

Atlanta Police Department Vehicle Release Checklist

The following items are **REQUIRED** to release a vehicle:

___ **Valid Picture Identification:** A **CURRENT** driver's license, state issued ID, military ID, passport, etc.

___ **Current Vehicle Registration:** If the vehicle cannot pass emissions, the receipt for paid registration fees from your county is acceptable; **OR**

___ **Original Title:** The owners name must be on the front of the title and the back of the title must be clear. If a copy is used, **both sides of the title shall be copied AND notarized.**

___ **Insurance (if towed for No Insurance):** Verification of valid insurance coverage (binder or front page of policy) dated on or after the date of impound.

If the registered owner is NOT present to pick up the vehicle, but sends a representative, the following is also required:

___ **Authorization Letter:** This letter must give the specifics of the vehicle such as VIN, tag, make, model and year. This letter must be **NOTARIZED.**

If the vehicle is company owned or a fleet vehicle the following requirements must also be met:

___ A **NOTARIZED** letter on **company letterhead** must state that the person picking up the vehicle has the right to do so and is authorized by the company to drive and take possession of the vehicle. The same information included in the above **Authorization Letter** will be included here.

___ **Letters of Incorporation** may be used for a personally owned business. The paperwork must show that the person picking up the vehicle owns the business; otherwise the **notarized letter on company letterhead** is required.