

Carefully read the information below before filling out the form.

What is a power of attorney?

A written power of attorney is an important document. You (the mandator) are giving the person of your choice (the mandatary) the power to carry out an operation in connection with your SAAQ file on your behalf.¹

If you cannot go in person to an SAAQ outlet and want to authorize another person (a mandatary) to represent you, you must fill out, sign and date this form. The mandatary acts on your behalf.

Once completed, the power of attorney contains confidential information that could be used for other purposes, which is why the SAAQ recommends only giving a power of attorney to someone you trust and keeping a copy of the document.

In this form, the following terms are defined as follows:

Mandator: Person who gives someone else the authority to represent them and transact with the SAAQ on their behalf.

Mandatary: Person who agrees to represent the mandator and transact with the SAAQ on the mandator's behalf.

Transferor: Person who sells or gives away a vehicle.

Transferee: Person who becomes the owner of a vehicle (e.g. person who purchases, inherits, or is given a vehicle).

¹ See Section 1 of the *Power of Attorney* form.

Admissibility criteria

- 1) All required sections must be completed according to the instructions.
- 2) The text of the power of attorney must not have been erased, crossed out or altered.
- 3) **Signatures** must be **handwritten**. (Electronic or scanned signatures will be refused.)
- 4) A fax or copy of a duly completed form can be accepted only if the required signatures are original.
- 5) The mandatary must be age 18 or older and will have to provide one **original** piece of identification accepted by the SAAQ.

Original pieces of identification accepted by the SAAQ:

- **Driver's licence**
- Identity card issued by the SAAQ for a test
- Certificate of Canadian citizenship with photo
- Permanent resident card
- Passport
- Certificate of Indian Status
- Health insurance card
- Authorized driver's permit
- Peace officer's identity card
- Canadian Armed Forces identity card

Admissibility criteria (suite)

6) If you choose to indicate only your date of birth in Section 1, you must provide the mandatory with an **original** piece of identification accepted by the SAAQ. The mandatory must show your original piece of identification to conduct the operation on your behalf.

If you have a valid Québec driver's licence and you indicate the [reference number](#) in Section 1 of the form, the mandatory will not have to provide an original piece of identification in your name.

Québec  **Permis de conduire**

L1531-171274-08 

4d **LAPOINTE**

1 **ANNE-MARIE**

2 **ANNE-MARIE**

3 Date de naissance (A-M-J) : **1974-12-17**

4 333, BOULEVARD JEAN-LESAGE

5 APP. 432

6 QUEBEC (QC) G1K 8J6

15 Sexe : **F**

9 Classe(s) : **1 2 3 4A 4B 5 6A**

12 Cond. : **A C** 16 Taille (cm) : **168**

9a Mention(s) : **F M T** 18 Yeux : **BLEU**

5 N° de référence : **P B M H 9 2 V 7 0**

4a Valide le : **2015-08-21** 4b Expire le : **2022-12-17**

Païement exigé chaque année à votre date anniversaire de naissance

Anne-Marie Lapointe

○ Driver's licence number (4d)

○ Reference number (5)

Transferring a vehicle

If you are selling or giving away your vehicle, complete and sign **Sections 1, 2 and 3A**.

IMPORTANT! You could be held responsible for a traffic violation committed with the vehicle as long as it is registered under your name. It is your responsibility to ensure that the vehicle is registered under the transferee's name. If the mandatory does not transfer the vehicle, you remain responsible for it.

If you are acquiring a vehicle, complete and sign **Sections 1, 2 and 3B**.

Note that the transfer will be denied if the odometer reading reported in Section 2 or 3B is less than what was previously declared. You can ask the transferor for explanations or go in person to authorize the SAAQ to proceed with the transfer if you still wish to do so.

Vehicle registered under more than one name (co-ownership or co-lease)

All co-owners or co-lessees must be present to transfer the vehicle; otherwise, a power of attorney must be presented for each absentee.²

Giving away or selling a vehicle to a relative

To give away or sell a vehicle to a **relative**, both parties must present:

- the duly completed [Declaration of a Transaction Between Related Individuals with Regard to a Road Vehicle \(VD-80.1-V\)](#) form from Revenu Québec;
- a document proving kinship.²

To avoid unpleasant surprises

Before transferring the vehicle, verify whether it can be registered by calling 1-800-361-7620 or using the Checking if a Vehicle Can be Registered online service available on [SAAQcliq](#).

