

# Information Sheet

## Late Review Request

Before requesting a late review, please read the following information and the **SafeRoads Alberta Terms and Conditions** as the fee is non-refundable.

### Who can request a late review

If you did not apply for a review within 7 days of the date of issuance of your Immediate Roadside Sanctions Notice of Administrative Penalty, if you abandoned your review, or if you were deemed to have abandoned your review, you can submit a request for a late review up to 12 months from the date of issuance.

Late Review requests are limited to the grounds listed in section 10 of the [Provincial Administrative Penalties Regulation](#).

The Director can only accept 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 the [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, 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 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 within 7 days of the issuance of the Notice, if the recipient took prompt action to notify the Director.

### Application process

You can request a late review through the SafeRoads portal at [www.saferoads.com](http://www.saferoads.com) or at a participating Alberta registry agent. To submit a request for a late review, you must:

- Provide the reason for your request;
- Provide any required supporting documents; and
- Pay the application fee of \$50.

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

### Supporting document requirements

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](http://www.saferoads.com). SafeRoads Alberta will not accept any supporting document(s) not uploaded and attached to the request at the time the request is submitted. Participating registry agents can provide this service for a service charge.

See the [Supporting documents requirements](#) for more information about supporting document requirements including accepted file formats and sizes.

### Decision

SafeRoads Alberta will issue the decision to your late review request as soon as possible. SafeRoads Alberta will notify you after the decision has been made through your preferred method of communication. The decision will be available on the [www.saferoads.com](http://www.saferoads.com) portal.

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 application fee for a review is \$150.

### Contact

SafeRoads Alberta:

- [www.saferoads.com](http://www.saferoads.com)
- [saferoads@gov.ab.ca](mailto: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, visit:

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