

# What to bring to your Access Nova Scotia appointment

Select an option for more information on what to bring with you to your appointment.

Sometimes additional documents are required. Not every possible document you may need for your appointment is listed here. If you have requirements or documents other than those described or would like to discuss the specifics of your appointment call 1-800-670-4357.

## Before your visit

Be sure to pay any late fines and the privilege reinstatement fee for defaulted fines before your appointment.

<https://beta.novascotia.ca/pay-fine-ticket>

<https://beta.novascotia.ca/pay-privilege-reinstatement-fee-registry-motor-vehicles>

## Table of Contents

What to bring to your Access Nova Scotia appointment.....	1
Nova Scotia ID card .....	2
Vehicle purchase and transfer .....	3
Renew accessible parking permit .....	5
Renew driver licence.....	6
Renew licence plate sticker (vehicle permit renewal) .....	7
Replace driver licence .....	8
Suspended Licence.....	9
Written knowledge tests.....	10
Marriage licence.....	12
Tenant and landlord.....	13
The option I want isn't listed.....	15

# Nova Scotia ID card

## What to bring

If you've never had a Nova Scotia ID card or a Nova Scotia photo driver licence, you need to bring documents that prove:

- your name
- date of birth
- signature.

## Be sure you have the right proof of identification

Only certain documents are accepted. Check the documents you have before your appointment.

<https://driver-licence-check.novascotia.ca/>

## Payment options

Bring an acceptable method of payment. You can pay with debit card, Visa, Master Card, American Express, cash, cheque or money order.

## Related information

For more information visit Nova Scotia ID Cards.

<https://novascotia.ca/sns/paal/rmv/paal275.asp>

# Vehicle purchase and transfer

## What to bring

If you've purchased a new or used vehicle, you need to bring documents to transfer the ownership into your name.

Call 1-800-670-4357 before your appointment if:

- you have documents other than those listed below
- your situation is different than those listed below
- you're unsure that you have the right documents

## Proof of insurance

Make sure your valid motor vehicle insurance information is provided on your application. It's a good idea to bring your insurance "pink card".

## Additional documents to bring for different kinds of vehicle sales

### Private-sale vehicles

The current owner must provide you with the Nova Scotia Certificate of Registration which has been signed over to you on the back. If the private seller is not an HST registrant, you must pay sales tax when you transfer the ownership into your name (unless you qualify for a tax exemption) See Related Information for links to more details.

### Used vehicle purchased from a licensed Nova Scotia vehicle dealer

The dealer will give you the signed Nova Scotia Certificate of Registration, the yellow "Motor Vehicle Dealer Title Transfer (8E)" form, or a combination of the two.

### Brand-new vehicle purchased from a licensed Nova Scotia vehicle dealer

The dealer will give you a New Vehicle Information Statement (NVIS) and the application for vehicle ownership signed by the new vehicle owner.

### If you purchased your vehicle from a business that collected sales tax

Bring your bill of sale. It must include the seller's HST number and the amount of tax collected (15% HST for sales that occurred in Nova Scotia).

### If you would like to use a licence plate owned by someone else

The plate owner must give you permission to use their plate by signing the appropriate section of the Certificate of Registration or application form.

## Payment options

Bring an acceptable method of payment to pay the fees. You can pay with debit card, Visa, Master Card, American Express, cash, cheque or money order.

## Related information

For more information see:

Transferring vehicle ownership

<https://novascotia.ca/sns/rmv/registration/vetrans.asp>

Nova Scotia Sales Tax on private sale vehicles

<https://novascotia.ca/sns/pdf/ans-rmv-tax-privately-purchased-vehicles.pdf>

Nova Scotia Sales Tax exemptions on private sale vehicles

<https://beta.novascotia.ca/documents/how-nova-scotia-sales-tax-applies-private-purchases-and-transfers-motor-vehicles-and-designated-tangible-personal-property-tax-guide-2006>

# Renew accessible parking permit

## What to bring for different accessible parking permits

### Permanent accessible parking permit (BLUE permit)

Bring your renewal notice. If you do not have the notice, the office has a form you can sign instead.

### Temporary accessible parking permit (RED permit)

Take the new Application for Accessible Parking Identification form to your doctor. You and your doctor will need to sign it before you can renew.

<https://novascotia.ca/sns/pdf/ans-rmv-accessible-parking-permits-and-plates.pdf>

## Additional documents to bring by situation

### If someone else will sign the application on your behalf

The person signing the application on your behalf needs to show a Power of Attorney document or a letter authorizing them to do so.

## Payment options

There is no fee to renew an accessible parking permit.

## Related information

For more information see Accessible Parking Permit

<https://www.novascotia.ca/sns/rmv/registration/mobility.asp>

# Renew driver licence

## What to bring

Bring your current driver licence and renewal notice with you. If you do not have the renewal notice, the office has a form you can sign instead. You will need to have a new photo taken and will need attend the appointment yourself.

