



Vehicle-for-Hire Licensing

INSPECTION STATION/MECHANIC RENEWAL

INS #

**Process:**

1. Complete application fully and as accurately as possible. Failure to do so may result in unnecessary delays.
2. Obtain corporate search dated within 30 days and attach to application for submission.
3. Submit completed application to Vehicle for Hire (VFH) office and pay respective fees
4. Certificate(s) is issued and mailed out to the business

**Livery Inspection Stations and their Certified Livery Mechanics are governed by Livery Transport Bylaw 20M2021 and defined as:**

"**Livery Inspection Station** means premises and equipment and other resources required to complete an **E.L.V.I.S.** inspection that have been certified by the **Chief Livery Inspector** for the purpose of conducting mechanical inspections of **Livery Vehicles**"

"**Certified Mechanic** means a person who holds a valid and subsisting Certificate of Proficiency as a journeyman motor mechanic or heavy duty mechanic issued by the Province of Alberta and where required by the Director holds additional certificates of qualifications as deemed necessary and is approved by the Director to issue **Inspection Certificates**"

**Failure of the Inspection Station and/or its Certified Livery Mechanic to comply with this Bylaw may result in revocation and/or suspension of privileges to operate as a Livery Inspection Station.**

Inspection Station Legal Entity Name:	Phone number
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Inspection Station Trade Name: (Operating as)	Alternate phone number
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Business Address:	City	Province	Postal Code
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Email address
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AMVIC Licence #	Expiry Date:	Business Licence #	Expiry Date:
	YYYY MM DD		YYYY MM DD

Authorized representative of Inspection Station (must attach validation of authorization to this application):	
Name:	Position / title

Acknowledgement of Applicant(s):	
<b>I understand that making a false or misleading statement to Vehicle for Hire may lead to a suspension or revocation of a licence.</b>	
Signature of Applicant:	Date:

<b>MECHANIC RENEWAL</b>				<b>MEC #</b>																									
Affiliated Inspection Station Name:																													
Last Name	First and Middle Name			Home phone number																									
Home address	City	Province	Postal Code	Cell phone number																									
Email address																													
Driver Licence #	Driver Licence Class			Expiry																									
<p>The minimum qualifications to apply as a Livery Mechanic:</p> <p>The applicant must have a minimum of a valid journeyman motor mechanic or heavy duty mechanic's licence issued by the Province of Alberta in order to be considered as a Certified Livery Mechanic</p> <p>Qualifications:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name of Trade</th> <th style="width: 20%;">Trade/Certificate #</th> <th style="width: 25%;">Issuing Authority</th> <th style="width: 20%;">Year Issued</th> <th style="width: 10%;">Expiry Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Name of Trade	Trade/Certificate #	Issuing Authority	Year Issued	Expiry Date																				
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<p><b>Section 135</b> Requirements of a Certified Livery Mechanic</p> <p>(e) upon a failed inspection, immediately notify the <b>Director</b> and forward a copy of the <b>Livery Vehicle Inspection Certificate</b> to the Director</p> <p>(f) upon an inspection not being completed within five days of its commencement, immediately notify the <b>Director</b> and forward the incomplete copy of the <b>Inspection Certificate</b> to the Director</p> <p>(g) where the <b>Livery Vehicle</b> leaves the <b>Inspection Station</b> and the <b>Livery Vehicle</b> requires, pursuant to <b>E.L.V.I.S.</b>, immediate repairs or repair within twenty-four hours, immediately notify the Director of the defects</p>																													
<p><b>Section 142</b> If the Director has reasonable grounds to believe that a <b>Certified Mechanic</b> has improperly <b>Issued</b> an <b>Inspection Certificate</b> the <b>Director</b> may refuse to accept <b>Livery Vehicle Inspection Certificates</b> signed by that mechanic and may advise the <b>Livery Vehicle</b> industry that he will not accept such <b>Certificates</b>.</p>																													
<p>To conduct testing and repairs on livery vehicles, full access to all necessary tools and current technical manuals is required.</p> <p>List the tools and technical manuals readily available while conducting inspections and repairs on livery vehicles:</p>																													
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