

**ROMAN CATHOLIC ARCHDIOCESE OF LOS ANGELES**  
**AUTOMOBILE ADDITION / DELETION / CHANGE NOTICE**

This form must be completed and returned to the Arthur J. Gallagher & Co. within 10 days of ANY vehicle change. ALL CHANGES MUST BE REPORTED TO:

**Mail, Fax or Email to Arthur J. Gallagher & Co.,**

P.O. Box 7443, San Francisco, CA 94520, Attention: Diocesan Unit OR Fax to (415) 536-8499

**\*\* DO NOT MAIL TO THE ARCHDIOCESE \*\***

LOCATION NAME AND NUMBER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**ADD: PURCHASED / DONATED / TRANSFERRED VEHICLES\***

1) YEAR \_\_\_\_\_ 2) MAKE & MODEL \_\_\_\_\_

3) FULL VEHICLE ID # \_\_\_\_\_ 4) LICENSE # \_\_\_\_\_

5) PURCHASE DATE \_\_\_\_\_

6) PURCHASED NEW \_\_\_\_\_ USED \_\_\_\_\_ PURCHASE PRICE \$ \_\_\_\_\_

7) NAME OF REGISTERED OWNER \_\_\_\_\_

**Note: To be added to Archdiocesan coverage, vehicle must be registered to “The Roman Catholic Archbishop of Los Angeles, a Corporation Sole”.**

8) \*IF TRANSFERRED (FROM ANOTHER ARCHDIOCESAN LOCATION)

FULL NAME & CITY \_\_\_\_\_

**DELETE: SOLD/ JUNKED/ TOTALED OR TRANSFERRED VEHICLES \***

1) YEAR \_\_\_\_\_ 2) MAKE & MODEL \_\_\_\_\_

3) FULL SERIAL # \_\_\_\_\_ 4) LICENSE# \_\_\_\_\_

5) DATE SOLD/TRANSFERRED \_\_\_\_\_ (DELETION DATE)

**NOTE: LAW REQUIRES FORM 138 BE FILED WITH THE DEPARTMENT OF MOTOR VEHICLES FOR ALL VEHICLES SOLD. REGISTERED OWNER IS LEGALLY LIABLE FOR VEHICLE UNTIL THAT FORM IS FILED AS REQUIRED.**

6) NAME & ADDRESS OF NEW REGISTERED OWNER: \_\_\_\_\_

7) \*IF TRANSFERRED, NAME & CITY OF OTHER ARCHDIOCESAN LOCATION \_\_\_\_\_

**(NOTE: VEHICLE CANNOT BE TRANSFERRED NOR CREDIT GIVEN IF NEW LOCATION NAME & CITY NOT PROVIDED - CREDITS WILL NOT BE BACKDATED MORE THAN 30 DAYS SO PLEASE REPORT AS CHANGES OCCUR.)**

REPORTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_