

Information Sheet

Late Review Request

Before requesting a late review, please read the following information and the [SafeRoads Alberta Terms and Conditions](#), as the application fees are **NON-REFUNDABLE**.

Who can apply for a late review

If you did not apply for a review within 7 days of the date of issuance of your Notice of Administrative Penalty or Seizure Notice or failed to participate in your review as per Section 19 of the [Provincial Administrative Penalties Act](#), you can submit a request for a late review up to 12 months after the date of issuance.

An application for late review is limited to the grounds listed in section 10 of the [Provincial Administrative Penalties Regulation](#).

The Director can only approve a late review where the recipient meets the criteria set out in:

- a. Section 20(2)(a) of the *Provincial Administrative Penalties Act* and establishes a prescribed exceptional circumstance in section 10(2) of the Provincial Administrative Penalties Regulation; or
- b. Section 20(2)(b) of *Provincial Administrative Penalties Act* and establishes a prescribed exceptional circumstance in section 10(3) of the Provincial Administrative Penalties Regulation.

Depending on which ground you qualify under, some or all of the following grounds may apply:

- Where the recipient was unaware of the Notice of Administrative Penalty or Seizure Notice, if on becoming aware of it the recipient took prompt action to notify the Director.
- Where the recipient experienced physical or mental incapacity rendering the recipient unable to respond to the Notice of Administrative Penalty or Seizure Notice within 7 days of the issuance of the Notice, if on regaining capacity the recipient took prompt action to notify the Director.
- Where the recipient experienced unforeseen and unavoidable events rendering the recipient unable to respond to the Notice of Administrative Penalty or Seizure Notice within 7 days of the issuance of the Notice, if the recipient took prompt action to notify the Director.

Application process

To request a late review, you must:

- apply through the SafeRoads portal at www.saferoads.com or at a participating Alberta registry agent
- provide the reason for your request
- provide any required supporting documents
- pay the non-refundable fee of \$50

Note: If you choose to apply for a late review at an Alberta registry agent, additional service charges may apply.

Supporting document requirements

For a late review request, any supporting documents a recipient or their representative wishes to have considered must be submitted electronically at the time of the request through the SafeRoads portal at www.saferoads.com. SafeRoads Alberta will not accept further supporting document(s) upload once the request is submitted.

Additional information on supporting documents can be found at www.alberta.ca/saferoads-alberta-support.aspx.

Decision

The decision regarding your late review request will be uploaded to the SafeRoads portal and you will be notified by your preferred method of contact.

If approved, the date of decision will be deemed the date of issuance and you then can apply for a review no later than 7 days from the date of the late review decision. The non-refundable review application fee is \$150.

Contact

SafeRoads Alberta:

- www.saferoads.com
- saferoads@gov.ab.ca
- 780-427-SAFE (7233) (toll-free in Alberta by first dialing 310-0000)

To find an Alberta registry agent near you that provides this service, please visit:

- www.alberta.ca/registry-services.aspx
- Service Alberta Contact Centre at 780-427-7013 (toll-free in Alberta by first dialing 310-0000)