

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: 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.