

Documentation Requirements

Please read carefully

Your Application for Appeal will only be accepted once you have provided satisfactory proof for each of your driving requests. Follow the guidelines below to gather the proof required for each request. An incomplete application will result in processing delays.

Further, you may be required to provide *more* or *better* proof for a driving request. The Board will not authorize a second 45-day permit until satisfactory documentation is received. You may choose to revoke a driving request rather than providing new documentation. However, if you revoke a driving request you will be ineligible to make this request at your hearing.

Note: If you do not respond to requests for additional information within 6 months from the date that the Board requests further documentation, your file will be deemed to be abandoned and will be closed.

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DRIVING REQUEST FOR WORK

You must submit a completed *Work Supplemental Information Sheet* for each employer. Your application will not be accepted without the completed sheet.

EMPLOYED

If you are employed by a company, you must provide a letter from the company which confirms the following:

- Your employment status (e.g., Full-time, Part-time, Casual, Seasonal, etc...) with the company
- The date you began working with the company
- If you are required to drive at work in the course of your employment
- If you drive a company vehicle or use your personal vehicle at work
- The specific days and hours you work (e.g., Monday to Friday, 8:30AM – 4:30 PM)

The letter must be **dated, signed** and be on **company letterhead**. If the company does not have letterhead, acceptable alternatives include a letter from the company/owner including the above requirements AND

- a business card with the employer name, company name and contact information
– OR –
- a copy of your 3 most recent pay statements that include the company name
– OR –
- a copy of your 3 most recent pay cheques that include the company name

SELF-EMPLOYED

If your business is incorporated or operates under a business name registered under the Business Registration Act, you must provide the following:

- a copy of your File Summary from the [Manitoba Government Companies Office](#), showing that the business is Active and dated within 15 days of the filing date of your application
- a copy of your company's tax return from the most recent tax year

If your business is not incorporated and does not operate under a registered business name, you must provide the following:

- a copy of your Statement of Business Activities from the most recent tax year

If you have become self employed within the last year, you must provide the following:

- a copy of your File Summary from the [Manitoba Government Companies Office](#), showing that the business is Active and dated within 15 days of the filing date of your application
- a copy of your GST Registration Confirmation Notice from Canada Revenue Agency indicating the date in which your GST Number was registered (accepted in place of the income tax information)
- demonstrated evidence to support the operation of an active business identifying the volume of business (e.g., number of pending and completed jobs, contracts, etc...) and generated revenue (e.g., invoices)

FARMER

If the farm is incorporated, you are required to provide the following:

- a copy of your File Summary from the [Manitoba Government Companies Office](#), showing that the business is Active and dated within 15 days of the filing date of your application
- a copy of your company's tax return from the most recent tax year

If the farm is not incorporated, you are required to provide to provide the following

- a copy of the Statement of Farming Activities

If employed on the family farm and you are paid as an employee, you are required to provide the following:

- a letter from the farm in compliance with the guidelines for an employee letter listed under "Employed"

COMMERCIAL FISHERMAN/TRAPPER/GUIDE

You are required to provide the following:

- a copy of your licence for the most recent year
- Statement of Business Activities for the most recent year – OR –
- a copy of your Status Card, if you do not file taxes

FAMILY MEMBERS WORK

You are required to provide the following:

- a letter from the family member's employer in compliance with the guidelines for an employee letter listed under "Employed"
- documentation from Manitoba Public Insurance confirming your family members has no valid driver's licence

UNION HALL WORK

You are required to provide the following:

- a letter from the union hall confirming you are a member in good standing and confirming your assignments in compliance with the guidelines for an employee letter listed under “Employed”

LOOKING FOR WORK

The Board generally does not consider driving privileges to look for work as a majority of jobs are posted and applied for online. However, the Board may consider an Application for Appeal accompanied with a personal letter describing the employment challenges you have experienced, a chronological work history of the last 5 years, and demonstrated evidence of job search efforts. The Board may also consider a letter of intent from a potential employer (in compliance with the guidelines for an employee letter listed under “Employed”) pending being able to obtain a valid driver’s licence.

DRIVING REQUEST FOR SCHOOL

University/College/Post Secondary

- an official copy of the student detailed schedule¹
- an enrolment verification letter

Elementary/High school

- letter from the school or school division **dated, signed** and on **company letterhead** confirming the school’s address, school day hours and verifying your child’s attendance

CHILD CUSTODY/VISITATION

A copy of the most current and signed Court Order which sets out any specific custody arrangements. If the Court Order does not specify pick up and drop off locations, you must also include one of the below:

- a letter from the other parent outlining custodial arrangement’s and specific pick up and drop off locations or requirements – OR –
- a letter from your lawyer outlining custodial arrangements and specific pick up and drop off arrangements and locations – OR –
- a Separation Agreement, fully executed (we only require a copy of the cover page, the “preamble” or beginning section, the custody sections and the signature pages of the agreement)

¹ If you have not registered for your classes yet, you may alternatively provide confirmation of when you are able to register for classes. You must then provide a copy of your detailed schedule prior to your hearing date.

DAYCARE

- a letter from the daycare, **dated, signed** and on **company letterhead** confirming the facility's address, hours of operation and verifying your child's attendance

MEDICAL/SPECIALIST APPOINTMENTS

Your doctor **must** complete the *Medical Supplemental Information Sheet*. The Board will consider the need to attend ongoing and necessary medical appointments. This does not include having to attend a physician for having a cough, cold or annual physicals. It is not necessary for the Doctor to relate details of the medical condition.

AA/NA/CA etc. MEETINGS

A letter from your sponsor (or group leader if you do not have a sponsor) verifying:

- Your attendance
- Your date of sobriety
- Name and location of groups/meetings
- Days of the week of groups/meetings

EXTRACURRICULAR

The Board generally does not consider extracurricular activities to be an exceptional hardship. However, the Board may consider a request for extracurricular activities for children if the child has a condition or disability that requires them to participate in an extracurricular activity (e.g., music therapy). In this case, you must provide documentation from a medical professional or support worker on company letterhead explaining briefly the condition of the child, and why it is necessary to participate in the extracurricular activity. You must also then provide confirmation of enrollment and a schedule for the extra curricular activity.

GROCERIES

The Board typically does not consider groceries to be an exceptional hardship unless you reside in a rural and remote location.

ADDITIONAL REQUIREMENTS FOR SUSPENSIONS LONGER THAN 2 YEARS

You are required to provide the following information to support your Application for Appeal:

- a letter from yourself indicating the changes you have made and why you feel it would not be against the public interest for the Board to allow conditional driving privileges at this time.
- letters of support from individuals (e.g., family members, co-workers, members of the community, probation officers, etc...) who can attest to the changes you have made.

These letters must include:

- Full name of individual writing the letter
- Signature
- Telephone number
- Relationship to you

ADDITIONAL REQUIREMENTS FOR SUSPENSIONS LONGER THAN 2 YEARS AS A RESULT OF CONVICTIONS FOR ALCOHOL/DRUG RELATED OFFENCES

- the letter from yourself, identified above, must reference your present consumption and/or habits
- the letters of support from individuals, identified above, must reference the changes you have made regarding your consumption and/or habits
- if you are attending AA/NA/CA or similar meetings, a letter from your sponsor/leader confirming your participation and date of abstinence must be submitted
- if you have completed a treatment program(s), a letter from the facility/counsellor confirming your participation, the duration of the program and your date of abstinence must be submitted
- if you are unable to provide confirmation from an AA/NA/CA sponsor or a treatment facility, the Board would consider a letter from your medical physician confirming your date of abstinence or present consumption and habits