Fitness Certificate in any other jurisdiction?
 Yes No

Select jurisdictions in which you hold an "Unsatisfactory" or "Conditional" rating. [Add Jurisdiction](#)

Jurisdiction	
Alberta, CA	Delete

Please specify permit delivery preference:
 Email Fax Mail

Section B: Certification

The Director of Carrier Services Branch may amend, suspend or cancel the permit, issued as a result of this application, at any time, for non-compliance.

I certify that prior to exercising any of the conditional exemptions provided in the permit, I will ensure that I understand all standards outlined in the permit and its appendices, and company policies and procedures have been implemented to fully meet the permit's terms and conditions.

I certify that I understand and agree to abide by the above requirements, and that information provided in this application is true and correct.

Person making application (update as necessary):

First Name:	<input type="text" value="PCI"/>	Phone Number:	<input type="text" value="(403) 888-9999"/>
Last Name:	<input type="text" value="Test"/>	Fax Number:	<input type="text"/>
Title:	<input type="text"/>	Cellular Number:	<input type="text"/>
		Email Address:	<input type="text" value="kristina.golding@gov.ab.ca"/>

I confirm that the information entered above is current and correct. Please note that the official permit document upon approval will be sent to the email address entered above.

Section C: Payment Information

Method of Payment:
 On Account
 Credit Card (VISA)

Date	Payment Method	Status	Amount	
2013/10/22 12:24:25	VISA	Preauthorized: Approved	\$100.00	Details

Section D: Attached Documents [Attach](#)

There are no documents attached to this application.

[Save](#) [Submit](#) [Delete](#) [Cancel](#)

- The review and approval process for renewal applications occurs in the same manner as for new applications.

- Carriers can review the status of their permit applications in the summary table. The summary table can be accessed through Online Services. Once a carrier selects the *Carrier Services Permits* link, the summary table will display.
- If an application is a copy, then “Yes” will be displayed in the summary table under the ‘Copy’ heading. System control mechanisms ensure that previously “Published” permit applications can only be copied one time.

Stakeholder	Permit Number	Precedent		Effective Date	Expiry Date	Copy?	Status	Comment	Print	
		Code	Description							
O	DATA EXCHANGE - ORG5,	DRA	Application for Authority to Retain	2013/03/29	2016/03/28	Yes	Input (2012/08/02 09:31:34)			Edit

- In the above example, the table shows that the application is a “Copy” and is at the “Input” status. This means that the copied application is currently in progress, and the application has not yet been submitted to Carrier Services for review.
- Carrier Services’ staff can determine if the application is a renewal or a new application by referring to the summary table of permit records. If the application is a renewal and has been copied, then “Yes” will appear in the “Copy” column.

Stakeholder	Permit Number	Precedent		Effective Date	Expiry Date	Copy?	Status	Comment	Print	
		Code	Description							
O	DATA EXCHANGE CS-12-0095	CAODC	The permit(s)	2012/02/14	2015/02/13	Yes	Published (2012/02/17)			

Any questions or feedback related to renewals and the “Copy for Renewal” online function can be directed to Carrier Services at 403-755-6111 or email to CarrierServicesPermitsApplications@gov.ab.ca