

# 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	
Address	Street	City / Town	Province / State	Postal Code / Zip Code
Personal Identification:				
VEHICLE INFORMATION				
Year	Make	Model or Series		Style
Vehicle Identification Number (VIN) / Serial Number			Body Colour	Odometer Reading (miles/kms)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BUYER(S) INFORMATION				
Name(s) <i>(Last, First, Second)</i>			Telephone Number	
Address	Street	City / Town	Province / State	Postal Code / Zip Code
Personal Identification:				
This vehicle was sold for the sum of:				
_____			Dollars \$ _____	
<i>(Sum written in full)</i>				
<b>(Subject to the terms and special conditions which appear in Section 3 on the back of this form)</b>				

## Section 2

GENERAL INFORMATION		
Dated at: _____		
City / Town	Province / State	Country
on _____.		
<b>I certify that all information shown above is true to the best of my knowledge.</b>		
_____	_____	_____
Signature of Buyer	Signature of Seller	Signature of Seller
_____	_____	_____
Signature of Buyer	Signature of Seller	Signature of Seller
_____	_____	_____
Signature of Witness	Signature of Witness	Signature of Witness

### Section 3

### 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

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*):

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

#### General Information:

- The law in the Province of Alberta requires a vehicle to be insured prior to registration. Documentary proof of vehicle insurance is required. Legislation allows a person to whom a valid licence plate is issued to transfer the licence plate to a newly purchased vehicle to be registered within 14 days of the date on their Bill of Sale.

The above does not apply to commercial vehicles used for the transportation of goods or passengers for compensation.

- The Canadian Police Information Centre (CPIC) website ([www.cpic-cipc.ca](http://www.cpic-cipc.ca)) provides a web based service for the consumer to check for a stolen vehicle. Other resources available are listed on the Service Alberta website at <http://www.servicealberta.ca/1763.cfm>.
- 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 <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 the original 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.*