

GRADUATED DRIVER LICENSING (GDL) EXEMPTION PROGRAM

Minimum Acceptance Standards

The process for submitting foreign driver's licenses for the GDL Exemption Program is being changed to reduce the amount of time clients must be without a driver's license. This change will provide better customer service and minimize inconvenience for GDL Exemption applicants.

Under the new process, driver's licenses from the following jurisdictions submitted for GDL Exemption are **not to be forwarded or submitted to the Special Investigations Unit (SIU)**, but **should be retained by the client**, until *after* the client has fulfilled the necessary verification requirements:

- Australia
- Democratic Republic of Congo
- India
- Iran
- Iraq
- Kenya
- Lebanon
- Libya
- Morocco
- Nigeria
- Pakistan
- Philippines
- Trinidad & Tobago
- Rwanda
- Sudan
- Syria
- United Arab Emirates (UAE)

This document will assist you in helping your clients understand the verification requirements. Please note, this information may also be printed and provided to your clients. A note will be added to the RA Net notifying you as additional information from other jurisdictions are added to this list.

IMPORTANT: Please also advise **all clients from all jurisdictions** that pursuant to s. 13(1) of the *Alberta Traffic Safety Act - Operator Licensing and Vehicle Control Regulation*, they are required to

surrender their out-of-country driver's licenses to Alberta Registries in order to obtain an Alberta operator's license. Their out-of-country license will NOT be returned.

GDL Exemption Program: Document Examination

The primary purpose for the GDL Exemption Program is to verify the authenticity of all documents submitted to Alberta Registries by individuals. This authentication is what allows individuals to be exempted from the GDL program.

SIU authenticates and approves documents for GDL Exemption through an examination process, using a broad range of techniques and advanced forensic applications. These examinations significantly increase the likelihood of fraudulent or altered documents being detected.

Some documents submitted for GDL Exemption lack the adequate security features necessary for trouble-free authentication by SIU examination alone. In these cases, additional documentation is required to support the authenticity of the document. SIU has developed the following guidelines for clients whose documents may require verification from their national authority before approval may be granted.

Verification documents **must be** collected and submitted **by the client** **BEFORE** their license is submitted to SIU for authentication.

IMPORTANT

As clients will still be in possession of their foreign driver's licenses, clients will **NOT BE ELIGIBLE** to obtain a Class 7 Learner's Operator's License card until **AFTER** they have submitted their out of country license and verification documents.

This process change **does not stop clients** from completing their Class 7 written and eye exams in advance, **pending the surrender** of their out-of-country license and verification documents.

In order to minimize client wait times, it is imperative that all completed GDL Exemption Applications be forwarded to SIU on a daily basis.

Australia

For clients submitting licensing documentation from Australia

Most Australian drivers' licenses presented for GDL Exemption possess sufficient security features that allow SIU to grant a 'date first licensed' without requiring further documentation.

However, not all drivers' licenses from Australia list a 'date first licensed' on the document.

Step 1.

If there is NO 'date first licensed' indicated on the document:

The registry agent will advise the client to obtain documentation outlining their driving history from their specific driving authority PRIOR TO surrendering their original Australian drivers' license for GDL Exemption.

Step 2.

After this requirement has been met, **the registry agent** will submit the following documents to their respective SIU office for approval:

- The client's **original Australian driver's license**;
- The client's **driving history document**;
- The client's **GDL Exemption form**.

Democratic Republic of Congo

For Clients submitting licensing documentation from the Democratic Republic of Congo

All driver's licenses from the Democratic Republic of Congo presented for GDL Exemption **MUST** be accompanied by original endorsement documentation obtained through the Embassy of the Republic of Congo located in Ottawa, Ontario, Canada. If they do not already have this documentation, please inform them of the following necessary steps:

Step 1.

The client must submit the following to the Embassy of the Democratic Republic of Congo:

- Original Congolese driver's license;
- A photocopy of the client's original Congolese license;
- A Completed '*Fiche d'immatriculation pour citoyen congolais*', available for download at the Embassy's website;
- Two Passport-sized Photographs;
- A photocopy of their passport;
- A Photocopy of their Canadian immigration papers, PR card, or Record of Landing;
- \$50.00 CDN money order (cash and personal cheques not accepted) payable to the Embassy of the Republic of Congo, Ottawa;
- Two (2) Canada Post Xpresspost prepaid envelopes – one for sending the package to the embassy and a second, self-addressed one to include in the package. The Embassy of the Democratic Republic of Congo will use this to return the documents to the client. This style of envelope is all that will be accepted by the embassy. These envelopes are more secure and allow the client to track receipt of the documents. **The client** is responsible for procuring these envelopes.

