



Licence Suspension Appeal Board
200-301 Weston Street, Winnipeg MB R3E 3H4
T 204-945-7350 F 204-948-2682
Email: Isabmrcboards@gov.mb.ca

Commission d'appel des suspensions de permis
301, rue Weston, pièce 200, Winnipeg (Manitoba) R3E 3H4
Tél : 204-945-7350 Téléc : 204-948-2682
<http://manitoba.ca/isab>

APPLICATION FOR APPEAL – PERMITS OR OPERATORS

\$250.00 Non-Refundable Fee Required

APPELLANT INFORMATION:	
Name: _____ Last name First Name Middle Initial	
Business Name: _____	
Address/PO Box: _____	
City: _____ Province: _____ Postal Code: _____	
Telephone Number: (____) _____ - _____	
Email address: _____	
TYPE OF APPEAL: You must submit a copy of the decision letter of the Registrar of Motor Vehicles (Manitoba Public Insurance) or of the Director of Manitoba Motor Carrier with your appeal.	
<input type="checkbox"/> Driver Training School Permit	<input type="checkbox"/> Recycler Permit
<input type="checkbox"/> Driving Instructor Permit	<input type="checkbox"/> Inspection Station Operator Permit
<input type="checkbox"/> Dealer Permit	<input type="checkbox"/> Qualified Mechanic Permit
<input type="checkbox"/> Salesperson Permit	<input type="checkbox"/> Commercial Operators

- All documents must be filled out and submitted with supporting documentation before the application can be accepted. **Please refer to the *Permit or Operator Appeal - Application Checklist* on our website.**

Applicants applying for a permit appeal and who reside further than a 200 km radius of Winnipeg can request a virtual hearing. Please check this box if this applies to you. ☐

Date: _____ Signature: _____

If counsel is representing you, or you are attending with an interpreter, please provide their name and contact information below:

Please retain copies of submitted documents for your records.

INSTRUCTIONS:

Each application **must** be accompanied by:

- a. A copy of the Notice of Decision letter of the Registrar of Motor Vehicles (Manitoba Public Insurance) or of the Director of Manitoba Motor Carrier with your appeal.
- b. Documentation in compliance with the *Documentation Requirements for Permits or Commercial Operators*
 - i. **By fax:** must include cover page with the Appellant's name
 - ii. **By email:** must contain the Appellant's name in the subject line
 - iii. **By mail**
- c. Non-refundable fee of \$250.00:
 - a) **By mail:** cheque or money order payable to the **MINISTER OF FINANCE**
 - b) **In person:** cash, cheque, money order, debit, MasterCard or Visa
 - c) **Online:** E-transfer, MasterCard or Visa. Contact the office for instructions

When a complete application and documentation is received by the office, the application will be processed at that time. Please note it may take up to 8 weeks to receive a Notice of Hearing. Hearing notices are mailed out approximately 4 weeks prior to the scheduled Hearing date. If you anticipate that you may be away when a Hearing date is scheduled, please advise the office immediately.

If additional information is required, please contact:

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In order to process communication:

- If sending information by fax or email, a fax cover page or the subject line must include the Appellant's name.
- The Board office cannot release information to third parties without a signed authorization on file.
- 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.