



MISSOURI DEPARTMENT OF REVENUE  
 MOTOR VEHICLE BUREAU  
 PO BOX 2048 JEFFERSON CITY MO 65105-2048  
**CRIME INQUIRY AND INSPECTION  
 REPORT/AUTHORIZATION TO TOW**

**READ INSTRUCTIONS ON BACK.**

FORM <b>4569</b> (REV 12-2014)	REPORT / CASE / INCIDENT NUMBER / TOW NUMBER	
	LAW ENFORCEMENT AGENCY	COUNTY

**THIS FORM IS TO BE USED ONLY WHEN TOWER HAS BEEN AUTHORIZED BY LAW ENFORCEMENT TO PERFORM TOW.**

YEAR	MAKE	MODEL	COLOR	MONTH	DAY	YEAR	TIME
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VEHICLE IDENTIFICATION NUMBER (VIN)

**REGISTRATION**

PLATE NUMBER	EXP. YEAR	STATE	ODOMETER READING	<input type="checkbox"/> NON-FUNCTIONING ESTIMATED MILEAGE SEE INSTRUCTIONS ON BACK
LOCATION OF VEHICLE BEING TOWED				

**OWNER INFORMATION**

DRIVER NAME (LAST, FIRST, MI)

ADDRESS

**REASON FOR REMOVAL**

ACCIDENT  STOLEN  ARRESTED  ELUDING ARREST (304.155)  
 BURNED  OTHER  CUSTODIAL ARREST (304.155)

CITY STATE ZIP CODE

REGISTERED OWNER INFORMATION ON RECORD (LAST, FIRST, MI)

SAME AS DRIVER

ADDRESS

CITY STATE ZIP CODE

**UNATTENDED (304.155) EXCEPT AS NOTED**

ON STATE RIGHT-OF-WAY OUTSIDE URBANIZED AREA 24 HOURS  
 ON STATE RIGHT-OF-WAY IN URBANIZED AREA 10 HOURS  
 OBSTRUCTING TRAFFIC/CAUSING SAFETY HAZARD/VIOLATING POSTED SIGNS  
 ON RIGHT-OF-WAY ON ANY PUBLIC ROADS (577.080)

**ABANDONED (304.155) EXCEPT AS NOTED**

OWNER HAS OUTSTANDING TRAFFIC/PARKING VIOLATIONS  
 ON WATERWAY 10 HOURS/OBSTRUCTING NORMAL TRAFFIC/FLOATING LOOSE  
 ON REAL PROPERTY 48 HOURS (304.157)  
 ON REAL PROPERTY CAUSING HAZARDOUS INTERFERENCE (304.157)  
 ON HIGHWAY RIGHT-OF-WAY/WATERWAY/PRIVATE PROPERTY (577.080)  
 ON RIGHT-OF WAY ON ANY PUBLIC ROADS (577.080)

RECORDED LIENHOLDER

ADDRESS

CITY STATE ZIP CODE

**COMPUTER INQUIRY BY LAW ENFORCEMENT**

NCIC INQUIRY DATE (MM/DD/YY) NCIC NUMBER DATE STOLEN STOLEN FROM WHAT LOCATION  
 SAME AS DATE OF TOW

SHP NUMBER  MULES  REJIS  OTHER COMMENTS

**VEHICLE DAMAGE**

NO DAMAGE  DAMAGED (CIRCLE ALL DAMAGED AREAS BELOW)

FRONT	2	3	4	5	6	7	REAR
	1	15	18	17	8		
	14	13	12	11	10	9	

18 UNDERCARRIAGE  
 19 WINDSHIELD  
 20 BURNED  
 21 TOWED UNIT  
 22 CARGO

**COMMENTS/INVENTORY**

COMMENTS REGARDING DAMAGE (INTERIOR, IGNITION, ENGINE, ETC.) PLEASE BE EXACT AS POSSIBLE.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MISSING PARTS (TIRES, WHEELS, SOUND SYSTEM, BODY/ENGINE PARTS, ETC.)

\_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF ITEMS IN VEHICLE INCLUDE SERIAL NUMBERS IF APPLICABLE (ATTACH SHEET IF NECESSARY)

\_\_\_\_\_

\_\_\_\_\_

**TOW INFORMATION**

TOW COMPANY NAME STATE TOWER ID NO.

