

# Checklist for Out-of-Province Vehicle Registration

This checklist outlines the vehicle requirements and the support documents required to register a new or used vehicle imported to B.C. from a Canadian province, the U.S. or a foreign country.

All imported vehicles, along with the required support documents and the out-of-province licence plates, must be presented at an Autoplan broker's office at the time of vehicle registration. Here are some important points to keep in mind:

- Vehicles imported from the U.S. or a foreign country must be processed by Canada Border Services Agency before they can be registered.
- Documents in a language other than English must be accompanied by a certified English translation.
- Provincial Sales Tax (PST) must be paid at the time of registration unless you qualify for exemption.
- Once your vehicle has been registered, you must purchase a B.C. licence and insurance or a Temporary Operation Permit before operating the vehicle on highway.

**Broker instructions:** Indicate in the checklist below which documents your customer must provide at the time of registration.

✓	Imported vehicle requirements	Support documents required
<b>1. Proof of vehicle ownership — required for all imported vehicles</b>		
	Used vehicle imported from another Canadian province.	Original vehicle registration certificate from the previous jurisdiction.
	New, unregistered vehicle imported from another Canadian province.	Original New Vehicle Information Statement.
	Used vehicle imported from the U.S. or a foreign country.	Original Certificate of Title from the previous jurisdiction.
	New, unregistered vehicle imported from the U.S. or a foreign country.	Original Certificate of Origin.
<b>2. Continuity of vehicle ownership — required when the proof of ownership document is in the previous owner's name</b>		
	Proof of ownership document is in the previous owner's name.	Original bill(s) of sale from the previous owner(s) to the current owner(s).
	Continuity of ownership cannot be established; ask your Autoplan broker if a statutory declaration is acceptable in your situation.	Original Unregistered Vehicles and Missing Signatures Declaration (MV1484), completed and notarized.
<b>3. Vehicle import documents — required for all U.S. and foreign imports</b>		
	Vehicle is imported from the U.S. or a foreign country.	Original import documents issued by Canada Border Services Agency (CBSA): <ul style="list-style-type: none"> <li>• Vehicle Import Form (Form 1) with two approval stamps, and</li> <li>• Casual Goods Accounting Document (BSF715) <b>or</b> Casual Goods Accounting Document (B15) <b>or</b> Canada Customs Coding Form (B3) <b>or</b> Personal Effects Accounting Document (B4E).</li> </ul>
	Vehicle is imported from Japan.	<ul style="list-style-type: none"> <li>• Original import documents issued by CBSA, above, and</li> <li>• Original Japanese Export Certificate and certified English translation.</li> </ul>

✓ Imported vehicle requirements	Support documents required
<b>4. Vehicle safety inspection and vehicle weight — required for most imported vehicles</b>	
Most imported vehicles must pass a safety inspection prior to registration; ask your Autoplan broker if your vehicle is eligible for exemption.	Original passed Vehicle Inspection Report (CVSE0013 or CVSE0014), signed by a B.C. Designated Inspection Facility inspector.
Vehicles branded as “salvage”, “totalled”, “written off”, and so on, in the previous jurisdiction or described as such on any proof of ownership or continuity of ownership documents must pass a structural integrity assessment, performed by a trade-qualified autobody technician, prior to going for a safety inspection.	Original passed structural integrity assessment must be presented to the B.C. Designated Inspection Facility at the time of the safety inspection. The inspection facility will indicate the passed structural assessment on the Vehicle Inspection Report (CVSE0013 or CVSE0014).
Net weight of a vehicle cannot be established; ask your Autoplan broker if the net weight is available from an alternate source.	Original weigh scale certificate.
<b>5. Vehicle owner identification — required for all vehicle registrations</b>	
Primary and secondary identification; ask your Autoplan broker about the accepted types of identification.	Original proof of identity.
When a vehicle will be registered in the name of a company, the company must first be actively registered with the B.C. Registrar of Companies.	Original or copy of proof of legal entity.
<b>6. Out-of-province leased vehicles — required for all imported vehicles leased from an out-of-province leasing company</b>	
Proof that the leasing company has authorized the vehicle to be registered in B.C.	Original Letter of Authorization from the out-of-province leasing company.
Proof that the leasing company is registered to collect B.C. Provincial Sales Tax (PST).	Original lease agreement from the out-of-province leasing company showing the leasing company’s B.C. PST registration number; if the lease agreement doesn’t show the PST registration number, you’ll be required to pay the tax when the vehicle is registered.
<b>7. Autoplan insurance — these are optional and may be presented to your Autoplan broker when you purchase Autoplan insurance</b>	
To make preauthorized monthly payments for your Autoplan insurance, proof of account is required.	Original personalized, encoded, blank void cheque; if you don’t have a chequing account, ask your Autoplan broker about the other types of accepted proof of account.