

ILO Administration for B.C. Towing and Recovery Operators



Section 1 Module 6

Early Release Procedures (MV2713A, MV2713B & Special Cases)

Opening Narration

Narrator:

Most impounded vehicles remain in ~~you're the~~ impound lot for the full duration of the impoundment period. However, in many cases RoadSafetyBC—or a peace officer—may authorize an *early release*.

Early releases require careful attention because they often involve special forms, distinct invoicing rules, and strict documentation requirements.

In this lesson, we'll cover:

- When early release is permitted
 - The difference between MV2713A and MV2713B
 - Stolen-vehicle releases (MV2715)
 - Authorization requirements for representatives and corporate employees
 - ~~Your~~ responsibilities when processing an early release
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Lesson 1 — When Is Early Release Allowed?

Narrator:

There are three main situations where a vehicle may be released *before* the impoundment period expires:

1. The driver or owner wins a review

If a police prohibition or impoundment is overturned through RoadSafetyBC's formal review process, RSBC will issue an **Order of Release**.

2. RSBC orders release for administrative or compassionate reasons

This may include:

- Administrative errors
- Exceptional hardship
- Corrections to police documentation

3. The vehicle is confirmed to be stolen

A peace officer may authorize release immediately if they determine the impounded vehicle was stolen.

(Stolen vehicle procedures appear in Version 7, p.9.)

Early releases **cannot** be performed without formal authorization from RSBC or a peace officer.

Lesson 2 — Understanding the Two Types of Orders of Release

There are two primary release forms issued by RoadSafetyBC:

- **MV2713A – Order of Release (Owner Pays)**
- **MV2713B – Order of Release (RSBC Pays)**

It is essential to understand the difference.

MV2713A — Owner Pays the Charges

Narrator:

The **MV2713A** form is the most common early release document.

What it means:

- RSBC authorizes early release
- The **owner or authorized person** must pay the full towing and storage fees
- You release the vehicle only after payment is made

Requirements for the ILO:

- Verify the person claiming the vehicle
- Confirm their government-issued ID
- Verify authorization if the claimant is not the owner
- Provide an itemized invoice using prescribed rates
- Release the vehicle upon payment

(Procedure described in Version 7, p.8.)

MV2713B — RSBC Pays the Charges

Narrator:

The **MV2713B** form is issued when RoadSafetyBC pays for some or all impound charges.

Common circumstances include:

- Successful review decisions
- Administrative corrections
- Cases where the owner is not responsible for the impoundment

What the ILO must do:

Upon receiving an MV2713B, you must release the vehicle and then invoice RSBC.

Your submission must include:

1. **A PDF of the Vehicle Impoundment Calculator invoice**
2. **Your itemized company invoice**
3. **A signed copy of the MV2713B form**

These documents must be emailed to **RSBCimpoundment@gov.bc.ca**

or faxed to the number listed in the manual.

(Exact requirements: Version 7, p.9.)

Lesson 3 — Early Release Because the Vehicle Was Stolen (MV2715)

Narrator:

If a peace officer determines that the impounded vehicle is stolen property, they may issue an **Order of Release of a Stolen Vehicle (MV2715)**.

Key facts:

- Owner pays towing and storage
- Peace officer provides MV2715 to both the ILO and RSBC
- You must release the vehicle immediately upon receiving the form
- No further RSBC authorization is required

(Procedures found in Version 7, p.9.)

Lesson 4 — Who Can Pick Up a Vehicle?

Proper verification is essential. The ILO must release the vehicle **only to someone legally entitled to claim it**.

There are three main categories:

1. The Registered Owner

The individual listed on the vehicle registration may claim the vehicle upon:

- Showing government-issued photo ID
- Paying the required charges (unless MV2713B applies)

2. An Authorized Representative

If the owner cannot attend the lot:

- They may designate another person to pick up the vehicle
- The authorized representative must present:
 - Government-issued ID
 - Confirmation that RSBC has processed the authorization (MV2712)

This prevents unauthorized persons from claiming the vehicle improperly.

(Authorization process described in Version 7, p.8.)

3. Corporate Vehicles and Fleet Operations

When a company-owned vehicle is impounded:

- A manager or fleet representative must complete the Owner's Authorization form
- RSBC will then issue the appropriate Order of Release to the ILO
- The corporate employee must appear in person and present photo ID
- The name must match the authorized person on the release document

(Corporate vehicle procedures outlined in Version 7, p.9.)

Lesson 5 — Verifying Identity

Narrator:

Before releasing a vehicle, the ILO must ensure that the person claiming it is either:

- The registered owner
- A person named on an MV2713A, MV2713B, MV2715, or MV2712, or
- A legally authorized representative of a company vehicle

Acceptable forms of ID include:

- Driver's licence
- Passport
- BC Services Card

Preventing unauthorized release protects both the ILO and RSBC.

Lesson 6 — Calculating Storage Time During Early Release

Narrator:

Even when a vehicle is released early, storage must still be calculated correctly according to the prescribed rules:

- Impound days are counted in **full 24-hour periods**
 - Partial days do not count toward the impound duration
 - However, **storage charges apply for each calendar day the vehicle is in your possession**, including partial days
 - The Vehicle Impoundment Calculator will calculate the correct totals automatically
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Lesson 7 — Final Steps Before Release

Before releasing a vehicle—early or otherwise—the ILO should ensure:

- All required documentation is in the vehicle file
- All fees are accurately calculated
- Identification has been verified
- Authorization is confirmed
- Personal property has been addressed if requested
- Release documentation is completed and signed

A well-documented release protects your business and ensures compliance.

Lesson 8 — Summary

Narrator:

To recap:

- Early release requires a formal authorization from RSBC (MV2713A or MV2713B) or a peace officer (MV2715).
- **MV2713A:** owner pays the charges.

- **MV2713B:** RSBC pays the charges—you must invoice them.
- Stolen vehicles are released through the **MV2715**, issued by police.
- Only authorized individuals may claim a vehicle, and ID must be verified.
- Proper documentation and accurate invoicing are essential.

Understanding early release procedures ensures compliance, reduces administrative errors, and supports timely processing of claims and invoices.

End of Module 6 — Knowledge Check (Optional)

1. What is the difference between MV2713A and MV2713B?
2. Who pays for towing and storage when MV2715 is issued?
3. What documents must accompany an invoice to RSBC following an MV2713B release?
4. What form does an owner complete to authorize someone else to pick up their vehicle?
5. What must the ILO verify before releasing any vehicle?