



**CITY OF SHREVEPORT**  
**AUTOMOBILE DEALERSHIP**  
**TRANSFER OF LIABILITY FORM**

**Pursuant to Section 90-519 of the Shreveport, Louisiana Code of Ordinances, I hereby declare under penalty of perjury under the laws of the State of Execution of this form that the information provided in this Affidavit is true and correct to the best of my knowledge and belief:**

1. I own and operate a used car dealership, which provides financing to prospective buyers. My dealership retains the title of the car until the buyer has satisfied the payment obligations.
2. I received the Notice of Violation numbers listed on the attached Exhibit A.
3. Parties I provide financing for were operating the vehicles at the time of the violations. The designated parties listed in Exhibit A may be held liable for the violations.

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Your Signature

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Date

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Print your name

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Your telephone number

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Your Street Address

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City

---

State

---

Zip Code

State of \_\_\_\_\_:

Parish of \_\_\_\_\_: SS

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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**Notary Public**

Mail or fax this affidavit to:

City of Shreveport  
Photo Speed Division  
4411 Oakwood Drive  
Chattanooga, TN 37416  
Fax: 423.803.1500

**A Notary Public's signature and seal are not required, please use section above if notarizing.**

**\*Be advised: Pursuant to Section 90-519 of the Shreveport, Louisiana Code of Ordinances, Transfers must be submitted within 40 days of the issue date listed on the citation. \***

**Note: Transfers can only be completed on citation numbers listed herein.**

**EXHIBIT A**

**Notice of Violation Number:** \_\_\_\_\_

**Vehicle License Plate Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

**DESIGNATED PARTY:** \_\_\_\_\_  
Print Driver's name

Street Address of Driver \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Notice of Violation Number:** \_\_\_\_\_

**Vehicle License Plate Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

**DESIGNATED PARTY:** \_\_\_\_\_  
Print Driver's name

Street Address of Driver \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Notice of Violation Number:** \_\_\_\_\_

**Vehicle License Plate Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

**DESIGNATED PARTY:** \_\_\_\_\_  
Print Driver's name

Street Address of Driver \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Notice of Violation Number:** \_\_\_\_\_

**Vehicle License Plate Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

**DESIGNATED PARTY:** \_\_\_\_\_  
Print Driver's name

Street Address of Driver \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Notice of Violation Number:** \_\_\_\_\_

**Vehicle License Plate Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

**DESIGNATED PARTY:** \_\_\_\_\_  
Print Driver's name

Street Address of Driver \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_