



## Checklist for Out-of-Province Vehicle Registration

**Purpose:** Requirements to allow an individual or a company to register a used vehicle imported from another province, USA, or other foreign country.

### Requirements:

- Proof of Ownership (Vehicle Registration and/or Certificate of Title).
- Provide a bill of sale if the Vehicle Registration document and/or Certificate of Title is not in the current owner's name.
- Unregistered Vehicles and Missing Signatures Declaration (MV1484)* completed and notarized if continuity of ownership can not be established.
- A passed *Vehicle Inspection Report (MV3199 or MV3104)* signed by the Designated Inspection Facility Inspector. A structural integrity assessment is also required if the vehicle has a "SALVAGE" status on IPRE and/or if the vehicle is described as salvage anywhere on the Vehicle Registration/Certificate of Title (e.g., if salvage is noted under "brands", "previous brands", in the title heading, etc.).
- Weigh scale certificate (ask the Autoplan agent if this is required).
- Proof of identity or legal entity.

**Notes:** • If the vehicle is being registered in a company name, the company must be registered on the B.C. Registrar of Companies.

- An out-of-province driver's licence is not accepted as primary proof of identification. If you do not have a valid digital photo B.C. Driver's Licence or BCID Card, ask your Autoplan agent about the ID requirements for your situation. You may also visit [www.icbc.com](http://www.icbc.com) for additional information.

- Letter of authorization from lessor if your vehicle is leased. You also need the original lease agreement from the out-of-province lessor showing the lessor's HST registration number. If the lessor does not have an HST registrant number, you must pay the tax.
- Transfer/Tax Form (APV9T)* signed and completed by the purchaser.
- Vehicle identification number (VIN) inspection by Autoplan agent.
- Turn in your out-of-province number plates. (Your Autoplan agent will issue an official receipt for your plates.)
- Turn in your out-of-province Vehicle Registration and/or Certificate of Title.
- Pay the Tax on Designated Property (TDP) or HST (BC) as applicable. If you are claiming the vehicle as settler's effects, it is tax exempt, provided the vehicle meets all the eligibility criteria for the exemption.

### If the vehicle is coming from the USA or any other foreign country:

(in addition to the above requirements)

- Vehicle Import Form (Form 1) from Canada Customs and Revenue Agency.
- Casual Goods Accounting Document (B15) or Canada Customs Coding Form (B3) or Personal Effects Accounting Document (B4E) from Canada Customs.

**Note:** You must be able to show continuity of ownership. Once your vehicle is registered in B.C., you must purchase a B.C. licence and insurance in order to operate the vehicle.

**Reminder:** If you are new to B.C., you may qualify for a CRS discount. You will need a letter from your previous insurance company(ies) on company letterhead verifying your claims history for up to 8 years prior to your move to B.C.

**Agent instruction:** Indicate on the checklist all the steps your customer should take before returning to your office.  
*Reminder: You must complete an IPRE check for all imported vehicles.*