

**BPA Transaction Procedures  
And  
Inventory Requirements Handbook  
December/2011**

## **INTRODUCTION**

This handbook was developed for the business partner employees and staff participating in the Business Partner Automation (BPA) Program which is administered by the California Department of Motor Vehicles (DMV).

The handbook identifies transaction procedures and inventory requirements for business partners who electronically interface with the DMV to process vehicle registration transactions in the BPA Program.

Each chapter identifies and discusses the process to complete different types of vehicle transactions and the steps to order, reconcile and dispose of DMV inventory. Adhering to these procedures and requirements will provide business partners and DMV with an efficient and effective method of serving our mutual customers.

In addition, the handbook provides a list of DMV forms for processing transactions and inventory and lists DMV specific contact areas related to the BPA Program.

BPA business partners shall adhere to the requirements and procedures provided in this handbook and the first-line business partner's BPA contract.

### ***IMPORTANT NOTICE***

Assembly Bill 1215 effective July/2012, requires new car dealers to enroll in the Department's Business Partner Automation Program (BPA) and process all retail sales (both new and used) electronically.

Transactions that can not be processed electronically may be submitted to a Department field office for processing; however they must contain one of the following:

- Screen print from BPA terminal reflecting the error message that prevented the transaction(s) from being completed.
- Statement of facts completed by the dealer stating why the transaction cannot be completed.

***Failure to provide the documentation identified above may result in an administrative action against the dealer's license.***

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# **Chapter 1    *New Vehicle Report of Sales***

## **1.00 Introduction (VC Sections 4000, 4450, 4451, and 4453)**

Vehicles operated or parked on public roads or in an off street public parking facility in California must be registered. The registration card is issued to the registered owner of the vehicle and the Certificate of Title is issued to the legal owner/lienholder, or to the registered owner if there is no legal owner/lienholder. Both certificates contain registered and legal owner/lienholder information.

### **New Vehicles Sold by California Dealers (VC Sections 4150, 4150.5, 4456, 5901, and 11714)**

California dealers must complete an *Application for Registration of New Vehicle* (REG 397) for all new vehicles sold by the dealer and submit them with any supporting documents and the fees due to the department for registration of the vehicle.

Other types of original transactions are discussed in Chapter 5 of this handbook, entitled Miscellaneous Originals.

## **1.05 Definitions**

### **Gross Vehicle Weight (GVW):**

The GVW is the weight that equals the total unladen weight of a vehicle plus the heaviest load that will be transported on the vehicle. This definition applies only to a vehicle that haul a load, and not a vehicle that pulls a load on another vehicle such as a trailer.

### **Combined Gross Vehicle Weight (CGW):**

The CGW is the total unladen weight of the combination of vehicles, e.g., motor truck/trailer, plus the heaviest load (a vehicle that pulls another vehicle).

### **A Specialized Transportation Vehicle:**

A vehicle purchased by public or private nonprofit service agencies for the purpose of providing transportation services for senior citizens and/or handicapped persons.

## **1.10 Avoiding Dealer Administrative Penalties**

A dealer may deposit fees on an incomplete REG 397 to avoid administrative service fee penalties which become due 20 days after the sale of a vehicle that is not registered by the department.

## **1.15 Vehicle Transactions that Require Additional Documentation**

### **Commercial Vehicles**

Under the Commercial Vehicle Registration Act, aka CVRA, a registered owner that operates a commercial vehicle at a gross vehicle weight of 10,001 or more is required to declare that the vehicle will be operated based on either gross vehicle weight (GVW) or combined gross vehicle weight (CGW) before the CVRA decal and sticker can be issued.

The GVW or CGW is identified on the completed and signed *Declaration of Gross Vehicle Weight/ Combined Gross Vehicle Weight* form, (REG 4008). The registered owner is required to declare the GVW/CGW on initial registration. A registered owner who declares a GVW/CGW of 10,001 lbs or more will pay CVRA fees based on the declared operating weight instead of the unladen weight. A vehicle described above must be issued a CVRA weight decal sticker based on the declared operating weight report on the REG 4008. The vehicle must also be assigned a year sticker.

## 1.20 CVRA Exclusions

Commercial vehicles excluded from CVRA registration and registered by unladen weight:

1. Pick-ups regardless of their GVW.
2. Light weight trucks, vans, taxis and rental limousines only if the vehicle operating weight is 10,000 lbs or less.

## 1.25 Commercial vs. Auto Plates

A vehicle that meets the definition of station wagon, VC Section 585, is generally issued automobile plates. However, a customer may request commercial registration and receive commercial plates under the following conditions:

1. The vehicle is to transport persons “for hire”. A completed and signed *Statement for Securing Commercial Registration* form (REG 590) is required for vehicles transporting persons for hire, compensation, or profit unless the vehicle is registered in the name of a taxicab company; or
2. When the vehicle is registered in a business name which is also the name of the individual who owns the vehicle. The registered owner must complete and sign a *Statement of Facts* form (REG 256), Section G and explain on the form that the registered owner name is also the name of the business.

A vehicle that meet the definition of a passenger vehicle, VC Section 465, may be issued commercial plates upon request and with a completed and signed REG 256, with Section G completed to explain the reason for the request.

## 1.30 Specialized Transportation Vehicle

A customer may apply for an exemption of fees when the vehicle is owned by a non-profit service agency. A specialized transportation vehicle would pay an annual registration fee but is exempt from paying vehicle license fees and weight fees. A *Certification or Exemption for Specialized Transportation Vehicle*, form (REG 345) must be submitted with initial registration and each renewal registration.

## 1.35 Registered Owner lives on an Indian Reservation (IND)

When a customer states he/she is a member of a California Indian Tribe and living on a federal Indian reservation or rancheria located in California. A completed and signed REG 256A, part C of the form, with the customer’s residency verified by an authorized member of the tribal council or official of the Bureau of Indian Affairs must be included with the initial application. Signature and residency verification is acceptable on tribal letterhead.

## 1.40 Nonresident Military (NRM)

When a customer states he/she is a resident of another state and in the military. A REG 5045 is to be completed and submitted with the application.

## 1.45 Application for Registration of New Vehicle (REG 397)

1. Complete a DMV *Application for Registration of New Vehicle*, form (REG 397) to document each new vehicle sold. Review all descriptive data fields to ensure that the fields are complete, accurate, and legible. Incomplete or incorrect information may result in incorrect titling or the delay or refusal of documents by DMV.
2. Issue license plates, stickers and registration card for each vehicle.
3. Key the recorded information and review for keying errors.



Refer to the following chart for keying of specific data field information.

## 1.50 Keying Chart for REG 397

The following identifies all the descriptive data fields on the REG 397 that are keyed into the system.

*Table continues on the next page.*

<b>Descriptive Data Fields:</b>	<b>What is Required:</b>
Date First Sold (MO/DAY/YR)	The date when the purchaser paid the purchase price, signed a contract or agreement, and took possession or delivery of the vehicle.
Date First Operated as a new vehicle. (MO/DAY/YR)	The date the vehicle was first operated by the purchaser.
Make	The make or make abbreviation used by DMV.
Year Model	The year model as designated by the manufacturer. If blank, leave blank.
Body Type	The body type model.
<b>Descriptive Data Fields:</b>	<b>What is Required:</b>
Motive Power	The motive power must be indicated as follows: G=gas, D=diesel, E=electric, M=methanol, P=propane.
Axles, Unladen Weight	Number of axles on commercial vehicles. A Dealer may certify the unladen weight up to 8,000 pounds for commercial vehicles. If the vehicle weighs more than 6,001 pounds the application must be forwarded to a DMV office.
County (of Residence) Code	The assigned 2-digit number for the California county where the purchaser/registered owner resides. This may differ from the mailing address county. Out-of-state is 60.
Vehicle Identification Number (VIN)	A model specific 17 digit number that is assigned to all vehicles. If the VIN does not pass the check-digit, return to dealer.
“Sold To” Information for each purchaser	<ul style="list-style-type: none"> <li>• His/her true full name, driver’s license/Identification (ID) card number, and signature. For a leased vehicle, the names of the lessor and the lessee are required, but only the lessor’s signature is required.</li> <li>• Driver license (DL) or identification number is required.</li> </ul> However, verification of the DL/ID number is not required. An
“Sold To” Information for each purchaser (continued)	out-of-state DL/ID # is acceptable, but DO NOT KEY if the state of issuance is printed on the form. Return any application to the dealer if DL/ID number information is not present. <i>Do not key a fictitious number.</i> <ul style="list-style-type: none"> <li>• NOTE: The “AND” or “OR” box is checked if more than one purchaser is shown as registered owner.</li> <li>• Purchaser’s address: street and mailing address, if different.</li> <li>• Equipment number for fleet vehicles only.</li> <li>• Lienholder or Legal Owner: Space must indicate name &amp; address or the word “NONE” initialed. <i>(A DL/ID number is not required for a legal owner.)</i></li> <li>• Purchaser’s signature and date signed are required.</li> </ul>
Cost Value	Full price of the vehicle to the purchaser, excluding sales tax, license fees, or financing costs.

Odometer Disclosure Statement	Mileage, printed name of the purchaser(s) and seller and the original signature(s) of the purchaser(s) and seller(s).
M/C Engine #	Engine Number required for new motorcycles.
GVW	Declared gross vehicle weight on commercial vehicle—the weight that total unladen weight of the vehicle plus the heaviest load that will transported on the vehicle (vehicles that haul, not pull, a load)
CGW	Declared combined gross vehicle weight on commercial vehicle—the weight that equals the total unladen weight of the combination of vehicles (motor truck/trailer) plus the heaviest load that will be transported by that combination (vehicles that pull another vehicle).
CERT DATE	MMDDCCYY
CERT IND	10,001 lbs or more—insert “C” in the CERT IND field 10,000 lbs or less—insert “U” in the CERT IND field

## Chapter 2 Registered Owner Transfers

### 2.00 Introduction (VC Sections 5600, 5603, 5751 and 5753)

A transfer is any change in the ownership of a California-registered vehicle. When a transfer occurs the Certificate of Title must be submitted to the department to update the department's records with the new owner information for the vehicle. The basic requirements apply to the various types of transfers. However, some transfers require additional documentation as outlined in this section. Business partners may process transactions for registered owner transfers for automobiles, motorcycles, commercial vehicles, motor homes without a cab and chassis body-type model and vessels.

Do not process a transfer when:

1. A VR database record is not found.
2. There is a discrepancy in registered owner or legal owner information from the database and the Certificate of Title or alternate ownership documents.
3. The VR database shows "junk", a "VLT stop", or a status on the record that prohibits the application from being cleared

### 2.05 Certificate of Title

#### Document Review

The California Certificate of Title is the primary document to transfer a vehicle. The vehicle description information must be the same as shown on the title document. Incomplete or incorrect information may result in incorrect titling. After verifying the description information, review the signatures on the document to verify the transfer of ownership and identify the new owners of the vehicle.

#### Line 1: Releases the registered owner of record

If the vehicle is registered to....	Then the following is required
Co-owners joined by "and" (a slash "/" symbol means and)	The signature of each owner
Co-owners joined by "or" or by "and/or"	The signature of only one owner
Co-owners with a "JTRS" designation	The signature of each owner
A business entity	The name of the business entity and countersignature of an authorized representative
An individual doing business as (DBA)	The signature of the individual
Registered Owner(s) only with no legal owner/lienholder of record	The signatures of the registered owner(s)
NOTE: A bill of sale is acceptable in lieu of the registered owners' signature.	

#### Line 2: Releases the legal owner/lienholder of record

The legal owner/lienholder of record must release interest unless the legal owner/lienholder remains the same for the new registered owner, in which case, the name and address of the legal owner/lienholder must be reentered on the back of the title.

#### Line X: New registered owner section

The name address and driver license or identification number (DL/ID#) for each new registered owner must be entered on the appropriate lines. If the new registered owner is a company, driver license information is not required.

**NOTE:** When an owner has not been issued a California DL/ID#, collect out of state DL/ID# and the state of issuance in the upper right hand corner of the face document or application. The word “None” should be entered for persons who have not been issued a driver license or ID card from California or any other state.

## 2.10 Crosscheck for Required Documentation or Forms

### **Purchase price and purchase date**

The purchase price or the word “gift” must be indicated. If a gift, the new owner must indicate the estimated value of the vehicle.

### **Legal owner/lienholder section**

The name and address of the new legal owner/lienholder, if any, must be entered on the appropriate lines. The word “None” must be entered when there is no legal owner/lienholder.

### **Odometer mileage disclosure**

Mileage disclosure must be entered on the title or the *Vehicle/Vessel Transfer and Reassignment Form* (REG 262).

### **Smog certificate**

A smog certificate or evidence of exemption is required. A *Statement of Facts* form (REG 256) must be completed and submitted with the application for one of the exemptions listed. The following are allowable exemptions:

1. Last smog certification was obtained within the last 90 days.
2. The vehicle is powered by electricity, diesel or any other fuel alternative.
3. Located outside the State of California (No Exception: When the vehicle is located in Nevada or Mexico, then it must be taken to the nearest California border and obtain a California smog certification).
4. Transferred from/between: parent, grandparent, child, grandchild, brother, sister or spouse of the transferee.
5. Transferred from/between: a sole proprietorship to the proprietor as owner.
6. Transferred from/between: companies whose principal business is leasing vehicles. There is no change in the lessee or operator.
7. Transferred from/between: lessor and lessee of vehicle and no change in the lessee or operator of the vehicle.
8. Transferred from/between: the lessor and person who has been lessee’s operator of the vehicle for at least one year.
9. Transferred from/between: individual(s) being added as registered owner(s).

### **Use tax or evidence of exemption**

The *Statement of Facts* form, (REG 256) must be completed and submitted with the application for any of the exemptions listed. The following are reasons for exemption:

1. Family transfer sold between a parent, child, grandparent, grandchild, spouse, domestic partner or siblings, if both are minors related by blood or adoption.
2. Addition or deletion of family member (spouse, domestic partner, parent[s], son/daughter, grandparents, grandchildren).
3. Gift (does not include vehicles traded between individuals, transfer of contracts or other valuable consideration).
4. Court order
5. Inheritance

**NOTE:** The Use tax exemption cannot be claimed if the vehicle/vessel being transferred was purchased from an otherwise qualifying relative who is engaged in the business of selling the same type of vehicle or vessel.

### **Certificate of Excise Tax Clearance form (Board of Equalization, BT 1138)**

Form must accompany all applications for registered owner transfer of a commercial vehicle powered by a fuel other than gasoline or diesel. **NOTE:** Passenger vehicles, commercial vehicles weighing

7,000 pounds or less unladen, and two-axle trucks rented or leased for 30 days or less and used for private transportation without compensation which operate on fuels other than gasoline or diesel fuel are exempt from fuel tax laws and the BT1138 requirement.

### **Transfer fee and any other fees due**

The transfer fee must be paid within thirty days of the date of transfer to avoid a transfer penalty. When a transferee acquires a vehicle and the registration expires during that time period, the transferee has 20 days from the date of transfer to pay renewal without penalty. If the vehicle registration was already expired prior to purchase, penalties are due.

### **Statement of Error or Erasure/Statement to Record Ownership form (REG 101)**

This form is required for any erasure and/or lined out information on the Certificate of Title. Dealers and financial institutions may certify to errors in signatures, including their own, made on the title by a representative of the dealer or financial institute. For errors made by other than a dealer or financial representative, the REG 101 must be completed by the individual whose name appears on the title in error.

## **2.15 Transfer Requirements**

### **Dealers**

California dealers and lessor-retailers have 30 days to submit the transfer application and fees for a used vehicle sold by the dealer on a *Report of Sale-Used Vehicle* form (REG 51) to avoid registration or transfer penalties and/or Administrative Service Fees (ASF). This does not apply to vehicles with penalties due or accrued prior to the date of sale by the dealer, i.e., vehicles taken into dealer inventory with expired registration.

In addition to the basic transfer requirements, dealer transfer must include:

1. The dealer's endorsement on the Certificate of Title. If multiple dealer transfers have occurred, each dealer's name and a countersignature or initials must appear as dealer reassignments on the back of the title.
2. The dealer's *Report of Sale-Used Vehicle* form, REG 51.
3. Payment of transfer fees within 30 days of the date of sale.

### **Multiple Transfers**

A multiple transfer is when a vehicle is sold more than once (other than to a dealer) without a new Certificate of Title being issued. In addition to the basic transfer requirements, the following are required:

1. The signature and address for all buyers must be entered on the Certificate of Title. A signed bill of sale and the printed name of the buyer on the Certificate of Title may be accepted in lieu of the written signature on the title.
2. Identify the chain of ownership by placing "I", "II", etc., in front of each buyer's name on both the title and the bills of sale.
3. Collect the appropriate fees. A transfer fee is due for each buyer; however, if a transfer penalty is due, collect for only the last transfer.

### **Transfer without Probate**

An *Affidavit for Transfer without Probate-California Titled Vehicles or Vessels Only* form (REG 5) may be used to transfer ownership of a vehicle when the registered owner or legal owner is deceased provided 40 days have elapsed since the date of death and the value of the decedent's property in California does not exceed \$100,000. NOTE: Any vehicle, vessel, manufactured home, mobile home, commercial coach or floating home is excluded from the value of the decedent's property. When the requirements are satisfied, a transfer without probate may be processed without procuring Letters of Administration, Letters of Testamentary or awaiting probate of a will by:

1. The surviving next of kin.
2. The guardian or conservator of the estate of the next of kin.

3. A trustee, under a trust agreement by the deceased, if the primary beneficiaries are the next of kin.
4. A sole beneficiary, or all beneficiaries, under the last will of the decedent.

If a vehicle is jointly owned by two or more persons and one of the owners is deceased, a REG 5 cannot be used to circumvent the interest of the surviving owner. However, the heir may execute a transfer without probate and release the interest of the deceased co-owner when the vehicle is registered as community property (COMPRO).

After the 40-day waiting period, the procedure is:

1. Besides basic transfer requirements have the heir complete and sign an *Affidavit for Transfer without Probate-California Titled Vehicles/Vessels Only* (REG 5). A power of attorney cannot be used to complete this form.
2. Collect a transfer fee and any other fees due. Do not collect a transfer penalty. If the heir transfers ownership directly to another person collect two transfer fees.

### **Transfer Only**

A transfer only is the transfer of a vehicle not currently registered and has a Planned Non-operation status on the VR database. The vehicle does not qualify as a transfer only if it has been moved in a manner that would cause fees to become due. The buyer must complete a *Statement of Facts* (REG 256) Section C requesting transfer only.

### **Transfers with request for Planned Non-operation (PNO)**

A vehicle can be placed on PNO status if processed within the allowable PNO timeframes. The PNO may be filed as early as 60 days prior to the current registration date. A PNO with penalty can be requested within 90 days after the expiration date. If 91 days or more, a PNO cannot be placed on the vehicle and registration fees/penalties are due. The buyer must complete a *Certificate of Non-Operation/Planned Non-Operation Certification*, (REG 102) and pay transfer, use tax and PNO fees.

### **Transfer with Environmental License Plates (ELP) or Plate with Owner (PWO)**

A vehicle that has ELP or PWO on its record must indicate whether or not the plates are being retained by the previous owner or surrendered to the Department. One of the following disposition codes must be keyed in the "Prior PWO Disposition" field:

- L—lost or stolen
- R—retained
- S—surrendered

In addition to the basic transfer requirements, when there is a PWO or ELP on the vehicle record, and the ELP or PWO plate is being surrendered or has been reported as lost or stolen, the type license must be changed to one of the following:

Automobile—11	Exempt Auto—13, 14, 15 or 16
Motorcycle—21	Exempt Motorcycle—23, 24, 25 or 26
Commercial—31	Exempt Commercial—33, 34, 35 or 36

If the plate is being retained on the vehicle, it must be verified that the registered owner of the vehicle is the PWO or ELP owner. Transfer, registration fees and use tax are due. Exempt vehicles do not pay registration fees. A computer system-generated substitute license plate is issued based upon the type license.

### **Title Only to Registration**

In addition to the basic transfer requirements, the type license must be changed to one of the following:

Automobile—11	Exempt Auto—13, 14, 15 or 16
Motorcycle—21	Exempt Motorcycle—23, 24, 25 or 26

The registration expiration date is based upon the date of sale. Transfer, registration fees and use tax are due. Exempt vehicles do not pay registration fees. A computer system-generated substitute license plate is issued based upon the type license.

### Federally Recognized Indian Tribes

Vehicles registered to a federally recognized Indian tribal name and used exclusively within the boundaries and jurisdiction are exempt from paying all fees except the \$28 registration fee.

In addition to the basic transfer requirements, an application for transfer to the Indian tribal name must include a letter written on Indian tribal letterhead and signed by an authorized tribal counsel member, such as the tribal chief or secretary, which identifies the vehicle and states it is owned by and being registered in the federally recognized Indian tribal name and will be used exclusively within the boundaries of Indian tribal land including an incidental operation on highways within those boundaries.

### Transfer of Indian Owned Vehicles

The following are the transfer requirements for Indian owned vehicles:

If the vehicle is being transferred from....	Then the clearance requirements are...
Indian owned to Indian owned	In addition to the basic transfer requirements, the applicant must submit a <i>Miscellaneous Certifications</i> (REG 256A) with the Indian License Fee Exemption section completed and signed by a representative of the tribe or an official of the Bureau of Indian Affairs, U.S. Government.
Indian owned to non-Indian owned	In addition to the basic transfer requirements, Vehicle License Fees (VLF) calculated by the date of transfer and purchase price. Collect transfer fees, registration fees and Use Tax, if due.

### Leased Vehicles

- **Transfer of Leased Vehicles**

Leased vehicles must be registered in the names of both the lessor and the lessee. The lessor is the owner of the vehicle, while the lessee is the operator of the vehicle. The lessor is designated as LSR and lessee is designated as LSE. The lessor must provide the lessee's address on the *Statement to Record Ownership* (REG 101) portion of the form whenever that address differs from the registered owner address shown on the California registration certificates. The REG 101 must be the top document on all leased vehicle transfer unless the input document has a designated space for the lessee address.

- **Change of Lessee Only**

In addition to basic transfer requirements, the following must be completed:

1. Signature of the lessor on the front and the reverse side of the Certificate of Title on the appropriate lines and the new owner section on the reverse of the title completed to show the names of both the lessor and the new lessee.
2. A *Statement of Error or Erasure/Statement to Record Ownership* form (REG 101).
3. A smog certificate is required because the person in possession of the vehicle has changed.
4. A transfer fee for the change of lessee and any other fees due. Use tax not required.

- **Changes other than Lessee Only**

In addition to the basic transfer requirements, all transfers of leased vehicles require the lessor's releasing signature on line 1 of the Certificate of Title. Do not accept the lessee's signature alone for the release of ownership.

### **Transfer of Nonresident Military (NRM) Vehicle**

Below are the requirements to transfer a nonresident military vehicle:

<b>If the vehicle is being transferred from....</b>	<b>Then the clearance requirements are....</b>
A nonresident military to another nonresident_military	<ul style="list-style-type: none"> <li>• The basic transfer requirements</li> <li>• A <i>Nonresident Military Exemption Statement</i> form, (REG 5045) from the buyer</li> </ul>
A nonresident military to regular registration	<ul style="list-style-type: none"> <li>• The basic transfer requirements</li> <li>• Prorated VLF from the date of transfer to the end of the registration year. The fees will be system generated and no penalty will be assessed on the VLF.</li> </ul>

NOTE: When a vehicle with NRM status is traded to a dealer, the VLF is due from the date of sale to the new buyer.

### **Transfer Due to Repossession**

In addition to the basic transfer requirements, the following is required:

1. In lieu of the registered owners' release, print "REPO" on line 1 of the Certificate of Title.
2. A *Certificate of Repossession Security Interest/Conditional Sale Contract* form (REG 119) must be submitted.
3. A repossession fee and a transfer fee are due if the vehicle is registered to other than the re-possessor.

### **Transfer of Exempt Vehicle to Non-Exempt Vehicle**

In addition to the basic transfer requirements, the following is required:

1. The VLF is calculated based upon the purchase price of the vehicle. VLF will be system generated. The expiration date of the vehicle registration will be based upon the date of sale.
2. The number of axles and unladen weight must be shown for commercial vehicles. If weight not shown on the Certificate of Title, a weight certificate is required.
3. For state owned vehicles, a permit to transfer issued by the Department of General Services or the Department of Transportation or the California State University and Colleges as appropriate, is required.
4. Pick up current series license plate unless the vehicle is being transferred to another exempt agency. System will generate substitute plate.
5. The odometer mileage disclosure on the complying title or the *Vehicle/Vessel Transfer and Reassignment Form* (REG 262).
6. A smog certificate, if required.
7. Pick up transfer fees, registration fees and Use Tax.

### **Exempt Vehicle to Transfer Only**

In addition to the basic transfer requirements, the new owner of the vehicle must complete a *Statement of Facts* (REG 256) for "transfer only". No plates are issued but the vehicle is assigned a fictitious serial number.



### **Transfer of Exempt Vehicle to Exempt Agency**

In addition to the basic transfer requirements, the exempt agency must complete an *Application for Title or Registration/Verification of Vehicle* form, (REG 343/31) and an *Exempt License Plate*

### Transfer with Diligent Effort

When the documents required to establish evidence of ownership are unobtainable, an applicant must submit a Statement of Facts (REG 256) to substantiate their ownership of the vehicle. In specific cases, the applicant will also be required to submit a certified letter and a motor vehicle bond, vessel bond or bond alternative (cash deposit). A REG 256 cannot be completed by a dealer, dismantler or registration service on behalf of their customer.

Use the following chart to determine when to use the diligent effort process:

<i>If the...</i>	<i>The a diligent effort</i>
<ul style="list-style-type: none"> <li>• Vehicle is valued at \$5,000 or more,</li> <li>• Vessel is valued at \$2,000 or more,</li> <li>• Vehicle, regardless of value, is non-transferable (goldenrod),</li> <li>• Vehicle or vessel, regardless of value is being sold through a dealer, dismantler or registration service</li> <li>• Release from the legal owner/lienholder cannot be obtained, regardless of value</li> </ul>	<p>And a motor vehicle or vessel bond are required.</p> <p>The applicant must submit a:</p> <ul style="list-style-type: none"> <li>• Certified letter, returned to the sender unclaimed and unopened, as evidence of the diligent effort. If after 30 days the sender has not received a response, a postal receipt acknowledging receipt of the letter by the addressee may be accepter.</li> <li>• REG 256 stating what effort was made to contact the last owner(s) of record to obtain evidence of ownership and any supporting documents required and why it was obtainable and the current value of the vehicle.</li> <li>• Motor vehicle or vessel bond or a bond alternative (cash deposit).</li> <li>• The appraisal, if the value is determined by an appraisal.</li> </ul>
<ul style="list-style-type: none"> <li>• Vehicle is \$4,999 or less,</li> <li>• Vessel is \$1,999 or less,</li> </ul>	<p>Is not required.</p> <p>The owner must submit:</p> <ul style="list-style-type: none"> <li>• Any documentation that establishes ownership of the described vehicle or vessel</li> <li>• A REG 256 stating from who the vehicle or vessel was acquired, the current value of the vehicle or vessel and that the vehicle or vessel is free of all liens other than thoses indicated on the application.</li> </ul>

**NOTE:** the diligent effort satisfies the requirement fro any supporting documents required for the transaction, such as the seller’s odometer disclosure.

## 2.20 Miscellaneous Documents

### **Application for Duplicate Title (REG 227)**

An *Application for Duplicate Title* (REG 227) may be used in lieu of the original Certificate of Title if the title has been lost, stolen, not received, illegible or mutilated or if the original title was an Electronic Lien/Title (paperless title). If a REG 227 is submitted with a releasing legal owner/lienholder, section 5 of the duplicate title must be notarized.

When an application is accompanied by a REG 227, verify the information on the form against the computer generated screen with the information from the VR database. The registered owner, legal owner, and vehicle description must agree. A copy of inquiry screen is to be included with the transaction documents.

### **Lien Satisfied/Title Holder Release (REG 166)**

A *Lien Satisfied/Title Holder Release* (REG 166) may be used in lieu of the signature on line 2 of the title or when accompanying the *Application for Duplicate Title* (REG 227) but must be notarized.

### **Power of Attorney form (REG 260)**

A *Power of Attorney* form (REG 260) may be used in most instances. The Power of Attorney must:

1. Contain the vehicle/vessel identification number.
2. Contain the name of the designated attorney-in-fact.
3. Be signed by the principle.
4. Accompany any application signed by the attorney-in-fact. NOTE: When a business entity is the attorney-in-fact, the business name must be included in the countersignature.

The *Power of Attorney* form (REG 260) cannot be used for the following:

1. To sign a certification/statement of facts attesting to the knowledge of the principle. The exception is the certification regarding the disposition of the original California Certificate of Title on an *Application for Duplicate Title*, (REG 227).
2. To disclose odometer mileage.
3. To reassign the right conveyed to the attorney-in-fact by the principle.
4. By executors or administrators to appoint an attorney-in-fact pursuant to the power of attorney.
5. By a trustee to assign the duties of a trust to an attorney-in-fact. A trust may assign specific duties to an attorney-in-fact, such as transferring a vehicle or retaining agents to advise and assist in the administration of the trust. A trustee cannot delegate all administrative duties. Therefore, accept only a restricted power of attorney from a trustee, limited to a particular asset of the trust or to a particular transaction.

### **Bill of Sale form (REG 135)**

A *Bill of Sale* form (REG 135) may be used in lieu of releasing signature on line 1 of the Certificate of Title or line 4 of the *Application for Duplicate Title* (REG 227).

## 2.25 Application for Duplicate Title (REG 227)

Accept a properly endorsed *Application for Duplicate Title* (REG 227) for any transfer of a California-registered vehicle when the California Certificate of Title is lost, stolen, missing, or illegible/mutilated. Refer to *Registration Manual* Chapter 6 for additional information.

The department will not withhold any application for transfer made in the manner required by statute or if the application on its face appears to be genuine and regular, unless requested to do so by a law enforcement agency or when a federal court order or California restraining order has been filed with the department within two years prior thereto. (See VC Sections 6051 and 5911)

The basic transfer requirements for a California-registered vehicle are listed below. Some transfer will have additional requirements.

## ***Chapter 3      Legal Owner/Lienholder Transfers***

### **3.00 Introduction (VC Sections 5600, 5603, 5751 and 5753)**

~~The Legal Owner/Lienholder Transfers transaction will only be processed by approved business partners such as financial institutions~~ The properly endorsed Certificate of Title and a transfer fee, must be submitted to the department to record a change in the legal ownership only. When the *Application for Duplicate Title* form (REG 227) is used, an additional duplicate title fee must be submitted.

### 3.05 Signature Requirements

Transaction	Requirements
<p>Registered owner(s) remains the same but legal owner/lienholder is being changed:</p> <p><b>NOTE:</b> Registered owner's signature is not required on the Certificate of Title.</p>	<p>If the vehicle is three model years or newer, the only document that can be used to release the lien of a vehicle is the California Certificate of Title. If the vehicle is older than three years, the signature of the legal owner/lienholder on the front of the Certificate of Title, line 2, <b>or</b> the <i>Lien Satisfied</i> form (REG 166). When a REG 166 is used to release the legal owner/lienholder's interest, make the notation "LS att" on line 2. The REG 166 must be notarized. Refer to "Requirement for notarized signature" shown below.</p> <p>Name and address of the new legal owner/lienholder entered in the new lienholder area on the back of the title.</p>
<p>Registered owner(s) adding a legal owner/lienholder name</p>	<p>Signature of the registered owner(s) on line 2 of the Certificate of Title.</p> <p>Name and address of the new legal owner/lienholder entered on the back of the title in the new lienholder area. The Legal Owner/lienholder signature must show the company name and be countersigned by an authorized agent for the company (example: Bank of DMV by John Doe) and the signature must be notarized.</p>
<p>Registered owner(s) remaining the same and deleting legal owner/lienholder only with a Certificate of Title.</p> <p><b>NOTE:</b> Registered owner's signature is not required on the Certificate of Title.</p>	<p>Signature of the legal owner/lienholder 1 on the front of the Certificate of Title, line 2, or the <i>Lien Satisfied</i> form (REG 166). When a REG 166 is used to release the legal owner/lienholder's interest, make the notation "LS att" on line 2. The REG 166 must show the company name and be countersigned by an authorized agent for the company (example: Bank of DMV by John Doe) and the signature must be notarized.</p>
<p>Legal owner/lienholder being removed using the <i>Application for Duplicate Title</i> (REG 227) form</p>	<p>If the vehicle is three years or newer, the lien holder on record must request a duplicate title prior to releasing the lien on the vehicle. The address cannot be changed when applying for the duplicate title. This should be done prior to requesting a duplicate title per procedures in the <i>Vehicle Industry Registration Procedures Manual</i>.</p> <p>If the vehicle is older than three years, an <i>Application for Duplicate Title</i> (REG 227) can be used to remove the legal owner/lienholder when the Certificate of Title is lost, stolen, mutilated, or illegible. A mutilated or illegible title must be submitted with the application.</p> <p>The REG 227 must be completed and endorsed for transfer. If the legal owner/lienholder of record is releasing interest, the legal owner/lienholder signature must show the company name and be countersigned by an authorized agent for the company (example: Bank of DMV by John Doe) and the signature must be notarized.</p>

Effective January 1, 2012, the department will no longer accept a lien satisfied on the Application for Duplicate Title (REG 227), the Lien Satisfied/Title Holder Release (REG 166), or any other type of lien release if a vehicle is two model years old or newer. If the vehicle is two model years

or newer, the only document that can be used to release the lien of a vehicle is the California Certificate of Title. Legal Owner/Lienholder Transfer signature requirements are:

When the registered owner(s) signs Line 1 in error, he/she must either complete a Statement of Error or Erasure form (REG 101) or complete and sign the new registered owner section on the back of the title. In such cases, make the notation "no change of registered owner" next to the signature(s) on Line 1.

#### **Notarized Signature of Lienholder Required**

The release signature of the legal owner/lienholder on a lien satisfied form or an *Application for Duplicate Title* (REG 227) must be notarized. This includes a REG 227 used for an electronic lienholder (ELT) transfer. A California notary's stamp must include the notary's name, the commission number and expiration date, the county and state in which the commission was granted, and the state seal. An out-of-state notary's stamp is acceptable as completed. (Other states might not require the same information as California.)

The notarized stamp and signature may be located:

1. Next to the legal owner's/lienholder's release signature on the REG 227, or
2. On a separate sheet of paper attached to the REG 227, or
3. On any other document submitted in lieu of the release signature on the REG 227 that shows satisfaction of the lien, such as a *Lien Satisfied/Title Holder Release* (REG 166). The department will return the application if the legal owner/lienholder release signature is not notarized as required.

**EXCEPTION:** *An insurance company (or its agent) is exempt from the notarized signature requirement on transfers of total loss salvage vehicles to the insurance company when a lienholder is indicated on the department's records and an acceptable lien satisfied document from the lienholder is submitted by the insurance company (or its agent). When an insurance company sells a vehicle using the REG 227, the lienholder's release signature must be notarized.*

## **Chapter 4     *Substitutes and Duplicates***

### **4.00 Introduction**

Replacement of license plates, year and month stickers, and Certificate of Title or registration card documents may be processed by a business partner.

### **4.05 Application for Replacement Plates, Sticker, Documents forms (REG 156)**

The *Application for Replacement Plates, Stickers, Documents form*, (REG 156) must be completed for the issuance of substitute plates/or stickers when the plates/or stickers have been lost, stolen, mutilated or illegible. The business partner must verify the owner's address and identity before issuing replacement plates.

The dealer may complete the REG 156 when replacements are requested in conjunction with a dealer transfer transaction. Otherwise, the vehicle owner must complete the REG 156. A dealer cannot apply for replacements after ownership is transferred to the buyer. The owner of record must complete the application.

**NOTE:** On applications submitted by business partners, other than a dealer, dismantler, insurer/insurer's agent, or salvage pool, the owner's identity and owners address must be verified as shown on the REG 156 and a legible photocopy of the driver license or identification card must be attached plus any additional requirements before issuing replacement plates.

### **4.10 Nonreceipt of Documents, Plates, and/or Stickers**

A REG 156 must be completed when the certificate(s), plate(s), and/or sticker(s) issued by the department are not received and the department had the correct address, "no fee" replacements are issued. The "not received" box on the application form should be checked.

## 4.15 Substitute Plates

The correct substitute plate application and fee must be submitted in addition to any other requirements for the transaction when replacement plates are needed. When someone other than the registered owner of the vehicle submits the application for replacement plates, the plates must be mailed directly to the registered owner. **NOTE:** Business partners may issue substitute plates for regular license plates only. Business partners may not issue substitute “specialty plates” of any kind or substitute plates to vehicles registered in the name of a trust.

## 4.20 Duplicate Registration Card Only

When the vehicle registration card is lost, stolen, mutilated, or illegible, the registered owner must complete an *Application for Replacement Plates, Stickers, Documents* (REG 156) and pay the duplicate fee to obtain a new Registration Card. The REG 156 and duplicate fee are not required in conjunction with another application, such as a transfer of ownership.

## 4.25 Application for Duplicate Title (REG 227)

An *Application for Duplicate Title* (REG 227) is used when a duplicate Certificate of Title is requested because the Certificate of Title is lost, stolen, mutilated, or illegible. A mutilated or illegible title must be submitted with the application. The requirements and fees are:

1. The REG 227 must be properly completed. If the legal owner/lienholder of record is releasing interest, the signature must be notarized.
2. An additional fee for duplicate title is due.
3. Verify applicant’s photo ID and write the drivers license or identification card number on the *Application for Duplicate Title* (REG 227).
4. A change of address shall not be performed as part of the duplicate title transaction.

## 4.30 Application for Duplicate Title and Transfer of Ownership

An *Application for Duplicate Title* (REG 227) is used to transfer ownership when the Certificate of Title is lost, stolen, mutilated, or illegible. A mutilated or illegible title must be submitted with the application. In addition to the usual transfer requirements and fees:

1. The REG 227 must be properly completed and endorsed for transfer. If the legal owner/lienholder of record is releasing interest, the signature must be notarized.
2. The odometer mileage disclosure is completed on a *Vehicle/Vessel Transfer and Reassignment* Form (REG 262).
3. An additional fee for duplicate title is due.

**EXCEPTION:** *An insurance company (or its agent) is exempt from the notarized signature requirement on transfers of total loss salvage vehicles to the insurance company when a lienholder is indicated on the department’s records and an acceptable lien satisfied document from the lienholder is submitted by the insurance company (or its agent).* **NOTE:** *When the insurance company sells the vehicle using the REG 227, the lienholder’s release signature must be notarized.*

## 4.35 Notarized Signature of Lienholder Required

The release signature of the legal owner/lienholder on a lien satisfied form or an *Application for Duplicate Title* (REG 227) must be notarized. This includes a REG 227 used for an electronic lienholder (ELT) transfer. A California notary’s stamp must include the notary’s name, the commission number and expiration date, the county and state in which the commission was granted, and the state seal. An out-of-state notary’s stamp is acceptable as completed. (Other states might not require the same information as California.)

The notarized stamp and signature may be located:

1. Next to the legal owner’s/lienholder’s release signature on the REG 227, or
2. On a separate sheet of paper attached to the REG 227, or



3. On any other document submitted in lieu of the release signature on the REG 227 that shows satisfaction of the lien, such as a *Lien Satisfied/Title Holder Release* (REG 166). The department will return the application if the legal owner/lienholder release signature is not notarized as required.

#### **4.40 Certificate of Title Lost After Released by the Lienholder**

An *Application for Duplicate Title* (REG 227) must include the lienholder's release signature on it or a *Lien Satisfied/Title Holder Release* (REG 166) if the title was lost after the lienholder released interest. In either case, the lienholder's signature must be notarized as explained in the section titled "Notarized Signature of Lienholder Required". The person who lost the title must complete the "Missing Title Statement of Facts" portion of the REG 227.

#### **4.45 Substitute Sticker Only**

##### **Year Sticker**

An *Application for Replacement Plates, Stickers, Documents* (REG 156) and the substitute sticker fee must be submitted to the department if the year sticker is lost, stolen, mutilated, or illegible. A mutilated sticker must be submitted with the REG 156.

##### **Month Sticker**

A REG 156 is not required to replace a lost, stolen, mutilated, or illegible month sticker. Upon request, a new month sticker is issued for no fee after the month of expiration is verified from the registration card or the VR database.

## ***Chapter 5 Miscellaneous Originals***

### **5.00 Introduction**

Miscellaneous original means a transaction to issue a California Certificate of Title and the supporting documentation does not include the following:

1. A new vehicle report of sale form
2. A title or ownership documentation from another state or international jurisdiction.
3. A record on the California VR database

### **5.05 Examples of Miscellaneous Original Transactions**

The following are examples of miscellaneous originals:

- **No Evidence of Ownership**  
No Evidence of Ownership occurs when the document submitted is not recognized by the Polk Motor Vehicle Registration Manual, Title, Registration and Related Procedures for all States as evidence of title/ownership.
- **Vehicle with Manufacturer's Statement of Origin (MSO)**  
Vehicle with Manufacturer's Statement of Origin (MSO) occur when the document submitted is a manufacturer's Statement of Origin (MSO) created by the vehicle manufacturer.
- **Vehicle with Manufacturer's Certificate of Origin (MCO)**  
Vehicle with Manufacturer's Certificate of Origin (MCO) occurs when the document submitted is a manufacturer's Certificate of Origin (MCO) created by the vehicle manufacturer.

## 5.10 Manufacturer's Statement of Origin (MSO)

When a MSO is submitted in lieu of a new vehicle report of sale form, the transaction must be processed using an *Application for Title or Registration/Verification of Vehicle* (REG 343/REG 31). The MSO may be prepared at the factory or an assembly plant or by a business authorized by the manufacturer. All MSO's, except those for off-road equipment, should be produced in an identical format and must include:

1. The manufacturer's name and address.
2. The make, identification number, year model, and vehicle series or model name.
3. The date and to whom the ownership was transferred from the manufacturer and the signature of the manufacturer's agent. A signature stamp is acceptable.

**NOTE:** Reassignments made on the MSO do not need to be notarized, even when a notary space is provided.

## 5.15 Duplicate MSOs

A duplicate copy of an MSO issued by the manufacturer is acceptable as proof of ownership. It must clearly state, "Duplicate" on the face of the document, contain the same security features as the original MSO, and contain the identical descriptive information, except for the issuance date, as the original MSO. Any discrepancy invalidates the duplicate.

## 5.20 MSO Continuations

Any continuation to an MSO must clearly state "Continuation" on the face of the document and contain the same security features as the original. A "continuation" MSO must be used in conjunction with the original MSO.

## 5.25 Second Stage Manufactured Vehicles sold using a MSO/MCO and Federal Motor Vehicle Safety Standards

Second stage manufactured vehicles are incomplete cab/chassis vehicles that are modified to become motor homes, and heavy duty utility trucks. Federal statutes require the original vehicle identification number (VIN) of the first stage manufacturer to be maintained as the VIN of record during the life of the vehicle. Therefore, use the original VIN of the first stage manufacturer to identify/register an incomplete vehicle equipped with a second stage manufactured body.

### **Procedures for Second Stage Vehicle Registration Applications sold on MSO/MCO.**

1. Key all required information from the *Application for Registration of New Vehicle* (REG 397) or the *Application for Title or Registration* (REG 343).
2. As necessary, rekey the make of the vehicle, the generated year model, or body type, so the information agrees with the information on the REG 397.
3. Collect all fees due.

## 5.30 Registration of Trailer Coaches sold on MSO/MCO

Trailer coaches and commercial coaches located in California must be registered at all times, regardless of operation. Trailer coaches and commercial coaches cannot be registered under the Permanent Trailer Identification (PTI) Program. Exceptions: The annual registration requirement does not apply to a trailer coach when it is:

1. Moved in conformance with the Vehicle Code provisions relating to dealers, manufacturers or transporters.
2. Unoccupied and held for sale in a manufacturer's or dealer's inventory.
3. Destroyed by fire, flood, or other disaster.
4. Owned by a Native American while parked off-road on a federal Indian reservation or rancheria.
5. Located on a military reservation/installation.

6. Located in a federal enclave with a system of roads exclusively maintained and controlled by the U.S. Government without funds from the State of California used for construction or maintenance of such roadways. The five federal enclaves are: Cabrillo National Monument (except for the area within Pt. Iowa traffic circle), Fort Point National Historic Site, Lassen Volcanic National Park, Sequoia Kings Canyon National Park, and Yosemite National Park.
7. Registered in another state/country and displays valid license plates issued for the owner's state/country of residence. Fees are due within 20 days when:
  - i. the owner becomes a California resident or
  - ii. accepts employment in California or
  - iii. upon sale to anyone other than a licensed dealer.

### 5.35 Dealer Rollbacks/Unwinds

A dealer is not required to obtain a new smog certification when a new or used vehicle is returned to the dealer and subsequently resold prior to the documents being submitted to the department. This does not exempt the dealer from the provisions of Vehicle Code Section 24007.

NOTE: Smog certifications issued to licensed dealers are valid for two years or until the vehicle is sold and registered to a retail buyer, whichever occurs first. A Report of Deposit of Fees (RDF) does not have to be on file for the smog certification to remain valid.

### 5.40 Weight Certificate Exceptions

A weight certificate is not required or may be waived for:

1. New commercial vehicles weighing 8,000 lbs. or less, which are sold by California-licensed dealers. The dealer must certify to the unladen weight on the *Application for Registration of New Vehicle* (REG 397).
2. Trailers or semi-trailers registered under the Permanent Trailer Identification (PTI) Program. The estimated weight **is** required.
3. Two-axle or three-axle motor vehicles weighing 10,001 lbs. or more. The estimated weight is required.
4. Vehicles previously registered in California when the prior California commercial registration shows the unladen weight and number of axles and the application includes a *Statement of Facts, Part E: Statement for Vehicle Body Change* (REG 256) stating no changes/alterations have been made to the vehicle.
5. Nonresident commercial vehicles with an unladen weight of 6,000 lbs. or less, if the nonresident title or registration indicates "empty, unladen, or shipping" weight.

**NOTE:** The term "scale" as shown on the Washington title or registration is acceptable as an unladen weight. Weight as shown on the Texas title is "empty" weight.

### 5.45 Use Tax Exemptions

Transactions not subject to use tax are of two general types, those not considered to be a retail sale and retail sales exempted from payment of use tax.

# Chapter 6 Nonresident Vehicles

## 6.00 Introduction

Any vehicle regularly operated on California streets and highways must be registered in California. A vehicle is considered to be regularly used when the vehicle is located or operated in this state for a greater amount of time than in any other state or consistently operated in California during a registration period. A registration application must be submitted within 20 days following the date registration became due.

**EXEMPTION:** *Vehicle Code Section 6700.2 allows nonresident daily commuters to operate a motor vehicle on the highways of this state. California dealers have 30 days from the date the vehicle is sold on the Report of Sale–Used Vehicle (REG 51) to submit fees without penalty. Residency is defined in Vehicle Code Section 516.*

Nonresident vehicle owners must register their vehicles in California within 20 days of the date they accept gainful employment or become a California resident. A person working for wages or operating a business is gainfully employed. Military personnel are not considered to be gainfully employed in California even when they hold a civilian job as well. **NOTE:** 49-state vehicles and motorcycles with less than 7,500 odometer miles cannot be registered in California unless they are California-certified vehicles.

## 6.05 Evidence of Ownership for Nonresident Vehicles

Evidence of ownership is the Certificate of Title. A bill of sale is acceptable in lieu of the seller’s signature on the title. The title must show “no lienholder” or include the lienholder’s release. A lien satisfied is acceptable in lieu of the lienholder’s release on the title (see notarization requirements below). The documents presented to the department require a chain of ownership from the seller and the legal owner, if any, listed on the Certificate of Title to the person or persons submitting the documents to receive a new California Certificate of Title in his/her/their name. Generally, all states issue a title to most motor vehicles. Some states do not issue titles for non-motorized vehicles, such as trailers or to certain older model motor vehicles and trailers.

### Notarization Requirements

The signatures on a nonresident title or a nonresident certificate of origin are not required to be notarized, even if the nonresident title contains provisions for notarization upon transfer. Accept the nonresident owner’s signature on the title or a bill of sale to the new owner.

**NOTE:** A lien shown with the notation “paid” and the lienholder’s name and a countersignature is sufficient evidence that the lien is satisfied.

## 6.10 Date Registration Fees become Due on Nonresident Vehicles

Below identifies when registration fees become due for a nonresident vehicle based on the following vehicle circumstances:

### 1. Dealer Inventory Vehicle

California registration fees for a nonresident vehicle acquired by a California dealer become due on the date the vehicle is sold to a retail buyer. The dealer has 30 days from the date the vehicle is sold on the *Report of Sale–Used Vehicle* (REG 51) to submit the fees to the department.

### 2. Change of Ownership for a Nonresident Vehicle

California registration fees are due when the vehicle is sold or transferred and must be paid within 20 days after the new owner’s date of purchase.

### 3. Other Nonresident Vehicles

Use the following chart to determine when fees are due.

*Table continues on the next page.*

<i>If the nonresident vehicle is...</i>	<i>then California fees become due on...</i>
---	--

sold by a California licensed dealer	date of retail sale
purchased in California	the date of purchase
<b><i>If the nonresident vehicle is...</i></b>	<b><i>then California fees become due on...</i></b>
purchased outside California	the date of entry into California
owned by an active member of the military and is not currently registered in his/her home state or state of last duty station	
owned by an active member of the military and is currently registered in his/her home state or state of last duty station	date following expiration of his/her home state registration or state of last duty station
brought into California by the owner named on the nonresident registration documents and will be registered in that owner's name	whichever occurs first: date of entry into California or date residency is established
a commercial vehicle and is not currently registered	When the commercial vehicle is not currently registered, fees are due on the date of entry into California.
a commercial vehicle and: Is currently registered	When the commercial vehicle is currently registered, whichever occurs first: The date the owner establishes residency or Accepts gainful employment in California or The date the out-of-state registration expires

## 6.15 Registration Requirements for Nonresident Vehicles

The basic registration requirements for all nonresident vehicles are listed below:

1. A completed *Application for Title or Registration* (REG 343).
2. A vehicle verification form (REG 31 – which is the reverse side of REG 343).
3. Evidence of ownership (out-of-state title, any bills of sale needed to establish chain of ownership).
4. The *Report of Sale Used Vehicle* (REG 51), if sold by a California dealer.
5. A weight certificate, when a commercial vehicle.
6. A smog certificate, when appropriate.
7. Odometer mileage disclosure, when the vehicle is less than ten years old.
8. Fees

## 6.20 Vehicles Registered to Nonresident Military (NRM) Personnel

The vehicle license fee (VLF) portion of the fees is not due for a vehicle registered to a nonresident military (NRM) person assigned to a California duty station. Refer to the “Nonresident Vehicles, Registration Requirements” for additional requirements.

**NOTE:** The appropriate evidence of emission and safety compliance is required or issuance of “title only” on a direct import vehicle.

## **6.25 Non-Title (Goldenrod) Registration Only**

The department may issue a nontransferable non-title (goldenrod) registration when out-of-state titling documents are not submitted at the time of application for California registration. The goldenrod registration must be issued in the name of the registered owner (consistent with the requirement for true name) shown on the nonresident registration card.

The name of the legal owner/lienholder should be entered on *the Application for Title or Registration* (REG 343), even if it does not appear on the nonresident registration. When a goldenrod registration is issued, ownership of the vehicle cannot be changed until the nonresident title or evidence of ownership is presented to the department for issuance of a California Certificate of Title. (Refer to the “Nonresident Vehicles, Registration Requirements” for additional requirements.)

## **6.30 Change of Name on a Non-Title Registration**

A goldenrod registration application must reflect the owner’s name as it appears on the nonresident registration card. When the registered owner’s name is different from the name that appears on the nonresident card, A *Statement of Facts, Part F. Statement for Name Change or Correction* (REG 256) shall be completed by the owner and submitted with the application. In order to provide unquestionable continuity of ownership when the outstanding title is presented, the department will issue a new goldenrod registration, which contains both the new and former name of the owner. For example: “Mary Jones AKA Mary Smith”

## **6.35 Vehicle Issued Nonresident “Title Only” in Another State and Not Currently Registered**

The registration requirements for a vehicle issued “Title Only” in another state, but not registered there, are the same as for registration of any other nonresident vehicle. (Refer to the “Nonresident Vehicles, Registration Requirements” in Section F for additional requirements.)

# Chapter 7 Vessels

## 7.00 Introduction

All undocumented vessels using California waters must display a current California registration number (CF number).

## 7.05 Definitions

### **Situs:**

Principal location of the vessel.

**NOTE:** The name and address abbreviations for an Electronic Lien and Title (ELT) lienholder must be entered on the application exactly as shown in the latest ELT listing issued by the department. New listings are issued quarterly with a Vehicle Industry News (VIN) memo.

### **State of Principal Use:**

The state on which waters a vessel is used or intended to be used most during a calendar year.

### **Undocumented Vessel:**

A vessel that is not required to have, and does not have, a valid marine document issued by the United States Coast Guard.

### **Vessel Agents:**

A bona fide dealer, broker, or both, are appointed as vessel agents by the department. Vessel agents are assigned a unique vessel agent number, which the vessel agent enters on the registration document. Vessel agents may accept undocumented vessel registration and transfer applications and issue permanent vessel numbers and temporary Certificates of Number.

### **Vessel and Marine Dealers:**

Persons engaged in the business of selling or offering for sale, buying or taking in trade for the purpose of resale, or exchanging, any vessel(s) and receives or expects to receive money, profit, or any other thing of value. The department does not license vessel and marine dealers. The local city and county administration offices and the State Board of Equalization handle any questions about licenses for a retail business selling vessels and related marine equipment.

### **Yacht and Ship Brokers:**

Yacht and ship brokers negotiate the purchase, sale, or exchange of yachts and do not own the yachts. Bills of sale are not required and the broker's name does not appear on the back of the Certificate of Ownership. These transactions require the same documentation and clearance requirements as other non-dealer original or transfer transactions. Yacht and ship brokers (and "for hire" operators) are licensed by:

Department of Boating and Waterways  
1629 "S" Street  
Sacramento, CA 95814-7291  
2000 Evergreen St. Suite 100  
Sacramento, CA 95815

## 7.10 Vessel Brokers

### **Brokers Authorized as Vessel Agents:**

May collect the registration fees and use tax due or collect the registration fees only and the department's Sacramento Headquarters will collect any use tax due from the buyer.

### **Brokers Not Authorized as Vessel Agents:**

Must give the documents to the buyer. The department collects the registration fees and use tax when the buyer presents the application. The document and clearance requirements for yacht/ship broker sales are the same as for other non-dealer transactions except:

1. A bill of sale from the yacht/ship broker to the owner is not required.
2. The broker's name is not entered on the back of the Certificate of Title.

Broker sales are subject to use tax (rather than sales tax). If the broker collects the use tax due, a *Vessel Dealer or Manufacturer's Sales Tax Certification* (BOAT 110) must be submitted with the application.

For questions about a vessel agent's...	Contact the..
Registration or transfer application	Registration Operations Division Vessel Section MS C272 PO Box 942869 Sacramento, CA 94269-0001 (916) 657-6925
Request for accountable items	Occupational Licensing Unit MS N224 PO Box 932342 Sacramento, CA 94232-3420

## 7.15 Vessels Required to be Registered in California

1. All undocumented motor boats
2. All undocumented sailboats over eight feet in length with or without a motor.
3. Amphibious vehicle/vessels and houseboats.
4. Inflatable vessels with motors.
5. Personal watercraft ski type vessels (for example, Jet Ski or Wet Bike).
6. Shuttle Craft. "Shuttle Craft" is a full size, open bow, jet boat similar to a barge. It is powered and steered by any personal watercraft (PWC).
7. Motorized surfboards (also known as jet boards).

## 7.20 Vessels Not Required to be Registered in California

1. Vessels propelled solely by oars or paddles.
2. Sailboats eight feet or less in length without motors.
3. A public vessel of the United States, another state, or subdivision of another state.
4. A ship's lifeboat. (A dinghy is not a lifeboat)
5. A vessel of another country temporarily using the waters of this state.
6. A vessel bearing an assigned number in full force, which has been issued pursuant to federal law or a federally approved numbering system of another state, provided it has not changed its state of principal use and has not been within this state for a period in excess of 90 consecutive days.
7. Non-motorized surfboards over eight feet in length, propelled by a sail that requires the operator to hold the mast upright.
8. A vessel not using or on the waters of this state.
9. Racing vessels brought into this state exclusively for racing purposes and remaining for less than 90 days providing the state of origin also exempts such vessels.

**EXCEPTION:** *A floating, stationary residential dwelling (floating home) not designed to have power of its own, is dependent for utilities to a source on shore, and which has a permanent sewage hookup on shore is not considered a vessel; therefore, it is not required to be registered (Vehicle Code Section 984).*



## 7.25 California Assigned Vessel Numbers

A permanent registration number (CF number) is assigned upon registration of undocumented vessels in California. In accordance with the national vessel registration system, the number consists of the letters CF, four numbers, and a two letter suffix (for example, CF 1234 AB).

**NOTE:** The letters O, Q, or I, will not be issued for any CF numbers.

## 7.30 Vessel Carbon Monoxide Stickers

The Harbors and Navigation Code requires new and used motorized vessels to bear a sticker warning of the dangers of carbon monoxide poisoning when sold.

Issue one set of Vessel Carbon Monoxide Warning Stickers and the companion brochure on every completed vessel transfer or renewal, nonresident and miscellaneous original vessel transaction.

Explain to the customer that the stickers must be affixed to motorized vessels as follows:

1. The TRANSOM sticker must be affixed facing out on the exterior of the stern or transom of the motorized vessel, unless it is inflatable and the sticker would not adhere to the surface of the stern.
2. The HELM sticker must be affixed to the interior of the motorized vessel where it is immediately visible to the operator of the motorized vessel.

**NOTE:** Vessel agents will provide their customers owning and/or buying motorized vessels with a set of stickers and the companion brochure.

## 7.35 ABCs of the California Boating Law

Upon original California vessel registration or transfer, the department issues the new owner a copy of the “*ABCs of the California Boating Law*” (Boat 3) published by the Department of Boating and Waterways. This is required by the Federal Boating Act to ensure that new owners of vessels are informed of current vessel safety and registration information.

## 7.40 Proof of Ownership

The following documents are acceptable as proof of vessel ownership:

1. A Certificate of Origin,
2. Bill of Lading, or
3. Invoice from a dealer on original registration applications for vessels obtained through the dealer’s inventory. (Can only be processed by Vessel Agents, Brokers and Dealers.)

## 7.45 Vessel Registration

California must be the state of principal use shown on an application for California registration or the application cannot be accepted (Code of Federal Regulations, Title 33, Chapter 1, Part 173.15) Fees must be paid upon purchase and prior to operation on California waters to avoid penalties.

### **Application Requirements:**

The basic requirements for original registration are:

1. A completed *Application for Registration Number Certificate of Ownership and Certificate of Number for Undocumented Vessel* (BOAT 101).
2. The BOAT 101 Certificate of Sale section must be completed if the seller is a dealer or builder/manufacturer or it is used as a bill of sale to establish a chain of ownership.
3. The Manufacturer’s Certificate of Origin or the original factory invoice or the original or certified copy of the sales agreement in the same names as shown on the BOAT 101, marked PAID” and countersigned.

4. A *Lien Satisfied* (REG 166) is required if a legal owner/lienholder is shown on the sales agreement, but not on the BOAT 101.

**NOTE:** The department will not accept any application for registration of a vessel located out of state.

**Additional Information and/or Requirements are:**

<b>If the dealer/manufacturer...</b>	<b>Then...</b>
Does not have a Board of Equalization (BOE) Permit number	The use tax due must be paid to the DMV.
Enters the BOE Permit number on the BOAT 101	A <i>Vessel Dealer or Manufacturer's Sales Tax Certification</i> (BOAT 110) must be submitted with the application (use tax is not submitted to the DMV).

## ***Chapter 8 Salvage and Original Salvage, Nonrepairable and Original Nonrepairable, Junks, and Nonrevivable Junk Transactions and Vehicle License Fee (VLF) Refunds***

### **8.00 Introduction**

The following sections identify the requirements for salvage and original salvage, nonrepairable and original nonrepairable, junk and nonrevivable junk vehicle transactions and vehicle license fee (VLF) refunds.

### **8.05 Definitions**

**Application for Nonrepairable Certificate:**

Transaction for a vehicle, which has no resale value except as a source of parts or scrap metal.

**Original Nonrepairable:**

A nonrepairable vehicle with an out-of-state title or a manufacturer's certificate of origin.

**Application for Salvage Certificate:**

A transaction for a vehicle that is being reported as salvage, either by an insurance company, salvage pool, or the registered owner.

**Original Salvage:**

A salvage vehicle with an out-of-state title or a manufacturer's certificate of origin.

**Junk Certificate:**

A vehicle with a California record is being junked with the option to be reregistered.

**Nonrevivable Junk Certificate:**

A vehicle with a California record is being junked and will not have the option to be reregistered.

**Vehicle License Fee (VLF) Refund application:**

a transaction that provides for the return of prorated vehicle license fees paid on un-recovered stolen or constructive total loss vehicles.

**NOTE:** VLF refunds are to be processed by salvage pools only.

### **8.10 Salvage or Nonrepairable Vehicle Certificates**

A Salvage or Nonrepairable Vehicle Certificate cannot be issued for an unrecovered stolen vehicle.

Salvage Certificates **must be** issued in the name of the insurance company **or** the owner shown on the department's records at the time the vehicle was wrecked, **not** to a subsequent buyer.

Transfer of the vehicle to the subsequent buyer may be accomplished by the owner or insurance

company using the assignment space on the Salvage Certificate. Once a vehicle has been declared nonrepairable, ownership of the vehicle may only be transferred twice on the Nonrepairable Vehicle Certificate. A nonrepairable vehicle cannot be titled or reregistered subsequent to issuance of the Nonrepairable Vehicle Certificate.

When an *Application for Salvage Certificate or Nonrepairable Vehicle Certificate* form (REG 488C) is accompanied by an *Application for Duplicate Title* (REG 227), verify the information on the REG 227 against the information obtained from the VR database. The registered owner, legal owner, and vehicle description on the document must agree with the information in the VR database. The vehicle description must be the same as shown on the title. Incomplete or incorrect information may result in incorrect titling.

Do not issue a Salvage Certificate or Nonrepairable Vehicle Certificate when the following conditions appear in the VR database:

1. There is a discrepancy in registered owner or legal owner information.
2. A record is not found.
3. The record status shows “junk”, a “VLT stop”, or a status that prohibits the application from being cleared.
4. A Special or Environmental License plate is shown on the VR database.

## 8.15 Salvage and Nonrepairable Certificate Requirements

Below are the procedures when various documents are presented when completing:

The *Application for Salvage Certificate or Nonrepairable Vehicle Certificate* form (REG 488C)

When...	Then...
The customer is applying for a Salvage Certificate,	<b>Complete Section 1</b> of the <i>Application for Salvage Certificate or Nonrepairable Vehicle Certificate</i> form (REG 488C).
The customer is applying for a Nonrepairable Certificate,	<b>Complete Section 2</b> of the <i>Application for Salvage Certificate or Nonrepairable Vehicle Certificate</i> form (REG 488C).

The *California Certificate of Title* or an *Application for Duplicate Title* form (REG 227).

When...	Then...
The California Certificate of Title is submitted,	The certificate must show the releasing signature of the registered and the legal owner of owner of record.
The Certificate of Title is lost, stolen, mutilated, or illegible	A duplicate title must be obtained. An <i>Application for Duplicate Title</i> form (REG 227) must be completed by the legal owner of record or by the registered owner (if no legal owner on record) and be submitted with the required releasing signatures. A duplicate fee is also required.

The *Vehicle/Vessel Transfer and Reassignment* form (REG 262)

When...	Then...
The customer is applying for a Salvage Certificate,	Section 3 of the REG 262 must be completed for the odometer disclosure. Federal regulations specify that the information be completed in ink, not pencil.

	<p>Section 4 is to be completed by the buyer and seller:</p> <ul style="list-style-type: none"><li>• A business name may be generated by hand in ink, typewritten, or computer generated. The authorized agent's countersignature must be completed by hand and in ink.</li><li>• The printed name(s) and signature(s) of the buyer and/or seller must be completed by hand and in ink.</li></ul>
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Out of State title

	Then...
The customer is applying for a Salvage Certificate,	The title must have the releasing signature of the person on the title and if lienholder on record, the releasing signature of the lienholder.
	All non-resident requirements must be submitted with the application as stated in section 6 of these procedures. Smog certification is not required.

Nonrepairable Vehicle Certificates are issued to vehicles which have no resale value except as a source of parts or scrap metal. Once a vehicle has been declared nonrepairable, ownership of the vehicle may be transferred twice on a Nonrepairable Vehicle Certificate. A Nonrepairable Vehicle Certificate is issued instead of an ownership certificate for a nonrepairable vehicle and becomes the ownership document. Once this certificate is issued, the vehicle cannot be titled or re-registered for use in California.

**NOTE:** Nonrepairable Vehicle Certificates may not be issued to an unrecovered stolen vehicle.

## 8.20 Vehicle License Fee (VLF) Refund Requirements

### (Transaction restricted to Salvage Pools Occupational Licensees only)

A VLF refund cannot be processed until the Salvage or Nonrepairable status has updated on the VR database.

When...	Then...
The vehicle is a constructive total loss and prorated vehicle license fee (VLF) refund is appropriate according to Sections 155.00 et. seq., Article 3, Title 13, California Code of Regulations.	An <i>Application for Vehicle License Fee Refund</i> form (REG 65, Part B) must be submitted.

## 8.25 Junk Certificate Requirements

If...	Then...
The vehicle is to be dismantled,	<p>A <i>Dismantler's Notice of Acquisition</i> (REG 42) is required, in addition to:</p> <ul style="list-style-type: none"> <li>*A titling document: California Certificate of Title, or Application for Duplicate Title, or California Salvage Certificate</li> </ul> <p>A <i>Vehicle/Vessel Transfer and Reassignment</i> Form (REG 262) may be required,</p>

**\*NOTE:** The titling document submitted must contain the following information:

1. The releasing signature of the registered owner of record.
2. The releasing signature of the legal owner of record.
3. The dismantler's name and signature must appear in the new owner section on the reverse side of the title and not in the dealer section of the title.

If the application is clearable “validate” the duplicate copy of the *Dismantler’s Notice of Acquisition* (REG 42) by line date stamping the front of the form. Return the validated copy to the dismantler with instructions to attach it to their copy as proof of reporting and authority to dismantle the vehicle.

### 8.30 Nonrevivable Junk Certificate Requirements

A vehicle may be declared as a nonrevivable junk due to the following circumstances:

1. When there are reasonable grounds to believe that a vehicle has been abandoned, that vehicle may be removed from a highway or from public or private property by any peace officer or designated employee of a county or city, pursuant to Vehicle Code Section 22669.
2. A public agency may impound and remove from private or public property any vehicle that is wrecked, dismantled, inoperative, or considered a public nuisance, pursuant to Vehicle Code Section 22660.

If...	Then...
The vehicle is to be identified as a nonrevivable Junk in the VR database,	A <i>Dismantler’s Notice of Acquisition</i> form (REG 42) is required, AND a <i>Public Agency Authorization to Dispose of a Vehicle to a Scrap Iron Processor or Dismantler Valued at \$300 or Less</i> form (REG 462)

If the application is clearable “validate” the duplicate copy of the *Dismantler’s Notice of Acquisition* (REG 42) by date-line stamping the front of the form. Return the validated copy to the dismantler with instructions to attach it to their copy as proof of reporting and authority to dispose of the vehicle.

### 8.35 Revived Salvage

#### California Record

A revived salvage vehicle is one that was reported to the California DMV by the insurance company or the owner as a total loss and has been restored to operational condition.

The applicant it required to submit:

1. A completed Application for Title or Registration (REG 343)The cost of the vehicle must include labor costs even if the labor was done by the applicant.
2. The evidence of ownership of the vehicle. This can be one of the following: A California Salvage Certificate, an Application for Salvage Certificate or Nonrepairable Vehicle Certificate (RED 488C) marked duplicate, if the original certificate is missing, the California Certificate of Title with a REG 488C. or an Application for Duplicate Title (REG227) with a REG 488C. Bills of sale, as needed, to complete chain of ownership
3. An Odometer Disclosure Statement (REG 262) if applicable.
4. A Declaration of Gross Vehicle Weight/Combined Gross Vehicle Weight (REG 4008) (GVW/CGVW) for a commercial vehicle over 6,001 pounds unladen, except pick-ups.
5. A Vehicle Verification
6. Official brake and light adjustment certificates. When an official brake and light station that inspects specific vehicles, such as motorcycles and large commercial vehicles, is not located within a reasonable distance, a Statement of Facts (REG 256) from a repair shop attesting that the brakes and lights are in proper working order may be accepted. Brake and light certificates are not required from trailers with a GVW under 3,000 pounds.
7. A weight certificate for a commercial vehicle.
8. A smog certificate, if appropriate. Only biennial smog requirements apply to a vehicle retained by the owner of record.
9. All fees due, including the \$50 Salvage/Dismantled Vehicle Inspection Fee and the substitute plate fee. Fees and penalties are due if the California registration has expired and a Planned Non Operation (PNO) is not on file.

The original Vehicle License Fee (VLF) will be retained if the owner on record remains the same. If ownership is being transferred the vehicle will be reclassified based upon the purchase price. Retain the expiration date on record.

### **New or Non-resident**

A vehicle never registered in California and reported as salvaged can be registered in California. The applicant is required to submit:

1. A completed Application for Title or Registration (REG 343)
2. The California Salvage Certificate or the out of state salvage certificate or the out of state title with a completed Application for Salvage Certificate or Nonrepairable Vehicle Certificate (REG 488C).
3. A Used Vehicle Report of Sale, if applicable.
4. A Used Vehicle Certification (REG 496), if applicable.
5. A Statement of Facts (REG 256) from the insurer or buyer stating the vehicle was never registered in California.
6. A Declaration of Gross Vehicle Weight/Combined Gross Vehicle Weight (REG 4008) (GVW/CGVW) for a commercial vehicle over 6,001 pounds unladen, except pick-ups.
7. A vehicle verification or if the vehicle was referred to the California Highway Patrol (CHP) for inspection, the Inspection Certificate CHP 97C.
8. A weight certificate for a commercial vehicle weighing less than 10,001 pounds unladen. If the vehicle is operated over 10,000 pounds GVW, the estimated weight may be shown on a Statement of Statement of Facts (REG 256).
9. Official brake and light adjustment certificates. When an official brake and light station that inspects specific vehicles, such as motorcycles and large commercial vehicles, is not located within a reasonable distance, a Statement of Facts (REG 256) from a repair shop attesting that the brakes and lights are in proper working order may be accepted. Brake and light certificates are not required from trailers with a GVW under 3,000 pounds.
10. A smog certificate, if appropriate.
11. An Odometer Disclosure Statement (REG 262) if applicable.
12. All fees due, including the prior history fee. For vehicles with valid registration on the date of loss, fees become due upon the first known operation after the sale date shown on the Salvage Certificate. Fees must be paid within 20 days of the date of first operation to avoid penalties.

## **8.40 Revived Junk**

Vehicles which have been dismantled (as evidenced by a junk receipt or bill of sale from a dismantler) and then rebuilt, are called revived junk. Revived junk vehicles are registered by the original make name and the original year model.

The applicant is required to submit:

1. A completed Application for Title or Registration (REG 343). The cost information must include the labor cost, even if the labor was provided or done by the applicant. The VLF class is based on the cost shown.
2. The junk receipt or a bill of sale from the dismantler. A dismantler's bill of sale must include the dismantler's acquisition number.
3. Bill(s) of sale, as necessary, to establish a complete chain of ownership.
4. A Declaration of Gross Vehicle Weight/Combined Gross Vehicle Weight (REG 4008) (GVW/CGVW) for a commercial vehicle over 6,001 pounds unladen, except pick-ups.
5. A vehicle verification. Previously junked vehicles must be inspected by an authorized DMV employee or referred to the California Highway Patrol (CHP) for inspection.
6. A weight certificate for a commercial vehicle weighing less than 10,001 pounds unladen. If the vehicle is operated over 10,000 pounds GVW, the estimated weight may be shown on a Statement of Statement of Facts (REG 256).
7. Official brake and light adjustment certificates. When an official brake and light station that inspects specific vehicles, such as motorcycles and large commercial vehicles, is not

located within a reasonable distance, a Statement of Facts (REG 256) from a repair shop attesting that the brakes and lights are in proper working order may be accepted. Brake and light certificates are not required from trailers with a GVW under 3,000 pounds.

8. A smog certificate, if appropriate.
9. An Odometer Disclosure Statement (REG 262) if applicable.
10. All fees due, including the prior history fee. Fees must be paid within 20 days from the date of first operation to avoid penalties.

## **Chapter 9 Registration Renewals**

### **9.00 Introduction**

Business partners may process annual registration renewal transactions for automobiles, motorcycles, commercial vehicles and motor homes without a cab and chassis body-type model. A change of address in conjunction with the registration renewal transaction may be processed unless the business partner is expressly prohibited from processing for security reasons. The customer is to complete a DMV *Notice of Change of Address* form, DMV 14. Attach the form or the appropriate change of address section completed on the renewal billing notice to the application.

### **9.05 Insurance Requirement**

Renewal billing notices for customers whose insurance information is submitted electronically to DMV will not display the "Evidence of Liability Insurance" request on the front of the renewal billing notice. *Do not ask for an insurance card if the customer's renewal billing notice does not indicate it is due.* Customers without a renewal billing notice must provide evidence of insurance. For most customers that evidence would be an insurance card. Out of country insurance cards are acceptable from:

1. Canada
2. Mexico (only if the insurer or vehicle owner's address is in Mexico)
3. Other countries are not acceptable.

Compliance is verified with an insurance card or binder. Attach a copy of the insurance card or binder to the renewal document. An insurance card or binder must include the following information on the document to be acceptable:

1. Insured name on the policy or the vehicle owner's name.
2. Insurance company name.
3. An insurance document with a future effective date is valid, however, it is not mandatory for an insurance document to be dated. (If the policy expiration date is present, it must be valid for the registration period for which the fees are paid).
4. A master insurance policy covering multiple vehicles which is not vehicle-specific may be accepted for multiple vehicle renewals submitted at the same time.

The vehicle description is not required, however if it is present, it must match the information on the registration card. When an insurance company informs the Department that the required vehicle insurance policy or coverage is cancelled, or when the insurance is not received within thirty (30) days after the registration issuance on original or transfer applications, the registration of the vehicle will be suspended until the registered owner has sent in satisfactory proof of financial responsibility as defined in Section 85.00, Article 2.3, Chapter 1, Division 1, Title 13 of the California Code of Regulations.

To reinstate a suspended vehicle registration, the registered owner will be required to pay a reinstatement fee. Business partners are prohibited from processing vehicle transactions that have had registration suspended. When the business partner receives an application that has this suspension on the VR database, the business partner shall instruct the customer to contact the Department or the Department's agent handling the insurance reinstatements for instructions.

### **9.10 Smog Requirements**



Check the VR database for smog compliance. When current smog compliance is not present on the database, then an error message will appear. The customer must provide a copy of their Vehicle Inspection Report (VIR) indicating the vehicle passed smog to continue with the transaction. A photocopy of the VIR must be attached to the application. A “Y” database entry in the smog code field is keyed upon evidence of a valid VIR.

## 9.15 Processing CVRA Commercial Renewals with Weight Changes

When a customer changes the CVRA weight range, they must complete the *Declaration of Gross Vehicle Weight/Combined Gross Vehicle Weight* form, REG 4008. The appropriate weight code for the new weight range must be keyed.

GROSS/COMBINED GROSS VEHICLE WEIGHT RANGE	WEIGHT CODE
10,001-15,000	A
15,001-20,000	B
20,001-26,000	C
26,001-30,000	D
30,001-35,000	E
35,001-40,000	F
40,001-45,000	G
45,001-50,000	H
50,001-54,999	I
55,000-60,000	J
60,001-65,000	K
65,001-70,000	L
70,001-75,000	M
75,001-80,000	N

CVRA vehicles must be issued a weight decal sticker based on the declared operating weight. The vehicles must also be assigned a year sticker.

## 9.20 Federal Heavy Vehicle Use Tax (FHVUT) on Renewals

Evidence of payment or exemption from the Federal Heavy Vehicle Use Tax (FHVUT) is required before registration is issued or renewed for commercial vehicles weighing 8,001 pounds or more, or operated at a gross vehicle weight (GVW) of 55,000 pounds or more.

The FHVUT tax is paid to the Internal Revenue Service (IRS) and a receipted Schedule 1, Form 2290 is returned to the applicant as proof of payment. Proof of payment or exemption from the tax is to be verified only once during the registration period.

### The FHVUT tax is not required for:

1. Title only applications
2. Original of transfer applications submitted in the new owner’s name within sixty (60) days of purchase or transfer
3. A vehicle that is not being operated.

### Proof of payment or exemption from the FHVUT is required for:

1. Parked vehicles placed in operation after July 1, 1985
2. Once during the registration period for a vehicles.
3. Fleet vehicles—Form 2290 issued for a fleet of more than 21 vehicles will not list individual vehicle identification numbers and may be accepted if:
  - i. The name of the taxpayer on the Form 2290 is the same as the registered owner on record and the total number of vehicles for which the tax has been paid is equal to or more than the number of vehicles being registered or
  - ii. The name of the taxpayer on the Form 2290 is not the same as the registered owner and a written statement from the taxpayer is submitted, stating the tax for the current period has been paid for the vehicles being registered.

## 9.25 Acceptable Proof of FHVUT

### Acceptable Proof of Exemption

The following may be accepted as proof of exemption of FHVUT:

1. A Certificate of Exemption.
2. A Statement of Facts (REG 256) stating the vehicle will not be operated at a combined gross vehicle weight of 55,000 pounds or more.
3. A receipt or photocopy of Schedule 1, Form 2290 Part II, listing the vehicle as exempt.

### Acceptable Proof of Payment

The following may be accepted as proof of payment of FHVUT upon renewal of registration:

1. The original or a photocopy of Schedule 1, Form 2290 received by the IRS.
2. A photocopy of Schedule 1, Form 2290 filed with the IRS and a photocopy of the front and back of the cancelled check made payable to the IRS.

## 9.30 County and Allocated County Codes

A four-digit number that identifies the county code and an allocated county code, if appropriate, is required for the allocation of fees. The first two digits identify the California County that corresponds with the register owner's address. When the vehicle is located and driven in a different California county, then the last two digits identify that "allocated" county. All out-of-state addresses are designated as 60. Add the two-digit county code for an allocated county as the last two digits in the county code field on vehicles located and driven in a county that is different from the address of the registered owner. The customer must complete and sign a *Statement of Facts* form (REG 256), Section G. This form must be attached to the registration renewal application.

## 9.35 Special Handling of Duplicate Registration Card

Registration renewals from customers without a current billing notice or registration card must present evidence that they are the "registered owner of record" as identified on the department's VR database. Acceptable evidence is a California driver license or California identification card issued by DMV that matches the name(s) on the VR database.

The customer must complete and sign an *Application for Replacement Plates, Stickers, Documents* form (REG156). The customer's driver license number verifying that they are the registered owner must be recorded on the form. A person or persons other than the registered owner cannot receive the sticker and new registration card. Do not process the application for customers who cannot present a valid California driver license or identification card to verify their identity. Refer the customer to a DMV office for assistance.

## 9.40 Vehicle (No Fee) Moving Permit (REG 172)

A Vehicle (no fee) Moving Permit (REG 172) may be issued without a fee for a period of only one day for movement of a vehicle in accordance with Vehicle Code Sections 4002 and 11716. A vehicle is not required to be registered when moved or operated under a Vehicle Moving Permit.

### Permit Restrictions

A Vehicle Moving Permit may be issued for the following:

1. For movement of an unregistered vehicle (other than a trailer coach) with non-operation status on the VR database.
2. To move a vehicle not required to be registered or has a planned non-operational status on record from one place of storage to another place of storage. Vehicles seized by a reposessor can be included in this category if it is determined how the vehicle is moved.
3. To move a vehicle to or from a garage or repair shop for the purpose of repairs or alteration.
4. To move a vehicle for the purpose of dismantling or wrecking and permanent removal from the highways.
5. To move a vehicle from one place to another for the purpose of inspection by the department, assignment of a vehicle identification number, inspection of pollution control devices, or weighing of the vehicle.
6. To move a vehicle on which construction has not been completed.

**Permit Exclusions**

A Vehicle Moving Permit cannot be issued if:

1. Fees are due.
2. The vehicle has been impounded and fees are due. However, the permit may be issued after all fees due are paid.

**9.45 Special Plate/Environmental License Plate Reassignments**

Special license plate/environmental license plates belong to the plate owner, not the vehicle. When a vehicle is sold or transferred, a plate owner may reassign his/her special license plate to any vehicle registered to the plate owner or be retained by the customer for future use. Special license plates/Environmental license plates must be assigned to a currently registered vehicle in California and cannot be on Planned Non-Operation (PNO). Special plates cannot be reassigned to another person.

Vehicle plates are being reassigned; to process:

1. The registration card in the plate owner’s name or the documents to register the vehicle to the applicant. The vehicle must be currently registered or the renewal fees paid.
2. The appropriate special interest plate application (REG 17 or REG 17A) completed by the applicant showing the reassignment of plates.
3. Collect the fees due (there is a plate reassignment fee based upon the type plate), including any registration related fees
4. Issue the year/month stickers for the special license plate being assigned

**NOTE: When special plates with specific issuance requirements such as disabled person plates, disabled veteran or plate with owner plates are reassigned or a name is added or deleted from the vehicle ownership, obtain a Statement of Facts (REG 256) stating the special license plates belong to the registered owner.**

**Additional requirements for Special License plates reassignments; in addition to the regular reassignment requirements:**

If a special plate is reassigned...	Then...
From an auto or commercial motor vehicle to a trailer	Pick up and destroy one personalized plate and issue new stickers. If the trailer has a Permanent Trailer Identification (PTI) do not process, must be done by DMV.
From a trailer to an auto or commercial vehicle	Do not process as this must be done by DMV. A replacement plate must be ordered before this transaction can be completed.
To a leased vehicle	The plate owner must be shown as the lessee on the vehicle record, or a Statement of Facts (REG 256) is required from the lessor authorizing the use of the applicant’s plate on the vehicle.

To or from a motorcycle	Do not process as this must be done by DMV. Duplicate plates must be ordered before this transaction can be completed.
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**Types of Special Plates that can be processed by Business Partners  
(registration renewals/reassignments only)**

1. Amateur Radio
2. Arts Council
3. Bicentennial Bill of Rights
4. Coastal Commission (Whale tail)
5. Commemorative Collegiate (UCLA)
6. Congressional Medal of Honor
7. Disabled Person
8. Disabled Veteran
9. Environmental License Plates (personalized)
10. Firefighters
11. Kids
12. Lake Tahoe
13. Memorial
14. Olympic Games
15. Olympic Training Center
16. Pearl Harbor Survivor
17. Press Photographer
18. Prison of War
19. Purple Heart
20. Veterans Organizations
21. Yosemite

**Disabled Person Plates**

A disabled person is any person who has lost, or lost the use of, one or more lower extremities or both hands, has a significant limitation in the use of lower extremities or a diagnosed disease or disorder which substantially impairs or interferes with mobility or is severely disabled as to be unable to move without the aid of an assistance device. Is blind, suffering from lung disease or is impaired by cardiovascular disease.

Disabled Person (DP) license plates may be issued at no additional fee for:

1. Any/all passenger and commercial vehicles or motorcycles currently registered to a qualified permanently disabled person or
2. An organization or agency involved in the transportation of disabled persons if the vehicle is used solely for the purpose of transporting those persons
3. The DP plates belong to the owner and may be transferred to another vehicle owned by the recipient
4. DP plates cannot be issued to temporarily disabled persons.

Business partners will be allowed to process DP renewals and reassignments only. Original applications for DP plates are processed by DMV Headquarters.

**Disabled Veteran Plates**

A Disabled Veteran (DV) is a veteran who, as a result of an injury or disease suffered while on active duty with the U. S. Armed Forces:

1. Has a service-connected disability rated at 100% by the U. S. Department of Veterans Affairs, due to a diagnosed disease or disorder which substantially impairs or interferes with mobility.
2. Is so severely disabled as to be able to move without the aid of an assistive device.
3. Has lost, or lost the use of, one or more limbs.
4. Has permanent blindness.

5. Proof of eligibility is required-the veteran must submit a CDVA form certifying that the veteran meets the service connected qualifications of a Disabled Veteran according to the provisions of the CVC 295.7.

A qualified Disabled Veteran is exempt from the payment of all fees except fees for duplicate certificates, plates and stickers for one passenger motor vehicle with an unladen weight of 8,000 pounds or less that is not used for the transportation for hire, compensation or profit that is owned by the disabled vet and displays DV license plates. Vehicles assigned DV plates expire on 12/31/XX and must be renewed annually.

Business partners will be allowed to process DV renewals and reassignments only. Original applications for DV plates are processed by DMV Headquarters.

**NOTE:** The fee exemption is for one vehicle only.

### **Exempt Vehicles**

California Exempt (CA Exempt) license plates are issued to vehicles registered or leased for 30 or more consecutive days to the following agencies:

- Agencies formed under the Joint Powers Agreement
- American National Red Cross (considered to be an agency of the United States Government, it qualifies the same as other federal government agencies)
- Civil Air Patrol
- Government (federal, state and local)
- Nonprofit Volunteer Fire-Fighting Organizations registered with the county clerk and located in an unincorporated area.
- Quasi-political subdivisions/agencies fo the state, such as a bridge district
- Federally recognized Indian tribes (under a aid agreement with a state, county or other governmental municipality and used exclusively for fire protection and emergency response.

Vehicles which display CA Exempt plates are assigned a 12/31/ expiration date. Exempt agencies do not have the option of paying fees and receiving regular license plates.

## **9.50 Procedures for Processing Registration Renewals**

Refer to the chart below for additional procedures for processing registration renewals.

<b>Billing Notice or Registration Card Presented and:</b>	<b>Then...</b>
Evidence of insurance and/or smog is required	Collect the fees, obtain copy of insurance and VIR, key the renewal, and issue the sticker & registration card. Attach copies of the insurance card/binder and VIR (when applicable).
Requirements listed on the Billing Notice missing (smog certificate, insurance card, etc.)	Collect the fees, process a Report of Deposit of Fees requesting necessary missing document(s).
Vehicle belongs to a Nonresident Military (NRM)	Have customer complete and sign <i>Nonresident Military Exemption Statement</i> form, REG 5045. Collect the fee, key the renewal, issue a sticker & registration card and attach the form to the application. <i>Key Code M</i>
Registered owner requests change of address	Have customer complete and sign a <i>Notice of Change of Address</i> form (DMV 14). Collect the fee, key the renewal, change address, issue the sticker & registration card and attach the form to the application.

<p>Vehicle owned by CA Indian Tribe or a tribal member living on federal Indian reservation or on a rancheria located in CA</p>	<p>Have customer complete and sign <i>Miscellaneous Certifications</i> form, REG 256A. Collect the fees, key the renewal, change the address when necessary, issue the sticker &amp; registration card and attach the form to the application. <i>Key Code I.</i></p>
<p>Vehicle is a Specialized Transportation Vehicle</p>	<p>Have customer complete and sign Application for Replacement Plates, Stickers, Documents form. Collect fees, key the renewal, issue a registration card &amp; sticker and attach the form to the application. <i>Key Code F.</i></p>

# Chapter 10 Permanent Fleet Registration (PFR) Program

## 10.00 Introduction: (VC §§5301—5309)

The Permanent Fleet Registration (PFR) program is a convenient method for owners of motor vehicle fleets to maintain California registration. This program is available for fleet vehicles that operate only in California, see Vehicle Code Sections 5301 through 5309.

Participants in the PFR program receive notification of the renewal and expiration of vehicle registration on a monthly billing listing instead of notification by individual vehicle renewal billing notices. A yearly sticker is not issued for each participating fleet vehicle; instead a “continuous” registration sticker is issued for each fleet vehicle. A permanent registration card is used that shows the month of expiration but does not indicate a year of expiration. The PFR sticker and registration card are valid as long as the participating fleet vehicle is owned or leased to the PFR participating fleet owner and the vehicle is currently registered.

Only specific motor vehicles are eligible to participate in the PFR program. Only motor vehicles (power units or vehicles with motors such as an automobile or truck, no trailers or motorcycles) are eligible for PFR registration. A fleet owner, who is not part of an association, must have 50 motor vehicles eligible for PFR registration (§5301(b)(1)) or an association must have at least 250 motor vehicles with no individual fleet of less than 25 motor vehicles (§5301(b)(1)).

## 10.05 PFR Offices

PFR registration cards and stickers are issued only by PFR designated field office and the International Registration Plan (IRP) Unit in Sacramento Headquarters. Offices that do not maintain PFR sticker inventory will issue regular year stickers and receipts as interim operating indicia only.

## 10.10 Adding Vehicles to a Participating Fleet

Motor vehicles may be added to a participating PFR fleet at any time throughout the year. A motor vehicle may be added in conjunction with other vehicle registration and title transactions, such as, transfer of ownership, new vehicle purchase, or miscellaneous original transactions. A one (\$1) dollar PFR Service Fee is required (VC § 5305) for each motor vehicle being added to a fleet and is required for each vehicle at the time of registration renewal.

### Completing a *Permanent Fleet Addition* form (REG 495)

1. Complete a *Permanent Fleet Addition* form (REG 495) to document each vehicle that will be added to an existing PFR fleet.
2. Process other registration transactions as required for each vehicle at the same time.
3. Key the recorded information and review for keying errors before completing the transaction.
4. Issue license plates, stickers and registration card for each vehicle.

Below is the descriptive data required to add a vehicle to a participating PFR fleet.

<b>Descriptive Data Fields:</b>	<b>What is Required:</b>
PFR Account Number	Four (4) digit number assigned by PFR Unit
License Plate Number	Plate assigned to motor vehicle
Last three Digits of vehicle identification number (VIN)	Last three numbers of VIN assigned by vehicle manufacturer
Equipment Number	Up to seven (7) digit number assigned by fleet owner
Registration Expiration Date	Date of registration expiration assigned by DMV

## 10.15 Adding a Vehicle Based on the Vehicle Registration Expiration Date

Below identifies the processing requirements based on a vehicle registration expiration date.

<b>If...</b>	<b>and renewal fees...</b>	<b>Then...</b>
the registration is expired	have been paid with the PFR monthly renewal, but the vehicle record has not been updated.	<ol style="list-style-type: none"> <li>1. remove the PFR # from the screen.</li> <li>2. attach the PFR registration to the REG 495.</li> <li>3. suspense the application to the IRP Unit in Sacramento Headquarters..</li> </ol>
the expiration date is within 90 days	have not been paid.	return (RDF) the application and request: <ul style="list-style-type: none"> <li>• a new REG 495.</li> <li>• a smog certification.</li> <li>• the fees due.</li> </ul> Enter "RDF" and your date line stamp on the vehicle entry line of the submitted REG 495.
expiration date is more than 90 days	are not being paid.	remove the PFR # from the screen and issue a regular Registration Card and stickers.
the registration is not expired, but the expiration date is in the near future	are not being paid and the business partner submits a written statement that the vehicle will be used exclusively in another state.	<ol style="list-style-type: none"> <li>1. key an "R" in the PNO field on the data collection screen.</li> <li>2. remove the PFR # from the screen.</li> <li>3. issue a regular registration card.</li> </ol>

## 10.20 Deleting Vehicles from a Participating Fleet

Motor vehicles may be deleted from a PFR fleet at any time throughout the year. A one (\$1) dollar PFR Service Fee is required (VC § 5305) for each motor vehicle being added to a fleet and is required for each vehicle at the time of registration renewal. The Service Fee is not required to delete a motor vehicle from the fleet.

### Completing a *Permanent Fleet Deletion form (REG 495)*

1. Complete a *Permanent Fleet Deletion form (REG 495)* to document each vehicle that will be deleted from a participating PFR fleet. One form may be used to delete up to seventeen (17) motor vehicles.
2. Ask for the return of the PFR stickers and registration card for each vehicle unless disposition of the sticker(s) is shown on the REG 495.
3. Follow the steps based on the registration expiration date of each vehicle.

Below is the descriptive data required to delete a motor vehicle from a participating PFR fleet.

*Table continues on the next page.*

<b>Descriptive Data Fields:</b>	<b>What is Required:</b>
PFR Account Number	Four (4) digit number assigned by PFR Unit
Check to see if PNO Desired	If vehicle registration is due to expire and the vehicle will not be operated, place on PNO status.
License Plate Number	Plate assigned to motor vehicle
<b>Descriptive Data Fields:</b>	<b>What is Required:</b>



Last three Digits of vehicle identification number (VIN)	Last three numbers of VIN assigned by vehicle manufacturer
Equipment Number	Up to seven (7) digit number assigned by fleet owner
PFR REG Card	Indicate if registration card has been surrendered to DMV or if lost or stolen
PFR Sticker	Indicate if PFR sticker has been destroyed or if lost or stolen.

