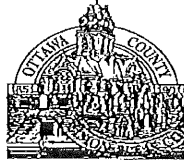


CLERK OF THE COURT OF COMMON PLEAS



JOHN KLAEHN, CLERK OF COURTS

Ottawa County Courthouse
315 Madison Street, Ste 304
Port Clinton, Ohio 43452

Legal Division , Civil Section
315 Madison Street, Ste 106B
Port Clinton, Ohio 43452
(419) 734-6755

Auto Title Division
315 Madison St. Room 106A
Port Clinton, Ohio 43452
(419) 734 6752

**Instructions to Customers Seeking an Order by the Ottawa County Common Pleas Court
Directing the Clerk of Courts Auto Title Division to Issue a Certificate of Title to a Motor
Vehicle (Section 4505.10, Ohio Revised Code)**

PLEASE RECOGNIZE THAT THERE CAN BE NO ASSURANCE THAT A COURT ORDER DIRECTING ISSUANCE OF A MOTOR VEHICLE CERTIFICATE OF TITLE WILL BE GRANTED. THE DECISION DEPENDS ON THE COURT FINDING THAT YOU HAVE PRESENTED SUFFICIENT EVIDENCE TO ESTABLISH YOUR CLAIM THAT YOU ARE ENTITLED TO POSSESSION AND OWNERSHIP OF THE SUBJECT MOTOR VEHICLE.

The Clerk of the Common Pleas Court in each Ohio county has the principal responsibility for issuing motor vehicle certificates of titles on behalf of, and in cooperation with, the Bureau of Motor Vehicles, Ohio Department of Public Safety (BMV). A properly issued motor vehicle certificate of title is the primary evidence of ownership of the motor vehicle described in the certificate.

In a limited number of circumstances a judge of the Common Pleas Court can order the Clerk of Courts Auto Title Division (title office) to issue you a motor vehicle certificate of title. These circumstances include:

- I. When the original certificate of title issued by the State of Ohio or any other state has been lost, destroyed or stolen and a duplicate of that certificate as provided by Section 4505.12 of the Ohio Revised Code is not available from the Clerk or the BMV due to a lack of historical title records;
- II. When you have purchased a vehicle but the previous owner has failed, refused or otherwise been unable to furnish you with a properly assigned certificate of title;

- III. When you have been given a vehicle or it has been left in your possession, regardless of valuable consideration, with an intent you shall exercise full rights of possession and ownership, but the previous owner has failed, refused or otherwise been unable to complete the transaction by supplying required documents; or
- IV. When you are owner of a repair garage or vehicle storage facility who is in possession of a vehicle valued at more than \$3,500.00 after deduction of repair and storage fees, which vehicle has remained unclaimed by the owner more than fifteen days after notice to reclaim the vehicle.

The Ohio Revised Code sets forth specific procedures to follow in instances other than the four listed above. Here are some examples of circumstances with respect to which Section 4505.10 of the Ohio Revised Code does not apply:

- I. When you are owner of a repair garage or vehicle storage facility in possession of a vehicle valued at less than \$3,500.00 after deduction of repair and storage fees, which vehicle has remained unclaimed by the owner more than fifteen days after notice to reclaim the vehicle (See R.C. §4505.101);
- II. When you are the operator of a manufactured home park attempting to remove a tenant's manufactured home from the home park property (See, O. R.C. §§3733.091 and 1923.12);
- III. When you are a pawnbroker seeking forfeiture and title to a motor vehicle that has not been redeemed by the owner after expiration or breach of the loan secured by that motor vehicle, (See , R.C. §4505.102); or
- IV. When a motor vehicle, whether a "junk motor vehicle" or not, has been abandoned on private property owned by you; and you do not want title to the motor vehicle, but rather simply want it moved and disposed of (See, R.C. §§4513.60 through 4513.65, inclusive).

