

RECORDER'S NOTES
By Pamela Bacon
Logan County Clerk and Recorder

MOTOR VEHICLE INFORMATION:

LETTER OF AUTHORIZATION is required when an application for a new title, duplicate title, new registration or new temporary registration is submitted in the name of a business/ company:

- A Letter of Authorization or a Corporate Resolution to Borrow/Grant Collateral Letter granting permission for the agent to act on behalf of the company and the agent's SVID information is required.

A Letter of Authorization (LOA) must contain the following information:

- Letter must be on company letterhead
- Dealer number or lienholder ID number (if applicable)
- Date
- State what the agent is authorized to do on behalf of the company
- Name of the authorized agent(s)
- Signature of the company representative
- Original, faxed or photocopy is acceptable

A new letter of authorization must be submitted when adding or removing an agent.

A lienholder, bank or credit union may provide a Corporate Resolution to Borrow/Grant Collateral Letter in place of a Letter of Authorization.

When the lienholder is the named owner or has an interest in said vehicle a Letter of Authorization or a Corporate Resolution to Borrow/Grant Collateral Letter is acceptable and will be kept on file in the county motor vehicle office. The lienholder's agent is required to present their SVID.

Note: Letters of Authorization are kept on file at the County Motor Vehicle office until a new letter is presented.

The Election and Recording Department can be reached at 522-1544 for voter and election questions or recording information. The Motor Vehicle Department can be reached at 522-1158 for license plates/renewals or titling a vehicle. You can also reach our office by email at baconp@logancountyco.gov . **Like us on Facebook at Logan County Elections/Motor Vehicle/Recording.**