



Inspection and Technical Services
 Municipal Relations
 508-401 York Avenue
 Winnipeg, Manitoba R3C 0P8
 T 204-945-3373 F 204-948-2089

Letter to Licence Holder

November 1, 2021

LICENCE RENEWAL NOTICE

Dear Licence Holder,

Our records indicate your licence issued under the Gas and Oil Burner Act with the Licence ID: X XXXXXX will expire on December 31, 2021. To renew your licence please provide the renewal fee of \$160.00 to our office by December 31, 2021.

Due to COVID-19, we are not open to the public and renewals will only be processed by our Winnipeg office location or by our Online Electronic Payment Form.

Inspection and Technical Services offers the following payment options:

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

Once your payment has been processed, **your new licence will be mailed to you within 4 - 6 weeks.** Please ensure to keep your licence information up-to-date. Send your updated information to TechnicalServices@gov.mb.ca or complete the form below. Please do not send cash. For additional information on licensing, please visit our website at www.gov.mb.ca/mr/its/index.html or contact our office by email at TechnicalServices@gov.mb.ca.

Inspection and Technical Services – Licence Renewal Form

508-401 York Avenue
 Winnipeg, Manitoba R3C 0P8

Licence Information	
Licence Holder Name: _____ Licence Number: _____ <input type="checkbox"/> I wish to renew my licence. <input type="checkbox"/> I do not wish to renew my licence. Please cancel my licence. _____ <div style="text-align: right; margin-right: 50px;">Signature</div>	
Please provide the following information:	
Mailing Address: _____ Date of Birth (YY/MM/DD): _____ Telephone Number(s): Home # _____ Cell # _____ Email Address: _____	
Credit Card Authorization for payments by mail only. Faxed and emailed forms will not be processed.	
Name Appearing on 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: _____ Note: We do not accept Visa Debit or American Express	<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD Expiry Date: (MM/YY) _____ CVV _____ (located on back of card)
Credit Card Number: _____	_____