



VEHICLE IMPOUND RELEASE FORM

<u>Appointment Time</u>

The following items are required to complete this application:

- Valid Driver's License
- Proof of Insurance
- Proof of Registration/Title

Email this application with the above items to **policerecords@roswellgov.com**

Date: _____

Name: _____

Driver's License: _____ State: _____

Owner of Vehicle: _____

Tag # / VIN #: _____

Proof of Insurance: _____

Proof of Registration: _____

If you are NOT the owner of the vehicle or IF the above information is in someone else's name other than your own, you MUST obtain proof that they own this vehicle PLUS a notarized letter from the owner stating the vehicle's description and permission for you to obtain the vehicle. Titles that are NOT legally transferred must be accompanied by a notarized bill of sale less than 30 days old.

If the vehicle is registered in more than one name, you MUST obtain authorization from the other owner to release the vehicle to you. A notarized letter with the description of the vehicle (tag #, VIN #, make, model) from the other owner is required.

You are listed as the owner/responsible party of the above mentioned vehicle which has been Towed or Impounded by the Roswell Police Department. Your vehicle may now be picked up at your convenience Monday-Friday between 8:00 am and 5:00 pm at:

AMERICAN TOWING
13680-D Arnold Mill Rd
Roswell, GA 30075
(770) 993-7217

If the document(s) above are located inside the impounded vehicle, American Towing will allow you to obtain the required paperwork only, with proper ID. Documentation to obtain the Release is the ONLY item that can be removed from the vehicle.

AMERICAN TOWING WILL NOT RELEASE AN IMPOUNDED VEHICLE WITHOUT THE RELEASE FORM!

City of Roswell Police Department Office Use Only

GCIC VERIFIED: RQ _____ DQ _____

VEHICLE MUST BE TOWED: _____