



## HVIP Voucher Redemption Checklist

*Redemption Processing will begin once all items identified below have been received by the Voucher Processing Center*

- **Signed Final Invoice** – must be signed by the purchaser and show the final purchase price less the voucher amount and any other additional incentive funding. It must also provide:
  - vehicle base price
  - voucher discount indicated as HVIP-funded
  - all applicable taxes and fees
- **Financing Documentation** – copy of check, money transfer, or financial arrangements identifying the lien holder and indicating terms of lease
- **DMV Registration** – must show:
  - California registration
  - Gross Vehicle Weight Rating (GVWR)
  - CA License plate number
- **Delivery Bill of Lading** – must be signed and dated at delivery location
- **Line Setting Ticket (Factory Build Sheet)** – manufacturer issued indicating GVWR
- **Digital photos of vehicle showing:**
  - Vehicle from left side – showing completed vehicle with applicable numbering
  - Engine tag – with engine serial number (ESN) & Engine Family Number (EFN)
  - VIN tag – must capture model year or manufacturer date, GVWR, and VIN
  - Odometer – odometer reading should be less than 3,500 miles for new vehicles or 25,000 for conversions; if reading exceeds this limit, ARB approval is needed
- **HVIP Vehicle Inspection Form** signed by authorized dealer or CALSTART representative – original of this document must be sent in the mail

### Questions?

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