

**TRP 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 not less than 10 years.**

Name and address of the vehicle owner	TRP Repair Order No.
Name and address of the authorized party	Order date
	Dealer code
Mercedes-Benz Dealer Stamp	Vehicle identification Number (VIN)

**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 drivers license or passport\*
- Authorized party's driver's license or passport\*
- Original authorization letter from vehicle owner (for authorized party)\*\*
- USA vehicle registration or title in owner's name\*

  
  
  


Document number

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Initials of dealer employee

  
  
  
  
  
  


\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of customer

  


\_\_\_\_\_  
 \_\_\_\_\_

**TRP delivery to customer**

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

- Old TRP retained at customer request
- Customer was informed in the case where a key was lost that a new mechanical lock set must be installed

**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.