

**LETHBRIDGE VEHICLE LICENSING AND REGISTRY**  
**UNIT 109 COLLEGE CENTRE**  
**2046 MAYOR MACRATH DR. S.**  
**LETHBRIDGE, ALBERTA**

PLEASE PRINT CLEARLY

**Bill of Sale**

- 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 vehicle information section should be initialled by the buyer and seller.

**SECTION 1**

| SELLER(S) INFORMATION  |                    |                         |                               |
|--|--------------------|-------------------------|-------------------------------|
| Name(s) <i>(Last, First, Second)</i>   |                    |                         | Telephone Number<br>(    )    |
| Address <i>Street</i>  | <i>City / Town</i> | <i>Province / State</i> | <i>Postal Code / Zip Code</i> |
| Personal Identification:   |                    |                         |                               |
| VEHICLE INFORMATION  |                    |                         |                               |
| Year   | Make               | Model or Series         | Style                         |
| Vehicle Identification Number (VIN) / Serial Number  | Body Color         | Roof Color              | Odometer Reading              |
| <div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black;"> <span style="width: 20%;"></span> <span style="width: 20%;"></span> <span style="width: 20%;"></span> <span style="width: 20%;"></span> </div> |                    |                         |                               |
| BUYER(S) INFORMATION   |                    |                         |                               |
| Name(s) <i>(Last, First, Second)</i>   |                    |                         | Telephone Number<br>(    )    |
| Address <i>Street</i>  | <i>City / Town</i> | <i>Province / State</i> | <i>Postal Code / Zip Code</i> |
| Personal Identification:   |                    |                         |                               |
| This vehicle was sold for the sum of:  |                    |                         |                               |
| _____  |                    |                         | Dollars \$ _____              |
| <i>(Sum written in full)</i>   |                    |                         |                               |
| <i>(Subject to the terms and special conditions which appear in Section 3 on the back of this form)</i>  |                    |                         |                               |

**SECTION 2**

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 Buyer

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Seller

\_\_\_\_\_  
Signature of Seller

\_\_\_\_\_  
Signature of Witness

**SECTION 3 (OPTIONAL)**

**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

c) 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)*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- The law in the Province of Alberta requires a vehicle to be insured prior to registration. Documentary proof of vehicle insurance is required.
- A vehicle entering Alberta from another jurisdiction requires a 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 Service Alberta's website at [www.servicealberta.gov.ab.ca](http://www.servicealberta.gov.ab.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 vehicle identification number (VIN) / serial number 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 a copy of a properly completed Bill of Sale, that includes the same information as shown on this standardized form, in order to register and licence a vehicle in Alberta.

*This form is provided as a courtesy by Service Alberta to ensure that sufficient information is contained within the Bill of Sale to permit licensing and 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.*