

Avec vous,
au cœur de votre sécurité

This form is intended for individuals who have been convicted of a criminal offence, unless a pardon has been obtained, or who are the subject of pending proceedings, as described in the *Act respecting remunerated passenger transportation by automobile* (CQLR, c. T-11.2).

Steps

- Fill out the form and submit it to the Société de l'assurance automobile du Québec.
- Enclose your criminal record history, which must have been issued within the last 3 months by your local police department, as well as any applicable supporting documents for the purpose of analyzing your criminal record (e.g. a judgment). **If you fail to enclose your criminal record history with your request for analysis, your request will be returned to you.**

Note that your criminal record history must be issued by a Québec municipal police department or the Sûreté du Québec. Criminal record histories issued by private firms or the Royal Canadian Mounted Police are not accepted.

If your request must be submitted to the evaluation committee, you will be charged a fee for the analysis of your criminal record regardless of the decision rendered. An invoice will be mailed to your address on file. To find out how much you will be charged, visit the SAAQ's "Fees Related to Driver's Licence Issuing" web page.

If you are a first-time applicant for an authorized driver's permit or you wish to renew a permit that has been expired for 1 year or more

- You must await the results of the analysis of your criminal record before going to one of our service outlets.

If you are a first-time applicant for registration with a transportation system operator or you wish to renew a registration that has been expired for 1 year or more

- You must await the results of the analysis of your criminal record before contacting the operator.

To renew an authorized driver's permit that is still valid or that has been expired for less than 1 year

You have two options:

- You can go to one of our service outlets and give this duly completed form and your criminal record history to an employee who will renew your permit immediately. Your criminal record will be analyzed later. You will receive a letter in the following weeks indicating whether you can continue to provide remunerated passenger transportation.
- You can submit this duly completed form and your criminal record history by mail. You must await the results of the analysis of your criminal record. If the results are favourable, you may go to one of our service outlets to renew your permit.

To renew your registration with a transportation system operator that is still valid or that has been expired for less than 1 year

- You must submit this duly completed form and your criminal record history by mail and await the results of the analysis of your criminal record. If the results are favourable, you may contact the operator to renew your registration.

Analysis of your criminal record

- The analysis of the supporting documents included with your request will allow us to determine whether any pending proceedings or convictions listed in your criminal record history are related to the aptitudes or appropriate conduct required to offer remunerated passenger transportation.
- Requests cannot be accepted if the applicant's record includes a conviction, within the five years preceding the application, for an offence described in paragraph (1) or (2) of section 11 of the *Act respecting remunerated passenger transportation by automobile*, that is, an offence committed with a road vehicle under any of sections 220, 221, 236, 320.13, 320.14, 320.15, 320.16, 320.17 and 320.18 of the *Criminal Code*, or an offence under any of sections 5 to 7 of the *Controlled Drugs and Substances Act* or sections 9, 10, 11 and 14 of the *Cannabis Act*, unless a pardon has been obtained.
- The decision will be sent to you in writing as soon as possible.

For more information, visit the "Remunerated Passenger Transportation by Automobile" section on the SAAQ's website at saaq.gouv.qc.ca.

To submit this form and your criminal record history by mail:

Société de l'assurance automobile du Québec

Service aux particuliers, N-3-15

Permis de chauffeur qualifié

Case postale 19800, succursale Terminus, Québec (Québec) G1K 8J6

1. Permit or registration application

Check all situations that apply

<input type="checkbox"/> Authorized driver's permit from the SAAQ	<input type="checkbox"/> Registration with an operator
<input type="checkbox"/> First-time applicant	<input type="checkbox"/> Renewal

2. Applicant

Last name		First name		
Date de naissance		(Année-Mois-Jour)		
Address	Street number	Street name		
Municipality			Province	Postal code
Driver's licence number		Are you already providing remunerated passenger transportation by automobile? <input type="checkbox"/> Yes <input type="checkbox"/> No		

3. Explanations regarding your criminal record

Explain and document the reasons why you believe that your past criminal convictions, other than any referred to in paragraphs (1) and (2) of section 11 of the *Act respecting remunerated passenger transportation by automobile*, are unrelated to the aptitudes or appropriate conduct required to offer remunerated passenger transportation.

If needed, add one or more pages.

IMPORTANT

Your **criminal record history** issued within the last 3 months by your local police department is **required for the analysis of your file**. Remember to enclose it with your request for analysis along with any other relevant documents (e.g. judgment).

Signature of the applicant

Date (Year-Month-Day)

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.