

Document Checklist

All documents must be completely filled out and submitted with supporting documents before your application can be accepted. An incomplete application without all of the supporting documents will **NOT** be accepted. Please ensure your application includes:

1. **Application for Appeal** - fully completed, signed and dated.
2. **Supporting Documentation** (See Board Documentation Requirements)

Work:

- Employers letter or other required support documents
- Work Supplemental Information Sheet for each employer

School

Day Care

Child Access

Medical Supplemental Information Sheet

Other

3. An **abstract** obtained from Manitoba Public Insurance (MPI) dated fifteen (15) days within the date you submit your Application for Appeal.
4. The **non-refundable application fee** of \$250.

By mail: cheque or money order payable to the *Minister of Finance*

In person: cash, cheque, money order, debit, MasterCard or Visa

E-transfer available. Contact the office for instructions.

Submit your fully completed application form and all required documents to:

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

If you have any questions about the required documentation, please visit our website at <http://manitoba.ca/lsab> or call the Licence Suspension Appeal Board (LSAB) 204-945-7350.

Please retain copies of submitted documents for your records.



Transportation and Infrastructure

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

Application Number:
OFFICE USE ONLY

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/lsab

APPLICATION FOR APPEAL

\$250 Non-Refundable Fee Required

Name: Last name First Name Middle Initial
Driver's Licence Number: Date of Birth: Month Day Year
Telephone Number: Email address:
Mailing Address:
Address/PO Box:
City: Province: Postal Code:
Physical Address:
Address:
City: Province: Postal Code:
Reasons for applying (check all that apply):
You must attach a letter outlining the general reasons for your requests and provide documentation related to each request made. Please refer to Document Requirements on our website.
Work Child Access (Visitation)
Day Care Medical
School (children) Other
School (yourself) Residency

- All documents must be completely filled out and submitted with supporting documents before the application can be accepted. Please refer to the Document Checklist on our website.
If you anticipate that you may be away when a Hearing date is scheduled, please advise the office immediately.
You must submit a new abstract dated within 15 days of the date you submit this application.

Location of Hearing: Winnipeg Brandon Northern

Date: Signature:

Note - If counsel is representing you, provide their name and contact information below:

Please retain copies of submitted documents for your records.

INSTRUCTIONS:

Each application **must** be accompanied by:

- a. Documentation in compliance with the Board Documentation Requirements
- b. Non-refundable fee of \$250.00:
 - i. By mail: cheque or money order payable to the *Minister of Finance*
 - ii. In person: cash, cheque, money order, debit, MasterCard or Visa
 - iii. E-transfer available. Contact the office for instructions.
- c. A copy of your Driver's Abstract dated within 15 days of your application

When we receive a complete application and forms, the application will be processed and you will be notified as to the time, date and place of the Hearing.

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

If additional information is required, please contact:

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Winnipeg MB R3E 3H4
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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.

Documentation Requirements

Please read carefully

Your Application for Appeal will only be accepted once you have provided satisfactory proof for each of your driving requests. Follow the guidelines below to gather the proof required for each request. An incomplete application will result in processing delays.

Further, you may be required to provide *more* or *better* proof for a driving request. The Board will not authorize a second 45-day permit until satisfactory documentation is received. You may choose to revoke a driving request rather than providing new documentation. However, if you revoke a driving request you will be ineligible to make this request at your hearing.

Note: If you do not respond to requests for additional information within 6 months from the date that the Board requests further documentation, your file will be deemed to be abandoned and will be closed.

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DRIVING REQUEST FOR WORK

You must submit a completed *Work Supplemental Information Sheet* for each employer. Your application will not be accepted without the completed sheet.

EMPLOYED

If you are employed by a company, you must provide a letter from the company which confirms the following:

- Your employment status (e.g., Full-time, Part-time, Casual, Seasonal, etc...) with the company
- The date you began working with the company
- If you are required to drive at work in the course of your employment
- If you drive a company vehicle or use your personal vehicle at work
- The specific days and hours you work (e.g., Monday to Friday, 8:30AM – 4:30 PM)

The letter must be **dated, signed** and be on **company letterhead**. If the company does not have letterhead, acceptable alternatives include a letter from the company/owner including the above requirements AND

- a business card with the employer name, company name and contact information
– OR –
- a copy of your 3 most recent pay statements that include the company name
– OR –
- a copy of your 3 most recent pay cheques that include the company name

SELF-EMPLOYED

If your business is incorporated or operates under a business name registered under the Business Registration Act, you must provide the following:

- a copy of your File Summary from the [Manitoba Government Companies Office](#), showing that the business is Active and dated within 15 days of the filing date of your application
- a copy of your company's tax return from the most recent tax year