If you believe that Section 4505.10 of the Ohio Revised Code does apply to your situation, there are certain steps you will need to take before the Court can consider your petition for an Order directing the title office to issue a motor vehicle certificate of title to you. Those steps are outlined, as follows:

- I. In every instance your first step to obtain a certificate of title is to make application for one at a Clerk of Courts title office. A properly assigned previous certificate of title or a manufacturer's or importer's certificate must be surrendered when applying for a certificate of title to be issued in your name. Absent one of those documents other satisfactory proof of ownership and rights to possession of the motor vehicle must be furnished. Section 4505.10(A) of the Ohio revised Code limits the acceptable substitute proof to "an affidavit by the person or agent of the person to whom possession of the motor vehicle has passed, setting forth the facts entitling the person to possession and ownership, together with a copy of the journal entry, court order, or instrument upon which the claim of possession and ownership is founded." Most transactions are routine, but if you are unable to supply the described documentation, the title office cannot issue a certificate of title in your name.

1. If your application for a certificate of title is denied by the title office because of insufficient proof, you may then want to seek a Court Ordered title.
 - A. Complete a record search using BMV form 1173 using the vehicle identification number, mail to the Ohio BMV according to instructions on the form;
 1. To establish a title history and confirm that the vehicle has not been reported as stolen, flood damaged or otherwise critically damaged;
 2. To determine if any outstanding liens, tax liabilities or other encumbrances effect title to the vehicle; and
 3. To locate and help you contact the prior owner so you can attempt to obtain necessary prior ownership documents.

II. As of May 13, 2013 if you have presented evidence to the Clerk of Courts and they are not satisfied with the evidence, the BMV may be able to assist you ONLY if your situation meets one of the following:

1. *Inheritance* – property passing at the owner’s death to the heir or those entitled to succeed
2. *Devise* - the act of disposing of property, especially real property, by will.
3. *Bequeth* – a disposition in a will.
4. *Order in bankruptcy*
5. *Insolvency* – having insufficient assets to meet debts and liabilities; bankrupt
6. *Replevin* – an action for the recovery of goods or chattels wrongfully taken or detained.
7. *Execution sale* – a sale of property by the sheriff under authority of a court’s writ of execution in order to satisfy an unpaid obligation
8. *To satisfy storage or repair charges*
9. *Default on security agreement* (secured party has notified debtor)
10. *Mileage Corrections*
11. *Serial/VIN Corrections*
12. *Lien Releases*
13. *Social Security Number/Name Corrections*
14. *Brand Corrections*
15. *Errors made during assignment of title*

16. *Request for title cancellation – title issued in error*

Please call 614-752-7671 to seek BMV assistance if your situation meets one of the above. If your situation does not meet one of the above you may need to seek a possible court ordered title.

- A. Attached to these instructions are standardized, pre-printed forms of a Petition for Court Order, an Affidavit in Support of the Petition and a Judgment Entry Directing the Clerk to Issue a Certificate of title. You should fill in your name and address on the Petition and complete the detailed description of the motor vehicle, including the vehicle identification number (VIN). A petition without the VIN will not be accepted. You should also fill in the blanks (except for the judge's name, the case number and the date) on both the Affidavit and the Judgment Entry. On the Judgment Entry you should also fill in the detailed vehicle description. Print legibly. In Paragraph 5 of the Affidavit, furnish the details of how you came into possession of the motor vehicle and the facts upon which you base your claim that you should be declared the owner of the vehicle with all rights of possession. Be thorough and attach additional sheets, if necessary.
- B. You should attach to your Affidavit as exhibits the following:
 - 1. Copies of the record search reports you obtained from the Ohio BMV (BMV form 2433) after your record request.
 - 2. Copies of any evidence you want to present in support of your request for a court ordered title, including, for example;
 - a. Correspondence and certified mail receipts showing you have tried to contact the previous owner in an attempt to secure a property assigned certificate of title;
 - b. Any receipt, bill of sale, or cancelled check as evidence of your performance as purchaser in connection with an incomplete transaction that was not the result of your own failure to perform; and/or
 - c. Sworn statements of other persons familiar with the circumstances surrounding your possession of the vehicle.
- C. Bring the original and two copies of the completed Petition, Affidavit—with exhibits, and Judgment Entry to the Ottawa County Common Pleas Clerk of Court Civil Division, 315 Madison St. Room 106B Port Clinton, Ohio 43452, to file as a miscellaneous case. The original is for the case file, while one copy is for the Judge and one copy is for your records.