The client must send the above information package in an Xpresspost envelope to:

Embassy of the Democratic Republic of Congo
18 Range Road.
Ottawa, ON K1N 8J3
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(Democratic Republic of Congo requirements continued...)

There is further information at the Embassy's website at:

<http://www.ambardcongoCanada.ca/formulaires.html>

Step 2.

After the Embassy endorsement has been received, the registry agent will submit the following documents to their respective SIU office for approval:

- The client's **original Democratic Republic of Congo driver's license;**
- The client's **original endorsement documents;**
- The client's **GDL Exemption form.**

India:

For clients submitting licensing documentation from India

Endorsement documentation obtained through the Consulate General of India is **NO LONGER** available. Similar to the prior process, all driver's licenses from India presented for GDL Exemption must still be accompanied by an original Regional Transport Office (RTO) or District Transport Office (DTO) letter. If the client does not already have this documentation, please inform them to obtain this letter **PRIOR** to submission.

Step 1.

The client will produce their Indian driver's license and RTO or DTO letter to a Registry Agent.

Step 2.

The Registry Agent must submit the following to their respective SIU office for approval:

- The client's **original Indian driver's license**;
- The client's **original RTO or DTO letter**;
- The client's **GDL Exemption form**.

The forensic examination of the licence will result in two possible outcomes:

- **Authenticated**
- **Not authenticated**

All clients who provide confirmation of previous driving experience and SIU can authenticate the documents must complete and pass the following:

- Class 7 knowledge test.
 - Vision screening.
- and
- Basic Road Test (BRT), if less than two years driving experience
 - Clients who have more than 2 years experience who choose to take the Basic Road Test (BRT) may take the Advanced Road Test (ART) at a later date and exit the GDL program.

OR

- Advanced Road Test (ART), if two or more years driving experience.

Clients who provide confirmation of previous driving experience and SIU cannot authenticate the documents must complete and pass the following:

If client is **over 25 years of age** client must complete and pass the following:

- Class 7 knowledge test.
- Vision screening.

AND

- Basic Road Test (BRT), if less than two years driving experience
 - Clients who have more than two years experience who **choose** to take the Basic Road Test (BRT) may take the Approved Drivers Education Course and Advanced Road Test (ART) and exit the GDL program.

OR

Approved Drivers Education Course, allowing the client to complete the Advanced Road Test (ART), if two or more years driving experience.

If client is **under 25 years of age** client must complete and pass the following:

- Class 7 knowledge test.
- Vision screening.

AND

Basic Road Test (BRT), regardless of number of years of driving experience.

Clients who **do not** have the required 2 years of authenticated driving experience or **do not** want to complete the Advanced Road Test (ART) will be placed in the GDL Program upon completing and passing the following:

- Knowledge test.
- Vision screening.

Basic Road Test (BRT).

Clients who **do not** have the required 2 years of authenticated driving experience and/or are **under** 25 years of age will be required to complete the remainder of the GDL program and complete 2 years as a Class 5 GDL driver before taking the ART.

Clients who do meet the Alberta GDL exit timelines (2 or more years of authenticated driving experience) **must** complete and pass the following:

- Knowledge test.
- Vision screening.

Advanced Road Test (ART).

Registry Agents are encouraged to refer to Driver Licensing Policy 3.10.04 for further details.

Iraq

For clients submitting licensing documentation from Iraq

All drivers' licenses from Iraq presented for GDL Exemption **MUST** be accompanied by an original translation document endorsed by the Ministry of Foreign Affairs in Iraq. The endorsement is in the form of an ink stamp that reads 'Ministry of Foreign Affairs' or 'Ministere des Affaires Etrangeres', typically in red, purple or blue ink.

The registry agent will submit the following documents to their respective SIU office for approval:

- The client's **original Iraqi driver's license**;
- The client's **original Foreign Affairs endorsed translation**;
- The client's **GDL Exemption form**.

