

## PROGRAM HIGHLIGHTS

- Starting December 1, 2008, all CVOR's (new and existing) will be assigned an expiry date. No expiry date will be shown on new or renewed CVOR certificates only a receipt will be issued with the next expiry date shown.
- A \$250 fee will apply to all new CVOR Certificates issued starting on December 1, 2008.
- Existing CVOR's will be converted to expiring ones over a two-year transition period (one time conversion fee \$100).
- Operators holding existing non-expiring CVOR's will be mailed a renewal application and be given 90 days to complete and return it to MTO with the required fee.

Renewal will be required annually after the transition period. Carriers converted in the first year of the transition period will receive an expiry date of two years. Carriers converted in year two will have a one year expiry assigned. After transition, annual renewal will be required for all operators except those operators with carrier safety ratings of "satisfactory" or "excellent". These operators will only be required to renew their certificate every two years.

Operators will be sent an application to renew 60 days prior to expiry. A carrier that does not renew prior to the expiry date and is found operating on any highway in Canada is liable to a fine.

### FEE SCHEDULE, EFFECTIVE DECEMBER 1, 2008

- \$250 – 1) Application and issuance of an original CVOR certificate.  
2) Re-instate a CVOR certificate after it has been invalid for more that 12 months.  
3) Re-instate a terminated CVOR certificate after its expiry date.
- \$100 – A one-time fee to convert a non-expiring certificate to an expiring certificate, during the two-year transition period.
- \$50 – Annual Renewal fee after the two-year conversion period.

## CVOR RENEWAL PROGRAM – QUICK FACTS

The Highway Traffic Act has recently changed to require renewal of CVOR certificates. At the same time, fees will be introduced for CVOR certificates (\$250 for original applications).

A CVOR renewal application, guide and notice of expiry will be sent to all certificate holders. Please complete and return the application before your certificate expires.

At this time, a one time conversion fee of \$100 is required to keep your existing certificate valid. Afterwards, your annual renewal fee will be \$50.

Please note that a renewed CVOR certificate showing your expiry date **will not** be issued. Upon renewal, a receipt of payment with your new expiry date will be mailed to all existing CVOR holders who renew. In this way you do not have to replace a copy of your CVOR certificate in all your motor vehicles every year.

If you no longer intend to operate commercial vehicles under your CVOR, you may allow your certificate to expire by not responding to the Ministry's request, or by completing and returning the termination form included with the application.

Operating commercial motor vehicles on an expired certificate is an offence and will result in enforcement action, including fines, detainment and/or seizure of your vehicle.

You can read more details of the new CVOR Renewal program by visiting our website at: [www.mto.gov.on.ca](http://www.mto.gov.on.ca) – and go to Trucks and Buses.

## FREQUENTLY ASKED QUESTIONS

- Q1. My current CVOR certificate doesn't have an expiry date. Does that mean I won't have to renew it?
- A1. No. You will be sent a renewal (conversion) notice sometime in the next 2 years. Every existing CVOR certificate will be converted to an expiring one over a two-year conversion period. Operators will be mailed a notice of conversion that will indicate the initial expiry date set for them (90 days from the date the notice is issued). Certificates must be renewed within that 90-day period to remain valid.
- Q2. I did not receive a new CVOR certificate with my renewal receipt. Is my existing one still valid?
- A2. Yes. Your existing certificate remains valid, unless you do not renew in time. The renewed expiry date will not appear on your certificate so that you do not have to replace it in all your motor vehicles every year. Your renewed expiry date will appear on your renewal receipt and be known to enforcement staff through a computer enquiry of your CVOR record. A renewal application will be mailed 60 days before your CVOR expiry date after the conversion period.
- Q3. What should I do if I no longer operate commercial motor vehicles in Ontario?
- A3. Complete Form 9A, found at the back of your application form. Your CVOR certificate will be terminated at no charge and you will not receive future correspondence about the CVOR program. Alternatively, you can simply allow your CVOR certificate to expire. You will be eligible to reapply for a new CVOR in the future, if necessary, by completing a renewal or re-entry application. A fee will apply.
- Q4. The renewal application is long and complicated. Can I get help in completing it?
- A4. The guide enclosed with the application provides you with all the answers you need to complete it. You only need to provide us with information that is changed since the last time you updated your file. However, you must complete the requested kilometric data on page 4 of the application.
- Q5. What will happen if I forget to renew or renew late?
- A5. Your CVOR certificate will become invalid (expire) if you do not renew it in time. It is against the law to operate your commercial motor vehicles on any highway in Canada without a valid CVOR certificate. The penalty for operating in Ontario without a valid CVOR certificate may be up to \$2,000, or imprisonment for up to 6 months, or both.
- Q6. Can I still renew my certificate after it expires?
- A6. Yes. Your certificate may be renewed within 1 year after expiry. After that, it is NOT renewable and you must reapply as a new certificate holder and pay the \$250 new certificate fee.