

APPLICATION CHECKLIST

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

- a. **Application for Appeal** - fully completed, signed and dated
- b. **Supporting Documentation** (Please refer to the *Documentation Requirements*)
 - i. Work
 - ii. School
 - iii. Day Care
 - iv. Child Access
 - v. Medical
- c. An **abstract** obtained from Manitoba Public Insurance (MPI) dated fifteen (15) days within the date you submit your Application for Appeal.
- d. Non-refundable application 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. **Online:** E-transfer, MasterCard or Visa. Contact the office for instructions

Please submit your completed application and all documentation as follows:

- i. **By fax:** must include cover page with the Appellant's name
- ii. **By email:** must contain the Appellant's name in the subject line
- iii. **In person**

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

Please retain copies of submitted documents for your records.