## Additional documents to bring by licence class

### If you have a commercial driver licence (class 1 – 4)

You also need to bring a completed Nova Scotia Medical Examination Report.

<https://novascotia.ca/sns/rmv/interlock/pdf/ans-rmv-drivers-medical-examination-report.pdf>

### If you have a school bus licence (class 2B)

You need to pass a knowledge test and driving test (road test) before you can renew. If

### you have a learner's licence (class 7)

You must pass a knowledge test before you can renew your licence. Book an appointment for a knowledge test instead.

## Payment options

Bring an acceptable method of payment. You can pay with debit card, Visa, Master Card, American Express, cash, cheque or money order.

## Related information

For more information see renewing your driver licence.

<https://novascotia.ca/sns/rmv/licence/lirenew.asp>

# Renew licence plate sticker (vehicle permit renewal)

## What to bring

Bring your licence plate renewal notice or current vehicle permit. If you are unable, the office has a form you can sign instead. If someone will be visiting the office on your behalf, they will need to supply information about the plate owner, plate number and vehicle information if they do not have the renewal notice or vehicle permit.

## Proof of insurance

Make sure to write your valid motor vehicle insurance information on your renewal notice or current vehicle permit in the areas provided. The information must be complete and accurate. It's a good idea to bring your insurance "pink card".

## Firefighter, Volunteer Firefighter and Ground Search and Rescue (GSAR) plates

Your chief, deputy chief or GSAR team president must sign your renewal application. You can find information on the back of your renewal notice.

## Payment options

Bring an acceptable method of payment. You can pay with debit card, Visa, Master Card, American Express, cash, cheque or money order.

## Related information

For more information see renewing your licence plate  
<https://novascotia.ca/sns/rmv/registration/plate.asp>

# Replace driver licence

## What to bring

To replace your licence, the office has a form you'll need to sign. You may need to have a new photo taken.

This information does not apply if your driver licence is suspended. For information about a suspended driver licence call 1-800-670-4357.

## Payment options

Bring an acceptable method of payment. You can pay with debit card, Visa, Master Card, American Express, cash, cheque or money order.

## Related information

For more information see replacement licence  
<https://novascotia.ca/sns/rmv/licence/lireplac.asp>



# Suspended Licence

Call 1-800-670-4357 before your appointment. There are things you need to do and documents you need to supply before your licence can be reinstated.

## Payment options

Bring an acceptable method of payment. You can pay with debit card, Visa, Master Card, American Express, cash, cheque or money order.

## Related information

For more information see suspension of a drivers licence

<https://novascotia.ca/sns/rmv/licence/suspend.asp>

# Written / Verbal knowledge tests

## What to bring by test type

### Learner's licence (Beginners)

Study the *Nova Scotia Driver Handbook* before your appointment. It contains information you need to know to pass the test.

<https://novascotia.ca/sns/rmv/safe/handbook.asp>

*Bring glasses if you need them to see*

You will be required to pass a vision test.

*Be sure you have the right proof of identification*

If you've never had a Nova Scotia Driver Licence or ID card before, you need to bring documents that prove your name, date of birth and signature. Only certain documents are accepted. Check the documents you have before your appointment.

<https://driver-licence-check.novascotia.ca/>

*If you are under 18 years old*

Your parent or guardian must sign a *Parental Approval for Class 7 Learner's Licence form*.

<https://novascotia.ca/sns/pdf/ans-rmv-parental-approval-learners-licence.pdf>

### Motorcycle Learner (seasonal testing availability)

You must have another class of Nova Scotia driver licence before you can take the motorcycle learner's test.

Study the *Nova Scotia Driver Handbook* before your appointment. It contains information you need to know to pass the test.

<https://novascotia.ca/sns/rmv/safe/handbook.asp>

After passing the knowledge test, you must also pass a motorcycle balance test before a learner's motorcycle licence can be issued. Call 1-800-670-4357 to book a separate balance test appointment.

### Air Brake: (Condition 03)

You must have a valid class 1 – 6 driver licence before you can take the test.

Study the *Nova Scotia Air Brake Manual* before your appointment. It contains information you need to know to pass the test.

[https://novascotia.ca/sns/rmv/licence/pdf/air\\_brake\\_manual.pdf](https://novascotia.ca/sns/rmv/licence/pdf/air_brake_manual.pdf)

## Commercial Licence (Upgrade to class 1 – 4)

You must be at least 19 years old and have a full driver licence before you can take the test. You can't take the test if you have a learner's licence (class7) or be newly licenced (Graduated Licence 5N or 6N).

Study the Professional Drivers Manual before your appointment. It contains information you need to know to pass the test. Get a free copy of the manual at an Access Nova Scotia or Registry of Motor Vehicles office.

### *Before you can upgrade your licence*

You must complete a *Driver's Medical Examination report* and book an appointment for and pass a road test (driving test).

