

Notice to all Accredited Light Vehicle Shops

Authorization for MPI Claim Transfer Reminders

Date published: December 10, 2025

As previously communicated on [June 23](#) and [August 9](#), 2023, the physical damage and glass only trade-in authorization forms have been combined into one form that can be used for both claim types called the **Authorization for MPI Claim Transfer**.

There has been an increase in non-compliance with requirements of this policy, so updates have been made to the form to include definitions of the areas of signature. Please ensure that you read the policy itself to ensure the proper steps are being taken. The completion of the **Authorization for MPI Claim Transfer** form does not automatically guarantee or verify coverage on a claim, and appropriate confirmation with the adjuster is required when these forms are being used.

The original policy owner is required to register the MPI claim (whether it be physical damage or glass) prior to [transfer of ownership](#). Accredited glass repair facilities do not have authorization to open a claim for a new owner under the prior owner's policy, and must obtain a completed Authorization for MPI Claim Transfer form prior to starting repairs.

The updated form has been posted to the following locations:

- Light Vehicle Claims – [Forms](#)
- Glass Standards – under the [Required Documentation](#) category

The updated policy has been posted to the following locations:

- Light Vehicle Claims – Policies & Procedures, under the [Repair Process](#) category
- Glass Only Claims – [Policies & Procedures](#)

Please ensure you share this information with dealers from which your facility receives trade-in vehicles, to ensure that the new form is obtained when a claim exists and full authorization is received. This form is also required for private sales.

If you have any questions regarding this notice, please contact GAU@mpi.mb.ca for glass only claims and Partners@mpi.mb.ca for light vehicle claims.