



## BY-LAW 2011-161

### DRIVER RENEWAL INSTRUCTIONS

1. Drivers must obtain an application form from the company they plan to drive for.
2. The driver will complete the application form in full. Incomplete applications will not be processed.
3. The company will collect, review, and submit the application forms for all of their drivers.
4. The renewals will be processed and the company will be advised when the licences are available to be picked up.
5. Drivers will be required to produce their existing licence when picking up their new licence.
6. Drivers will be required to produce their Ontario Driver's Licence for inspection when picking up their new by-law licence.
7. The Ontario Driver's Licence must contain current address information.
8. The Sault Ste. Marie Police Service reserves the right to withhold the issuing of by-law licences where the information contained in the application does not match the Ontario Driver's Licence.

**ALL LICENCE HOLDERS ARE REMINDED THAT THE RENEWAL PROCESS INCLUDES PAYMENT OF THE APPROPRIATE FEES AT THE CIVIC CENTRE.**

**ALL LICENCE HOLDERS MUST ATTEND AT THE CIVIC CENTRE'S TAX AND LICENCE OFFICE, 99 FOSTER DRIVE, NO MORE THAN TWO (2) BUSINESS DAYS AFTER RECEIVING THEIR RENEWAL DOCUMENTS FROM THE SAULT STE. MARIE POLICE SERVICE IN ORDER TO VALIDATE AND COMPLETE THE RENEWAL PROCESS.**

**ANY LICENCE HOLDER WHO DOES NOT COMPLETE THE RENEWAL PROCESS BY MARCH 30<sup>TH</sup> WILL BE SUBJECT TO LATE RENEWAL PENALTIES.**

2012-Mar-12