# INSTRUCTIONS

When completed according to these instructions and presented by a person named in the form with

## conforming identification, a VSF may not delay release or inspection of the vehicle.

## VSF'S must accept facsimiles or copies of this document

### FAMILY MEMBERS

An immediate family member of the owner of the vehicle may remove or inspect the vehicle using this form and:

- 1. checking Box 1 in Section One;
- 2. checking the appropriate box in Section Two;
- 3. completing Section Three;
- 4. completing Section Four in the presence of a notary; and
- 5. leaving Section Five blank.

### OTHER PERSONS WITH POWER OF ATTORNEY

Any other person authorized by the owner of the vehicle may remove or inspect the vehicle using this form and:

- 1. checking Box 2 in Section One;
- 2. checking the appropriate box in Section Two;
- 3. completing Section Three;
- 4. having the owner of the vehicle complete Section Four in the presence of a notary; and
- 5. leaving Section Five blank.

#### INSURANCE COMPANY REPRESENTATIVES

An insurance company's authorized representative may remove or inspect the vehicle using this form and:

- 1. checking Box 3 in Section One;
- 2. checking the appropriate box in Section Two;
- 3. completing Section Three; (Note: This section identifies the person inspecting or removing the vehicle; may be different from the person named in Section 5)
- 4. leaving Section Four blank; and
- 5. completing Section Five. (Note: This section provides the authorization to inspect or remove the vehicle; may be different from the person named in Section 3)

This document affects your legal rights and may give others access to your motor vehicle. If you do not understand this document or have questions, please consult an attorney. TDLR Form No. VSF011, Effective January 2014. Complaints may be filed online at www.tdlr.texas.gov/Complaints/