

ATTEMPT TO CONTACT

If the Department of Motor Vehicles requires evidence of an “Attempt to Contact” the owner or lienholder of a vehicle, you must do the following:

- Write to the owner of record asking them to sign the enclosed documents (Bill of Sale, Application for Duplicate Title etc., depending on the requirements) in front of a Notary or to contact you. **Caution:** Do not mail original documents that are in your possession. Mail photocopies of any documents.
- If you need a signature on an original document, and it is a secure document (ie. Secure Power of Attorney, Title) a photocopy is not acceptable.
- Send the letter by “Certified Mail – Return Receipt Requested.” Keep the payment receipt, issued to you by the Post Office, with your records. Retain copies of everything you mail.
- If the letter is returned with a forwarding address filed with the U.S. Postal Service, resend the letter to the forwarding address by “Certified Mail – Return Receipt Requested.”
- If the letter is returned to you as “Undeliverable,” do not open it; or
- If you receive a signed Post Office Receipt showing the letter was received and fifteen (15) days have passed since the date of receipt:
 - Bring all documents for the vehicle, along with the returned letter or the signed receipt, to the Department of Motor Vehicles.
- At that time, the Department should be able to assist you with the registration and titling of the vehicle.
- If the former owner(s) contact you and provide you with the necessary signatures, the receipt or returned letter is not needed.
- Prior to registering you may need to have a VIN inspection done on the vehicle.
- Additional comments/instructions: