

Proof of Ownership - Auction or Fleet

This form lists the required documents for a company that owns an Auction or Fleet vehicle.

1

Personal Identification Document Needed:

United States (U.S.) Driver's License

- Needs to Be Valid and NOT Expired
- Cannot Be an Out of U.S. License or a Passport
- Cannot Be a State Identification Card

2

Company Association Document Needed (show how you are associated with the requesting company):

We need a document showing you are associated with the company requesting locksmith services (e.g., business card with your name AND the company's name on it).

3

Authorization Document & Verbiage Needed:

ONE of the following documents with company letterhead for each vehicle needing service for Auction or Fleet request:

Purchase Order

OR

Repair Order

Must have the following verbiage clearly noted on either the Purchase Order or Repair Order:

"I ____ (Insert Your Name from Your Driver's License) ____ from ____ (Insert Your Company's Name) ____ authorize Midway Lock and Key, 5010 Texoma Pkwy., Denison, TX. 75020 to work on and make keys and/or remotes for the following vehicle."

The Purchase Order or Repair Order must also include the following items:

- Vehicle Identification Number (VIN) – (Ignition and/or Door Must Be Original to the Vehicle)
- Vehicle License Plate State and Number
- Current Vehicle Mileage on Odometer
- Vehicle Color, Year, Make, and Model
- Location of the Vehicle

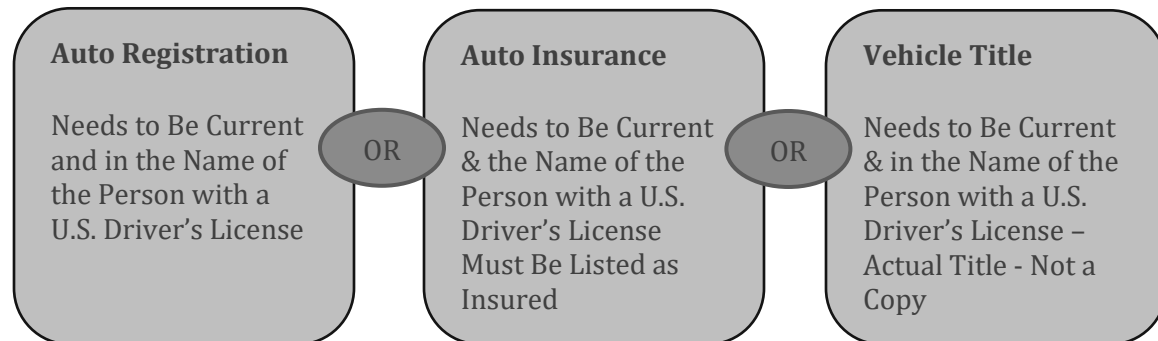
4

Proof of Vehicle Ownership Document Needed:

- Company Owned Auction Request:

Official Auction Sales Receipt

- Company Owned Fleet Request:



5

Bring Your Documents to Our Shop.

OR

Email Them To: midwaypaperwork@gmail.com

Important! The person supplying the Proof of Ownership documentation MUST sign the National Automotive and Service Task Force form (an additional consent form) and BE PRESENT at the time our Locksmith(s) work on their vehicle.