

NON-REFUNDABLE

INSTRUCTIONS:

1. Each application **must** be accompanied by:
 - a. A letter from your employer verifying employment or proof of your business operation;
 - b. A letter in accordance with the guidelines in support of any other driving request; and,
 - c. The fee of \$130.00 (cheque or money order payable to the MINISTER OF FINANCE).
2. On receipt of the above, the application will be processed and you will be notified as to the time, date and place of hearing.
3. It is desirable that you appear in person before the Appeal Board. If this is not possible due to distance or other circumstances, please send an additional letter giving reasons for not wishing to appear. You will be notified if a personal appearance is necessary.
4. The Appeal Board schedules hearings at points outside of Winnipeg on a semi-regular basis. Please advised as to what location is preferred for the hearing, Winnipeg, Brandon, Thompson or The Pas.

Due to the time required for the processing and scheduling of hearings, it is important to forward the application immediately after the conviction and/or suspension of driver's licence.

If additional information is required, please contact The Licence Suspension Appeal Board

200 – 301 Weston Street
Winnipeg MB R3E 3H4
Phone: (204) 945-7350
Fax: (204) 948-2682
Email: lsabmrcboards@gov.mb.ca

In order to process communication:

- If sending information by fax you must include a fax cover page with the Appellant's name and file number.
- If sending information by email the subject line of your email must contain the Appellant's name and file number.
- The Board office cannot release information to third parties without a signed authorization on file.
- Please note that it is Board policy to not provide hearing dates or the results of hearings over the phone. All hearing dates and board decisions will be sent by regular mail.