



## Theft-Relevant Part (TRP) Order Form

This form is to be completed in full and filed for each order of a Theft-Relevant Part (TRP).  
**Dealers must maintain this form and all supporting documentation on file for no less than 10 years.**

|  |                                     |
|--|-------------------------------------|
| Name and Address of the Vehicle Owner    | TRP Repair Order No.                |
|  | Order Date                          |
| Name and Address of the Authorized Party | Dealer Code                         |
|  | Vehicle Identification Number (VIN) |
| Mercedes-Benz Dealer Stamp               |                                     |

**Order Accepted** \_\_\_\_\_  
Date Name of Dealer Employee, Printed Signature of Dealer Employee

**TRP Ordered+** \_\_\_\_\_  
Date Name of Customer, Printed Signature of Customer

### Checklist for documentation of Theft-Relevant Parts in accordance with Policy PAC003

Reason for TRP Order: \_\_\_\_\_

Part Name, Number, Quantity and Paragon Order Number: \_\_\_\_\_

**Verification of owner and authorized party identity and vehicle ownership (prior to accepting order)**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| Vehicle owner's driver's license or passport*                                  | <input type="checkbox"/> | Document Number<br>_____ |
| Authorized party's driver's license or passport*                               | <input type="checkbox"/> | _____                    |
| Original authorization letter from vehicle owner (for authorized party only)** | <input type="checkbox"/> | _____                    |
| USA vehicle registration or title in owner's name*                             | <input type="checkbox"/> | _____                    |

**Initials of Dealer Employee:** \_\_\_\_\_

**TRP delivery to customer**

- |  |                          |       |
|--|--------------------------|-------|
| Customer identity and vehicle ownership re-checked   | <input type="checkbox"/> | _____ |
| All required paperwork attached to this form   | <input type="checkbox"/> | _____ |
| TRP programmed to vehicle in Dealer workshop   | <input type="checkbox"/> | _____ |
| Old TRP is available and properly disposed by dealer                                       | <input type="checkbox"/> | _____ |
| Old TRP was returned to MBUSA QEC for review   | <input type="checkbox"/> | _____ |
| Ordered TRP was not picked up and, therefore, properly disposed by dealer                  | <input type="checkbox"/> | _____ |
| Key tracks for any unaccounted keys were disabled  | <input type="checkbox"/> | _____ |
| Customer informed that programming is required for this TRP; must be carried out by dealer | <input type="checkbox"/> | _____ |

**Signature of Customer**  
\_\_\_\_\_

- |   |                          |       |
|---|--------------------------|-------|
| Old TRP retained at customer request  | <input type="checkbox"/> | _____ |
| Customer was informed in the case where a key was lost that a new mechanical lock set must be installed | <input type="checkbox"/> | _____ |

**TRP handed out**

Part Name, Number and Quantity \_\_\_\_\_

**TRP Delivered** \_\_\_\_\_  
Date Name of Dealer Employee, Printed Signature of Dealer Employee

**TRP Received** \_\_\_\_\_  
Date Name of Customer, Printed Signature of Customer

\*Originals presented and both sides photocopied for attachment to this form. \*\*Original attached to this form.  
 +The person ordering has been informed that the vehicle must be brought in for the collection and programming of the electronic key.