



General Letter of Authorization for Vehicle Transactions



THIS FORM GIVES THE INDIVIDUAL IDENTIFIED BELOW PERMISSION TO PROCESS THE FOLLOWING TRANSACTION(S). FORMS AND/OR DOCUMENTS MUST BE FILLED OUT AND SIGNED BY THE OWNER PRIOR TO PROCESSING. THE AUTHORIZED INDIVIDUAL IS REQUIRED TO SHOW PROOF OF IDENTIFICATION AND MUST SUBMIT A COPY OF THE OWNER'S ID OR DRIVER LICENSE FOR VERIFICATION. THIS FORM DOES NOT GRANT "POWER OF ATTORNEY" AND DOES NOT GIVE THE NAMED INDIVIDUAL THE AUTHORITY TO SIGN DOCUMENTS FOR THE OWNER OF THE VEHICLE/VESSEL.

IMPORTANT: PHOTOCOPIES OF THIS FORM ARE NOT ACCEPTABLE. MUST BE ORIGINAL SIGNATURE.

*COMPANY AUTHORIZATION SHOULD BE ON OFFICIAL COMPANY LETTERHEAD WITH A NOTARIZED SIGNATURE OF THE OWNER/AUTHORIZED INDIVIDUAL OF THE COMPANY GRANTING AUTHORIZATION. ALL RELATED FORMS/DOCUMENTS SHOULD BE SIGNED BY THE SAME OWNER/ AUTHORIZED INDIVIDUAL.

1 I, Rosalind K. Vandermeer, hereby authorize the following individual to process the listed vehicle/vessel transaction(s).
Owner's Printed Name

Authorized Individual:

2 Name: Gideon T. Marsala

3 Driver License Number: M5518 20347 96612

Vehicle/Vessel Information:

4 Select one: ☒ Vehicle ☐ Vessel
2016 Subaru Forester JF2SJADC7GH998371
Year Make Model VIN/HIN Number

Select one: ☐ Vehicle ☐ Vessel

Year Make Model VIN/HIN Number

Select one: ☐ Vehicle ☐ Vessel

Year Make Model VIN/HIN Number

Select one: ☐ Vehicle ☐ Vessel

Year Make Model VIN/HIN Number

Transaction Type(s): CHECK ALL THAT APPLY

Title (Vehicle/Vessel): ☐ Initial ☐ Replacement ☒ Duplicate ☐ Correction ☐ Transfer

Registration: ☐ Initial ☐ Replacement ☐ Duplicate ☐ Correction ☐ Transfer

Other: _____
Rosalind Vandermeer Gideon Marsala
Owner's Signature (Original Signature Only) Authorized Individual's Signature (Original Signature Only)

Motor Vehicle Commission Use Only:

- ☐ Owner Name and ID or Driver License Verification
- ☐ Authorized Individual Name and ID/driver License Verification
- ☐ Owner Transaction/Vehicle Information

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How to fill out LOA-1 — General Letter of Authorization for Vehicle Transactions

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New Jersey · written against LOA-1 (no revision printed), issued under the Commission's rules on who may present documents for a change of ownership </forms/new-jersey/loa-1-letter-of-authorization/>

The form for sending somebody to the counter with your paperwork when you have already signed it. It is deliberately narrow, and the capitals across the top of the page say so: this form does not grant power of attorney and does not give the named individual the authority to sign documents for the owner of the vehicle. Everything must be filled out and signed by the owner before it is handed over.

This sheet is not the form. Download the blank LOA-1 from the New Jersey Motor Vehicle Commission at <https://www.nj.gov/mvc/pdf/vehicles/LOA-1.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	Read the capitals first	Four lines that define the whole document: your helper can process the transactions, must show ID, must hand in a copy of yours, and cannot sign anything for you. Watch out: If the thing that has to happen at the counter is a signature, stop here. This is not the form - a notarised power of attorney is.
2	YOU	Your printed name	In the gap in the sentence: I, _____, hereby authorize the following individual to process the listed vehicle transactions. Watch out: Printed, and matching the name on the title and on the ID you are photocopying. All three get compared.
3	YOU	Who you are sending	Their full name and their driver licence number. Watch out: Ask to see their licence and copy the number off it. They will be showing that same licence at the counter.
4	YOU	The vehicle row	Mark the Vehicle selector, then year, make, model and VIN. There are four identical rows if there is more than one car. Watch out: Vessel is the other option on the same row and it is there because the Commission titles boats on the same forms. On a car, mark Vehicle.
5	YOU	Which transactions you are authorising	Two rows of boxes, title and registration, each with Initial, Replacement, Duplicate, Correction and Transfer. Check all that apply, and use the Other line for anything that does not fit. Watch out: Tick generously within reason. A helper turned away because you ticked Duplicate but not Correction has wasted the trip and the letter.
6	YOU	Your signature	Original signature only, in your own hand, before the letter leaves you. Watch out: This is the signature the clerk compares against the copy of your ID. Sign it the way your licence is signed.
7	BUYER	The authorized individual's signature	They sign the second line, also original. Watch out: Get it done while you are both in the room. A letter that arrives at the counter with one of the two lines empty is a letter that does not work.
8	YOU	What goes in the envelope with it	A copy of your driver licence or identification, and the completed, signed forms the transaction actually needs. Watch out: The Universal Title Application says a copy of photo identification is acceptable where an original of everything else is not. That is the one place a photocopy is welcome.

What gets this one rejected

- Sending a photocopy. The form says in capitals that photocopies are not acceptable and that an original signature is required.
- Expecting the holder to sign something. It grants no power to sign, and the Universal Title Application says the same from the other side - a representative may not sign any documentation, and where a signature is needed a notarised power of attorney is what is required.
- Sending them without a copy of your ID. The authorized individual has to show their own identification and submit a copy of the owner's driver licence or ID as well.
- Handing over blank forms for them to complete at the counter. Documents must be filled out and signed by the owner prior to processing.
- Ticking no transaction type. The letter authorises the transactions listed on it, and a page with nothing ticked authorises nothing.
- Using it for a company without letterhead. Company authorization is expected on official letterhead with a notarised signature.

☐ Amber is what you write ☐ Grey is a block somebody else completes The filled-in example is at the start of this sheet.

Read off LOA-1 (no revision printed) and the New Jersey Motor Vehicle Commission's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs. sellmycarhub.com