Mercedes-Benz

TRP Form Sheet

TRP Ordering, Order Number (Repair Order)	Requester Workshop	Dealer Number	Date
License Plate Number:	Vehicle Identification Number (VIN):		

* **Legitimization of Authorized Customer:** Recording of data from country-specific identification document, also applies to authorization. Comparison to country-specific vehicle document or deregistration notice for deregistered or decommissioned vehicles. Not applicable for repair order with the exception of keys, locking set, enabling and disabling of track.

Last Name, First Name/Company, Name:	ID Number:		Issuing Authority:	
State:	Country:	Date of Birth:	Valid to:	Date Issued:
Place of residence, street/address of company office or headquarters:				

☐ Name and address match information in vehicle document ☐ Different address on vehicle document due to relocation

* **Legitimization of Delegate:** Recording of data from country-specific identification document

☐ **Authorization:** checked and complete (last name, first name, address, validity date/period, purpose, date, signature of authorized customer, last name, first name of delegate, when compared to ID (original/copy) and vehicle document (original) of authorized customer

Last Name, First Name:	ID Number:		Issuing Authority:	
State:	Country:	Date of Birth:	Valid to:	Date Issued:
Place of residence, street:				

☐ **Additional key** (recommended if key: Additional/misplaced; if key has been misplaced, lock the affected track)

☐ **Spare key** (recommended if key: Lost/stolen/defective)

☐ **If a mechanical key has been lost,** the customer is notified of the fact that a new mechanical locking set should be installed for safety reasons.

Notes: _____

Quantity	Part Number	Designation

_____ _____ _____

Date Signature of employee Signature of authorized customer/delegate

☐ Tracks have been disabled/enabled and printout from Star Diagnosis has been added

_____
Signature of employee

☐ Old TRP was kept by customer ☐ Old TRP was scrapped or returned

_____
Signature of employee

☐ **Vehicle key(s) was (were) taken into operation on the vehicle**

_____
Signature of employee

TRP handed out:

_____ _____ _____

Date Printed Name Signature of Employee

TRP received:

_____ _____ _____

Date Printed Name Signature of Authorized Customer/Delegate

* Identification documents must be submitted as originals and checked, exception authorization – ID of authorized customer. Personal identification documents may not be copied and archived. Exception: If not readable and transferable personal documents by foreign language characters in exceptional cases and filing a copy is permitted. Archiving: Form sheet and authorization must be stored in archives as originals and vehicle documents as a copy. The archiving period is 6 years. Upon request, a copy must be handed over to the customer.