

VEHICLE DONATION PROGRAM

Instructions for transfer of title and an explanation of the donation process

**Please read these instructions carefully.
For assistance, please call us at (520) 323-1812**

1. Please verify that the person named on the title (or their legal agent) fills out the enclosed documents. (If the title is registered in two names joined by “and” on the front of the document, both owners must sign the title.) **Signatures MUST be witnessed and notarized by a certified public notary.** (A notary is available at your local bank or at the ALA offices)
2. If a lien is recorded on the TITLE, make sure that the original “LIEN RELEASE” or “LIEN CLEARANCE” is attached to the TITLE. (The only exception is for liens that are greater than 12 years old).
3. On the back of your TITLE, in the TRANSFER OF OWNERSHIP section, the PRINTED NAME OF BUYER should read “**American Lung Association of Arizona.**” *Please do not enter an address at this time.*
4. **Leave the ODOMETER READING BLANK on the title.**
5. In the SELLER section on the back of the TITLE, print your name *exactly* as it appears on the front. Sign your name **exactly** as it appears on the front of the title.
6. Please be sure to remove the license plates and all personal items from the vehicle. The license plate is your property and can not be transferred to the new owner of the vehicle. You may transfer the license plate to another vehicle you own, or you can surrender it back to the Motor Vehicle Division at the following address:

Mail Drop 555M, Motor Vehicle Division, PO Box 2100, Phoenix AZ 85001-2100

For more information and/or options see <http://www.dot.state.az.us/>

7. Within 10 days of the date of sale, you must also submit a Sold Notice to the Motor Vehicle Division, either by mail, or online at <http://www.dot.state.az.us/> This notice is required by law; otherwise you may be liable for tickets or accidents that occur after the sale. You can find additional information online at <http://www.dot.state.az.us/>

The Motor Vehicle Division **HIGHLY RECOMMENDS** that you also call in the change of ownership immediately, to 602-255-0072 or 1-800-776-2980.

Please feel free to call us with any questions at (520) 323-1812