If there is NO endorsement by the Ministry of Foreign Affairs on the translation documents:

The registry agent will advise the client to obtain original documentation outlining their driving history from the Embassy of Iraq, located in Ottawa, Ontario, Canada, **PRIOR TO** surrendering their original Iraqi drivers' license for GDL Exemption. Please inform them of the following necessary steps:

Step 1.

The client must submit the following to the Department of Foreign Affairs and International Trade (DFAIT) in Ottawa:

- Full name and address in Canada;**
- Evidence of Iraqi citizenship;**
- An authentic and valid Iraqi driver's license** according to Iraqi license regulation;
- A true English translation of the relevant driver's license**, authenticated by an authorized and licensed interpreter;
- A \$5.00 USD fee** (Please note: **ONLY** certified cheques and/or money orders will be accepted.);

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(Iraqi requirements continued...)

- Two (2) Canada Post Xpresspost prepaid envelopes** – one for sending the package to the DFAIT and a second, self-addressed one to include in the package. The Embassy will use this to return the documents to the client. **This style of envelope is all that will be accepted by the Embassy.** These envelopes are more secure and allow the client to track receipt of the documents. **The client** is responsible for procuring these envelopes.
- A letter to DFAIT**, requesting to have the legalized documents forwarded to:

The Embassy of Iraq – Consulate Section
2151 McLeod Street
Ottawa ON K2P 0Z8.

All required documents must be legalized by a Notary Public before being sent to the Ministry of Foreign Affairs and International Trade (DFAIT).

The client must send the above information package in an Xpresspost envelope to:

Legalization Department
DFAIT
Lester B. Pearson Building
125 Sussex Drive, Ottawa ON K1A 0G2

If clients have questions or require additional information they should contact the Iraq Embassy, Consular Section at 613-236-9177 or by e-mail at: <http://www.iraqembassy.ca>

Step 2.

Once DFAIT has legalized the documents, DFAIT will forward them to the Embassy for endorsement.

Step 3.

After the Embassy endorsement has been received, the registry agent will submit the following to their respective SIU office for approval:

- The client's **original Iraqi driver's license**;
- The client's **original endorsement documents**;
- The client's **GDL Exemption form**.

Iran

For clients submitting licensing documentation from Iran

All drivers' licenses from Iran presented for GDL Exemption **MUST** be accompanied by an original translation document endorsed by the Ministry of Foreign Affairs in Iran. The endorsement is in the form of an ink stamp that reads 'Ministry of Foreign Affairs' or 'Ministere des Affaires Etrangeres', typically in red, purple or blue ink.

The registry agent will submit the following documents to their respective SIU office for approval:

- The client's **original Iranian driver's license**;
- The client's **original Foreign Affairs endorsed translation**;
- The client's **GDL Exemption form**.

If there is NO endorsement by the Ministry of Foreign Affairs on the translation documents:

The registry agent will advise the client to obtain original documentation outlining their driving history from the Embassy of the Islamic Republic of Iran, located in Ottawa, Ontario, Canada, **PRIOR TO** surrendering their original Iranian drivers' license for GDL Exemption. Please inform them of the following necessary steps:

***Please note that the Embassy will not verify an Iranian driver's license that has expired.**

Step 1.

The client must submit the following to the Embassy of Iran:

- Original and valid Driver's License**;
- A certified true photocopy** of the original driver's license;
- An English translation** of the Iranian driver's license;
- Two (2) Canada Post Xpresspost prepaid envelopes** – one for sending the package to the Embassy and a second, self-addressed one to include in the package. The Embassy of Iran will use this to return the documents to the client. **This style of envelope is the only kind the Embassy will accept.** These envelopes are more secure and allow the client to track receipt of the documents. **The client** is responsible for procuring these envelopes.

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(Iranian requirements continued...)

The client must send the above documents in an Xpresspost envelope to:

Embassy of the Islamic Republic of Iran
245 Metcalfe Street
Ottawa ON K2P 2K2

There is further information at the Embassy website at:

<http://www.salamiran.org/content/>

Step 2.

After the Embassy endorsement has been received, the registry agent will submit the following to their respective SIU office for approval:

- The client's **original Iranian driver's license**;
- The client's **original endorsement documents and English translation**;
- The client's **GDL Exemption form**.

Kenya

For Clients submitting licensing documentation from Kenya

All driver's licenses from Kenya presented for GDL Exemption **MUST** be accompanied by original endorsement documentation obtained through the Kenya High Commission located in Ottawa, Ontario, Canada. If they do not already have this documentation, please inform them of the following necessary steps:

Step 1.

