

What to bring to the dealer to qualify:

- One-year Proof of Insurance. If your insurance card does not cover the entire year preceding the trade in, you will need other proof of insurance. Contact your insurance company to get evidence of one-year worth of insurance. The form must include, at a minimum, the insurance company, policy number, VIN, start and end date of insurance (showing at least 1 year).
- Proof of Registration going back at least one-year.
- “Clear” title. This means the title must be free of any liens or other encumbrances. If you have liens, you need to get these cleared before going to the dealer. This may include evidence on the face of the title showing no lien; that the title has been cleared (signed and stamped accordingly), or with an attached lien release from the lien holder.
- The vehicle manufacturer date found on the driver’s door or door jamb is less than 25 years old when you trade it in.

If you do not have any of the above items in your possession, you may do the following:

- Call your insurance company and have them provide evidence of 1 years worth of insurance on the trade-in vehicle. Make sure it includes the minimum requirements noted above.
- Contact your DMV for copies of prior registration certificates to show proof of ownership of the trade-in vehicle for at least the past year. The name on the registration must be the same as the name on the title and the same as the purchaser of the new vehicle.
- Clear your title by paying-off any loans outstanding and receive either a newly issued title from the DMV that is free of all liens and other encumbrances, or have the lien release document from the lien holder (signed and stamped accordingly), or your title signed and stamped accordingly (showing it is clear)

Once you are at the dealer you will be asked to certify to the following under penalty of law. The above documents will provide proof to the dealer to assist in this certification process.

- The trade-in is in drivable condition.
- You are the registered owner, and have been for at least the last year.
- The trade-in has been continuously insured for the last year.
- The trade-in is titled in your name and has been for the last year.
- You have not previously participated in the CARS program.