April 20, 2019

This document is *only* to be used as a <u>guide</u> on understanding the use of this form. Please consult an attorney if any legal issues arise due to the use of this form.

ADOT Motor Vehicle Division released updated versions of Request for Release of Vehicle Form and Removal of Personal Property Form that went into effect on January 1, 2019, per ARS 28-4847. The intent of these forms was to simplify the release documents required by insurance companies to reclaim a vehicle from towing companies after an accident. **ARS 28-4847** specifies what information the forms are to have on them and specifies that these forms are to be used for vehicles being released ***<u>following an accident.</u>***

Please Note: Making sure **all** of the relevant boxes are filled out correctly for each release and that all signatures have been completed is recommended for each release when these forms are used.

Section 1 (Required) - If an **owner OR an insurance company representative** picks up the vehicle, this section must be filled out. A detailed statement of charges owed to date shall be paid before release of the vehicle and this box must be checked.

Section 2 – If the vehicle is being released to the **owner or lienholder**, following an accident, they are to fill out this section.

Section 3- If the vehicle is being released to a **Designated Insurance Company Representative or Third Party Designee (i.e. auction house, body shop or transportation broker)**, following an accident, they are to fill out this section. In the first paragraph, **the insurance company** would put their name in **both locations**.

Anyone picking up a vehicle or personal property must provide a government issued photo identification and proof of ownership as the bottom of this form states. This form serves as "An insurance company release pursuant to section 28-4847" and must accompany a government issued photo ID in order to be accepted.

ADOT
Motor Vehicle Division

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REQUEST FOR RELEASE OF VEHICLE
(From Towing Company Storage Lot)

This form is to be used on and after January 1, 2019, by owners, insurance companies, towing companies, and other persons requesting the release of a vehicle from a towing storage lot following an **accident**. This form may be faxed, mailed, emailed, sent by other electronic means, or hand-delivered to the towing company.

By signing this form the owner, lienholder or insurance company acknowledges that he or she has been informed pursuant to ARS 28-4847 (A) (7) that the towing company is presumptively not responsible for any loss of personal property or damage to the vehicle that is not disclosed to the towing company before the owner, insurer, or insurer representative removes the vehicle from the towing company's storage lot.

Section 1 (*Required for release of vehicle to owner or Designated Insurance Company Representative*)

Vehicle Identification Number		Year	Make
Owner's Name (first, middle, last, suffix)		Phone ( )	
Street Address	City	State	Zip

☐ **Towing/Storage Detailed Statement of Charges Paid**

AUTHORIZATION FOR RELEASE OF VEHICLE (BY OWNER OR LIENHOLDER)

Section 2 (*Required if vehicle being released to owner*)

Release of Vehicle Authorized by (Owner or Lienholder) - Persons name or organization must show proof of ownership as specified below

Signature	Date

Vehicle To Be Released To (Name of Company/Organization or Name of Driver)

Signature of Person Vehicle Released to	Driver License #	Date

AUTHORIZATION FOR RELEASE OF VEHICLE (TO DESIGNATED INSURANCE COMPANY REPRESENTATIVE)

Section 3 (*Required if vehicle being released to Designated Insurance Company Representative*)

If written consent of the owner is not obtained pursuant to ARS 28-4847(A) (6), the insurer may designate the person below to take possession of the vehicle by executing the following statement: *"On behalf of the _____ Insurance Company, I declare that the vehicle owner has authorized _____ Insurance Company to remove the vehicle from the towing storage lot."*

Name of Insurance Company	Name of Insured (if different than owner)		
Name of Third Party Designee assigned by Insurance Company to have the vehicle picked up (If applicable)			
Street Address of Third Party Designee	City	State	Zip
Phone ( )	Fax ( )	Claim Number (If applicable)	
Tow Provider assigned by Third Party Designee			
Signature of Tow Provider assigned by Third Party Designee	Driver License #		Date

Required Proof of Ownership
A person must submit a government issued photo identification and at least one of the following:
- A valid certificate of title.
- Proof of current vehicle registration, not including a restricted use three-day permit.
- A repossession affidavit, a hold harmless liability release from legal claims and, if applicable, a proof of lien on the vehicle.
- An insurance company release pursuant to section 28-4847. (This form)
- A certified motor vehicle record.
- Proof of a bona fide security interest or other financial interest in the vehicle that exists at the time of the tow.

*NOTE: Personal Property does not include vehicle parts, vehicle equipment or vehicle accessories.