The client must submit the following to the Kenya High Commission:

- Original Kenyan driver's license;
- A photocopy of the client's original Kenyan license;
- A letter of request for the Verification of the Kenyan Driver's License;
- \$20.00 CDN money order (cash and personal cheques not accepted) payable to the Kenya High Commission;
- Two (2) Canada Post Xpresspost prepaid envelopes – one for sending the package to the High Commission and a second, self-addressed one to include in the package. The High Commission will use this to return the documents to the client. This style of envelope is all that will be accepted by the High Commission. These envelopes are more secure and allow the client to track receipt of the documents. **The client** is responsible for procuring these envelopes.

The client must send the above information package in an Xpresspost envelope to:

Kenya High Commission
415 Laurier Avenue East
Ottawa, ON
K1N 6R4

There is further information on the High Commission website at:

<http://www.kenyahighcommission.ca>

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(Kenyan requirements continued...)

Step 2.

After the High Commission endorsement has been received, the registry agent will submit the following to their respective SIU office for approval:

- The client's **original Kenyan driver's license**;
- The client's **Original endorsement documents**;
- The client's **GDL Exemption form**.

Lebanon

For clients submitting licensing documentation from Lebanon

All drivers' licenses from Lebanon presented for GDL Exemption **MUST** be accompanied by an original translation document endorsed by the Ministry of Foreign Affairs in Lebanon. The endorsement is in the form of an ink stamp that reads 'Ministry of Foreign Affairs' or 'Ministere des Affaires Etrangeres', typically in red, purple or blue ink.

The registry agent will submit the following documents to their respective SIU office for approval:

- The client's **original Lebanese driver's license**;
- The client's **original Foreign Affairs endorsed translation**;
- The client's **GDL Exemption form**.

If there is NO endorsement by the Ministry of Foreign Affairs on the translation documents:

The registry agent will advise the client to obtain original documentation outlining their driving history from the Embassy of Lebanon, located in Ottawa, Ontario, Canada, **PRIOR TO** surrendering their original Lebanese drivers' license for GDL Exemption. Please inform them of the following necessary steps:

Step 1.

The client must submit the following to the Embassy of Lebanon:

- Original Driver's License**;
- A photocopy of the driver's license**;
- A declaration confirming that the driver's license is original and unaltered**, and that all the information contained therein is accurate. This declaration has to be attested by a Notary Public, and the original sent with the application. The declaration should state "*Please accept this letter as my declaration confirming that the Lebanese driver's license in the name of _____ is original and unaltered, and all the information contained therein is accurate to the best of my knowledge.*"
- \$20.00 CDN money order** payable to the Embassy of Lebanon, Ottawa;

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(Lebanese requirements continued...)

- Two (2) Canada Post Xpresspost prepaid envelopes** – one for sending the package to the Embassy and a second, self-addressed one to include in the package. The Embassy will use this to return the documents to the client. **This style of envelope is the only kind the Embassy will accept.** These envelopes are more secure and allow the client to track receipt of the documents. **The client** is responsible for procuring these envelopes.

The client must send the above documents in an Xpresspost envelope to:

Embassy of Lebanon
640 Lyon St.
Ottawa, Ontario
K1S 3Z5

There is further information on the Embassy's website at:
<http://www.lebanonembassy.ca/> or by calling 613-236-5825.

Step 2.

After the Embassy endorsement has been received, the registry agent will submit the following to their respective SIU office for approval.

- The client's **original Lebanese driver's license;**
- The client's **original endorsement documents;**
- The client's **GDL Exemption form.**

Libya

For clients submitting licensing documentation from Libya

All drivers' licenses from Libya presented for GDL Exemption **MUST** be accompanied by an original translation document endorsed by the Ministry of Foreign Affairs in Libya. The endorsement is in the form of an ink stamp that reads 'Ministry of Foreign Affairs' or 'Ministere des Affaires Etrangeres', typically in red, purple or blue ink.

The registry agent will submit the following documents to their respective SIU office for approval:

- The client's **original Libyan driver's license**;
- The client's **original Foreign Affairs endorsed translation**;
- The client's **GDL Exemption form**.

