

Part One – Overview of Government-issued photo identification:

There are two types of photo identification issued by the Alberta government – the first is an Operator’s License. Obtaining this form is earned through successful completion of written knowledge test and a road test as required for certain license classifications. The license can be lost if an individual is convicted of violations under the *Criminal Code of Canada*, the *Motor Vehicle Accident Claims Act*, or the *Traffic Safety Act*. The second type of photo identification is an Alberta Identification Card.

To obtain Alberta government-issued identification, an Albertan must be able to satisfy three elements:

1. Who They Are (Photo Documents),
2. What They Have (Support Documents), and
3. What They Know About Themselves (Knowledge Verification.)

As part of these three components, it is essential clients have: 1. Proof of identity, 2. Proof of Alberta residence and 3. Proof of legal entitlement to be in Canada.

Examples of documents for each element:

Proof of Identity	Proof of Legal Entitlement to be in Canada	Proof of Alberta Residence
Previous ID (Operator’s License or Identification Card issued by Alberta or another province)	Canadian Birth Certificate	Utility, telephone, gas or cable TV bill in client’s name
Métis Nations of Alberta Card (new version).	Métis Nations of Alberta Card (new version).	Government mail (ex. Tax returns, AISH cheque, EI cheque, etc) mailed to home address
Passport	Valid Canadian passport	Tenancy Agreement
Photo on the Motor Vehicle image database	Valid immigration documents (e.g. work or study permits)	Address Authorization form
Canadian Indian Status Card	Permanent Resident Card	Alberta Social benefits documents (e.g. AISH receipt)
	Refugee Travel documentation	Current bank and/or credit card statements mailed to residential address
	Canadian Indian Status Card	
	Student authorization	Income Tax return
Identity Certification Form		

Community Identification

Community-issued identification is not accepted by Registry Agents as an accepted support document to get government-issued photo identification.

Previously held Alberta Government-issued Photo Identification

Registry agents may view a client’s image on the MOVES image repository as a tool in confirming a client’s identity. Since 2003 all facial images captured for Alberta operator’s licenses and Identification Cards undergo facial comparison technology.

Also, if someone had government-issued ID in another province, Registry Agents in Alberta use that as part of their identity verification process.

Applicants cannot request their photo be searched in the MOVES image repository. Photos in the database can only be used as a step in identity verification by the Registry Agents when someone is applying for ID.

If your client is under 18

Clients less than 18 years of age who are not self-supporting or married **must** have their parent/guardian's consent when applying for an Operator's License or Identification Card.

Clients may provide either a marriage certificate or Civil Marriage Statement as proof of marriage.

A client may submit cancelled cheques, bank statements, rent receipt, pay stubs, utility bills in their name or written confirmation of employment as proof they are self supporting.

Minors must meet the proof of identity, Alberta residency and legal entitlement to be in Canada requirements prior to being issued an Alberta operator's license or Identification Card.

Where do you obtain Alberta Government issued identification?

Alberta registry agents are approved by Service Alberta to issue Alberta Operator's Licenses and Identification Cards from their offices. For a list of registry agents see <http://www.servicealberta.gov.ab.ca/1641.cfm> Registry Agents also process birth certificate applications and select Registry Agents process applications for health care cards. A list of registry agents offering health care registration services is available <http://www.health.alberta.ca/documents/AHCIP-Registry-Agent-poster.pdf>

Cost of Identification

The fees for government-issued photo identification are listed online at: <http://www.servicealberta.gov.ab.ca/1641.cfm>. Under 'Quick Links' click on the 'Registry Agent Product Catalogue' and reference page one for a chart identifying the fees for an Alberta Operator's License and Identification Card.

As of May 2011, it costs \$51.45 to obtain an Alberta Identification Card for the first time for a 5 year term. A replacement card costs \$22.45.

Alberta Identification Cards are issued for a 5 year term; however a card may be issued for a lesser term depending on the homeless client's financial situation. As of May 2011, the cost for a one year Alberta Identification Card is \$14 + GST or less (depending on the registry agent service charge).

As of May 2011, below are the costs per year. All prices also have GST.

ID Card (valid for years)	Government Fee	Maximum Service Charge	Total Price
1	\$8	\$6	\$14+GST
2	\$16	\$7	\$23+GST
3	\$24	\$8	\$32+GST
4	\$32	\$9	\$41+GST
5	\$40	\$9	\$49+GST

Change of Address

The address on an Alberta Identification Card and Operator's License needs to be updated within fourteen days of a change of address. Thus, if your client is unstably housed, it makes sense to get them a one-year term card for less money.

Types of Payment Accepted

Some Registry Agents do not accept credit cards; cash or debit may be required.

Government programs such as Alberta Works, Income Support and the Outreach Support Services program may provide assistance to clients in paying for an operator's licence or identification card if it helps the client gain employment and/or get back on their feet.

Indefinite Suspensions, Outstanding Fines and Maintenance Enforcement Program Restrictions

Clients with suspensions, fines and/or restrictions may apply for an Alberta Identification Card; if the client has an Alberta Operator's license the registry agent will re-class the Operator's License to an Identification Card. The suspension, fines and restrictions will remain on the client file until dealt with.

Outstanding fines are recorded on MOVES (the Registry Agent's software program). To determine if your client has fines, your client will need to go in-person to see a Registry Agent and have their file accessed. This will not remove the fine.

The Registry Agent cannot charge a fee to have fines lifted. Fines can be lifted numerous times in order to issue an ID card.

Maintenance Enforcement Program Restriction

Effective February 22, 2010, clients with an Alberta Maintenance Enforcement (MEP) Restriction are eligible to apply for an Alberta Identification Card (ID card). The ID card will only be issued for a one to two year term.

When a client with an MEP restriction applies for an Alberta Identification Card, the Registry Agent must phone the Maintenance Enforcement Office before the ID can be issued. The applicant must remain at the Registry Agent's office for the duration of this call. The Maintenance Enforcement Office is closed during the lunch hour (12 pm to 1 pm) so applicants with MEP restrictions should not apply for ID during this time.

To have the MEP suspension lifted, the individual or Certifying Agency cannot call MEP Office. The registry agent would action the request when the client is in their office by contacting Service Alberta's Motor Vehicles (MV) department and MV would request the lifting of the MEP suspension. There are no limits to how many times MEP suspensions can be lifted. ID cards can be issued numerous times.

Once the ID card has been issued, the suspension is then updated to the client's file.

Criminal record or warrant

A criminal record does not prevent the issuance of identification. Only law enforcement agencies have the access to check to see if a person has an outstanding warrant or a criminal record; Registry Agents, who are in charge of issuing identification, do not have this access.