If your business is not incorporated and does not operate under a registered business name, you must provide the following:

- a copy of your Statement of Business Activities from the most recent tax year

If you have become self employed within the last year, you must provide the following:

- a copy of your File Summary from the [Manitoba Government Companies Office](#), showing that the business is Active and dated within 15 days of the filing date of your application
- a copy of your GST Registration Confirmation Notice from Canada Revenue Agency indicating the date in which your GST Number was registered (accepted in place of the income tax information)
- demonstrated evidence to support the operation of an active business identifying the volume of business (e.g., number of pending and completed jobs, contracts, etc...) and generated revenue (e.g., invoices)

FARMER

If the farm is incorporated, you are required to provide the following:

- a copy of your File Summary from the [Manitoba Government Companies Office](#), showing that the business is Active and dated within 15 days of the filing date of your application
- a copy of your company's tax return from the most recent tax year

If the farm is not incorporated, you are required to provide to provide the following

- a copy of the Statement of Farming Activities

If employed on the family farm and you are paid as an employee, you are required to provide the following:

- a letter from the farm in compliance with the guidelines for an employee letter listed under "Employed"

COMMERCIAL FISHERMAN/TRAPPER/GUIDE

You are required to provide the following:

- a copy of your licence for the most recent year
- Statement of Business Activities for the most recent year – OR –
- a copy of your Status Card, if you do not file taxes

FAMILY MEMBERS WORK

You are required to provide the following:

- a letter from the family member's employer in compliance with the guidelines for an employee letter listed under "Employed"
- documentation from Manitoba Public Insurance confirming your family members has no valid driver's licence

UNION HALL WORK

You are required to provide the following:

- a letter from the union hall confirming you are a member in good standing and confirming your assignments in compliance with the guidelines for an employee letter listed under “Employed”

LOOKING FOR WORK

The Board generally does not consider driving privileges to look for work as a majority of jobs are posted and applied for online. However, the Board may consider an Application for Appeal accompanied with a personal letter describing the employment challenges you have experienced, a chronological work history of the last 5 years, and demonstrated evidence of job search efforts. The Board may also consider a letter of intent from a potential employer (in compliance with the guidelines for an employee letter listed under “Employed”) pending being able to obtain a valid driver’s licence.

DRIVING REQUEST FOR SCHOOL

University/College/Post Secondary

- an official copy of the student detailed schedule¹
- an enrolment verification letter

Elementary/High school

- letter from the school or school division **dated, signed** and on **company letterhead** confirming the school’s address, school day hours and verifying your child’s attendance

CHILD CUSTODY/VISITATION

A copy of the most current and signed Court Order which sets out any specific custody arrangements. If the Court Order does not specify pick up and drop off locations, you must also include one of the below:

- a letter from the other parent outlining custodial arrangement’s and specific pick up and drop off locations or requirements – OR –
- a letter from your lawyer outlining custodial arrangements and specific pick up and drop off arrangements and locations – OR –
- a Separation Agreement, fully executed (we only require a copy of the cover page, the “preamble” or beginning section, the custody sections and the signature pages of the agreement)

¹ If you have not registered for your classes yet, you may alternatively provide confirmation of when you are able to register for classes. You must then provide a copy of your detailed schedule prior to your hearing date.

DAYCARE

- a letter from the daycare, **dated, signed** and on **company letterhead** confirming the facility's address, hours of operation and verifying your child's attendance

MEDICAL/SPECIALIST APPOINTMENTS

Your doctor **must** complete the *Medical Supplemental Information Sheet*. The Board will consider the need to attend ongoing and necessary medical appointments. This does not include having to attend a physician for having a cough, cold or annual physicals. It is not necessary for the Doctor to relate details of the medical condition.

AA/NA/CA etc. MEETINGS

A letter from your sponsor (or group leader if you do not have a sponsor) verifying:

- Your attendance
- Your date of sobriety
- Name and location of groups/meetings
- Days of the week of groups/meetings

EXTRACURRICULAR

The Board generally does not consider extracurricular activities to be an exceptional hardship. However, the Board may consider a request for extracurricular activities for children if the child has a condition or disability that requires them to participate in an extracurricular activity (e.g., music therapy). In this case, you must provide documentation from a medical professional or support worker on company letterhead explaining briefly the condition of the child, and why it is necessary to participate in the extracurricular activity. You must also then provide confirmation of enrollment and a schedule for the extra curricular activity.

GROCERIES

The Board typically does not consider groceries to be an exceptional hardship unless you reside in a rural and remote location.

