



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?

Email info@CaliforniaHVIP.org