

MAIL PROCESSING SERVICE AGREEMENT

SENDER CONTACT INFO

First Name: _____ Last Name: _____

Phone: _____ Email: ^{*}_____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

^{*} An email notification will be sent when your package has been received and reviewed. An additional email will be sent with the return tracking number for your convenience. It is your responsibility to track your package.

VEHICLE OWNER INFO If you are not the actual owner please let us know who is.

First Name: _____ Last Name: _____

Phone: _____ Email: _____

FEDEX RETURN SHIPPING⁺ INFO Same as Sender Contact

First Name: _____ Last Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

⁺ UMV ships all packages via FedEx. FedEx requires a physical street address. We will email you the FedEx tracking number so you may track your own package.

FEE SCHEDULE

UMV Mail Processing Fee is \$100 per transaction; FedEx shipping fee is \$40 per transaction. Customer provided Prepaid USPS or UPS packages will be assessed an additional \$10 fee for delivery to the mail distribution site.

A \$50 handling fee will be charged for incomplete packages. After 10 business days, incomplete packages or work that cannot be processed will be charged the \$40 return shipping fee plus the \$50 handling fee, and returned to the sender. Additional State of Alaska DMV charges will apply on all processed transactions.

Signature Authorization Required _____

VISA / Mastercard AUTHORIZATION

Name on Card: _____

CC#: _____ Exp: ____/____ CVC: _____

Company: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

I authorize Alaska Tags & Titles, dba UMV Alaska to charge my credit card for DMV related vehicle title, registration, temporary permits, etc. and shipping purposes. I understand I will receive a line item receipt for charges incurred. I certify that I am an authorized user of this credit card and I authorize UMV to charge my account.

Cardholder Signature _____ Date _____

IMPORTANT

To ensure the accuracy of required information, email your complete package to mp@umvak.com. We will review and respond with any needed changes and associated costs. Please allow one (1) business day for a response.

Send all **ORIGINAL DOCUMENTS** to:

UMV - Mail Processing Department
1830 E Parks Hwy, Suite A111
Wasilla, AK 99654

Please use a shipping method that allows you to track your package. We will contact you once your package has been reviewed and after your transaction is completed.

Submittal Checklist

Please follow the instructions on our website for your specific request or transaction as not all documents listed here are applicable to every transaction.

- UMV Mail Processing Svc Agreement
 - Fee Schedule Signed
 - CC Info Complete and Signed
 - Application for Title & Registration
 - Original Title or Manufacturer Certificate of Origin
 - Military LES for current month (if registered owner is military)
 - Original / Certified Power of Attorney (if used to sign any documents)
 - Copy of Current Valid Driver's License
- Payment Type Enclosed (2 Options):**
- Check - make payable to:
Alaska Tags & Titles
 - Credit Card Payment