- D. A non-refundable deposit as security for court costs in the amount of \$_____ will need to be paid at the time of filing your Petition. This deposit is sometimes referred to as a filing fee.
- E. After you file the Petition and supporting papers you will be directed to an available Judge or Magistrate who will consider your documents and any statement you may want to make to supplement your evidence.
- F. If the Court grants your Petition by signing the Judgment Entry, you will take the Judgment Entry to the Civil Division and file it. You should request a certified copy of the Judgment Entry and pay the additional \$1.00 fee for certification.
- G. After you obtain a certified copy of the Judgment Entry, take it to the title office listed below to apply for the certificate of title subject of the Court Order. You will need to pay any applicable taxes and processing fees related to the issuance of the certificate of title at the time you present your application. If issuance of the certificate of title was ordered because you were not furnished with a certificate after purchasing your vehicle, you should present a copy of your receipt or bill of sale to the title office clerk so that any sales tax liability can be accurately determined.

THERE CAN BE NO ASSURANCE THAT A COURT ORDER DIRECTING ISSUANCE OF A MOTOR VEHICLE CERTIFICATE OF TITLE WILL BE GRANTED.

Ottawa County Clerk of Courts Auto Title Division Location

Ottawa County Courthouse
315 Madison St. Room 106A
Port Clinton, Ohio 43452
419-734-6752

OTTAWA COUNTY COMMON PLEAS COURT CASE DESIGNATION SHEET

Fax: 419-734-6875 email: cpclerkfilings@co.ottawa.oh.us

PLAINTIFF _____

Case No. _____

-vs-

Date of Filing _____

DEFENDANT _____

ATTORNEY FOR PLAINTIFF _____

Civil

(CVA) () PROFESSIONAL TORT (Medical Malpractice?) Y () N ()

(CVB) () PRODUCT LIABILITY

(CVC) () ALL OTHER TORTS

(CVD) () WORKERS COMPENSATION

(CVE) () FORECLOSURE

(CVF) () ADMINISTRATIVE APPEAL

(CVH) () ALL OTHER CIVIL

() OHIO MORTGAGE BROKER ACT (revised code chapter 1322)

() CONSUMER SALES PRACTICES ACT (revised code chapter 1345)

() SPECIFY: _____

(CVG) () SHOULD THIS BE DESIGNATED AS "COMPLEX LITIGATION" PURSUANT TO SUPERINTENDENCE RULE 8.01(B)?

IS THIS A REILING? () OR A COMPANION CASE? ()

IS THIS COMPLAINT TO BE SENT TO THE OHIO ATTORNEY GENERAL? () (copy to be provided by attorney)

Domestic

COMPLAINT FOR:

(DRA) () DIVORCE WITH MINOR CHILDREN

(DRB) () DIVORCE WITHOUT MINOR CHILDREN

(DRC) () DISSOLUTION WITH MINOR CHILDREN

(DRD) () DISSOLUTION WITHOUT MINOR CHILDREN

(DRH) () CIVIL DOMESTIC VIOLENCE

(DRI) () U.R.E.S.A

(DRJ) () PARENTAGE

MOTION FOR:

(DRE) () CHANGE OF CUSTODY

(DRF) () VISITATION ENFORCEMENT OR MODIFICATION

(DRG) () SUPPORT ENFORCEMENT OR MODIFICATION

(DRK) () ALL OTHER SPECIFY: _____

NOTICE: THIS CASE DESIGNATION SHEET MUST BE COMPLETED BY COUNSEL FOR PLAINTIFF AND FILED WITH THE CLERK WHEN THE COMPLAINT IS FILED.

In the Court of Common Pleas, Ottawa County, Ohio

In Re: Petition for Motor Vehicle :
Certificate of Title In the Name of: :

_____ : Case No. _____
(Petitioner's Full Name)

Petitioner : _____, Judge

Affidavit in Support of Petition for Court Order Directing the Clerk of this Court to Issue a Certificate of Title to a Motor Vehicle (Section 4505.10, O.R.C.)

State of Ohio)
) ss:
County of Ottawa)

I, _____, having been first duly cautioned and sworn, state
(Petitioner's full Name)
the following to be true to the best of my personal knowledge and belief

1. I am petitioning this Court to order the Ottawa County Clerk of Courts Auto Title Division to issue in my name a certificate of title for the motor vehicle fully described in my petition and now in my possession and under my control.
2. The described motor vehicle is not an "abandoned junk motor vehicle" as defined in Section 4513.63 of the Ohio Revised Code and subject to the procedures set forth in that statute.
3. I am not the owner of a repair garage or a place of vehicle storage required to follow the procedures set forth in Section 4505.101 of the Ohio Revised Code if the value of the subject vehicle is less than \$3,500.00.
4. I am not a pawnbroker required to follow the procedures set forth in Section 4505.102 of the Ohio Revised Code.

