

## Translators for Driver Licence Knowledge Tests

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In conjunction with this change in DKTS, the TIN Program has been redesigned. Effective **November 10, 2017**, the following changes to the TIN Program will be implemented:

1. New applicants must provide the documents listed below upon initial application. Current TIN holders must provide these documents **by January 31, 2018**. Applicants are responsible for completing and obtaining these documents, and any time or cost associated with doing so.
2. Please provide **all documents as attachments to ONE email** to [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca). If the required documents are not properly completed or not attached, the application package will not be processed and any documents received will be destroyed.
3. The following documents are required:
  - a. Properly completed TIN Application Form (available at <http://www.transportation.alberta.ca/531.htm>)
  - b. Criminal Record Check including a vulnerable sector check, provided by a law enforcement agency and dated within 90 days of the date of TIN application
  - c. Signed and witnessed Code of Conduct (available at <http://www.transportation.alberta.ca/531.htm>)
  - d. Proof of language aptitude for each language to be translated (except English)
    - i. CILISAT test results for languages listed at [www.cisoc.net/en/cilisat](http://www.cisoc.net/en/cilisat)
    - ii. Special Investigations Unit (SIU) interview and approval within the past five (5) years of the date of TIN application for languages NOT listed at [www.cisoc.net/en/cilisat](http://www.cisoc.net/en/cilisat)
  - e. Proof of affiliation with one of Alberta Transportation's Approved Translator Organizations (list available at <http://www.transportation.alberta.ca/531.htm>) OR proof of employment by a Service Alberta Registry Agency
4. All successful applicants will receive a new Letter of Approval citing a new Translator Identification Number.
5. It is the responsibility of the TIN holder to ensure DPLS has current contact information at all times, by emailing any changes to DPLS at [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca).

6. All new TINs will automatically expire in two (2) years from the date on the Letter of Approval. It is the responsibility of the TIN holder to provide renewal documents to DPLS at [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca) at least 30 days before the TIN expiry date. As the expiry date will be shown on the Letter of Approval, **renewal notices will NOT be issued**. The renewal process and requirements will be available on Alberta Transportation's website by late 2018.
7. If at any time Alberta Transportation is made aware in writing by the affiliated Approved Translation Organization, Registry Agency, or any Law Enforcement Agency of a change in a TIN holder's eligibility status, the TIN will be cancelled.
8. Any application received for a TIN which has been cancelled or expired will be treated as a new application and all new application documents must be provided.

Thank you for your attention to these program changes.