<https://novascotia.ca/sns/rmv/interlock/pdf/ans-rmv-drivers-medical-examination-report.pdf>

<https://beta.novascotia.ca/pay-road-test-driving-test>

## Tax, Limo or Rideshare Licence (Upgrade to class 4 with condition 16)

A knowledge test is no longer required to upgrade to a restricted class 4 with condition 16, although you must still complete a *Driver's Medical Examination report*.

<https://novascotia.ca/sns/rmv/interlock/pdf/ans-rmv-drivers-medical-examination-report.pdf>

## Payment options

Bring an acceptable method of payment. You can pay with debit card, Visa, Master Card, American Express, cash, cheque or money order.

## Related information

For more information see

Learner's Driver Licence

<https://novascotia.ca/sns/paal/rmv/paal378.asp>

Nova Scotia Air Brake Manual

[https://novascotia.ca/sns/rmv/licence/pdf/air\\_brake\\_manual.pdf](https://novascotia.ca/sns/rmv/licence/pdf/air_brake_manual.pdf)

Driver licence upgrades

<https://novascotia.ca/sns/rmv/licence/liupgrad.asp>

# Marriage licence

## What to bring

A signed piece of government-issued identification and proof of age for both people getting married. You can get married in Nova Scotia if you're 19 or older and not currently married.

Completed application form provided by Access Nova Scotia.

At Access Nova Scotia, both people getting married need to complete the Marriage Licence Application and Affidavit Form. The Affidavit Form needs to be witnessed by an authorized agent. If both parties are not available to apply in person, contact Vital Statistics. You can apply for a licence and get married in Nova Scotia even if you don't live in the province.

## Additional documents to bring for different situations

### If 16 to 18 years old

A consent form signed by your parents or guardians. You can't get married if you're 15 or younger.

### If divorced

Proof of divorce if either person getting married is divorced (Certificate of Divorce or Decree Absolute), along with the affidavit.

### If widowed

Proof of death if either person getting married is widowed.

## Payment options

Bring an acceptable method of payment. You can pay with debit card, Visa, Master Card, American Express, cash, cheque or money order.

## Related information

For more information visit [Apply for a Marriage licence](https://beta.novascotia.ca/apply-marriage-licence)

<https://beta.novascotia.ca/apply-marriage-licence>

# Tenant and landlord

## What to bring when applying for a hearing

Talk to the other party first. If you can't resolve the issue, then you can make an application for a hearing.

### Before your appointment

Complete an *application to director form (form J)*. Use the instructions pages at the beginning of the form if you are unfamiliar with the process.

<https://beta.novascotia.ca/application-director-resolve-dispute-between-landlord-and-tenant-form-j>

### Payment options

There is an application fee of \$31.15.

Bring an acceptable method of payment. You can pay with debit card, Visa, Master Card, American Express, cash, cheque or money order.

### If you receive assistance you may qualify for a fee waiver

Apply to waive fee for application to the director of residential tenancies.

<https://beta.novascotia.ca/apply-waive-fee-application-director-residential-tenancies>

### Related information for hearings

Prepare for your hearing by reading the guide "*Resolving Disputes*". The guide includes information on the hearing process.

<https://beta.novascotia.ca/documents/residential-tenancies-guide-resolving-disputes-between-tenants-and-landlords>

## What to bring when submitting evidence

If you have already submitted an application and have received your processed documents, you can submit your evidence at any time up to 5 days before your scheduled hearing.

### Related information on submitting evidence

See the *evidence policy: residential tenancies* for more information on submitting evidence and how it is considered.

<https://beta.novascotia.ca/documents/evidence-policy-residential-tenancies>

## What to bring if you're a landlord submitting a Form K

### Applying to end a tenant's lease for unpaid rent

Complete an *application to director to end tenancy (lease) because of unpaid rent (form K)* application before arriving.

<https://beta.novascotia.ca/application-director-end-tenancy-lease-because-unpaid-rent-form-k>

Use the instructions pages at the beginning of the form if you are unfamiliar with the process to learn what you must do before submitting a Form K.

### Payment options

There is an application fee of \$31.15.

Bring an acceptable method of payment. You can pay with debit card, Visa, Master Card, American Express, cash, cheque or money order.

## If you are submitting other documents

If you don't see the form you need, find a full list of applications and forms on the residential tenancy forms page.

<https://beta.novascotia.ca/residential-tenancy-forms>

Be sure to complete the one you need for your appointment before you arrive.

## Related information

Find additional information on the residential tenancies program page.

<https://beta.novascotia.ca/programs-and-services/residential-tenancies-program>

# The option I want isn't listed

## Give us a call

Some things at Access have special requirements or instructions. If you didn't see what you want, it's best to give us a call at 1-800-670-4357.

## We'll book it for you

Once we've reviewed your needs, we'll book an appointment for you over the phone.