² For more information, or to find out which documents are accepted to prove kinship, contact the SAAQ's call centre at 1-800-361-7620, or consult the SAAQ's website ([saaq.gouv.qc.ca](#)).



Avec vous,
au cœur de votre sécurité

Note: Please fill out the form using upper case letters with a black or dark blue pen.
If power of attorney is being granted for a vehicle transfer, you must fill out,
sign and print both pages of the form.

Section 1 – Mandator, mandatory and power of attorney

Mandator (the person being represented)

Last name		First name	
Telephone number		Québec driver's licence number	
Address	Street number	Street name	Apartment
Municipality		Province	Postal code
Québec driver's licence reference number If you indicate your driver's licence reference number, the person representing you will not have to show your original piece of identification to carry out the operation.		OR	Provide an official piece of identification and indicate your date of birth (Year-Month-Day) If you do not indicate your driver's licence reference number, you must indicate your date of birth and provide the person representing you (mandatory) with an original piece of identification accepted by the SAAQ.

Mandatory (person of full age agreeing to represent the mandator)

Last name		First name		Québec driver's licence number
Address	Street number	Street name	Apartment	
Municipality		Province	Postal code	

Power of attorney

I authorize the person named above (mandatory) to carry out the following operation(s) on my behalf:

Vehicle registration (Complete Section 2.) <input type="checkbox"/> Storing a vehicle or taking a vehicle out of storage <input type="checkbox"/> Discarding a vehicle <input type="checkbox"/> Replacing a licence plate or registration certificate <input type="checkbox"/> Transferring a vehicle (Complete Section 3.) <input type="checkbox"/> Other (specify): _____	Licence <input type="checkbox"/> Cancelling a driver's licence <input type="checkbox"/> Other (specify): _____
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This power of attorney is valid until (Year-Month-Day): _____
 Make sure that the mandatory is able to go to an SAAQ service outlet before the expiry date of this power of attorney.

 Mandator's handwritten signature

 Place of signature (Municipality)

 Date (Year-Month-Day)

The information requested in this section can be found on the vehicle registration certificate (except for the odometer reading).

Section 2 – Information about the vehicle (Complete only for vehicle-related operations)

Description

Make	Model	Year	Licence plate number
Vehicle identification number (VIN)		Odometer reading	<input type="checkbox"/> kilometres <input type="checkbox"/> miles

**Complete the next page for vehicle transfer-related operations only**

If you are the mandator being represented for a vehicle transfer, fill out **one** of the following sections:

- **Section 3A:** If you are **selling or giving away** the vehicle (transferor);

OR

- **Section 3B:** If you are **acquiring** the vehicle (transferee).

Section 3A – Declaration for a vehicle transfer (Complete if you are selling or giving away the vehicle.)**Declaration of the transferor** (mandator)

- I declare that I have sold my vehicle for the sum of \$ _____.
- I declare that I have given my vehicle away.

New owner's name (Print)**Licence plate number:**

- I declare that I have transferred my licence plate to the buyer.
- I declare that I am keeping my licence plate.

Transferor's handwritten signature**OR****Section 3B – Declaration for a vehicle transfer (Complete if you are acquiring the vehicle.)****Declaration of the transferee** (mandator)

- I declare that the odometer reading is _____ kilometres
- miles

- I agree to use the licence plate already on the vehicle.
- I request a new licence plate.
- I wish to use the licence plate bearing number: _____

Transferee's handwritten signature**Protection of Personal Information**

The SAAQ only collects personal information that is necessary for it to exercise its powers and apply the laws it administers. All personal information gathered by authorized personnel is handled confidentially. This information may be shared with its licensing agents and certain government departments or agencies, including those located outside Québec, in accordance with the *Act respecting Access to documents held by public bodies and the Protection of personal information*. It may also be used for statistical, survey, study, audit or investigative purposes. Failure to provide this information can result in a refusal of service. You may consult, correct or obtain a copy of any personal information concerning you.

For more information, consult the Policy on Privacy on the SAAQ's website at saaq.gouv.qc.ca/privacy or contact the SAAQ's call centre.