



City of Glendale – Police Department  
 Traffic Bureau – Parking Enforcement  
 131 N. Isabel St.  
 Glendale, Ca. 91206  
 (818) 548-3131

**DECLARATION OF NON-OWNERSHIP (OR LEASE/RENTAL)**

**INSTRUCTIONS:** Complete this form if you have been charged with a parking violation issued to a vehicle which has been legally sold, leased or rented at the time the violation(s) occurred. Under Calif. Vehicle Code, Section 40200 it is presumed that the registered owner of the vehicle was the person who parked it illegally. You were listed at the DMV as the registered owner on the date of the violation(s). If you did not own the vehicle on that date, complete the declaration below and return it to the following address:

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Please do not leave any blank spaces on the form. Doing so may delay processing your claim. In addition, one of the following required documentation MUST be submitted along with the form below, as may be applicable to your claim. All documents submitted will not be returned to you. Please check one of the following:

- Sold to someone else – Please submit ONE of the following:
  - A copy of the Release of Liability form (FORM DD214) that was filed with the DMV at the time of sale/transfer of the vehicle; OR
  - Bill of Sale/Trade-in agreement from a licensed car dealer or leasing company (Proof of private party sales are NOT accepted); OR
  - A copy of an IRS approved vehicle donation document from a charity.
- Not yet purchased by me:
  - You must provide a bona fide sale or transfer (a copy of the Bill of Sale or Release of Liability filed with the DMV which includes the name and address of the seller and the date of the sale) with this declaration within 21 days.
- Leased/rented under a written agreement – Please submit the following:
  - A copy of rental or lease agreement – Proof of written lease or rental agreement which includes the name, address, and driver’s license number of the person to whom the vehicle is leased or rented must be submitted within 30 days of the “Notice Date”.

Citation #(s): \_\_\_\_\_

License Plate Number: \_\_\_\_\_ Full 16 Digit VIN: \_\_\_\_\_

**Name and Address of Responsible Party: (PLEASE PRINT LEGIBLE)**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Date of sale, purchase, or lease/rental was executed (MM/DD/YYYY): \_\_\_ / \_\_\_ / \_\_\_\_\_

**I declare under penalty of perjury that the foregoing is true and correct.**

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

\*NOTE: If all the information for the declaration of non-ownership is not accurately completed AND verified by the DMV, the declaration will be disregarded and you will be responsible for clearing the violation.