

# **KEY CUTTING POLICY**

**For security and protection against auto theft, we must verify vehicle ownership before providing replacement keys, key numbers, and/or security chips. Verification includes positive identification of requester and verification of ownership of requester through registration. We also require the license plate number of the vehicle and also the state the vehicle is registered in.**

**We maintain a file which includes copies of the following:**

- 1. Valid drivers license.**
- 2. Copy of vehicle Registration. (no handwritten copies)**
- 3. Copy of current proof of Insurance.**
- 4. License plate number.**

**WHEN VEHICLE OWNERSHIP CANNOT BE PROVEN BEYOND A REASONABLE DOUBT, WE WILL NOT PROVIDE KEYS OR KEY INFORMATION.**

**Cutting keys for other than the registered vehicle owner may result in our dealership and/or employee being charged with aiding and abetting in Grand Theft Auto and determined to be liable, in the event the vehicle is subsequently stolen.**

**THANK YOU!**