

How to Complete the Authorization for Vehicle Services Form

Part 1- OWNER/LESSEE/REGISTRANT INFORMATION : must contain the name and drivers licence numbers of all current owner(s)/registrant(s) and the full name of the person they are authorizing to request the service on their behalf (the authorized representative).

Part 2- VEHICLE INFORMATION : must contain the currently licence plate number (if applicable), make, model, year and FULL 17 digit vehicle identification number (VIN) of the vehicle. ****If transferring a plate to a new vehicle, please put the NEW vehicle information****

Part 3- SERVICE TYPE REQUEST : where the owner(s)/registrant(s) identify the type of service that they are authorizing the authorized representative to request on their behalf.

Part 4- REGISTRATION PARTICULARS : ****only completed for special registration requests****, used when the registrant(s) are not going to be shown exactly as the owner(s) on the bill of sale/lease. Some examples may include:

- Parents own a vehicle but want to allow the vehicle to be registered and used by their dependant.
- A vehicle is owned by 2 or more people, but they want the vehicle registered in only 1 of the names.
- A vehicle is owned by a wife and she wants to add her husband as a registrant.

First Box: check this box off if the vehicle registrants are to be **exactly** the same as the owners shown on the Bill of Sale/Lease. The first check box "Register vehicle in my/our name(s) exactly as shown on proof of ownership" is selected and the remainder of part 4 is left blank.

Second Box: check this box off if the vehicle registrants are **not exactly** the same as the owners shown on the bill of sale/lease (e.g. adding a registrant to the registration that is not shown on the bill of sale, etc.). The second check box "Register the vehicle(s) in the name(s) as shown below" is selected and the full name(s) and driver's licence/MVID number is completed.

Part 5- SIGNATURES must be signed and dated by **ALL** of the owners/registrant(s) of the vehicle as identified on the form. If there are more owners signatures required that cannot be accommodated on the front of the form, the back of the form may be used for additional space.

****This form is NOT a proof of ownership document it only identifies what services may be requested on an owners/registrant(s) behalf and who is authorized to request it****