

PLEASE ***VERY CAREFULLY*** FOLLOW

THE INSTRUCTIONS APPLICABLE TO YOUR SITUATION.

FAILURE TO FOLLOW INSTRUCTIONS EXPLICITLY WILL DEFINITELY RESULT IN DELAYS

SITUATION 1 (IN PERSON)

IF SOMEONE **OTHER THAN YOURSELF** IS ABLE
TO BE PRESENT IN THE OFFICE ON YOUR BEHALF.

SITUATION 2 (VIA MAIL)

IF NO ONE CAN BE PRESENT
AT THE OFFICE.

SITUATION 1 (IN PERSON)

ABSTRACT REQUESTS ONLY

- 1) PERSON WANTING ABSTRACT MUST COMPLETE THE “**DRIVER ABSTRACT CONSENT**” FORM FOR THE AUTHORIZED PERSON TO BRING TO THE OFFICE. (DOWNLOAD SEPARATELY)
- 2) AUTHORIZED PERSON MUST COMPLETE THE “**DRIVERS ABSTRACT STATEMENT OF INTENT**” FORM. (DOWNLOAD SEPARATELY)
- 3) AUTHORIZED PERSON MUST PRESENT ACCEPTABLE IDENTIFICATION SUCH AS:
 - A) DRIVER LICENCE OR ID CARD
 - B) CITIZENSHIP CARD OR PERMANENT RESIDENCY CARD
 - C) PASSPORT
 - D) CANADIAN ARMED FORCES ID CARD

SITUATION 2 (VIA MAIL)

ABSTRACTS OR OTHER SEARCH PRODUCTS

THIS SITUATION REQUIRES THE PERSON NEEDING THE ABSTRACT OR OTHER SEARCH PRODUCT TO PROVIDE THE FOLLOWING (**VIA A TRACEABLE DELIVERY METHOD** - IE: EXPRESS POST, FEDEX ETC.) TO OUR OFFICE:

- 1) A COMPLETED “**NOTARIZED REQUEST FOR PERSONAL DRIVING AND MOTOR VEHICLE INFORMATION**” FORM. (DOWNLOAD SEPARATELY) **- NOTE:** NOTARY SEAL REQUIRED ON FORM.
- EXCEPT FOR ABSTRACTS - YOU ALSO NEED TO INDICATE:
 - A) WHAT SPECIFIC INFORMATION IS BEING REQUESTED
 - B) WHAT THE INFORMATION IS BEING USED FOR
 - C) WHOM WILL THE INFORMATION BE RELEASED TO
- 2) A **NOTARIZED** COPY OF AN ACCEPTABLE FORM OF ID. (SEE FORM FOR ACCEPTABLE CHOICES)
- NOTE: NOTARY SEAL REQUIRED ON FORM.
- 3) **CERTIFIED FUNDS** (MONEY ORDER OR CERTIFIED CHEQUE) TO COVER THE FEES FOR THE REQUESTED SERVICE. (SEE WEB SITE FOR CURRENT PRICES) (WWW.YOURWESTEND.COM)
- 4) A SELF ADDRESSED **EXPRESS POST** ENVELOPE (**CAN BE PURCHASED AT A POST OFFICE**) IF WITHIN CANADA) **OR** CREDIT CARD INFORMATION (COMPLETED ON THE REQUEST FORM) FOR RETURN BY FEDEX. (**BE SURE TO SELECT THE RETURN METHOD ON FORM**)