5. I am not the operator of a manufactured home park required to follow the procedures set forth in chapters 1923 and 4781.37 of the Ohio Revised Code.

6. I applied to the Ottawa County Clerk of Courts Auto Title Division for a certificate of title, but issuance was refused because I was unable to produce the documentation required by Section 4505.10 of the Ohio Revised Code for the Clerk to issue the certificate, to wit: a.) prior certificate of title; b.) manufacturer's or importer's certificate; or c.) a copy of the journal entry, court order or other instrument upon which my claim of possession and ownership is founded.

The circumstances by which I came into possession of the described motor vehicle were as follows: _____

(State how you obtained the motor vehicle. If purchased,

_____ give the date of the transaction, who sold you the motor vehicle and how much you paid for the same.

_____ Attach a copy of your receipt, cancelled check, bill of sale or other documentation of the transaction. If the seller failed or refused to give you the prior certificate of title or if the motor vehicle was otherwise abandoned by the

_____ previous owner to your possession, state what steps you have taken to obtain the prior certificate of title from the owner.

_____ Attach copies of correspondence to the prior owner along with certified mail receipts to show that you have tried to contact the previous owner to ask for the title or other required documentation. Attach any other documentation you believe

_____ supports your request to be declared true and lawful owner of the subject motor vehicle. Use an

_____ additional sheet, if necessary.)

7. I have asked the Ohio Department of Public Safety to complete a record search of the motor vehicle identification number noted in my Petition to determine if the motor vehicle for which I am seeking a certificate of title has been reported stolen, and have attached a c copy of the results of the search to this Affidavit as an exhibit. I do not

know, nor do I have reason to believe, that the motor vehicle for which I am seeking a certificate of title has been stolen [Section 4505.19(A) of the Ohio Revised Code].

8. In furnishing this Affidavit, I acknowledge my understanding that, under the terms of Section 2921.13(A)(1) and (A)(5) of the Ohio Revised Code, to knowingly make a false statement in any official proceeding and to swear to or affirm the truth of a false statement before a notary public or other person empowered to administer oaths may constitute the criminal offense known as falsification, a misdemeanor of the first degree.

Further, Affiant saith naught.

Signature of petitioner/Affiant

Sworn to before me and subscribed in my presence this _____ day of

_____, 2_____.

Notary Public

In the Court of Common Pleas, Ottawa County, Ohio

In Re: Petition for Motor Vehicle :
Certificate of Title In the Name of: :

_____ : Case No. _____
(Print Petitioner's Full Name)

_____ : _____, Judge
(Petitioner's Address)

_____ :
(City, State, Zip Code)

Petitioner, :

Petition for Court Order Directing the Clerk of This Court to Issue a Certificate of Title to the Motor Vehicle Described Herein (Section 4505.10, Ohio Revised Code)

The undersigned, _____, a resident of
(Print Full Name of Petitioner)
Ottawa County, Ohio, petitions this Court for an Order directing the Ottawa County Clerk of Courts Auto Title Division to issue, pursuant to Section 4505.10(A) of the Ohio Revised Code, a motor vehicle certificate of title in petitioner's name as true and lawful owner of the motor vehicle fully described as follows:

Make _____ Model _____

Year _____ Color _____ VIN _____
(Vehicle Identification Number)

Body Type _____

In support of this petition, the Court will find attached and incorporated herein petitioner's affidavit setting forth the circumstances under which petitioner came into possession of the subject motor vehicle; the facts that support issuance of a motor vehicle certificate of title in petitioner's name; and documents and other evidence that show

petitioner's compliance with the requirements of R.C. 4505.10(A) and otherwise support
petitioner's claim of entitlement to ownership of the described vehicle.

