



# DALTON INSURANCE AGENCY, L.L.C.

206 W. High Street, Box 160, Glassboro, NJ 08028

## DOCUMENTATION REQUIRED TO PROCESS APPLICATIONS FOR NEW JERSEY PERSONAL AUTOMOBILE INSURANCE

1. A current New Jersey driver's license for all drivers in the household to be included on policy.
2. Appropriately signed authorization for in-house reports to be generated including CLUE, MVR's, etc. mandated by the carriers.
3. Prior full-year insurance policy and/or current policy for each driver in the household.
4. When coverage has been cancelled or non-renewed, a dated copy of the notice is mandatory. Reason must be shown.
5. State registration card for all vehicles to be insured. If unavailable, a NJ Certificate of Title or the dealers Bill of Sale will be accepted. A copy of the NJ registration card must be sent to our office within 10 days.
6. Supporting documentation (police reports, prior carrier letter of subrogation) to determine fault and final disposition of all accidents.
7. Lease agreement for all leased vehicles.
8. Verification (from owners manual, window sticker, installer) of vehicle options for various credits: anti-theft devices, air bags, automatic seat belts, etc.
9. Loss payee/lien holder indicating full name and mailing address.
10. Vehicles requiring physical damage coverage must be inspected at a certified center to which we will direct you. You must return their paperwork to our office.



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## Permission to request a C.L.U.E. Report and a Motor Vehicle Report

Street address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Prior Carrier: \_\_\_\_\_ Prior Policy #: \_\_\_\_\_

Driver Information	Vehicle Information
Name	Year
Date of Birth	Make
Social Security Number	Model
Driver's License Number	VIN
Driver's License State	Phone number
Name	Year
Date of Birth	Make
Social Security Number	Model
Driver's License Number	VIN
Driver's License State	Phone number
Name	Year
Date of Birth	Make
Social Security Number	Model
Driver's License Number	VIN
Driver's License State	Phone Number

**NOTICE OF INSURANCE INFORMATION PRACTICES: PERSONAL INFORMATION ABOUT YOU MAY BE COLLECTED FROM PERSONS OTHER THAN YOU. SUCH INFORMATION AS WELL AS OTHER PERSONAL AND PRIVILEGED INFORMATION COLLECTED BY US MAY IN CERTAIN CIRCUMSTANCES BE DISCLOSED TO THIRD PARTIES. YOU HAVE THE RIGHT TO REVIEW YOUR PERSONAL INFORMATION IN OUR FILES AND CAN REQUEST CORRECTION OF ANY INACCURACIES. A MORE DETAILED DESCRIPTION OF YOUR RIGHTS AND PRACTICES REGARDING SUCH INFORMATION IS AVAILABLE UPON REQUEST.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**