



# WHAT YOU NEED TO GET THE NEW NWT DRIVER'S LICENCE OR GIC.

IT'S ALL IN HERE. 





# HERE'S A CHECKLIST TO MAKE SURE YOU HAVE EVERYTHING YOU NEED TO GET YOUR NWT DRIVER'S LICENCE OR GIC

If you are renewing your Driver's Licence, you need:

## 1 Proof of Birthdate & Legal Name - one of the following

**WHY?** To confirm the correct spelling of your name and your date of birth.

- Birth Certificate
- Passport
- Canadian Military ID/DL
- Federal Police ID
- Citizenship Certificate Card
- Permanent Residency Card
- Native Status Card issued by DIAND/INAC
- Court Order (must be endorsed with a court seal)
- Record of Landing (Form IMM 1000)
- Study Permit (Form IMM 1442)
- Employment Authorization (Work Permit; Form IMM 1442)
- Visitor's Record (Form IMM 1442)
- Refugee Approved Status (Form IMM 1442)
- Temporary Resident Permit (Form IMM 1442)

Or documents as approved by the Registrar on a case by case basis.

## 2 Photo ID - one of the following

**WHY?** To verify who you are, for the protection of your identity.

- Current NWT Driver's Licence
- Passport
- Canadian Military ID/DL
- Federal Police ID
- GIC from NWT or other Canadian jurisdiction
- Citizenship Certificate Card
- Permanent Residency Card
- Native Status Card issued by DIAND/INAC
- Native Status Card (non-DIAND/INAC issued)
- Government of the Northwest Territories Employee Identification

## 3 Proof of Residency - one of the following

**WHY?** To verify that you are a resident of the Northwest Territories.

- Utility Bill
- Mortgage or Lease Agreement
- Bank Statement
- Property/Personal Tax Statement
- Income confirmation documentation: CPP, SFA, widow/widower benefits, welfare, E.I, veteran benefits
- Employment confirmation: signed letter from owner/manager or a pay stub
- Affidavit: signed letter from parent, guardian, roommate or landlord accompanied by their proof of residency



If you are applying for a new Driver's Licence, or GIC you need:

## 1 Proof of Birthdate & Legal Name - one of the following

**WHY?** To confirm the correct spelling of your name and your date of birth.

- Birth Certificate
- Passport
- Canadian Military ID/DL
- Federal Police ID
- Citizenship Certificate Card
- Permanent Residency Card
- Native Status Card issued by DIAND/INAC
- Court Order (must be endorsed with a court seal)
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- Refugee Approved Status (Form IMM 1442)
- Temporary Resident Permit (Form IMM 1442)

Or documents as approved by the Registrar on a case by case basis.

## 2 Photo ID - one of the following

**WHY?** To verify who you are, for the protection of your identity.

- Passport
- Canadian Military ID/DL
- Federal Police ID
- GIC from NWT or other Canadian jurisdiction
- Citizenship Certificate Card
- Permanent Residency Card
- Native Status Card issued by DIAND/INAC
- Native Status Card (non-DIAND/INAC issued)
- Government of the Northwest Territories Employee Identification

## 3 Proof of Residency - one of the following

**WHY?** To verify that you are a resident of the Northwest Territories.

- Utility Bill
- Mortgage or Lease Agreement
- Bank Statement
- Property/Personal Tax Statement
- Income confirmation documentation: CPP, SFA, widow/widower benefits, welfare, E.I, veteran benefits
- Employment confirmation: signed letter from owner/manager or a pay stub
- Affidavit: signed letter from parent, guardian, roommate, or landlord accompanied by their proof of residency



NEW DRIVER'S LICENCE AND GENERAL IDENTIFICATION CARD PROGRAM





## If you are transferring your Driver's Licence into the NWT, you need:

### 1 Proof of Birthdate & Legal Name - one of the following

**WHY?** To confirm the correct spelling of your name and your date of birth.

- Birth Certificate
- Passport
- Canadian Military ID/DL
- Federal Police ID
- Citizenship Certificate Card
- Permanent Residency Cards
- Native Status Card issued by DIAND/INAC
- Court Order (must be endorsed with a court seal)
- Record of Landing (Form IMM 1000)
- Study Permit (Form IMM 1442)
- Employment Authorization (Work Permit; Form IMM 1442)
- Visitor's Record (Form IMM 1442)
- Refugee Approved Status (Form IMM 1442)
- Temporary Resident Permit (Form IMM 1442)

Or documents as approved by the Registrar on a case by case basis.