If there is NO endorsement by the Ministry of Foreign Affairs on the translation documents:

The registry agent will advise the client to obtain original documentation outlining their driving history from the Libyan People's Bureau, located in Ottawa, Ontario, Canada, **PRIOR TO** surrendering their original Libyan drivers' license for GDL Exemption. Please inform them of the following necessary steps:

Step 1.

The client must submit the following to the Consular Section of the Libyan People's Bureau:

- A letter of request for driver's license verification**;
- The original Driver's License**;
- Photocopies of Canadian Landing papers** (e.g. Record of Landing, PR);
- Photocopies of Libyan passport**, front and back pages (English page, Arabic page as well as the Renewal page);

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(Libyan requirements continued...)

- Two separate handwritten *National Board for Information and Documentation for Libyans Living Abroad* forms.** Both forms **MUST** be handwritten, **NOT** photocopied. The form can be found at:
 - http://www.libya-canada.org/power_of_attorney_eng.html
- One passport-sized photograph**, attached to one of the *National Board for Information and Documentation for Libyans Living Abroad* forms;
- Two (2) Canada Post Xpresspost prepaid envelopes** – one for sending the package to the Consulate and a second, self-addressed one to include in the package. The Consulate will use this to return the documents to the client. This style of envelope is all that will be accepted by the Consulate. These envelopes are more secure and allow the client to track receipt of the documents. **The client** is responsible for procuring these envelopes.

The client must send the above information package in an Xpresspost envelope to:

Consular Section of the Libyan People's Bureau
170 Laurier Avenue West, Suite 712
Ottawa, Ontario
K1P 5V5

Please note:

*There is **NO** fee associated with this service for Libyans. Non-Libyans requesting verification will be charged a \$15.00 money order.

**The Libyan Embassy has advised SIU that any driver's license without the official government stamp over the picture will not be verified by them. For further clarification in regards to this issue please contact the embassy.

There is further information on the Consular's website at:

<http://www.libya-canada.org>

Step 2.

After the Embassy endorsement has been received, the registry agent will submit the following documents to their respective SIU office for approval:

- The client's **original Lybian driver's license**;
- The client's **original endorsement documents**;
- The client's **GDL Exemption form**.

Morocco:

For clients submitting licensing documentation from Morocco

All paper driver's licenses from Morocco presented for GDL Exemption (dark pink, folded into thirds, photograph secured with two metal grommets) **MUST** be accompanied by original endorsement documentation obtained through the Consulate General of Morocco located in Montreal, Quebec, Canada. If they do not already have this documentation, please inform them of the following necessary steps:

Exception: If the original Moroccan driver's license is of a modern credit card style, the license and English translation can be sent to SIU without a verification letter. ([Click here to view.](#))

Step 1.

The client must submit the following to the Consulate General of Morocco:

- Original Moroccan Driver's License;**
- Photocopy of the client's Carte Consulaire;**
- A Registered cheque for \$7.00 payable to the Consulate General of Morocco (NOT a money order);**
- Two (2) Canada Post National Xpresspost prepaid envelopes** – one for sending the package to the Consulate and a second, self-addressed one to include in the package. The Consulate will use this to return the documents to the client. **This style of envelope is the ONLY kind the Consulate will accept.** These envelopes are more secure and allow **the client** to track receipt of the documents. **The client** is responsible for procuring these envelopes.

The client **must send the above information package in an Xpresspost envelope to:**

Consulat Général du Royaume du Maroc
2192, Blv. René-Lévesque West
Montréal, Québec Canada
H3H 1R6

There is further information on the Consulate's website at:

<http://www.consulatdumaroc.ca/>

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(Moroccan requirements continued...)

Step 2.

After the Consulate endorsement has been received the Registry Agent must submit the following to their respective SIU office for approval:

- The client's **original Moroccan driver's license**;
- The client's **original endorsement documents**;
- And the client's **GDL Exemption form**.

Sample Image of Moroccan Card-style Driver's License



Nigeria

For clients submitting licensing documentation from Nigeria

All drivers' licenses from Nigeria presented for GDL Exemption **MUST** be accompanied by original endorsement documentation obtained through the High Commission of Nigeria, located in Ottawa, Ontario, Canada. If they do not already have this documentation, please inform them of the following necessary steps:

Step 1.

