

# ***Vehicle Release***

To whom it may concern,

The following is our policy on vehicle releases:

## Vehicle Release

To pick up your vehicle:

1. Proof of ownership and personal identification is required to secure the release of any vehicle.
2. All outstanding fees must be paid in full (no partial payments are accepted) prior to release.
3. Uninsured or unregistered vehicles may not be driven out of the Lot; they may be towed to private property at the owner's expense.
4. Vehicle operators must provide a valid operator's license.
5. Vehicles will not be released to persons under the influence of alcohol or drugs.
6. Vehicles that have been seized for investigation may only be accessed or released upon receipt of written approval of the officer that seized the vehicle.