

# Service Bulletin

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Category AD	Applicable Model/s All Models	Subject KEY REPLACEMENT (California Dealers Only)	Bulletin No. *005/94
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The revised portion of this bulletin is indicated by an asterisk(\*). Replace the original bulletin with this revised copy.

## APPLICABLE MODELS

All Models

## DESCRIPTION

The following information should be communicated to all service and parts department personnel and/or locksmith and vendors supplying replacement keys to customers.

Customers requesting replacement keys for their vehicle that **do not have the original key for use in duplication**, must submit the information listed below.

This information must be kept on file at the dealership for a period of **one year**. The information must be made available for inspection by any peace officer or the Bureau Of Collections And Investigative Services during normal business hours or submitted to the bureau upon request.

Details of this requirement are outlined under California Penal Code No. 466.6.

## Information Required:

1. Customer Name
2. Address
3. Telephone Number (if any)
4. Date Of Birth
5. Driver's License Number (or I.D. No.)
6. VIN Of The Vehicle
7. Vehicle License Number
8. Vehicle Year
9. Vehicle Make
10. Vehicle Color
11. Date Of Key Duplication
12. Customer's Signature

We suggest this information be recorded on a repair order regardless of the department supplying the key. Service Managers are advised to make copies of this bulletin and post the information in the appropriate areas of the dealership

**IMPORTANT:** Service and Parts Managers should read this bulletin carefully, sign and convey all information to those concerned.

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Service Manager

Parts Manager

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