ADDITIONAL REQUIREMENTS FOR SUSPENSIONS LONGER THAN 2 YEARS

You are required to provide the following information to support your Application for Appeal:

- a letter from yourself indicating the changes you have made and why you feel it would not be against the public interest for the Board to allow conditional driving privileges at this time.
- letters of support from individuals (e.g., family members, co-workers, members of the community, probation officers, etc...) who can attest to the changes you have made.

These letters must include:

- Full name of individual writing the letter
- Signature
- Telephone number
- Relationship to you

ADDITIONAL REQUIREMENTS FOR SUSPENSIONS LONGER THAN 2 YEARS AS A RESULT OF CONVICTIONS FOR ALCOHOL/DRUG RELATED OFFENCES

- the letter from yourself, identified above, must reference your present consumption and/or habits
- the letters of support from individuals, identified above, must reference the changes you have made regarding your consumption and/or habits
- if you are attending AA/NA/CA or similar meetings, a letter from your sponsor/leader confirming your participation and date of abstinence must be submitted
- if you have completed a treatment program(s), a letter from the facility/counsellor confirming your participation, the duration of the program and your date of abstinence must be submitted
- if you are unable to provide confirmation from an AA/NA/CA sponsor or a treatment facility, the Board would consider a letter from your medical physician confirming your date of abstinence or present consumption and habits

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WORK - SUPPLEMENTAL INFORMATION SHEET

A separate 'Supplemental Information Sheet' is required for each employer.

Name: _____		
Last name	First Name	Middle Initial
Name of employer:		Occupation:
Address of employer (include mailing and physical address):		
Driving hours requirements		
Please indicate the earliest time you leave home and the latest time that you would arrive home on each day.		
NA – Shift work – see next page		
Day	Earliest	Latest
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Driving requirement		II – Ignition Interlock Device*
Please indicate which of the following apply to you:		
<input type="checkbox"/> Driving to/from home to work	<input type="checkbox"/> Company vehicle(s) have a logo	
<input type="checkbox"/> Driving in the course of employment	<input type="checkbox"/> II* can be installed in the Company vehicle	
<input type="checkbox"/> Only drives company vehicles at work	<input type="checkbox"/> Request for II exemption in work vehicle **	
<input type="checkbox"/> Able to take company vehicle home	<input type="checkbox"/> 24 hours a day / 7 days a week	

Please provide any additional information including:

- What other alternatives do you have for transportation? Why don't these alternatives work for you?
- If you checked N/A in hours required, describe the shift rotation schedule and hours you need to drive.
- If you indicated the need for 24 hours a day/7 days a week, please provide additional and detailed information on why this request is absolutely necessary.

You must include the following with a request for work:

- A letter from your employer confirming your standard working days of the week and the specific hours that you work (see the guideline for examples)
 - If you are self-employed or own your company please see the guidelines for the documents that will be required.
- ** If you have requested an II exemption for work purposes – you must complete the “*Request for Ignition Interlock Exemption*” form

Sample Employment Letters

Letter must be dated, signed and be on company letterhead

Sample Employer Letter 1 - Regular work hours, No driving at work

We confirm that Jane Doe is employed with ABC Company as a Labourer. Jane started her employment with us on January 7, 2008. Her regular hours of work are Monday to Friday with regular hours from 8:30 am until 4:30 pm. She is not required to drive at work but our facility is not accessible by public transit. Jane will not lose her job if she does not have a licence.

Sample Employer Letter 2 - Regular work hours, driving at work

We confirm that John Smith is employed with our ABC Company as a Labourer and has been employed with us since July 21, 2019. His regular hours of work are Monday to Friday with normal hours from 8:30 am until 4:30 pm. However, sometimes he is required to work overtime and the earliest start time is 7:00 am and the latest end time is 7:00 pm. John is required to drive at work and is required to drive a company vehicle. John's employment with the company is in jeopardy if he is unable to drive while at work.

Sample Employer Letter 3 - Regular work hours, different days

We confirm that Jane Doe is employed with our ABC Company as a Labourer and has been employed with us since March 28, 2010. Jane typically works 5 or 6 days a week Monday through Saturday. The times that she works vary depending on demands. Her earliest start time is 7:00 am and the latest end time is 7:00 pm. Jane is required to drive at work and uses her personal vehicle. If Jane is unable to drive at work she may be demoted and face a reduction in income.

Sample Employer Letter 4 - Shift Work

We confirm that John Smith is employed with ABC Company as a Labourer and has been employed with the company since August 5, 2020. John works shift work. The shifts run seven days a week. There are three possible shifts. The first shift is from 8 am until 4pm; second shift is from 4pm until 12 am and the last shift is from 12 am until 8 am. John is required to drive during the day and evening shift. John is only required to drive in the case of an emergency during the midnight shift. John drives a company vehicle at work.