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How to Complete an Authorization to Release Vehicle

Letting Someone Pick Up Your Car From a Tow Yard, Impound Lot, or Repair Shop

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR AUTHORIZATION TO RELEASE VEHICLE.

About this form. If your car was towed, impounded, or left at a repair shop and you cannot pick it up yourself, most facilities and police agencies will release it to someone else only with a **notarized authorization** from the registered owner, plus the required documents and fees. **First Choice comes to you** — even the same day.

1. **Call the facility first**
   Ask what they require: many need a police release form for impounded cars, proof of registration, insurance, and the owner's and authorized person's IDs.
2. **Fill in the owner and vehicle**
   Use your name exactly as on the registration. Copy the VIN and plate from the registration card.
3. **Name the person picking it up**
   Enter their full name, driver license information, and phone. They must bring their own valid license.
4. **Mark what they may do**
   Pickup, paying fees, and retrieving belongings. Add valid dates or write "one time only."
5. **Sign in front of a notary**
   The registered owner signs. Do **not** sign ahead of time. Bring a current government-issued photo ID. We come to you.
6. **Send everything with the authorized person**
   They bring this original, copies of your registration and ID, any police release, and payment.

Good to Know

- Impounded vehicles often require a release from the police agency before the tow yard will release the car.
- Storage fees add up daily. Act quickly to avoid extra charges or a lien sale.
- If the vehicle has a lender or lessor listed as legal owner, the facility may require additional documents.

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SCAN TO BOOK

Questions about this document? Talk to an attorney. Gavrilov & Brooks Law Firm has attorneys licensed in California, Nevada, and other states. Phone and video consultations are available. **(916) 504-0529** · **www.gavrilovlaw.com**

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YOUR FORM BEGINS ON THE NEXT PAGE

AUTHORIZATION TO RELEASE VEHICLE

Owner's Authorization for Another Person to Pick Up a Vehicle

To: (tow yard, impound lot, police agency, or repair shop) _____ (date) _____

(facility address and phone) _____

1. Registered owner. I, the undersigned registered owner,

(full legal name, as on registration) _____ (driver license or ID number, last 4) _____

(address, city, state, ZIP) _____ (phone) _____

2. Vehicle.

Year _____ Make _____ Model _____ Color _____ License plate _____

Vehicle Identification Number (VIN) _____ (case, impound, or ticket number, if any) _____

3. Authorized person. I authorize the following person to act for me:

(full legal name) _____ (driver license number, last 4, and state) _____

(relationship to owner) _____ (phone) _____

4. Authority. The authorized person may, on my behalf (mark all that apply):

- ☐ Pick up and drive or tow the vehicle, and sign release paperwork
- ☐ Pay towing, storage, and release fees
- ☐ Retrieve personal property from the vehicle

This authorization is valid from _____ through _____ (or "one time only"). I am the registered owner of the vehicle and have the right to authorize its release. Copies of my registration and photo ID are attached.

Registered Owner

(signature) _____

(printed name) _____ (date) _____

Authorized Person (sample signature)

(signature) _____

(printed name) _____ (date) _____

The registered owner signs in front of the notary public, who will complete the acknowledgment on the next page.

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CERTIFICATE OF ACKNOWLEDGMENT

Notary acknowledgment of the registered owner's signature on this authorization.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of _____)

On _____ before me, _____

(here insert name and title of the officer)

personally appeared _____

, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Seal)

Signature _____