

**Instructions**

1. Information form (please print clearly or type information)
2. Power of Attorney must be signed and notarized and have your date of birth (or EIN number for company). We must have the original - no copies.

The person who completes the Power of Attorney must be the same as the person whose name is to appear on the registration. Only one Power of Attorney needs to be completed if all of the transactions will have the same name on the registration. If sending multiple transactions in different names, the Power of Attorney must be filled out separately for each name to appear on the registration. The Power of Attorney will be kept on file and can be used to process any future transactions under that name. For future transactions please let us know that your Power of Attorney is on file. We can process in a business name.

3. A Bill of Sale from someone to you showing the name, address and signature of the seller along with the date, the year, make, model, serial (VIN) number and a value.

\* Fair Market Value should be considered when determining the price on your Bill of Sale. The Bil of Sale must be original, no copies.

4. Must have a clear photocopy of your driver's license.

5. INSURANCE IS NOT REQUIRED.

6. Check or money order must be payable to International Title Service LLC.

\*Additional fees may be required when transferring into your home state.