

**SECTION 1 (Complete and sign for each transaction)**

**Mandator and Mandatary**

**Mandator** (natural person being represented)

Last name	First name	Québec driver's licence number
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Full address

Québec driver's licence reference number <i>(No piece of identification is required)</i>	OR	Date of birth <i>(Provide one of the pieces of identification listed on Page 2)</i>	Year	Month	Day
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**Mandatary** (natural person of full age agreeing to represent the mandator)

Last name	First name	Québec driver's licence number
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Full address

**Power of Attorney**

As mandator, I, the undersigned, authorize the mandatary named above to act on my behalf concerning the following transaction:

\_\_\_\_\_

(Describe the requested transaction [e.g. driver's licence or vehicle registration renewal, vehicle ownership transfer, replacement of a registration certificate, vehicle storage, vehicle discarding])

This power of attorney is valid until \_\_\_\_\_.

I have signed in \_\_\_\_\_, on \_\_\_\_\_.

(Place of signature) (Year/Month/Day)

**Mandator's signature** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**SECTION 2 (Complete for all transactions in connection with a vehicle)**

**Vehicle Description**

Make	Model	Year	Licence plate number
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Vehicle identification number (VIN)

**SECTION 3 (The mandator must complete and sign the appropriate declaration [A or B], for transfers only)**

**Declaration of Transfer of Ownership**

**A) Declaration of the TRANSFEROR** being represented (mandator)

I declare that I:  sold my vehicle for the sum of: \$ \_\_\_\_\_.

(check the appropriate box)  gave away my vehicle.

New owner's name (print): \_\_\_\_\_

**Transferor's signature** \_\_\_\_\_

**B) Declaration of the ACQUIRER** being represented (mandator)

I declare that the odometer reading was \_\_\_\_\_ (check the appropriate box)  kilometres  miles

**Acquirer's signature** \_\_\_\_\_

## Use of the Power of Attorney

The *Power of Attorney* form must be filled out, signed and dated by an individual who cannot go in person (mandator) to the Société de l'assurance automobile du Québec (SAAQ) and who wants to authorize another person (mandatary) to conduct, on the mandator's behalf, a transaction in connection with the mandator's record. 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.

### General Instructions

- A *Power of Attorney* form that is not completed in accordance with the instructions or on which entries have been erased, crossed out or altered will not be accepted.
- If the person being represented chooses to enter his or her date of birth in the "Mandator" part of Section 1, the mandatary must be provided with an original piece of identification accepted by the SAAQ.<sup>1</sup> No piece of identification is required if the person chooses to enter the Québec driver's licence reference number.
- A fax or copy of a duly completed form can be accepted only if the required signature(s) is/are original.
- The mandatary (person representing the mandator) must be age 18 or older and will have to provide one piece of identification accepted by the SAAQ.<sup>1</sup>
- Vehicles registered as co-owned or jointly-leased: For any transaction other than a transfer of ownership of the vehicle, one of the individuals whose name appears as co-owner or co-lessee on the registration certificate must come in person or provide a power of attorney. Contact the SAAQ to find out the requirements that apply to the transfer of ownership of this type of vehicle.<sup>2</sup>

### Additional Instructions Concerning a Transfer of Ownership

If you give a power of attorney because:

You are **selling** or **giving** away your vehicle:

- Complete and sign Sections 1, 2 and **3A**.
- Remember that you remain responsible for the vehicle until it is registered in the acquirer's name. It is your responsibility to ensure that the vehicle is registered under the acquirer's name.

You are **acquiring** a vehicle:

- Complete and sign Sections 1, 2 and **3B**.
- If the acquirer is absent, the mandatary will not be allowed to proceed with the transfer if the odometer reading reported in section 3B is less than what was declared at the time of the previous vehicle registration. The acquirer can ask the transferor for explanations or go in person to authorize the SAAQ to proceed with the transfer if the acquirer still wishes to do so.

Also:

- Before making the transfer, verify whether the vehicle can be registered by calling 1-900-565-1212 or using the *Checking if a Vehicle Can be Registered* online service on the SAAQ website at [saaq.gouv.qc.ca](http://saaq.gouv.qc.ca). Fees are charged for each consultation.
- To give away or sell a vehicle registered in Québec, between related individuals, both parties must submit:
  - ✓ The [Declaration of a Transaction Between Related Individuals with Regard to a Road Vehicle Registered in Québec \(VD-80.1-V\)](#) form from Revenu Québec, duly completed.
  - ✓ A document proving kinship.<sup>2</sup>

1. Original pieces of identification accepted by the SAAQ:

- |  |                                     |                                       |
|--|-------------------------------------|---------------------------------------|
| — Licence authorizing the operation of a vehicle | — Permanent Resident Card           | — Taxi driver's permit                |
| — Identity card issued by the SAAQ               | — Passport                          | — Peace officer's identity card       |
| — Certificate of Canadian citizenship with photo | — Certificate of Indian Status card | — Canadian Armed Forces identity card |
|  | — Health Insurance Card             |                                       |

2. For further information or to find out which documents are accepted to prove kinship, contact the SAAQ call centre at 418-643-7620 in the Québec area, 514-873-7620 in the Montréal area, or 1-800-361-7620 (Québec, Canada, United States), or consult the SAAQ website ([saaq.gouv.qc.ca](http://saaq.gouv.qc.ca)).

### Protection of Personal Information

All personal information gathered by authorized Société de l'assurance automobile du Québec (SAAQ) personnel is handled confidentially. The SAAQ requires this information to apply the *Automobile Insurance Act*, the *Act respecting the Société de l'assurance automobile du Québec* and the *Highway Safety Code*. Under the *Act respecting Access to documents held by public bodies and the Protection of personal information*, this information may be conveyed to the SAAQ's licensing agents and other Government departments or agencies, or 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](http://saaq.gouv.qc.ca) or contact the SAAQ's call centre.