

Instructions for filling out the Power Of Attorney form to operate and register a vehicle on Fort Meade

— > ***ALL LINES ON THE FORM MUST BE FILLED IN*** <—

- ◆ **Date:** Fill in with date form completed
- ◆ The register owner, *exactly as indicated on the State Registration*, is to be printed on the line “I _____ am giving”.
If registered owner is a company, authorized individual will print *name and title above* registered owner information.
- ◆ The operators name should be clearly PRINTED on the line stating “permission to _____”.
- ◆ **Permission begins on:** Specify month, day, and year in which authorization is to begin.
(Most often, the date form is signed)
- ◆ **Permission is valid until:** Specify month, day, and year that authorization is valid until.
(INDEFINITE can be annotated in lieu of a date if the owner would like to give permission for the life of the vehicle.)
- ◆ **Vehicle information:** *All lines must be filled in.*
 - VIN (Vehicle Identification Number)
 - Make and model of vehicle
 - Mfg. year of vehicle
 - License plate number and state in which vehicle is registered
- ◆ **Registered Owner:** The person whose name appears on the vehicle registration signs the Bottom of the form.
For vehicles listed under a company’s name, the authorized company official will sign the registered owners block and annotate their title.
- ◆ **Notary:** All forms must be notarized.
- ***NO CHANGES CAN BE MADE TO THE POWER OF ATTORNEY FORM AT THE VISITOR CONTROL CENTER***
- ***IF THERE ARE ERRORS ON THE FORM, IT WILL NOT BE ACCEPTED.***
- ***INCOMPLETE FORMS WILL NOT BE ACCEPTED.***

Note to contractors: Fleets of company owned vehicles that are eligible for decals will be registered by one designated employee. If vehicles are ineligible for decals, but operated on the installation **longer than 30 days**, each driver will need to have a Power of Attorney.