

Proof of Ownership – Repair Shop

This form lists the required documents for performing work requested by a repair shop on a vehicle owned by their customer (e.g., repair shop lost a customer's keys while working on the vehicle).

1

COMPANY Information - Identification Document Needed of the Person Requesting the Key (e.g., repair shop employee, manager, or owner):

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 Information - 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 OR a valid document with your name AND the company's name on it).

3

COMPANY Information - Business Address AND Management Information Needed:

- Business Name: _____
- Business Address: _____
City: _____ State: _____
- Business Owner/Manager - First Name: _____
- Business Owner/Manager - Last Name: _____
- Business Owner/Manager - Phone Number: ____ () -- _____ -- _____

3

Vehicle Information Needed:

- 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

CUSTOMER'S Information - Identification Document Needed (owner of the vehicle):

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

4

CUSTOMER'S Information - Proof of Vehicle Ownership Document Needed – ONE of the Following for the Vehicle Being Serviced (document from the owner of the vehicle):



5

Bring Your Documents to Our Shop.

OR

Email Them To: midwaylockandkeyservice@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.