Respectfully submitted,

(Petitioner's Signature)

(Petitioner's Printed Name)

In the Court of Common Pleas, Ottawa County, Ohio

In Re: Petition for Motor Vehicle :
Certificate of Title In the Name of: :

(Print Petitioner's Full Name) : Case No. _____

(Petitioner's Address) : _____, Judge

(City, State, Zip Code) :
Petitioner, :

Judgment Entry Granting Petition for Court Order Directing the Clerk of This Court to Issue a Certificate of Title to the Motor Vehicle Described Herein (Section 4505.10, Ohio Revised Code)

This cause was considered by the Court ex parte upon the Petition, Affidavit, exhibits and testimony of, _____, asking the Court to order the Ottawa County Clerk of Courts Auto Title Division to issue, pursuant to Section 4505.10(A) of the Ohio Revised Code, a motor vehicle certificate of title in Petitioner's name as true and lawful owner of the motor vehicle fully described as follows:

Make _____ Model _____
Year _____ Color _____ VIN _____
(Vehicle Identification Number)
Body Type _____

The Court finds that Petitioner has complied with the requirements of R.C. 4505.10(A) and that the evidence is sufficient to require the certificate of title to the described motor vehicle to be issued in Petitioner's name. The Court finds the Petition to be well taken and grants the same.

The Court hereby **ORDERS** the Ottawa County Clerk of Courts Auto Title Division to issue to Petitioner's name a motor vehicle certificate of title for the automobile described herein.

Petitioner shall present a **certified** copy of this Order to the Clerk of Courts Auto Title Division when applying for the certificate of title. If, at the time of the application there appears from the records of the Clerk to be any lien on the motor vehicle, the certificate of title shall contain a statement of the lien unless the application is accompanied by the proper evidence of its extinction; all in accordance with R.C. 4505.10(A)

Date: _____
Judge, Ottawa County Common Pleas Court



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

OHIO BMV RECORD REQUEST FORM
(Ohio Revised Code [R.C.] 4501.15, 4501.27, & 4507.53)

Complete sections 1-5 of this form and provide check or money order payable to: **Ohio Treasurer of State** for applicable fees.
Return to: **Ohio Bureau of Motor Vehicles, Attn: BMV Records, P.O. Box 16520, Columbus, Ohio 43216-6520.**
Disclosure of the listed information below is **REQUIRED**. Failure to complete all sections may result in this form being returned.

| | | | |
|--|-------|--|--------------|
| SECTION 1 Requesting Person - Provide <u>your</u> full name, mailing address, and choose how the results of your request should be returned. | | | |
| FULL NAME (REQUIRED) | | | |
| MAILING ADDRESS (REQUIRED) | | | |
| COMPANY NAME (If Applicable) | | | |
| STREET ADDRESS | | | |
| CITY | STATE | ZIP CODE | PHONE NUMBER |
| E-MAIL (If email address is illegible, invalid, or unverified, the records will be mailed to the above mailing address) | | | |
| How would you like the results of your search returned to you? Choose <u>only one</u> option below. If no mark is present the results will be mailed. | | | |
| <input type="checkbox"/> I would like my results emailed as provided | | <input type="checkbox"/> I would like my results mailed to the address above | |

| | | |
|---|---|-----------------------------------|
| SECTION 2 Select one of the following options and provide the applicable identifiers. | | |
| OPTION 1 | <input type="checkbox"/> I am requesting my driving or vehicle(s) record. (Provide your applicable identifiers below; no name required) | |
| OPTION 2 | <input type="checkbox"/> I am requesting another person's driving or vehicle(s) record. (Provide the applicable identifiers below) | |
| Note: If requesting records on more than 1 person or vehicle, you may attach additional sheet(s): <input type="checkbox"/> Check if attaching additional sheet(s) | | |
| NAME OF OTHER PERSON (If Applicable) | | |
| OHIO DRIVER LICENSE (If Applicable) | DATE OF BIRTH (If Applicable) | SOCIAL SECURITY NUMBER* |
| OHIO LICENSE PLATE NUMBER (If Applicable) | VEHICLE IDENTIFICATION NUMBER (If Applicable) | OHIO TITLE NUMBER (If Applicable) |
| * Social Security number is not required however, to best assist in your search please provide the Ohio BMV with as many identifiers as possible. | | |

