



REQUEST FOR PENCIL TRACING OF VEHICLE IDENTIFICATION NUMBER (VIN)

Vehicle Identification Number _____

- Our records indicate a possible error with the above number.
- It will be necessary to obtain a pencil tracing of the number to verify the correct number.

NOTE: If it is not possible to obtain a pencil tracing due to the location of the vehicle identification number, an Affidavit of Physical Inspection, Form VTR-270 will suffice.

IF PENCIL TRACING INDICATES THE NUMBER IS CORRECT:

Return the tracing and attached transaction to this department for re-examination.

IF PENCIL TRACING INDICATES THE NUMBER IS INCORRECT:

An application for corrected certificate of title should be filed. The pencil tracing and current title should be submitted with the application to your County Tax Assessor-Collector's Office.

SUGGESTED PROCEDURE:

1. Clean the vehicle identification number.
2. Place thin paper or masking tape on top of the vehicle identification number and trace over the surface with a soft lead pencil. (This procedure is difficult to obtain, but may be used.)

OR

3. Rub the lead of a pencil over the top surface of the number. Place a strip of scotch tape over the number. Rub over the scotch tape with finger or eraser. Remove the tape and place it in the block below.

Please indicate location of VIN: _____Body _____Frame _____Motor