

1- Updates to Driver and/or Vehicle Information:

- It is advised that carriers submit updated driver and/or vehicle lists to Carrier Services at least every 3 months, if operational changes have occurred.
- Carriers can submit the updated lists via mail, fax, or email. Administrative staff will update the internal permit record.
- Updates to driver and/or vehicle information do not impact the official “Published” (issued) permit document(s). Updated lists are required for internal recordkeeping and enforcement purposes only.
- Carriers can utilize the templates provided in the application (e.g. Excel format), or submit a list(s) created in another format. The document(s) must contain all required driver and/or vehicle information, which includes:

For Vehicle Information:

- Plate Number
- Vehicle Identification Number (VIN)
- Gross Vehicle Weight (GVW)
- Style

Plate No.	VIN	GVW	Style
CJP305	TESTGARY000000022	30000	4 door

For Driver Information:

- Driver Name (including Middle Name, if applicable)
- Licence Number and Jurisdiction of issuance
- Identification of Training (indicate ‘yes’ or ‘no’)

Jurisdiction	Licence #	Name	GODI Training	HoS Training	FMP Training	OH Training	CAODC Training	LDV Training
Alberta, CA	054090006	Johnson, Noel Wayne	Yes	Yes	Yes	Yes	Yes	Yes

- Updated driver and/or vehicle lists can be sent to:

Carrier Services Branch
 Alberta Transportation
 #401, 4920 – 51 Street
 Red Deer, AB T4N 6K8
 Fax: 403-340-4811
 Email: CarrierServicesPermitsApplications@gov.ab.ca
Compliance.Info@gov.ab.ca

- If the *Copy for Renewal* function is used in the online system for easy renewal purposes, then all driver and/or vehicle sections of the online application must be reviewed by the carrier prior to submitting it to Carrier Services.

2- Updates to Principal Place of Business Address, Mailing Address or other Addresses:

- Updates to the principal place of business address and/or addresses related to locations where records are to be kept must be sent to Carrier Services immediately, as operational changes occur.

Will you be retaining records at other than the principal place of business under Section A: Carrier Information?
 Yes No
 Please use the following "Add Address" link to add a location address for each type of the record (Post Office box number is insufficient): [Cancel](#)

Address Entry

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* Province/State:

Postal Code:

Phone: Ext:

Driver Files:

Vehicle Files:

Daily Logs:

Address	City	Postal Code	Phone	Driver Files	Vehicle Files	Daily Logs		
12342 Street	Edmonton			Yes	Yes	No	Edit	Delete

Principal Place of Business Address (in Alberta): (Update)

RED DEER
T4P 3K7

Mailing Address

RED DEER
T4P 3K7

- Principal place of business and mailing addresses populate in the official permit document. For Divided Record Authority (DRA) permits, all addresses where records are kept populate within the official permit document. It is critical that Carrier Services is alerted of the changes so that the official permit documentation can be updated accordingly.
- Carrier Services' staff will make the necessary revisions to the permit record. Once the changes are made, the carrier will receive a revised version of the official permit document via email notification.
- Updates to address information can be sent to:
Carrier Services Branch
Alberta Transportation
#401, 4920 – 51 Street
Red Deer, AB T4N 6K8
Fax: 403-340-4811
Email: CarrierServicesPermitsApplications@gov.ab.ca
Compliance.Info@gov.ab.ca
- If the “Copy for Renewal” function is used in the online system for easy renewal purposes, then all sections of the online application must be reviewed by the carrier prior to submitting it to Carrier Services.