

Are you eligible to apply?

Is your suspension for accumulation of demerit points under section 282(6) or 283(6) of the Motor Vehicle Act?

Yes ► You may be eligible.

No ► If you have any other suspension, you are not eligible.

Have you had a suspension for demerit points in the last 5 years?

Yes ► You are not eligible.

No ► You may be eligible.

A conditional licence is only for work or school

Work: You need your employer to sign the application form. If you are self-employed, attach a copy of your Joint Stocks certificate.

School: You need a signature on the application form from a school administrator or teacher who can verify your schedule. You also need to attach your school schedule on school letterhead.

Things to consider before you apply

A conditional licence is approved only if the Registrar determines there is sufficient cause to grant your request. It is not automatic.

You will not qualify if you have access to other modes of travel.

Example: public transportation, family, friend, coworker, or employer.

You must pay applicable fees/fines to apply. The application fee is **NOT** refundable if your request is denied.

What the Registrar considers when reviewing your application

- **Hours requested:** Explain your needs clearly. Applications for excessive hours will be denied (i.e. 12 hours/day, 7 days/week).
- **Driving record:** Your full driving history is reviewed, including collisions, convictions, complaints and pending motor vehicle related charges.
- **Completeness:** Incomplete applications will delay the review of your file.
- **Accuracy:** The information will be verified. Inaccurate applications will be denied.
- **Surrendered driver's licence:** If you are unable to do this, explain why on the form.

Important information if you are approved for a conditional licence

- Your conditional licence will be cancelled immediately if you get a new suspension, conviction or you violate the conditions. Police can lay charges if you drive outside the conditions.
- A conditional licence is not valid for any suspension type other than your current point suspension.
- You can apply to have your conditional licence amended if there are any changes to your work or school schedule.
- Other jurisdictions may not recognize the validity of your conditional driver's licence which could result in police laying charges.

Submitting your application in person or by mail

Apply in person at any Access Nova Scotia or Registry of Motor Vehicles office or mail your application with fees and driver's licence to:

Halifax Access Centre
Bayers Lake Business Park
300 Horseshoe Lake Dr
Halifax, NS B3S 0B7

Questions?

Call Driver Competency at 902-424-4511 or 1-800-898-7668.

1. Your personal information

Full name: _____

Full address: _____

Birth date: _____ Master number: _____

Contact numbers: Home _____ Work _____ Cell _____

2. Your work or school information

Employer Company name: _____

Contact: Name: _____ Phone: _____

Title/position: _____

Address where you report for work: _____

Your occupation: _____

If you are self-employed, attach proof (i.e. Registry of Joint Stocks).

School School name: _____

Contact: Name: _____ Phone: _____

Title/position: _____

Address where you attend classes: _____

Attach your school schedule on school letterhead.

3. Ask your employer or educational institution to certify on your behalf

- I certify that I am the employer/educational representative of the applicant and the information provided is correct.
- I will advise the Registry of Motor Vehicles if the applicant ceases to be an employee or student.

Employer representative: Name: _____

Signature: _____ Date: _____

Educational representative: Name: _____

Signature: _____ Date: _____

4. List the days of the week and hours that you need to drive

Include the days of the week and hours needed to travel between home and/or work or school. Explain if you require a licence for work-related duties. See bottom of page for samples of approved conditional licenses.

5. Attach your current driver's licence and the fees

For current fees, call 902-424-5851 or toll free 1-800-898-7668.

Attach the following to your application:

- current driver's licence
- school schedule on letterhead
- reinstatement fee
- proof of self employment
- conditional licence fee

If your driver's licence is not attached, explain:

Make cheque or money order payable to the Registry of Motor Vehicles or pay in person with your application.

6. Sign and date this application

I certify that the information contained in this application is correct.

Signature of applicant: _____ Date: _____

Signature of parent or
legal guardian, if under 18: _____ Date: _____

Warning:

The Motor Vehicle Act provides a penalty of a fine and imprisonment for any false statement in this application.

Sample 1 of an approved conditional licence: Valid for transportation to and from 123 Any Street, Mount Uniacke to ACME business at 123 Barrington Street, Halifax, Monday to Friday from 7 am to 8 am and 4 pm to 5 pm.

Sample 2 of an approved conditional licence: Valid for transportation to and from 123 Any Street, Mount Uniacke to ACME Courier at 123 Barrington Street, Halifax, and for work related duties while employed as a courier Monday, Wednesday and Friday between the hours of 7am and 4pm and Tuesday and Thursday between the hours of 9 am and 6 pm.