

Clean Cars 4 All Program Documentation

1. Income Verification

Option 1 – Submit a copy of your latest IRS [Return or Account Transcript](#). If you cannot request the transcript online, see below and Option 2

- a) Request a transcript at your local IRS office.
- b) Request a transcript over the phone 1-800-908-9946.

Option 2 – Submit a copy of your latest Federal Tax Return ([IRS Form 1040, page 1-2](#)). If it was self-prepared, it must be signed and dated on page 2.

Option 3 – If you did not file taxes, you must submit a notarized Household Income Affidavit (request this from your Case Manager) OR a copy of your latest IRS [Return or Account Transcript](#)

Option 4 – Have had income verification completed and approved through [Access Clean California \(ACC\)](#)

2. California Driver`s License

Submit a copy of your current driver`s license.

3. Proof of Residency *(only required if your CA Driver`s License does not reflect current address)*

Examples include utility bill, cell phone bill, pay stub, property tax, etc. Date must be within past 90 days.

4. Certificate of Vehicle Title

Submit a copy of the Certificate of Title with the applicant's name. More than one name can be on the title.

5. DMV Vehicle Registration History (2 Years)

Option 1 – Provide DMV registration history.

You can obtain a copy of your registration history [online](#) or in person at the DMV.

Option 2 - Provide the past 2 full years of DMV registration cards (two consecutive years preceding the current registration expiration date).

If you can't get your DMV registration history (Option 1) or provide 2 years of registration cards (Option 2), [Proof of Operability documentation is required \(go to section #6\)](#).

Option 3 – If a vehicle with a clean title is unregistered due to a failed smog check, we can accept DMV vehicle registration renewal notice and a failed smog check (this shows you can't register the car) **OR** overdue DMV bill **OR** letter that shows the car registration has been suspended **AND** Proof of Operability documentation is required (see section #6).

If there is a lapse in the history **totaling 120 days for Options 1 or 2, Proof of Operability documentation is **required** (see section #6). If there is no lapse, **no** additional documentation is required.

6. Proof of Operability (2 years)

Only required if you cannot provide 2 years of DMV Registration History without gaps under 120 days.

Documentation may include the following:

- Proof of insurance for two consecutive years, without lapses totaling more than 120 days; or
- Two invoices from an Automotive Repair Dealer registered with the Bureau of Automotive Repair. Invoices must be from two separate calendar years and the oldest may not be older than 24 months. Invoices must include the following:
 - Automotive Repair Dealer’s valid registration number
 - Name and address of the Automotive Repair dealer
 - Description of a repair or maintenance operation performed on the vehicle.
 - Vehicle year, make, model and vehicle identification or license plate number matching the vehicle to be retired.
 - Date of the repair or maintenance visit

You can’t mix and match document types. For example, you can’t have 1 year of registration history and 1 year of insurance/repair invoices. If you provide insurance, it must be 2 years of insurance from the past two years without a lapse totaling 120 days. If you provide repair invoices, it must be from two of the most recent calendar years.