

To obtain an impounded vehicle or to obtain property from an impounded vehicle you must provide in person one of the following:

1. Original Title with your name printed on the front of the title with correct vehicle information.
2. Original Title signed over on the back PROPERLY with your name printed on the back with the correct vehicle information on the front & dated less than 30 days ago.
3. Title applied for receipt issued by a tag office within the last 30 days with your name on the front & with the correct vehicle information on the front.
4. Current vehicle registration (NOT EXPIRED) with your name & the correct vehicle information listed on front.
5. Bill of Sale from an individual to an individual notarized & dated less than 30 days ago, with your name & the correct vehicle information printed on the Bill of Sale. \*\*Can only be used if the year model for the vehicle is 1985 or older & is listed on state system under seller's name.\*\*
6. Bill of Sale from a dealership to an individual printed on dealership forms & dated less than 30 days ago, with your name & the corrected vehicle information printed on the Bill of Sale.
7. If the owner of the vehicle is unable to retrieve the vehicle/or the contents in person then we have a form that will need to be accompanied with one of the above listed six items. It needs to be delivered in person, and will need to be NOTARIZED & signed by the owner with your name printed on this form.
8. If the owner of the vehicle is a business then we will need a NOTARIZED letter on that business letterhead stating who is authorized to pick up the vehicle & what that person is allowed to do: (view vehicle, take pictures, remove property, remove vehicle, etc). This letter will need to include the vehicle information such as year, make, model, & VIN. This form will need to be accompanied by one of the above six items.

Along with the above you must provide proof of who you are. We are allowed to accept one of the following:

1. Drivers License, NOT EXPIRED, issued by a form of U.S Government printed with your name.
2. Identification Card, NOT EXPIRED, issued by a form of U.S Government printed with your name.
3. Ticket/Citation issued by a form of U.S Government printed with your name & issued less than 45 days ago.
4. Military Identification Card issued by the U.S Government printed with your name.
5. Passport issued by the U.S Government & printed with your name, NOT EXPIRED.