

| Licence Holder Information | | | | (PLEASE PRINT) |
|--|----------------|--|-------------|----------------|
| First Name | Middle Initial | Surname | | |
| Address | | City/Town | Postal Code | |
| Mailing Address | | Primary Phone | Cell Phone | |
| Email Address | | | | |
| Licence Information | | | | |
| <p>Licence Type: _____ Licence Number: _____</p> <p><input type="checkbox"/> I wish to renew my licence.</p> <p><input type="checkbox"/> I do not wish to renew my licence. Please cancel my licence. _____</p> <p style="text-align: right; margin-right: 50px;">Signature</p> | | | | |
| <p><input type="checkbox"/> I wish to update my information.</p> <ul style="list-style-type: none"> • Is this a change of address? <input type="checkbox"/> Yes <input type="checkbox"/> No <p style="margin-left: 20px;">New Mailing Address: _____</p> <ul style="list-style-type: none"> • Is this a change of contact information? <input type="checkbox"/> Yes <input type="checkbox"/> No <p style="margin-left: 20px;">New Home # _____ New Cell # _____ New Email Address: _____</p> | | | | |
| Credit Card Authorization (Select this button to fill in the information) | | | | |
| Name Appearing on Credit Card: | | <input type="checkbox"/> Personal Credit Card <input type="checkbox"/> Business Credit Card | | |
| Card Holder Signature: | | Total Amount Authorized: \$160.00* | | |
| Type of Credit Card: | | Expiry Date: (MM/YY) _____ | | |
| Note: We do not accept Visa Debit or American Express | | CVV _____ (located on back of card) | | |
| Credit Card Number: | | | | |
| *: the fee for the issue or renewal of a licence, valid for a period of not more than four years, is \$160. | | | | |
| Cheque or Money Order | | | | |
| <p>Inspection and Technical Services will also accept Cash, Cheque, Money Order, and Debit/Interac®.</p> <p>All Cheques and Money Orders must be payable in Canadian funds to:</p> <p>Minister of Finance of Manitoba 508 – 401 York Avenue Winnipeg, MB, R3C 0P8</p> | | | | |

This information is collected under the authority of The Electricians' Licence Act, The Gas and Oil Burner Act, The Power Engineers Act, and The Steam and Pressure Plants Act to be used for licensing purposes. If you have questions about the collection of information, contact Inspection and Technical Services, 508-401 York Avenue, Winnipeg, MB R3C 0P8 or call (204) 945-3373.

Inspection and Technical Services payment options

- **Online Credit Card Payment Form** available at: <https://forms.gov.mb.ca/itsop/>
 - This online form will only accept Visa or MasterCard.
 - To pay online you will need to enter your licence number. A receipt will be sent to the email address you provide on the online form.
- **Credit Card Payment sent by mail.**
 - Mail the completed Licence Renewal Form with the Credit Card Information to:
Inspection and Technical Services
508-401 York Avenue, Winnipeg, Manitoba R3C 0P8.
- **Cheque or Money Order, payable to the *Minister of Finance*, sent by mail.**
 - Mail the completed Licence Renewal Form with the Cheque or Money Order to:
Inspection and Technical Services
508-401 York Avenue, Winnipeg, Manitoba R3C 0P8.

Please note:

- Once your payment has been processed, **your new licence will be mailed to you within 5 - 7 weeks.**
- **Only submit one payment and do not send cash by mail.**
- **Credit card payment sent via fax or e-mail will not be processed.**

Please ensure to keep your licence information up-to-date.

To update your licence information, complete pg. 1 of the form and email it to ITSTrades@gov.mb.ca.

For additional information on licensing, please visit our website at https://www.gov.mb.ca/labour/its/license_renewal.html.