



BY-LAW 154-2005

DRIVER RENEWAL INSTRUCTIONS

1. Drivers must obtain an application form from the company they 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 ready to be picked up.
5. Drivers will be required to produce their existing by-law licence when picking up their new licence. The existing licence must be surrendered to the Sault Ste. Marie Police Service.
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 issuing of by-law licences where the information contained in the application form does not match the Ontario Driver's Licence.

ALL LICENCE HOLDERS ARE REMINDED THAT THE RENEWAL PROCESS INCLUDES PAYMENT OF THE APPROPRIATE FEES AT CITY HALL.

ALL LICENCE HOLDERS MUST ATTEND AT CITY HALL, LICENCE AND TAX OFFICE, NO MORE THAN TWO BUSINESS DAYS AFTER RECEIVING THEIR RENEWAL DOCUMENTS FROM THE CITY POLICE IN ORDER TO VALIDATE AND COMPLETE THE RENEWAL PROCESS.

ANY LICENCE HOLDER WHO DOES NOT COMPLETE THE RENEWAL PROCESS BY MARCH 30ST WILL BE SUBJECT TO LATE RENEWAL PENALTIES.