



B
17-199
10/06/17

Completing Stolen Vehicle Releases
(Re-issue DB 15-243)

The following procedures shall be followed when releasing a recovered/stolen vehicle.

After the vehicle is recovered, issue a vehicle release to the owner and check the "recovery" box on the release form. This box is to be checked only for recovered/stolen vehicles.

In order to waive fees for individual owners, stamp the vehicle release form with one of the below stamps on the right side above the signature box. Stamp both the top (white) page and second (yellow) page of the vehicle release.

If no stamp is available, write "FEE EXEMPT 305(b)(2) T.C." This waiver applies to recovered/stolen vehicles owned by individuals only, regardless of residency.

Do not stamp releases for towed vehicles for any other reason.

STAMP EXAMPLES

S.F. Resident
Admin Fee Waiver
305(b)(2)(A) T.C.

Non- S.F. Resident
Admin Fee Waiver
305(b)(2)(A) T.C.


WILLIAM SCOTT
Chief of Police