ADDRESS TELEPHONE ( ) - - - - -

CITY STATE ZIP CODE

PROPERTY STORAGE LOCATION TOWER HAS ONLINE ACCESS TO DOR RECORDS  
 SAME AS ABOVE  YES  NO

**SIGNATURES**

PRINTED NAME OF OFFICER

SIGNATURE OF OFFICER X

PRINTED NAME OF TOW OPERATOR

SIGNATURE OF TOW OPERATOR X

**PROPERTY AND/OR ITEMS CLAIMED**

ABANDONED PROPERTY RELEASED FROM STORAGE TO DATE BY (NAME OF OFFICER OR TOW OPERATOR)

**10 DAY NOTIFICATION DATE FROM TOW COMPANY THAT THE PROPERTY IS UNCLAIMED** DATE COMMENTS

# CRIME INQUIRY AND INSPECTION REPORT/AUTHORIZATION TO TOW (DOR-4569) INSTRUCTIONS

## THE DEPARTMENT OF REVENUE REQUIRES ALL GRAY-SHADED AREAS BE COMPLETED

- Law enforcement completes this form and obtains all signatures and dates;
- Law enforcement retains a copy to be kept in their files;
- Law enforcement sends original DOR-4569 to Department of Revenue (department) if property remains unclaimed after 10 days and the tow company **does not** have online access to department records;
- Tow companies retain a copy of DOR-4569 to be retained for three years;
- Tow company must notify the department in writing of any address change;
- Tow companies with online record access must check the department records online for owner and lienholder information;
- If tow company does not find owner or lienholder information using the online record check, the **tow company must** send a copy of the completed "No Record" screen from the online record search and a copy of DOR-4569 to the following address for further research:

### MOTOR VEHICLE BUREAU

### RECORD CENTER

PO BOX 2048

JEFFERSON CITY MO 65105-2048

- The department will perform a record search for the name and address of the owner and lienholder of record within five working days of receipt of the DOR-4569 submitted by law enforcement or the DOR-4569 and "No Record" screen from the online record search submitted by the tow company. A department search will be done by:
  - 1) searching the department files; or
  - 2) initiating an inquiry with another state if the evidence presented indicates the abandoned property was registered or titled in another state.
- The department will send a notification letter to the towing company within 15 working days after the search is completed with the following information:
  - 1) the name and address of the owner and lienholder of record; or
  - 2) instructions if there is no record information available (please see below).

## NO INFORMATION FOUND ON RECORD NOTIFICATION RECEIVED

If the department has no record of the abandoned property, the towing company must certify that a physical search of the abandoned property disclosed no other evidence of ownership. The towing company must also certify that a good faith effort was made to establish the prior state of registration and title by checking the items below:

- 1) the abandoned property for any type of license plates, license plate record, temporary permit, inspection sticker, decal, or other evidence that may indicate a state of possible registration and title;
- 2) the law enforcement report for a license plate number or registration number if the abandoned property was towed at the request of a law enforcement agency;
- 3) the tow ticket/report of the tow truck operator to see if a license plate was on the abandoned property at the beginning of the tow, if a private tow; and
- 4) the law enforcement report to see if an address is indicated on the driver license information if there is no address of the owner on the impound report.

**NOTE:** The department will provide the tower with a notification letter (MVB-346) to certify the above checks have been made. This certification must accompany the application for title.

## HOW TO APPLY FOR ORIGINAL, SALVAGE, OR JUNK ABANDONED PROPERTY TITLES

Send ALL abandoned title applications to: **Department of Revenue, Central Branch, P. O. Box 2076, Jefferson City, MO 65105**

Please submit the following when applying for a title for an abandoned vehicle otherwise it will be rejected:

- 1) application for title with appropriate fees, properly completed in the towing company's name. The title type must be marked "Original", "Salvage", or "Junking Certificate" (Tow company not required to pay title fee, processing fee, or sales tax.);
- 2) Abandoned Property Affidavit (DOR-4576) properly completed, signed by the tower, and notarized by a notary public;
- 3) a copy of the Vehicle Owner and Lienholder Notification (DOR-4577) issued to any owner and lienholder of record. This must be sent by certified mail;
- 4) a copy of the certified mail return receipt(s) at least 30 days old, indicating all owners and lienholders of record, if applicable, have been sent DOR-4577 (see 3 above);
- 5) a copy of the notification the Department of Revenue issued to the towing company or a copy of the "Record Lookup Results" screen from the online record search;
- 6) a completed and signed Vehicle Examination Certificate (DOR-551), if applying for an "Original" title (contact the nearest Highway Patrol Headquarters for vehicle inspection); and
- 7) Crime Inquiry and Inspection Report/Authorization to Tow (DOR-4569) completed by authorized law enforcement, if applicable.

**IMPORTANT:** MILEAGE MUST BE SHOWN ON THE APPLICATION FOR TITLE FOR VEHICLES LESS THAN 10 YEARS OLD. IF THE MILEAGE IS UNOBTAINABLE write in an estimated mileage and a statement at the bottom of the application that mileage is only estimated. Complete and attach Odometer Disclosure Statement (DOR-3019) and include the reason for mileage estimate: fire, digital dash inoperable, or other. **THIS MUST ACCOMPANY THE APPLICATION FOR TITLE.**

If you have any questions call (573) 526-3669 or visit our web site [www.dor.mo.gov/mvdl](http://www.dor.mo.gov/mvdl).