

## Legal Services

**ADDITION OF NEW VEHICLE****Vehicle Information**

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

VIN #: \_\_\_\_\_

Plate #: \_\_\_\_\_

Purchase Price: \$ \_\_\_\_\_

Please choose one:    New    Used

Will this vehicle be travelling to the USA?    YES    NO

If YES, please provide the destination the vehicle will be travelling to in the USA and the frequency of visits to this destination (daily/monthly/yearly):

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Department: \_\_\_\_\_

Department Contact: \_\_\_\_\_

Ext: \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING DOCUMENTS TO THIS REQUEST:**

1. Copy of P.O. and/or Invoice.
2. Copy of Ownership

**NOTE:**                Once all information has been received, a pink insurance slip will be provided and must remain in the vehicle at all times.

**REMINDER:**        All drivers must be approved by our Insurer. To add new drivers, please see the Addition of New Drivers Form.

**Submit Form To:** Insurance Officer at [legalservices@uwindsor.ca](mailto:legalservices@uwindsor.ca).