The client must submit the following to the High Commission of Nigeria:

- Original Driver's License.**
- A photocopy** of the client's Original Driver's License.
- Photocopy of the client's Nigerian Passport** data page and the page showing date of last entry into Canada.
- \$20.00 CDN processing fee** payable in money order to the Nigeria High Commission, Ottawa.
- Two (2) Canada Post Xpresspost prepaid envelopes** – one for sending the package to the High Commission and a second, self-addressed one to include in the package. The High Commission will use this to return the documents to the client. **This style of envelope is all that will be accepted by the High Commission.** These envelopes are more secure and allow the client to track receipt of the documents. **The client** is responsible for procuring these envelopes.

The client must send the above information package in an Xpresspost envelope to:

High Commission of Nigeria
295 Metcalfe Street
Ottawa, Ontario
K2P 1R9

There is further information on the High Commission's website at:
<http://www.nigeriahcottawa.com/content/authentication-of-nigeria-drivers-licence-33.html>

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(Nigerian requirements continued...)

Step 2.

After the High Commission's endorsement has been received, the registry agent will submit the following documents to their respective SIU office for approval:

- The client's **original Nigerian driver's license**;
- The client's **original endorsement documents**;
- The client's **GDL Exemption form**.

Pakistan:

For clients submitting licensing documentation from Pakistan

All drivers' licenses from Pakistan presented for GDL Exemption **MUST** be accompanied by original endorsement documentation obtained through the Consulate General of Pakistan located in Vancouver, British Columbia, Canada. If they do not already have this documentation, please inform them of the following necessary steps:

Step 1.

The client must submit the following to the Consulate General of Pakistan.

- Original driver's license;**
- A completed 'Driver's License Form'** (available for print from the Consulate's website);
- Photocopies of two (2) types of primary Pakistani identification documents** (e.g. Pakistan Identity Card and Pakistan passport);
- \$20.00 CDN money order** (cash and personal cheques not accepted) payable to the Consulate General of Pakistan, Vancouver;
- Two (2) Canada Post Xpresspost prepaid envelopes** – one for sending the package to the Consulate and a second, self-addressed one to include in the package. The Consulate will use this to return the documents to the client. **This style of envelope is the only kind the Consulate will accept.** These envelopes are more secure and allow the client to track receipt of the documents. **The client** is responsible for procuring these envelopes.

The client must send the above information package in an Xpresspost envelope to:

Consulate General of Pakistan
1444-400 Burrard Street
Vancouver, BC
V6C 3G2

There is further information on the Consulate's website at: <http://www.pakmission.ca>

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(Pakistani requirements continued...)

Step 2.

After the Consulate endorsement has been received, the registry agent will submit the following to their respective SIU office for approval:

- The client's **original Pakistani driver's license**;
- The client's **original endorsement documents**;
- The client's **GDL Exemption form**.

Philippines

For clients submitting licensing documentation from the Philippines

***Please note that changes to this guideline have been made based on specific requests from the Philippine Consulate in Calgary.**

Step 1.

All drivers' licenses from the Philippines presented for GDL Exemption **MUST** be accompanied by:

- An original Authentication Certificate** bearing the red ribbon and gold seal from the Department of Foreign Affairs in Manila;
- An original driver's license certification letter** from the Land Transportation Office (LTO) from the Department of Transportation & Communications at East Avenue, Quezon City, Philippines. **NO OTHER LTO LETTER WILL BE ACCEPTED;**
- The original blue official receipt of payment** must be included, as noted on the bottom of the certification letter;
- If there is NO Quezon City LTO Certification Letter and receipt** presented, the registry agent will advise the client to obtain this documentation PRIOR TO surrendering their original Philippines drivers' license for GDL Exemption;

The registry agent is requested to also ensure that the LTO letter presented has either a valid 'date first licensed' or 'date of issue' reflected prior to submission to SIU. This information is required to give the client a proper 'date first licensed'.

Step 2.

The registry agent will submit the following to their respective SIU office for approval:

- The client's **original Philippines driver's license;**
- The client's **original Authentication Certificate;**
- The client's **original Certification Letter;**
- The client's **original blue official receipt;**
- The client's **GDL Exemption form.**

Rwanda

For Clients submitting licensing documentation from Rwanda

All driver's licenses from Rwanda presented for GDL Exemption **MUST** be accompanied by original endorsement documentation obtained through the Embassy of Rwanda located in Ottawa, Ontario, Canada. If they do not already have this documentation, please inform them of the following necessary steps:

Step 1.