| | |
|--|--|
| SECTION 3 Mark the type of Certified Ohio BMV Record(s) requested below. (\$5.00 Fee per Record) | |
| <input type="checkbox"/> Driving Record Abstract [302] – Provides license class, status, and previous 3 years reported convictions, suspensions, & accident entries. | <input type="checkbox"/> Vehicle Registration Record [303] – Provides vehicle owner and vehicle information. |
| <input type="checkbox"/> Last Known Address [405] – Provides the most recent address provided to the Ohio BMV for an individual. | <input type="checkbox"/> Vehicle Title Record – Provides title number & title status and vehicle owner, previous owner, & lien holder information. |
| <input type="checkbox"/> Driver License History [405A] – Provides current and past driver license information to include dates of issuance, endorsements, issuance type, & license cosigner if available. | <input type="checkbox"/> Vehicle Title Record (Historical Chain of Ownership) – Provides list of vehicles titled to an individual or list of owners of a vehicle to include issuance dates. |
| <input type="checkbox"/> Driving Record History [302] – Provides license class, driving status, and complete listing of reported convictions, suspensions, & accidents. | |

SECTION 4

Qualification for requesting this information under R.C. 4501.27. Check one below.

1. As an individual requesting own record.
2. With written consent of other person. (Attach the original completed, notarized, and signed BMV Notarized Written Consent form 5008)
3. For use in connection with the operation of a private toll transportation facility. (Facility name must be listed in Section 1 of this form)
4. For use by any government agency, including any court or law enforcement agency, in carrying out its functions or any private person or entity acting on behalf of a Federal, State or Local agency in carrying out its functions.
5. Pursuant to an order of a court of this state, another state, the United States, or a political subdivision of this state or another state (a subpoena may be used instead of this form). Attach a certified copy of the court order.
6. For use in connection with matters regarding motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts, and dealers; motor vehicle market research activities, including, but not limited to, survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers. Provide relevant documentation supporting your request.
7. For use specifically authorized by law that is related to the operation of a motor vehicle or to public safety. Attach a copy of the relevant statute.
8. For use in connection with a civil, criminal, administrative, or arbitral proceeding in a court or agency of this state, another state, the United States, or a political subdivision of this state or another state or before a self-regulatory body, including, but not limited to, use in connection with the service of process, investigation in anticipation of litigation, or the execution or enforcement of a judgment or order (a subpoena or other court order may be used instead of this form). Provide the court and case number, or if the case has not yet been filed, the court in which you anticipate to file.
Full Court/Agency Name: _____ Case No.: _____
9. For use by a licensed private investigative agency or licensed security service for any purpose permitted under division (B) (2) of R.C. 4501.27. Provide your agency license number: _____
10. For use in the normal course of business by me as a legitimate business or an agent, employee, or contractor of a legitimate business, for one of the two following purposes: (a) To verify the accuracy of personal information submitted to the business, agent, employee, or contractor by an individual; (b) In case personal information submitted to the business, agent, employee, or contractor by an individual is incorrect or no longer is correct, to obtain the correct information, for the sole purpose of preventing fraud, by pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
Provide your company's tax ID license number: _____
11. For use by an employer or by the agent or insurer of an employer to obtain or verify information relating to the holder of a commercial driver license or permit that is required under the "Commercial Motor Vehicle Safety Act of 1986", 100 Stat. 3207-170, 49 U.S.C. 2701, et seq., as now or hereafter amended. If available, a minimum of 10 years of information and any medical card information will be provided.
Provide your company's tax ID license number: _____
12. For use in providing notice to the owner of a towed, impounded, immobilized, or forfeited vehicle.
Provide your company's tax ID license number: _____
13. For use by an insurer, insurance support organization, or self-insured entity, or by an agent, employee, or contractor of that type of entity, in connection with a claims investigation activity, anti-fraud activity, rating, or underwriting.
Provide your company's tax ID license number: _____

SECTION 5

Sign and date.

Pursuant to R.C. 4501.27, I understand that if I receive personal information from the results of this request, I may not disclose that information except as authorized under R.C. 4501.27 and that if I disclose any personal information, I must keep for a period of five years a record that identifies each person or entity that receives any of the personal information and the permitted purpose for which the information is to be used, and I must make all such records available to the Registrar of Motor Vehicles upon request. I understand that any unauthorized disclosure may result in civil penalties and fines.

I hereby certify that all of the information contained on this form is true and accurate to the best of my knowledge and belief. I understand that providing false information may constitute a criminal offense of falsification with a maximum penalty of 6 months in jail and a \$1000 fine.

SIGNATURE (REQUIRED)

DATE

X