

Help Us Process your Licence Transfer/Amendment Application Faster



Introduction

This guide outlines the essential steps for completing a licence transfer through the ICM's online portal. It is designed to help applicants submit accurate, complete applications, and avoid common issues that can delay processing.

Steps to Transfer/Amend a Licence:

1. Log in to the ICM Portal <https://lms.icm.mb.ca/lcmPortal/>.
2. Navigate to **Applications – New Application** from the menu. *If you already have an application in progress, go to **My Applications**.*
3. Choose “**Apply for an Amendment**” when prompted with “*What would you like to do today?*”.
4. For any transfer or amendment that includes upgrading your licence class, you must ensure your education meets the ICM's requirements for the licence class and level you are applying for.
5. Select the correct Insurance Class, Licence Class & Agency/Sponsor.
6. Complete the full application and upload all required documents, including government issued photo identification (ID), education documents and Criminal Record Check (CRC), if required (For more information on when a CRC is required, visit the ICM [website](#)).
 - Answer all questions completely and accurately.
 - Provide explanations for all “Yes” suitability responses.
 - Upload valid supporting documents.
7. Final Review & Consent: Review your application to ensure all information is correct before submitting, as revisions after submission are only possible if the Authorizer returns the application to you (*Pending Change by Applicant*).



Avoid These Mistakes

- **Incorrect agency/sponsor selected:** Requires cancellation of the application and the completion of a new application.
- **Incomplete or unclear responses:** Insufficient detail or missing explanations – especially for any “Yes” suitability responses – results in the application being returned.
- **Missing or outdated required documents:**
 - Expired or inconsistent ID (Driver's Licence, Passport, or PR card)
 - Missing education documents (when required)
 - Missing or expired CRC (when required)
- **Incomplete “Employment” section:** Missing effective date or incomplete reason for leaving previous employer.
- **Incorrect licence level:** Applying for the wrong level may result in the application being returned.
- **Application inactivity:** No activity for 30 days will cause the application to automatically expire.