

Avec vous,
au cœur de votre sécurité **Note** : Read the information below prior to completing the form on Page 2.

The *Power of Attorney* form must be filled out, signed and dated by an individual who cannot go in person (mandator) to the Société de l'assurance automobile du Québec (SAAQ) and who wants to authorize another person (mandatary) to conduct, on the mandator's behalf, a transaction in connection with the mandator's record. Once completed, the power of attorney contains confidential information that could be used for other purposes, which is why the SAAQ recommends only giving a power of attorney to someone you trust and keeping a copy of the document.

General Instructions

- A *Power of Attorney* form that is not completed in accordance with the instructions or on which entries have been erased, crossed out or altered will not be accepted.
- If the person being represented chooses to enter his or her date of birth in the "Mandator" part of Section 1, the mandatary must be provided with an original piece of identification accepted by the SAAQ.¹ No piece of identification is required if the person chooses to enter the Québec driver's licence reference number.
- Signatures must be handwritten. Electronic or scanned signatures will be refused.
- A fax or copy of a duly completed form can be accepted only if the required signature(s) is/are original.
- The mandatary (person representing the mandator) must be age 18 or older and will have to provide one piece of identification accepted by the SAAQ.¹
- Vehicles registered as co-owned or jointly-leased: For any transaction other than a transfer of ownership of the vehicle, one of the individuals whose name appears as co-owner or co-lessee on the registration certificate must come in person or provide a power of attorney. Contact the SAAQ to find out the requirements that apply to the transfer of ownership of this type of vehicle.²

Additional Instructions Concerning a Transfer of Ownership

If you give a power of attorney because:

You are **selling** or **giving** away your vehicle:

- Complete and sign Sections 1, 2 and **3A**.
- Remember that you remain responsible for the vehicle until it is registered in the acquirer's name. It is your responsibility to ensure that the vehicle is registered under the acquirer's name.

You are **acquiring** a vehicle:

- Complete and sign Sections 1, 2 and **3B**.
- If the acquirer is absent, the mandatary will not be allowed to proceed with the transfer if the odometer reading reported in section 2 or 3B is less than what was declared at the time of the previous vehicle registration. The acquirer can ask the transferor for explanations or go in person to authorize the SAAQ to proceed with the transfer if the acquirer still wishes to do so.

Also:

- Before making the transfer, verify whether the vehicle can be registered by calling 1-900-565-1212 or using the *Checking if a Vehicle Can be Registered* online service on the SAAQ website at saaq.gouv.qc.ca. Fees are charged for each consultation.
- To give away or sell a vehicle registered in Québec, between related individuals, both parties must submit:
 - √ The **Declaration of a Transaction Between Related Individuals with Regard to a Road Vehicle Registered in Québec (VD-80.1-V)** form from Revenu Québec, duly completed.
 - √ A document proving kinship.²

1. Original pieces of identification accepted by the SAAQ:

- **Licence authorizing the operation of a vehicle**
- Identity card issued by the SAAQ
- Certificate of Canadian citizenship with photo
- Permanent Resident Card
- Passport
- Certificate of Indian Status card
- Health Insurance Card
- Authorized driver's permit
- Peace officer's identity card
- Canadian Armed Forces identity card

2. For further information or to find out which documents are accepted to prove kinship, contact the SAAQ call centre at 418-643-7620 in the Québec area, 514-873-7620 in the Montréal area, or 1-800-361-7620 (Québec, Canada, United States), or consult the SAAQ website (saaq.gouv.qc.ca).

Avec vous, au cœur de votre sécurité NOTE : Please fill out the form using upper case letters with a black or dark blue pen.

SECTION 1 (Complete and sign for each transaction.)

Mandator and Mandatary

Mandator (natural person being represented)

Last name		First name		Québec driver's licence number	
Home address (street number, street name, apartment)			Municipality		Postal code
Telephone	Québec driver's licence reference number	<i>(No piece of identification is required)</i>		OR	Date of birth Year Month Day
<i>(Provide one of the pieces of identification listed on Page 1)</i>					

Mandatary (natural person of full age agreeing to represent the mandator)

Last name		First name		Québec driver's licence number	
Home address (street number, street name, apartment)			Municipality		Postal code

Power of Attorney

As mandator, I, the undersigned, authorize the mandatary named above to act on my behalf concerning the following transaction:

 (Describe the requested transaction [e.g. driver's licence or vehicle registration renewal, vehicle ownership transfer, replacement of a registration certificate, vehicle storage, vehicle discarding].)

This power of attorney is valid until _____.

I have signed in _____, on _____
 (Place of signature) (Year/Month/Date)

Mandator's signature _____

SECTION 2 (Complete for all transactions in connection with a vehicle.)

Vehicle Description

Year	Make	Model	Licence plate number
Vehicle identification number (VIN)			Odometer reading

SECTION 3 (The mandator must complete and sign the appropriate declaration [A or B], for transfers only.)

Declaration of Transfer of Ownership

A) Declaration of the transferor being represented (mandator)

- I declare that I have sold my vehicle for the sum of \$ _____
- I declare that I have given my vehicle away.

New owner's name (print): _____

Transferor's signature _____

B) Declaration of the acquirer being represented (mandator)

I declare that the odometer reading is _____ kilometres miles

Acquirer's signature _____

Protection of Personal Information

All personal information gathered by authorized Société de l'assurance automobile du Québec (SAAQ) personnel is handled confidentially. The SAAQ requires this information to apply the laws it is responsible for administering, in particular the Highway Safety Code, the Automobile Insurance Act and the Act respecting remunerated passenger transportation by automobile. Under the Act respecting Access to documents held by public bodies and the Protection of personal information, this information may be conveyed to the SAAQ's licensing agents and other Government departments or agencies, or used for statistical, survey, study, audit or investigative purposes. Failure to provide this information can result in a refusal of service. You may consult, correct or obtain a copy of any personal information concerning you.

For more information, consult the Policy on Privacy on the SAAQ's website at saaq.gouv.qc.ca or contact the SAAQ's call centre.