

AFFIDAVIT OF NON-OWNERSHIP INSTRUCTIONS

The violation(s) described herein were issued to a motor vehicle registered in your name. Pursuant to the Fort Worth City Code, Section 10-19(a), “[t]he registered owner of the motor vehicle that is the subject of the administrative hearing is the person who parked or stopped the vehicle at the time and place of the offense charged.” However, Section 10-19(d)(2) provides an exception to liability if “[t]he registered vehicle owner files an affidavit with the parking bureau and attaches supporting documentation, establishing that the vehicle being operated at the time of the violation was sold prior to the date and time the citation was issued.”

If you were not the registered car owner on the date the offense was charged, please complete the affidavit on the attached page and submit a copy of the Bill of Sale, the vehicle’s title signed by both the seller and the purchaser of the vehicle, and/or other supporting documentation to the following address: City of Fort Worth Municipal Court, Attn: Parking Bureau, 1000 Throckmorton Street, Fort Worth, Texas 76102-6382.

AFFIDAVIT

Before me, the undersigned authority, personally appeared _____, who being duly sworn, deposed as follows:

“My name is _____, I am of sound mind, capable of making this affidavit, and personally acquainted with the facts herein stated:

The vehicle bearing license number _____ listed on notice number _____ was not registered under my name on the date the offense was charged because the vehicle was sold or transferred prior to the date of the offense.

The new owner’s information is as follows:

New Owner’s Name: _____

New Owner’s Driver’s License # _____ State: _____

Address: _____

City/State/Zip Code: _____

Home Phone#: _____ Work Phone#: _____

Date sale or purchase was executed*: _____”

*Attach copy of supporting documentation

AFFIANT

DATE

SWORN TO AND SUSBCRIBED before me on the ____ day of _____, 20__.

Notary Public

(Seal)

My commission expires:
