

**Detailed Instructions if A PSL CO-OWNER IS REQUESTING WE REMOVE THE OTHER CO-OWNER (whether due to divorce, separation or other legal proceeding)**

If **Scenario C** applies to the PSL transfer, such that *two individuals are listed as co-owners on the PSL Agreement* and *one of the PSL holders is requesting that we transfer the PSL to them and remove the other co-owner (whether due to divorce, separation, a legal proceeding or otherwise)*, then take the following actions. If the co-owner relinquishing their rights is amenable to cooperating in the transfer process, then instead follow the Detailed Instructions for PSL relinquishment by a Co-Owner. If the co-owner relinquishing their rights is not amenable to cooperating in the transfer process, then the transfer of rights from one co-owner to the other must be mandated by a court of law or pursuant to a separation agreement, divorce settlement, or court order.

If a co-owner of a jointly held PSL (“Requester”) would like to transfer the PSL to their name only (thereby removing the other co-owner from the PSL) and the other co-owner is not involved in this transfer request, then the following steps must be taken:

- C.1. Requester must obtain a letter from an attorney on legal letterhead stating that pursuant to a court order, a settlement agreement, separation agreement or similar legal document, (X) the PSL is the sole property of the Requester and (Y) the other co-owner no longer has rights to the PSL.
- C.2. The attorney’s letter is returned to the Cleveland Browns at: Cleveland Browns Ticketing Dept, 76 Lou Groza Blvd. Berea, OH 44017 or [Tickets@ClevelandBrowns.com](mailto:Tickets@ClevelandBrowns.com).
- C.3. Once the letter from the attorney has been provided to the Browns, the Cleveland Browns will review the materials for accuracy and completeness. **Please note that the Cleveland Browns have a strict policy of not interfering in domestic disputes, and therefore, absent an attorney’s letter, the Cleveland Browns will not remove a joint PSL holder from a PSL, even in the event of separation or divorce.**

**SPECIFIC INSTRUCTIONS TO NOTARY**

**PSL Transfer Agreement**

- A. On page 1 of the PSL Transfer Agreement, confirm the shaded top portion has been completed in its entirety.
- B. On page 2 of the PSL Transfer Agreement, witness the placement of Transferor's signature where indicated.
- C. Confirm Transferor's identity with a government issued ID or other permissible method of identification.
- D. *If, in Section B of page 2, Transferor has indicated that the PSL will be transferred to a Direct Family Member, then indicate in the Statement of Notary on page 2 what supporting legal documentation Transferor presented to demonstrate that Recipient is Transferor's Direct Family Member.*
- E. Complete the Statement of Notary on page 2 of the PSL Transfer Agreement. Sign the acknowledgement and affix the official seal/stamp.