# ***Chapter 11 Prohibited Transactions***

## **11.00 Introduction**

Each business partner has a list of transactions identified ~~on its BPA contract~~ in regulations that it may process as a business partner.

## **11.05 List of Prohibited Transactions**

The following transactions are prohibited by all business partners.

- 1978 and newer year model on non-resident highway motorcycles
- 49 State Vehicles
- 72 Hour Title (if requested, must be processed by DMV)
- Apportioned Title Only
- Armored Vehicles
- Bankruptcy sales—trustee or receiver
- Commercial Vehicles base plated anywhere outside California
- Constable sales
- Court Orders
- Direct Import Vehicles
- Divorce Actions
- Duplicate Plates
- Federal Government Sales
- Foreign Consuls-
- Foreign Vehicles
- Forfeiture sales—California Agency
- Forfeiture sales—Federal Agency
- Forklift Trucks
- Go-Carts
- Goldenrod Conversions
- Golf Carts
- Government actions
- Government Surplus Vehicles
- Half Track Vehicles

- Inheritance-
- Internal Revenue sales
- International Registration Plan (IRP)
- International Traffic Vehicle
- Involuntary transfers
- Kit Vehicles
- Lien Sales
- Low Speed Vehicles
- Marshal sales
- Military lien sales
- Mini Bikes
- Miniature Motorcycles\_
- Mobile Cranes
- Modular Mobile Equipment
- Motorcycles with unavailable Records
- Nonresident Park Trailers
- Nonresident Students
- Park Trailers
- Partial Year Registration
- Prejudgment attachments
- PTI's (Permanent Trailer Identification)
- Quiet Title Judgments
- Repossession by legal owner not on record
- Re-registrations (TTC K20)
- Sheriff sales
- Special Equipment Sales
- Special trust transfers
- Specially Constructed (SPCNS)
- State Controller sales
- Stolen Vehicle/Vessel.
- Street Sweepers
- Test Vehicles and Media Evaluation Vehicles
- Tote Goats

- Transactions with any Court Documents
- Trolley Coaches
- U.S. Marshal Sales
- Unavailable records without a California Title or California registration card for the following types of vehicles:
  - Motorcycles
  - Off Highway Vehicles (OHV)
  - Trailer Coach
- US Customs sales
- Vessels Used in Interstate Commerce
  - Was delivered outside California to the purchaser.
    - Entered California while engaged in interstate commerce.
    - Will be used thereafter exclusively in interstate commerce.
- VLT stop bypass
- Warehouse Receipts Act
- Water Well Drilling Rigs
- Welfare and Institution sales
- Wheel Tractors and Road Tractors

# **INVENTORY REQUIREMENTS**

# Chapter 12 Inventory Ordering

## 12.00 Introduction

First-line service providers and first-line business partners order inventory directly from DMV. DMV has two types of inventory (accountable and controlled) with each having different requirements. Both require a paperwork trail. Accountable inventory items are defined as inventory identified by a unique serial number assigned by the department. These items are DMV-issued license plates, and salvage and nonrepairable certificates, vessel and year stickers. Controlled inventory items are defined as inventory that may impact the registration of vehicles and collection of fees. These items are DMV-issued computer paper form DMV 95A, month stickers and Commercial Vehicle Registration Act (CVRA) stickers and decals. These items are at all times the property of DMV.

## 12.05 Authorized Employees to Order Inventory

All orders must include a pre-approved return street address for the business partner. The first-line business partner and first-line service provider shall notify the BPA Program Administrator of no more than three (3) employees authorized by the business partner to order inventory from the department. The notification must be in writing on business partner letterhead and signed by the person authorized to sign the BPA contract or the contact person designated on the application form and sent by facsimile (fax), US mail, or private courier. The written notification shall be sent to:

Department of Motor Vehicles  
BPA Program Administrator,  
2415 1<sup>st</sup> Avenue MS C383,  
Sacramento, CA 95818  
FAX: (916) 657-0587

The person authorized to sign the BPA contract or the contact person designated on the application form shall sign the written notification. The list shall include the signature of each employee authorized by the business partner. A business partner shall notify the BPA Program Administrator in a signed and written notification on business partner letterhead and sent by facsimile fax, US mail, or private courier within seven (7) days of the business partner's additions to and deletions from the list. Additions to the list shall also include the signature of each added employee.

An authorized employee may order accountable and controlled inventory by mailing or faxing the completed and signed request on an *Accountable Item(s) Order* form, ADM 510 to the Department of Motor Vehicles Warehouse, Inventory Control Operations. A second-line business partner shall order inventory only from its service provider. Second line business partners shall not order inventory directly from the department.

Business partners shall monitor the inventory of license plates, year and month stickers, and DMV 95A paper under their control. At no time shall a first-line business partner or a second-line business partner have more than a three (3) month supply of accountable and controlled inventory based on historic or projected transaction volumes stated on the application forms.

## 12.10 Shipping Inventory

DMV shall ship inventory to first-line business partners and first-line service providers only. The business partner shall pay all shipping costs for inventory. A business partner shall immediately notify the BPA Program Administrator by facsimile fax or electronic mail if a business partner discovers or suspects that inventory has been misused, lost or stolen, or if a pattern develops that indicates the misuse of inventory.

## 12.15 Ordering Accountable Inventory

A business partner may either order by mailing or faxing the Accountable Item(s) Order form to DMV at:

DMV Warehouse, Inventory Control Operations,  
4201 Sierra Point Drive, Suite 112  
Sacramento, CA 95834

The form must be signed and completed using the Stock Item numbers listed below.

Stock Item #	Stock Name	Ordering and Shipping Information
9-701R	<b>Reflectorized Auto Plates</b>	Plates are in units of 50 sets per box and must be ordered as sets (SE). The number entered on the <i>Accountable Item</i> form for one box of plates is 50 SE and two boxes of plates is 100 SE. Each box weighs about 25 lbs. and is 13"x10"x7".
9-702R	<b>Reflectorized Commercial Plates</b>	Plates are in units of 50 sets per box and must be ordered as sets (SE). The number of items entered on the <i>Accountable Item</i> form for one box of plates is 50 SE and 100 SE for two boxes of plates. Each box weighs about 25 lbs. and is 13" x 10"x 7".
9-05R	<b>Reflectorized Motorcycle Plates</b>	Plates are in units of 50 per box and must be ordered as each (EA). The number of items entered on the <i>Accountable Item(s) form</i> for one box of plates is 50 EA and 100 EA for two boxes of plates. Each box weighs about 7 lbs and is 10" x 8" x 5".
9-703R	<b>Trailers</b>	Plates are 50 each per box. The number entered on the <i>Accountable Item</i> form for one box of plates is 50 SE and two boxes of plates is 100 SE. Each box
9-704P	<b>Commercial Trailers</b>	The number entered on the <i>Accountable Item</i> form for one box of plates is 50 SE and two boxes of plates is 100 SE. Each box
9-729	<b>Automobile, Commercial, Motorcycle, Trailer (ACTM) Year Stickers</b>	Stickers are in units of 200 per box and must be ordered as each (EA). The number of items entered on the <i>Accountable Item(s) Order</i> form for one box of stickers is 200 EA and 400 EA for two boxes of stickers. Each box weighs 2 lbs. and is 13" x 3" x3".
9-787A	<b>Temporary Identification Number</b>	Can be ordered at a minimum of 25 to a maximum of 500 numbers in a range and must be ordered as each (EA). These are not physical inventory but fictitious numbers that are assigned temporarily to a vehicle record until the item is cleared. The number of items entered on the <i>Accountable Item(s) Order</i> form for a range is 25 to 500 EA.
9-770	<b>Q Series</b>	Can be ordered at a minimum of 25 to a maximum of 500 in a range and must be ordered as each (EA). These are not physical inventory but fictitious numbers assigned to a title only vehicle record. The number of items entered on the <i>Accountable Item(s) Order</i> form for a range is 25 to 500 EA.
11104	<b>Vessel Stickers</b>	Stickers are in packs of 25 and must be ordered as each (EA). The number of items entered on the <i>Accountable Item(s) Order</i> form for one pack of stickers is 25 EA and 50 EA for two packs. Each pack weighs 1 lb and is 3"x 6".
9-700	<b>Exempt License Plates</b>	Plates are in units of 50 per box and must be ordered as each (EA). The number of items entered on the <i>Accountable Item(s) form</i> for one box of plates is 50 EA and 100 EA for two boxes of plates.

9-772	<b>Single Plate Tractors</b>	Plates are in units of 50 per box and must be ordered as each (EA). The number of items entered on the <i>Accountable Item(s) form</i> for one box of plates is 50 EA and 100 EA for two boxes of plates.
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## 12.20 Ordering Controlled Inventory

A business partner can order controlled inventory items by letter on company letterhead and either mail or fax to DMV at:

DMV Materials Management Operations  
Shipping Instructions Supply Orders  
4201 Sierra Point Drive, Suite 112,  
Sacramento, CA 95834  
Fax: (916) 928-7900.

Use the following stock item numbers, names and ordering information for computer paper and forms.

<b>Stock Item #:</b>	<b>Stock Name:</b>	<b>Ordering and Shipping Information</b>
9-95A	<b>VR/DL Multipurpose Form – Single Sheet</b>	Paper used with Laser printers to print DMV registration documents. Paper is shipped in cartons of 5000 sheets and must be ordered as a carton (CT). The number of items entered on the <i>Accountable Item(s) Order form</i> for one carton would be 1 CT and two cartons would be 2 CT. (NOTE: application renewals average three sheets per transaction).
7-175A	<b>Physical Inventory Form (Non DMV)</b>	The 2-Part NCR form is shipped 25 sets per package and must be ordered as a package (PK). The number of items entered on the ADM 510 for one package would read 1 PK and 2 PK for two packages.
7-510	<b>Accountable Item(s) Order Form</b>	The 2-Part NCR form is shipped 100 sets per package and must be ordered as a package (PK). The number of items entered on the ADM 510 for one package would read 1 PK and 2 PK for two packages.

## 12.25 Month Stickers

Month stickers are ordered by using the following stock item numbers and descriptions: Month stickers are shipped in units of 500 stickers that are ordered as a box (BX).

<b>Stock Description</b>	<b>Stock Item #</b>
January	9-3-240A
February	9-3-240
March	9-3-240C
April	9-3-240D
May	9-3-240E
June	9-3-240F
July	9-3-240G
August	9-3-240H
September	9-3-240I
October	9-3-240J



November 9-3-240K  
December 9-3-240L

### 12.30 Ordering Commercial Vehicle Registration Act (CVRA) Inventory

CVRA decals and year stickers are controlled inventory and can be ordered as follows:

<b>Stock Item #</b>	<b>Stock Name</b>	<b>Ordering and Shipping Information</b>
9-799*	CVRA Weight Decals	Must be ordered in increments of 25 for each weight classification
9-799**	CVRA Expiration Year	Can be ordered in increments of 200 for each year.

\* Maximum declared weight (i.e., 9-799-80)

\*\* Expiration year is single last digit (i.e., 9-799-6 is 2006, 2016 etc.)

# Chapter 13 Inventory Receipt and Verification

## 13.00 Introduction

To process DMV inventory requires each business partner to review and verify receipt of the inventory.

## 13.05 Procedure for Processing Accountable Inventory from DMV

Within one (1) day of receiving accountable inventory the first-line service provider and including any of its second-line business partner site(s) that receive inventory directly from DMV, shall:

1. Verify the contents of the shipment of accountable inventory against the Inventory Shipping List Detail form (ADM 518) no later than the end of the business day following receipt of the items. If they do not agree, see Shipping Errors.  
**NOTE:** Immediately verify the contents of a partial box of license plates or stickers.
2. If the contents of the shipment agree with the Inventory Shipping List Detail form (ADM 518), receive accountable inventory into the database.
3. Complete the following information on the Inventory Shipping List Detail form (ADM 518). Enter the date the inventory is received, the assigned BPA office number and site ID and sign the name and print the title of the authorized person confirming delivery. This person must be one of the designated employees authorized to receive inventory.  
**NOTE:** The same person who initiated the inventory order cannot sign the Inventory Shipping List Detail form (ADM 518). Sites with three (3) or less employees or owner/operator companies are exempt from the signature requirement.

Retain a copy of the Inventory Shipping List Detail form (ADM 518) for your files for three (3) years. Return the original form to:

DMV Warehouse Inventory Control Operations  
4201 Sierra Point Drive Suite 112  
Sacramento, CA 95834

## 13.10 Shipment Errors

A business partner shall notify DMV's Accountable Inventory Management System (AIMS) Unit and Warehouse Inventory Control Operations (ICO) by telephone about shipment errors of accountable or controlled inventory items. Call before the items are entered into the database. Contact the AIMS Unit for any unresolved accountable inventory discrepancies.

The following procedures are followed when discrepancies are found with accountable inventory items.

Description of Discrepancy	Procedure
Additional items included in shipment (Item received was not ordered)	Call ICO (916) 728-7906 for shipment errors instructions. Call AIMS (916) 657-7837, if discrepancy discovered after inventory has been entered into the database.
Items discovered missing while processing	Enter "M" as the inventory disposition code in the business partner's Automated Inventory Tracking or Assignment Database. <b>NOTE:</b> If an item is declared missing and later found, enter "F" as the disposition code.
Items discovered to be damaged or defective	Enter "D" as the inventory disposition code in the business partner's Automated Inventory Tracking or Assignment database. Follow the disposal procedures.
Duplicate items received	Issue one set or item. Prepare a destruction report for the second set/item and follow the disposal procedures.

**Note:** Be aware that missing, damaged, duplicated and mislabeled accountable inventory maybe more extensive than a single item or carton. The business partner must notify the AIMS Unit if the problems affect more than a few plates or stickers.

# ***Chapter 14 Inventory Returns and Disposal***

## **14.00 Introduction**

First-line service providers are responsible for obtaining obsolete, damaged, or expired inventory from their second-line business partners. Second-line business partners are prohibited from destroying inventory.

First-line business partners are responsible for either returning obsolete, damaged, or expired inventory to DMV or disposing of obsolete, damaged or expired inventory.

## **14.05 Procedure for Disposal of Accountable Inventory**

Prior to disposal of any accountable item that is expired, deemed obsolete or is not usable, the business partner must contact the AIMS Unit. The AIMS staff will determine if the inventory is to be returned and used within DMV, destroyed by the first line business partner or maintained in their inventory to be issued. If the AIMS Unit instructs the first-line service provider to destroy the items, the method of disposal used must reasonably assure DMV that the improper use of these items is prevented. All expired accountable inventory must be disposed of on or before the 30<sup>th</sup> calendar day following the last work period of their validity.

Inventory that is damaged should be marked with the disposition code (D code) and disposed of properly. All damaged, mismarked or problem accountable inventory must be reported to AIMS.

If AIMS requests the inventory be returned to DMV for reissuance, the business partner must complete the *Physical Inventory (Non-DMV Entities)* form, (ADM 175A). The status of accountable inventory must be recorded on the first-line service provider's inventory tracking database.

The inventory and form shall be sent to the DMV AIMS Unit by trackable US mail or private carrier to:

Department of Motor Vehicles  
Accountable Inventory Management System Unit  
2570 24<sup>th</sup> Street, MS G202  
Sacramento, CA 95818.

The first-line service provider shall pay all shipping costs for the return of the inventory.

Destroyed accountable inventory is reported quarterly by letter on the first-line service provider's company letterhead and submitted to the AIMS Unit with the Quarterly Physical Reconciliation report.

