ALTO E-submissions Tips Bulletin

This tip sheet provides some guidance and reminders for those submitting ALTO eSubmission documents.

Foreign Ownership Declarations

- The declaration is submitted as an attachment to an Electronic Form (eForm)
- Scan the signed Foreign Ownership of Land Declaration document and upload it to Foreign Ownership of Land Declaration eForm
- Digitally sign the eForm and add it as a document type on the Registration Request (RR); It must be the last document listed on the RR
- If multiple Declarations are required, you can scan all declarations as one document and upload them to one eForm

Supporting Documentation

Documentation used to support your transaction, must be attached to the document form for eSubmission. This includes (but not limited to):

Notarized

- Birth Certificates
- Death Certificates
- Marriage Certificates
- Divorce Certificates
- Funeral Director's Certificates
- Driver's Licenses

Redacting Personal Information

- Digitally signed documents cannot be altered
- All personal information (such as SIN numbers, credit card information etc.) must be redacted by the user
- If there is personal information that has not been redacted, Land Titles will return the RR as deficient

Seals

- Embossed seals affixed to documents must be legible and visible
- Shade seals with a pencil; use a seal sticker or another method to ensure the seal is legible after scanning

Consent to Register

The complete and signed consent to register form is required to be uploaded to the first document only. If consent is not attached or it's attached to another document other than the first, the file will be returned as deficient.

Expedited process for eSubmissions

Clients should email ACT@gov.ab.ca with the RR number in the subject line of the email and attach the expedited form once the RR has been received on Land Titles.

Extension process for eSubmissions

To request an extension, email the Land Titles Office (ACT@gov.ab.ca) before the RR expires, using the subject line: Urgent: Extension Request RR#. The following information must be provided:

- Legal Land Description(s)
- the reason for the extension request, including confirmation that the requested changes cannot be complete
- length of the requested extension with a specific date, including an acknowledgement to resubmit within that timeframe
- identify any subsequent submissions

Due to system limitations the following documents are not permitted to be submitted through the ALTO registration system

- Consolidation of titles
- Life/Lease/Sublease Creation Life/Lease/Sublease Surrenders
- Postponements
- Release of Dower when the following document is relying on the Release and also needs to be removed from the title
- Separation of titles
- Statutory Declaration – If submitting a Correction to Name, use the document type Change of Name. If submitting a Statutory Declaration for Surviving Joint Tenant use the document type Affidavit of Surviving Joint Tenant
- Documents that have both North and South
- Documents that contain more than 20 titles

If the documents listed above are submitted through ALTO, the file will be deficient. A new DRR will be required, and the document must be submitted in paper form.

DRR Creation

When creating a DRR in SPIN2, cross reference in special instructions the original RR number that was submitted through ALTO. Send the file to the Land Titles and Surveys office *Attention: eSubmission Team*. If any of the above documents are submitted through ALTO and have been executed by digital signature will also be returned as deficient.