


Decal Replacement

1. Click the Search button:



Search
for existing inspection

2. Click the “Decal Replacement” tab at the top of the screen:



Alberta Government eFacility Search

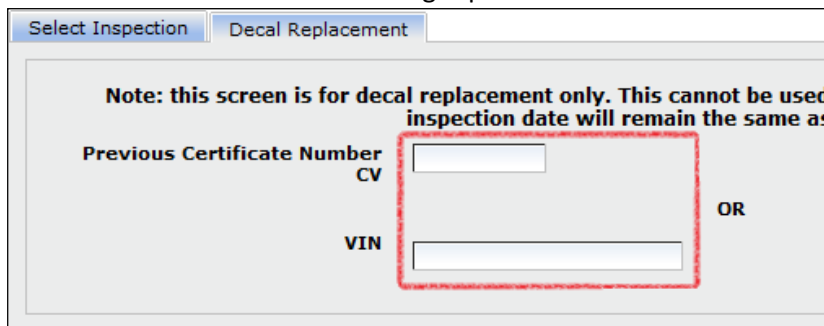
Select Inspection **Decal Replacement**

VIN

VAC -

Plate

3. Enter the number of the decal being replaced or the VIN of the vehicle:



Select Inspection Decal Replacement

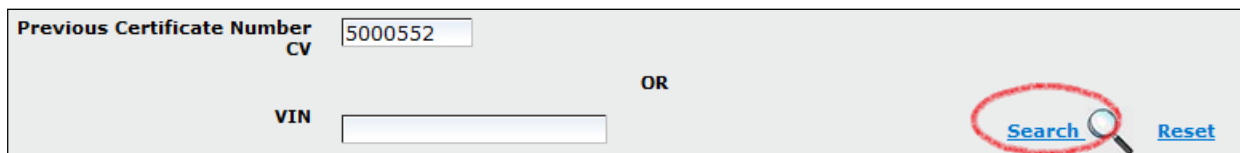
Note: this screen is for decal replacement only. This cannot be used inspection date will remain the same as

Previous Certificate Number CV

OR

VIN


4. Click the “Search” link:



Previous Certificate Number CV

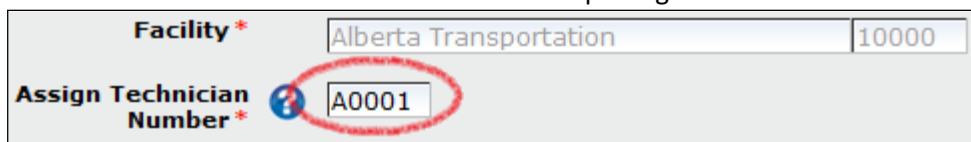
OR

VIN


Search  [Reset](#)

5. The vehicle information will populate automatically. Compare this information to the vehicle that is being presented for the decal replacement.

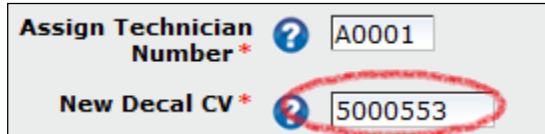
6. Enter the technician number of the technician replacing the decal:



Facility*

Assign Technician Number* 

7. Enter the decal number that is being used as the replacement:



8. Click the “Confirm & Save” button:



9. Click the “View/Print (New) Certificate” link:



Decal Management

Frequently Asked Questions

- 1. What do I do with a decal that has been damaged or was punched wrong?**
Send an email to Trans.eFacility@gov.ab.ca and write “CANCEL DECAL” in the subject line. In the email, include the number of the decal that was damaged. After the email has been sent, the decal can be destroyed
- 2. What do I do if I cannot find a decal or book of decals?**
Send an email to Trans.eFacility@gov.ab.ca and write “MISSING DECAL” in the subject line. In the email, include the number(s) of the decal(s) that are missing.
- 3. I put the decal on the wrong vehicle. What do I do?**
Send an email to Trans.eFacility@gov.ab.ca or call 780-427-8901, toll free within Alberta by first dialing 310-0000. Explain the error and a Records Analyst will let you know how it can be corrected.
- 4. I’m running low on decals. How do I order more?**
Contact Transtrue at info@transtrue.com or 780-450-3400, toll free at 1-866-756-3400. They will send you an order form for more decals. Payment is required at the time of ordering. Completed order forms can be emailed to info@transtrue.com or faxed to 1-866-490-5202.
- 5. Can I replace a decal originally issued using a carbon copy inspection certificate?**
Yes. Refer to the “Decal Replacement” procedure. If the decal number you enter cannot be found, contact a Records Analyst at 780-427-8901, toll free within Alberta by first dialing 310-0000.