

Magistrate Court, DeKalb County, Georgia

**List of Documents Required for Tow Cases
With Unknown Owner**

Please put the documents in the following order. Keep copies of all documents mailed or submitted to the court. We only need originals of the order and Affidavit. All other documents may be copies.

1. **Order** – This document is included in the packet, complete the top portion.
2. **Affidavit** – Use the Universal affidavit in packet, complete and notarize.
3. **Authorization to Tow:**
 - a. Law Enforcement Tow Ticket;
 - b. Written authorization from the private property owner; or
 - c. Plaintiff's business record that provides, the date of tow, the location the vehicle was towed from, the name (and badge no. if a law enforcement officer), title and employer of the person who authorized the tow.
4. **NCIC Report.** Obtain this document from Central Records. It provides each name and address of each owner and lienholder.
5. **T22-B.** Obtain this document from the MVD. Then have an officer come out to the location of the vehicle and complete the form.
6. **MV-603.** Obtain from MVD, complete and file it at the MVD. If the vehicle is registered in another state provide a copy of the form used to request the names and addresses of owners and lienholders in that other state.
7. **MVD Vehicle Title & Tag Information Report.** (Or similar report from another state if the vehicle is registered out of state.) This report will provide you with the registered owner(s) & lien holder(s) mailing information. This report will probably say "no record."
8. **Newspaper Ad.** Provide a copy of the newspaper ad you ran for two consecutive weeks in a newspaper of general circulation in the county where the vehicle was obtained. Examples available.

Filing Fee: \$39.50
Certification Fee: \$ 5.00
Total: \$44.50

DeKalb County Magistrate Court
556 N. McDonough St., Decatur, GA 30030
404-371-2261