

**TITLE: NOTICE OF ERROR**

**STOCK LINE:** *This letter contains important information about your British Columbia driver's licence.*

**Paragraph 1 – Why We're Writing:**

This letter is to inform you of an issue that has come to our attention regarding [brief description of the error or situation].

**Paragraph 2 – Description of the Issue(s):**

The issue(s) identified are as follows:

- [Issue One – Brief description]
- [Issue Two – Brief description, if applicable]
- [Issue Three – Brief description, if applicable]

**Paragraph 3 – Required Action:**

To address the issue(s), please take the following steps:

- [Action 1]
- [Action 2, if applicable]
- [Include any deadlines or documentation requirements]

**Paragraph 4 – Contact Information:**

If you have any questions, concerns, or need assistance, please feel free to contact us at [phone number] or [email address].

**Paragraph 5 – Signature Requirement (if applicable):**

If a signature is required, here's where it would show up, along with any info that they're signing about (i.e. "I attended an ICBC office on [DATE] to sign ... " "I confirm my signature has changed," etc.)

**Paragraph 6 – Licence surrendered**

My driver's licence is (please check):

- Surrendered today    Previously surrendered

Under sections 61 and 30 of the *Motor Vehicle Act*, all British Columbia driver's licences which have been issued to me are cancelled without refunding the fees.

Plus additional info at letter footer:

DRIVER'S LICENCE# 00000000

jr

C-400000

**Paragraph 7: Closing and Sender Signature**

(This doesn't show up on the letters, only the RoadSafetyBC logo as header – we may want to consider adding it in.)

## NOTICE OF ERROR: ACKNOWLEDGEMENT

*This letter contains important information about your British Columbia driver's licence.*

This letter is to inform you of an error regarding your notice of <<letter type>>. We are unable to accept your acknowledgement for the following reason(s):

- The acknowledgement date was unacceptable or illegible. Your acknowledgement date must be on or after <<first letter date>> and cannot be future dated.
- We were unable to match your signature to the signatures we have on record.
- There was an administrative error on the acknowledgement form.

In order to establish the start date of your prohibition, please complete the information below and return this letter to an Insurance Corporation of British Columbia (ICBC) driver licensing office. If you have any questions, please phone ICBC Driver Licensing Customer Contact at (250) 978-8300 (in Victoria) or toll-free at 1-800-950-1498.

### General acknowledgement:

I understand that I <<am being>> / <was>> prohibited from driving under <<section>> of the *Motor Vehicle Act*, and that I am not allowed to drive for a period of time. I acknowledge that I stopped driving on <<start date>> and <<am>> / <<was>> prohibited <<for a term of <<X>> months>> / <<until <<end date>>>>.

### Signature error:

I, \_\_\_\_\_ verify that my signature has changed.  
Please accept this signed notice as acknowledgement of my prohibition from driving. I understand that I am not allowed to drive for a period of time.

My driver's licence is (please check):

Surrendered today

Previously surrendered

Under sections 61 and 30 of the *Motor Vehicle Act*, all British Columbia driver's licences which have been issued to me are cancelled without refunding the fees. ##

X \_\_\_\_\_ X \_\_\_\_\_  
Date Signature of Driver only

DL#

File#:

Initials/signature