### 2 Photo ID - one of the following

**WHY?** To verify that you are who you are, for the protection of your identity.

- Valid Driver's Licence from a Canadian jurisdiction or other jurisdiction with recognized reciprocity
- Passport
- Canadian Military ID/DL
- Federal Police ID
- GIC from NWT or other Canadian jurisdiction
- Citizenship Certificate Card
- Permanent Residency Card
- Native Status Card issued by DIAND/INAC
- Native Status Card (non-DIAND/INAC issued)
- Government of the Northwest Territories Employee Identification

### 3 Proof of Residency - one of the following

**WHY?** To verify that you are a resident of the Northwest Territories.

- Utility Bill
- Mortgage or Lease Agreement
- Bank Statement
- Property/Personal Tax Statement
- Income confirmation documentation: CPP, SFA, widow/widower benefits, welfare, E.I, veteran benefits
- Employment confirmation: signed letter from owner/manager or a pay stub
- Affidavit: signed letter from parent, guardian, roommate or landlord accompanied by their proof of residency



## If your DL/GIC is lost or stolen\*, you need:

### 1 Proof of Birthdate & Legal Name - one of the following

**WHY?** To confirm the correct spelling of your name and your date of birth.

- Birth Certificate
- Passport
- Canadian Military ID/DL
- Federal Police ID
- Citizenship Certificate Card
- Permanent Residency Card
- Native Status Card issued by DIAND/INAC
- Court Order (must be endorsed with a court seal)
- Record of Landing (Form IMM 1000)
- Study Permit (Form IMM 1442)
- Employment Authorization (Work Permit; Form IMM 1442)
- Visitor's Record (form IMM 1442)
- Refugee Approved Status (Form IMM 1442)
- Temporary Resident Permit (Form IMM 1442)
- Guarantor Form

### 2 Photo ID - one of the following

**WHY?** To verify who you are, for the protection of your identity.

- Current NWT Driver's Licence (If GIC is lost or misplaced)
- Passport
- Canadian Military ID/DL
- Federal Police ID
- GIC from NWT or other Canadian jurisdiction (If DL is lost or misplaced)
- Citizenship Certificate Card
- Permanent Residency Card
- Native Status Card issued by DIAND/INAC
- Native Status Card (non-DIAND/INAC issued)
- Government of the Northwest Territories Employee Identification

### 3 Proof of Residency - one of the following

**WHY?** To verify that you are a resident of the Northwest Territories.

- Utility Bill
- Mortgage or Lease Agreement
- Bank Statement
- Property/Personal Tax Statement
- Income confirmation documentation: CPP, SFA, widow/widower benefits, welfare, E.I, veteran benefits
- Employment confirmation: signed letter from owner/manager or a pay stub
- Affidavit: signed letter from parent, guardian, roommate or landlord accompanied by their proof of residency

\* Please note that a signed Declaration of Lost or Misplaced DL/GIC avowing the lost stolen DL/GIC is also required.



NEW DRIVER'S LICENCE AND GENERAL IDENTIFICATION CARD PROGRAM



# KEEP THIS IN MIND...

TO SPEED UP THE PROCESS AT THE ISSUING OFFICE, PLEASE  
PAY ATTENTION TO THE FOLLOWING TIPS.

## 1 Common Mistakes

### UNACCEPTABLE IDENTIFICATION

DO NOT BRING

- \* Bus pass
- \* Insurance card
- \* Business card
- \* Business ID card

## 2 Clients Residing With Parent/Guardian

These clients must bring one of the following:

- \* Utility Bill
- \* Mortgage or Lease Agreement
- \* Bank Statement
  
- \* Property/Personal Tax Statement
- \* Income confirmation documentation: CPP, SFA, widow/widower benefits, welfare, E.I, veteran benefits
- \* Employment confirmation: signed letter from owner/manager or a pay stub
- \* Signed letter/Statutory Declaration from Landlord

For anyone under parental/guardian supervision or living with a roommate, signed letter from parent, guardian, roommate or landlord accompanied by their proof of residency.

## 3 To Reduce Wait Times

To reduce wait times at issuing offices, avoid peak periods in the day (afternoons and end of the month), especially at the Yellowknife office.

## 4 Come Prepared

Come prepared. Double check your documentation before going to the issuing office to avoid unnecessary delays - use the checklists provided.

Staff in issuing offices are pleased to provide service. In return, please be patient and courteous. The Department of Transportation upholds a zero tolerance policy on abuse of employees.

## 5 GIC

There is no temporary GIC. Plan ahead 2-4 weeks if you're going to be travelling.



For more information, please contact the Road Licensing and Safety Division, Department of Transportation  
[www.dot.gov.nt.ca](http://www.dot.gov.nt.ca) t.867.873.7406

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