

FOR CITATIONS ISSUED IN THE NAME OF A BUSINESS

Citation #: (Citation Number)

CITY OF NEWBERG

CERTIFICATE OF NON-LIABILITY

Instructions

Complete the information below on the person actually driving the business vehicle. *Do not include payment for this citation*, as this document is certifying that you are not responsible for the citation.

1. Complete Section 1 OR Section 2 of this form.
2. Complete and sign the Declaration at the bottom of this form.
3. Mail the completed form to:

Newberg Municipal Court
401 E. Third Street
Newberg, OR 97132

Section 1

If you SOLD the business vehicle prior to the violation date, please indicate the new owner below.

New Owner's Name _____

Address _____

City, State, Zip _____

Section 2

If you OWN the business vehicle but were not driving at the time of the violation, please fill out the information below to identify the person driving the vehicle at the time of the violation.

No payments are due at this time.

Driver's Name _____

Driver's Address _____

City, State, Zip _____

Driver's License No: _____ State: _____

Date of Birth: _____

DECLARATION

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Signature: _____ Date: _____

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Printed Name: _____ **Phone No:**
