

**Hours of Operation** 

Mon - Fri 08:00 - 20:00 Sat - Sun 10:00 - 16:00 Holidays 10:00 - 14:00

## **AUTHORITY TO RECLAIM A VEHICLE ON THE OWNER'S BEHALF**

Authority to reclaim a vehicle on the owner's behalf:

- A letter of authorization from the owner
- Identify make, model, year of vehicle in the letter
- Provide the licence plate number and the VIN (Vehicle Identification Number)
- Identify the person allowed to reclaim the vehicle
- Provide proof of ownership (bill of sale) if the vehicle is not registered
- Provide the owner's driver's licence number
- Have the owner sign the authorization

DATE	_	POLICE FILE#
LIC PLATE	VIN	
/R	MAKE	MODEL
OWNER		ADDRESS
TELEPHONE		DL#
SIGNATURE		_
PERSON AUTHORIZED TO RECLAIM YOUR VEHICLE		
ADDRESS		TELEPHONE

<sup>&</sup>quot;In partnership with our citizens we will build safe communities through leadership and policing excellence."