The client must submit the following to the Embassy of Rwanda:

- Original Rwandan driver's license;
- A photocopy of either Rwandan ID documents or their Rwandan passport;
- Photocopies of their Canadian immigration papers or Record of Landing;
- \$35.00 CDN money order** (cash and personal cheques not accepted) payable to the Embassy of Rwanda, Ottawa;
- Two (2) Canada Post Xpresspost prepaid envelopes** – one for sending the package to the embassy and a second, self-addressed one to include in the package. The Embassy of Rwanda will use this to return the documents to the client. This style of envelope is all that will be accepted by the embassy. These envelopes are more secure and allow the client to track receipt of the documents. **The client** is responsible for procuring these envelopes.

The client must send the above information package in an Xpresspost envelope to:

Embassy of the Republic of Rwanda
121 Sherwood Drive
Ottawa ON K1Y 3V1

There is further information at the Embassy's website at:

<http://www.ambarwaottawa.ca>

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(Rwandan requirements continued...)

Step 2.

After the Embassy endorsement has been received, the registry agent will submit the following documents to their respective SIU office for approval:

- The client's **original Rwandan driver's license**;
- The client's **original endorsement documents**;
- The client's **GDL Exemption form**.

Sudan

For Clients submitting licensing documentation from Sudan

All driver's licenses from Sudan presented for GDL Exemption **MUST** be accompanied by original endorsement documentation obtained through the Embassy of Sudan located in Ottawa, Ontario, Canada. If they do not already have this documentation, please inform them of the following necessary steps:

Exception: If the original Sudanese driver's license of a modern credit card style, the license and English translation can be sent to SIU without a verification letter. ([Click here to view.](#))

Step 1.

The client must submit the following to the Embassy of Sudan:

- Original Sudanese driver's license;**
- A client letter of request of driver's license verification;**
- A photocopy of their Sudanese passport;**
- A photocopy of their National ID papers;**
- \$25.00 CDN money order** (cash and personal cheques not accepted) payable to the Embassy of Sudan, Ottawa;
- Two (2) Canada Post Xpresspost prepaid envelopes** – one for sending the package to the embassy and a second, self-addressed one to include in the package. The Embassy of Sudan will use this to return the documents to the client. This style of envelope is all that will be accepted by the embassy. These envelopes are more secure and allow the client to track receipt of the documents. **The client** is responsible for procuring these envelopes.

The client must send the above information package in an Xpresspost envelope to:

Embassy of Sudan
354 Stewart Street
Ottawa ON K1N 6K8

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(Sudanese requirements continued...)

There is further information at the Embassy's website at:
<http://www.sudanembassy.ca>

Step 2.

After the Embassy endorsement has been received, the registry agent will submit the following documents to their respective SIU office for approval:

- The client's **original Sudanese driver's license**;
- The client's **original endorsement documents**;
- The client's **GDL Exemption form**.

Sample Image of Sudanese Card-style Driver's License



Syria

For clients submitting licensing documentation from Syria

All drivers' licenses from Syria presented for GDL Exemption **MUST** be accompanied by an original translation document endorsed by the Ministry of Foreign Affairs in Syria. The endorsement is in the form of an ink stamp that reads 'Ministry of Foreign Affairs' or 'Ministere des Affaires Etrangeres', typically in red, purple or blue ink.

The registry agent will submit the following documents to their respective SIU office for approval:

- The client's **original Syrian driver's license**;
- The client's **original Foreign Affairs endorsed translation**;
- The client's **GDL Exemption form**.

If there is NO endorsement by the Ministry of Foreign Affairs on the translation documents:

The registry agent will advise the client to obtain original documentation outlining their driving history from the Embassy of the Syrian Arab Republic, located in Ottawa, Ontario, Canada, **PRIOR TO** surrendering their original Syrian drivers' license for GDL Exemption. Please inform them of the following necessary steps:

Step 1.

The client must submit the following to the Embassy of Syria:

- Original Syrian driver's license**;
- A photocopy of their Syrian passport**;
- \$17.00 CDN money order** (cash and personal cheques not accepted) payable to the Embassy of Syria, Ottawa;
- Two (2) Canada Post Xpresspost prepaid envelopes** – one for sending the package to the embassy and a second, self-addressed one to include in the package. The Embassy of Syria will use this to return the documents to the client. This style of envelope is all that will be accepted by the embassy. These envelopes are more secure and allow the client to track receipt of the documents. **The client** is responsible for procuring these envelopes.

