

**Atlanta Police Department Property Control Unit
Checklist for the Release of Impounded Vehicles**

If you are the REGISTERED OWNER of the vehicle you MUST present the following items:

- **Valid Picture Identification:** A current Driver's License, Gov't-issued ID, Military ID, Jail ID, etc.
- **Current Vehicle Registration:** The receipt issued by the Department of Motor Vehicles with the tag decal. If you've not had emissions testing completed, we will accept a receipt showing no taxes due from your county DMV, **OR**
- **Original Title:** The owner's name must be on the front of the title (not on the back). If a copy of this document is used, it must be notarized on both sides/pages. Vehicle registration **MUST** be current in order to use the title.
- **Insurance:** If vehicle was towed for no insurance or valid insurance is not showing in State database, proof of insurance must be presented in the form of an insurance binder or policy page with an effective date on or after the date of impound.

If you are NOT the REGISTERED OWNER of the vehicle, the above items must be presented in addition to:

- **Notarized Authorization Letter:** Must include owner's name, recipient's name, year, make, model, VIN or tag number of vehicle.
- **If the Vehicle is owned by a Company:** 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 vehicle information must be included in this letter. Letters of Incorporation may be used if they show the person picking up the vehicle owns the company, otherwise, an authorization letter will be required.

If the vehicle was RECENTLY PURCHASED or RENTED, you MUST present the following:

- **Valid Picture Identification:** A current Driver's License, Gov't-issued ID, Military ID, Jail ID, etc.
- **Purchase Agreement/Bill of Sale or Rental Contract:** If sale is from a licensed dealership then a Bill of Sale is required that is no older than 45 days. If it was a **private sale**, the Bill of Sale must not be more than 7 days old and must be notarized, and you must also have the title from the previous owner signed on the back. If a **rental**, the rental agreement must be active or the rental company will have to give authorization for you to obtain the release.

If there is an EVIDENCE HOLD on the vehicle, it cannot be released until the HOLD is removed by the relevant APD Investigative Unit. For vehicles subject to forfeiture, contact the Financial Investigations Unit at (404) 546-4275.

For vehicle releases, the Property Control Unit is open every day from 8:00 a.m. to 8:00 p.m.

If you have any questions, please contact the Property Control Unit at (404) 546-4330 or stop by our location at the Public Safety Annex 3493 Donald Lee Hollowell Pkwy NW, Atlanta, GA 30331