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(Syrian requirements continued...)

The client must send the above information package in an Xpresspost envelope to:

Embassy of the Syrian Arab Republic
46 Cartier Street
Ottawa ON
K2P 1J3

There is further information at the Embassy's website at:
<http://www.syrianembassy.ca/>

Step 2.

After the Embassy endorsement has been received, the registry agent will submit the following documents to their respective SIU office for approval:

- The client's **original Syrian driver's license;**
- The client's **original endorsement documents;**
- The client's **GDL Exemption form.**

Trinidad and Tobago

For clients submitting licensing documentation from Trinidad and Tobago

Driver's licenses from Trinidad and Tobago presented for GDL Exemption MUST be accompanied by original endorsement documentation obtained through the Consulate General of the Republic of Trinidad & Tobago located in Toronto, Ontario, Canada. If they do not already have this documentation, please inform them of the following necessary steps:

Step 1.

The client must submit the following to the Consulate General of The Republic of Trinidad and Tobago.

- One color photocopy of both the front and back of the original Driver's License;**
- The client's original Trinidad and Tobago driver's license;**
- One color photocopy of the applicant's passport;**
- A completed **Request for Certification of Driver's Permit** which can be found at <http://ttcgtoronto.gov.tt/services-for-nationals/consular-services/79-driverspermit>**
- The client should purchase **two (2) Canada Post Xpresspost prepaid envelopes** – one for sending the package to the Consulate and a second, self-addressed one to include in the package. The Consulate will use this to return the documents to the client. These envelopes are more secure and allow the client to track receipt of the documents.**

The client must send the above information package in an Xpresspost envelope to:

Consulate General of The Republic of Trinidad and Tobago
2005 Sheppard Avenue East, Suite 303
Toronto, Ontario
M2J 5B4

There is further information on the Consulate General's website at:

<http://ttcgtoronto.gov.tt>

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(Trinidad & Tobago requirements continued...)

Step 2.

After the Consulate endorsement has been received, the registry agent will submit the following documents to their respective SIU office for approval:

- The client's **original Trinidad and Tobago driver's license**;
- The client's **original endorsement documents**;
- The client's **GDL Exemption form**.

United Arab Emirates (UAE)

For clients submitting licensing documentation from the United Arab Emirates (UAE)

Please note that these special requirements are based on specific requests from the UAE Government.

All driver's licenses from the UAE presented for GDL exemption **MUST** be accompanied by an original validation letter obtained through the appropriate traffic department in the UAE AND then legalized by the UAE Embassy in Ottawa, Ontario, Canada. If they do not already have this documentation, please inform them of the following necessary steps:

Step 1.

The client must request a validation letter from the appropriate issuing traffic department in the UAE: Abu Dhabi, Dubai, Sharjah, Ajman, Ras Al Khaimah, Umm Al Qaiwan and Fujairah. This request should be made in writing to the appropriate address below, if applicable. Addresses for the remaining departments may be available by contacting the UAE Embassy.

Abu Dhabi

Traffic and Licensing Department
Tel: 011-971-2- 419-5555
Fax: 011-971-2-419-5248
P.O. Box: 253
Abu Dhabi, UAE
www.adpolice.gov.ae

Dubai

Roads and Transport Authority
Dubai Traffic Department
Tel: 011-971-4-284-4444
Fax: 011-971-4 206-5555
P.O. Box 118899
Dubai, UAE
www.rta.ae

Sharjah

Traffic and Licensing Department â Sharjah Police
Tel: 011-971-6-538-1111
Fax: 011-971-6-517-7577
P.O. Box: 261
Sharjah, UAE
www.shjpolice.gov.ae

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(UAE requirements continued...)

Step 2.

When the client receives the validation letter from the traffic department, the client must then send it to the UAE Embassy in Ottawa for legalization along with a \$50.00 money order payable to the UAE Embassy.

The client should refer to the embassy website at: <http://www.uae-embassy.com> for further information about fees and other requirements. The embassy address is:

UAE Embassy
125 Boteler Street
Ottawa, ON
K1N 0A4

Step 3.

After the legalized validation letter has been received from the embassy, the registry agent will submit the following documents to their respective SIU office for approval:

- The client's **legalized validation letter from the UAE Embassy in Ottawa;**
- The client's **original UAE driver's license;**
- The client's **GDL Exemption form.**