## ***Chapter 15 Inventory Assignment***

### **15.00 Introduction**

Each first-line business partner is assigned inventory according to the type of transactions authorized in its BPA contract. Each business partner is responsible for the security of all assigned inventory.

### **15.05 Assignment of Inventory**

License plates, year stickers and vessel stickers are to be tracked by ranges used. Month stickers, DMV 95A paper, CVRA decals and stickers and forms are to be tracked by on-hand quantities. The location of all license plates, year stickers and vessels stickers received as inventory and under first-line business partner, the first-line service provider and their second-line business partner's control, shall be electronically tracked by the first-line business partner, first-line service provider and its site location. The status and location of the inventory is to be available to the business partner and DMV staff immediately on request.

License plates, year stickers and vessel stickers are to be electronically assigned in strict serial number order, lowest number first. If the business partner's automated inventory tracking and or assignment system is unavailable, license plates and stickers shall not be manually assigned.

The business partner shall not release license plates, month and year stickers, vessel stickers, CVRA decals and year stickers and salvage and nonrepairable certificates to the customer until the completed electronic transaction record has been received by DMV and the applicable DMV documents have been printed.

# Chapter 16 Quarterly Physical Inventory Reconciliation

## 16.00 Introduction

The first-line service provider and first-line business partner are responsible for consolidating the report for all of their accountable inventory items. Physical inventory reports shall be provided for each three month quarter ending March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup> and December 31<sup>st</sup> and submitted to DMV's AIMS Unit no later than the 12<sup>th</sup> day of the month following the end of each quarter.

## 16.05 Conducting a Physical Inventory

### First-Line Service Provider & First-Line Business Partner

The first-line service provider and first-line business partner are to conduct a physical inventory of on-site accountable inventory on the first business day following the last day of the month of each quarter. The accountable items must be recorded on the *Physical Inventory (Non DMV Entities)* form (ADM 175A) or an approved electronic format of the form. The accountable items that were damaged, missing, transferred to another site or destroyed for that quarter are to be identified by written notification on company letterhead. The consolidated reports shall be forwarded to:

Department of Motor Vehicles  
Accountable Inventory Management System Unit  
P.O. Box 932382, MS G202  
Sacramento, CA 94232-3820

### First-Line Service Provider

The first-line service provider is responsible for the consolidation of the accountable inventory items of their second-line business partners.

### Second-Line Business Partner

Second-line business partner will complete the *Physical Inventory (Non DMV Entities)* form (ADM 175A) or an approved electronic copy and the written notification of damaged, missing, transferred or destroyed accountable inventory items to their first-line service provider no later than the 12<sup>th</sup> day of the month following the end of each quarter. Physical inventory reports shall be provided for each quarter ending:

- March 31<sup>st</sup>
- June 30<sup>th</sup>
- September 30<sup>th</sup>
- December 31<sup>st</sup>

## 10. Completing a *Physical Inventory (Non SMV Entities)*, ADM 175A

The following information is required when completing the form:

*Table continues on the next page*

FIELD	REQUIRED INFORMATION
Type plate	Inventory Type Code for automobile, commercial, motorcycle or trailer plates.
Beginning number	The beginning number for each type plate (lowest inventory number first).
Ending number	The ending number for each type plate (listed in sequential order).
Inventory on hand	Quantity in each series.
Sticker expiration year	Inventory Type Code for ACTM stickers.

Beginning number	The beginning serial number for each sticker series (by year of expiration).
<b>FIELD</b>	<b>REQUIRED INFORMATION</b>
Ending number	The ending serial number for each sticker series. (by year of expiration)*.
Company name	The business partner's name.
Office number	Office number assigned by DMV (must begin with a "V").
Prepared by	Signature of employee(s), digital signature or electronically traceable back to the authorized individual who completed the physical inventory, prepared the ADM175A and the date it was prepared.
Approved by	Signature of manager or supervisor or their designee. This must be someone other than the employee(s) who completed the physical inventory and prepared the ADM 175A. Must include the date the form was signed.
Date	Date the form was completed.

The ADM175A is a two-part NCR form. The form must be completed with a fine, black ink ballpoint pen or a typewriter. Do not make strikeovers, erasures or corrections on this form. If requested, an approved electronic version of the form will be provided by the department. The first-line service provider must compile their second-line sites and report this information as required above. Even when submitted electronically, a signed copy must still be submitted. Individual second-line site quarterly physical inventory reports ADM 175A are not required to be submitted to the department for business partners that do not submit transfer information to the department. The second-line reports in hard copy or electronic copy that is electronically traceable to the authorized second-line individual must be retained by the first-line service provider as identified in Section 225.60 of Title 13, California Code of Regulations. Forward the original to DMV and retain a copy for your records

## 16.15 Reconciliation of the Quarterly Physical Inventory Report

The AIMS Unit will compare the reports against information from the Oracle database. AIMS will attempt to resolve any discrepancies. Discrepancies that AIMS is unable to resolve will be outlined in a memo and forwarded with a copy of the ADM 175A form in dispute to the first-line service provider. It will be the first-line service provider's responsibility to reconcile and resolve outstanding discrepancies. The AIMS staff is available to assist business partners in resolving discrepancies/differences identified in the Quarterly Physical Inventory Reconciliation Report.



## **ADMINISTRATIVE**

# **CHAPTER 17    *Forms Required for Processing Transactions and Inventory***

## **17.00 Introduction**

List of DMV and other agency forms available to process the vehicle and vessel transactions and order inventory. Forms identified by form name, form number and revision date and listed below in numeric order.

## **17.05 Form Name and Number**

ABC's of the California Boating Law Boat 3  
Affidavit for Transfer Without Probate-  
California Titled Vehicles/Vessels Only REG 5 (REV. 2/2007)  
Notice of Change of Address DMV 14 (REV. 5/2007)  
Special Interest License Plate Application.....REG 17 (REV. 7/2011)  
Special License Plate Application.....REG 17A (7/2011)  
Notice of Acquisition/Report of Vehicle To Be Dismantled REG 42 (REV. 3/2007)  
Report of Sale-Used Vehicle REG 51 (REV. 2/2009)  
Application for Vehicle License Fee Refund REG 65 (REV. 4/2007)  
Report of Deposit of Fees DMV 95A (REV. 9/2006)  
Statement of Error or Erasure/  
Statement to Record Ownership REG 101 (REV. 3/2007)  
Application for Registration Number Certificate of Ownership  
and Certificate of Number for Undocumented Vessel BOAT 101 (REV.3/2009)  
Application for Boat Registration Number  
Dealer-Manufacturer BOAT 101A (REV. 2/2010)  
Certificate of Non-Operation/ Planned  
Non-Operation Certification REG 102 (REV. 10/2009)  
Certificate of Repossession Security Interest/  
Conditional Sale Contract REG 119 (REV. 11/2007)  
Bill of Sale REG 135 (REV. 2/2007)  
Application for Replacement Plates, Stickers, Documents REG 156 (REV. 3/2010)  
Lien Satisfied/Title Holder Release REG 166 (REV. 1/2008)  
Vehicle Moving Permit REG 172 (REV. 9/1999)  
Physical Inventory (Non-DMV Entities) ADM 175A (REV. 2/2000)  
Application for Duplicate Title REG 227 (REV. 1/2008)  
Statement of Facts REG 256 (REV. 8/2008)  
Miscellaneous Certifications REG 256A (REV. 5/2007)  
Power of Attorney REG 260 (REV. 3/2007)  
Vehicle/Vessel Transfer and Reassignment Form REG 262 (REV. 9/2010)  
Application for Title or Registration/  
Verification of Vehicle REG 343/REG 31 (REV. 8/2008)

Certification or Exemption for  
Specialized Transportation Vehicle \_\_\_\_\_ REG 345 (REV. 8/2008)

Application for Registration of New Vehicle \_\_\_\_\_ REG 397 (REV. 4/2009)

Public Agency Authorization to Dispose of a  
Vehicle to a Scrap Iron Processor or  
Dismantler Valued at \$300 or Less \_\_\_\_\_ REG 462 (REV. 11/2007)

Application for Salvage Certificate or  
Nonrepairable Vehicle Certificate \_\_\_\_\_ REG 488C (REV. 8/2008)

Unobtainable Title Certification for  
Issuance of Salvage Certificate \_\_\_\_\_ REG 492 (REV. 2/2009)

Used Vehicle Certification.....REG 496 (REV. 4/2007)..

Accountable Items(s) Order \_\_\_\_\_ ADM 510 (REV. 2/2009)

Statement for Securing Commercial Registration \_\_\_\_\_ REG 590 (REV. 10/2007)

Certificate of Excise Tax Clearance  
(Board of Equalization form) \_\_\_\_\_ BT1138

Declaration of Gross Vehicle Weight/  
Combined Gross Vehicle Weight \_\_\_\_\_ REG 4008 (REV. 8/2010)

Nonresident Military Exemption Statement \_\_\_\_\_ REG 5045 (REV. 3/2010)

Exempt License Plate Request \_\_\_\_\_ REG 5050 (REV. 12/2008)

## 17.10 Definition of Form

### **ABC's of the California Boating Law 2009 Boat 3**

An Informational handbook developed by the Department of Boating and Waterways for new boaters which discusses boating safety.

### **Affidavit for Transfer Without Probate- California Titled Vehicles/Vessels Only REG 5 (REV. 2/2007)**

A Certificate for Transfer Without Probate (REG 5) may be used to transfer ownership of a vehicle when the registered owner or legal owner (an individual) of the vehicle is deceased provided 40 days have elapsed since the date of death of the owner and the value of the decedent's property in California does not exceed \$100,000. The value of the decedent's property does not include any vehicle, vessel, manufactured home, mobile home, commercial coach, or floating home.

### **Notice of Change of Address DMV 14 (REV. 5/2007)**

The DMV 14 notifies DMV of a change of residence or mailing address for a vehicle, vessel, driver license, or identification card records in the DMV databases. A change of address to DMV should be reported within 10 days of the change.

### **Special Interest License Plate Application REG 17 (REV. 7/2011)**

**This application is to be used when requesting a special interest license plate reassignment from one vehicle to another by the same registered owner.**

### **Special License Plate Application REG 17A (REV. 7/2011)**

**This application is to be used when requesting a special license plate reassignment from one vehicle to another by the same registered owner.**

### **Notice of Acquisition/Report of Vehicle To Be Dismantled REG 42 (REV. 3/2007)**

*Not on Internet.* A REG 42 is required to be completed upon the sale of any dismantler parts.

**Report of Sale-Used Vehicle REG 51 (REV. 2/2009)**

*Not on Internet.* A dealer is required to complete the REG 51 upon the sale of a used vehicle.

**Application for Vehicle License Fee Refund REG 65 (REV. 4/2007)**

The REG 65 allows a registered owner to request full or partial refund of the Vehicle License Fee paid on a vehicle that has been stolen and not recovered or damaged enough to be considered a total loss.

**Report of Deposit of Fees DMV 95A (REV. 9/2006)**

*Not on Internet.* A DMV 95A is a “receipt” given to customers upon payment of fees when other requirements are still needed to complete a transaction.

**Statement of Error or Erasure/  
Statement to Record Ownership REG 101 (REV. 3/2007)**

The REG 101 is a dual purpose form:

- used to clarify the registered owner or legal owner name(s) and/or address. Co-owner names **must** be shown exactly as shown on the title/application document, including how the names are joined. The certificates for applications that do **not** show **and/or** between the names will be issued with **and** (represented by a slash [/]) between the names.
- required on a leased vehicle application which does **not** have designated spaces for the lessee's and lessor's addresses.
- is completed when an error or erasure is made on the California or nonresident title. It must be completed by the individual who made the error/erasure.

**Application for Registration Number, Certificate of Ownership and  
Certificate of Number for Undocumented Vessel BOAT 101 (REV. 3/200909)**

This form is used to apply for registration of a new or nonresident undocumented vessel. The form may also be used if a vessel was previously registered in California, the owner has neither the California Certificate of Ownership nor Certificate of Number, and there is no longer a record of the vessel.

**Application for Boat Registration Number**

**Dealer-Manufacturer BOAT 101A (REV. 2/2010)**

This form is used by vessel dealers or vessel manufacturers to apply for a boat registration number.

**Certificate of Non-Operation/ Planned Non-Operation Certification REG 102 (REV. 10/2009)**

The vehicle owner is responsible for either filing a Certificate of Planned Non-Operation portion of the REG 102 or renewing the registration even if a billing notice is not received.

The Certificate of Non-Operation portion of the REG 102 may be signed by the vehicle owner or a person who has knowledge of the vehicle's non-operation. A CNO may be submitted for any period of past time, not future time, and must cover the beginning and ending dates of the period in question.

**Certificate of Repossession Security Interest/  
Conditional Sale Contract REG 119 (REV. 11/2007)**

- Side A- This form is used by a vehicle's legal owner to explain when, why, from whom, and by whom the vehicle was repossessed.
- Side B- This form is used by the legal owner to record the conditional sale by transfer, auction, or private sale of a repossessed vehicle or vessel.

**Bill of Sale REG 135 (REV. 2/2007)**

This form is used to document the transfer ownership from the vehicle owner to the new buyer.

**Application for Replacement Plates, Stickers, Documents REG 156 (REV. 3/2010)**

This form may be used by individuals to request replacement of any of the following due to items being lost, stolen, destroyed, or mutilated:

- license plates/sticker
- CVRA weight decal
- registration card
- disabled person placard/disabled person identification card
- vessel Certificate of Number

**Lien Satisfied/Title Holder Release REG 166 (REV. 1/2008)**

This form may be used by the legal owner/lienholder of record instead of the Certificate of Title to release interest in a vehicle. The form must be notarized if it will be submitted with an Application for Duplicate California Title.

**Vehicle Moving Permit REG 172 (REV. 9/1999)**

*Not on Internet.* The department may issue a No-Fee Special Moving Permit (REG 172) valid for one day only for movement of a vehicle in accordance with VC §§4002 and 11716. Registration is not required for a vehicle moved or operated under a permit issued by the department.

**Physical Inventory (Non-DMV Entities) ADM 175A (REV. 2/2000)**

*Not on Internet.* This form is used to complete the quarterly physical inventory report to reconcile inventory used and unused by each business partner.

**Application for Duplicate Title REG 227 (REV. 1/2008)**

This application form is used for the following:

- A Duplicate Title
- Paperless Title Certification
- Transfer of Title With Duplicate Title
- Transfer of Title With Paperless Title

**Statement of Facts REG 256 (REV. 8/2008)**

This form is used in a variety of situations, such as, but not limited to:

- Use Tax Exemption Statement (Section A)
- Smog Exemption Statement (Section B)
- Transfer Only or Title Only Statement (Section C)
- Window Decal for Wheelchair Lift or Wheelchair Carrier (Section D)
- Vehicle Body Change Statement (Section E)
- Name Statement (Section F)
- Statement of Facts (Section G)

**Miscellaneous Certifications REG 256A (REV. 5/2007)**

This form is used to certify exemption from payment of fees in the following situations:

- Disabled Veteran Certification (Section A)
- Taipei Economic & Cultural Office (TECO) (Section B)
- Indian Certifications (Section C)
- Stolen or Embezzled Vehicle Certification (Section D)
- Certification of Vehicle for Human Habitation (Section E)

**Power of Attorney REG 260 (REV. 3/2007)**

This form is used to appoint a person or company to act as an attorney-in-fact, to sign documents that are necessary to transfer or register a vehicle in California.

**Vehicle/Vessel Transfer and Reassignment Form REG 262 (REV. 9/2010)**

*Not on Internet.* This form is used to comply with federal odometer disclosure regulations when a vehicle is transferred.

**Application for Title or Registration/  
Verification of Vehicle REG 343/REG 31 (REV. 8/2008)**

This application form REG 343 is used for vehicles being registered for the first time and for nonresident vehicles brought into California. This form may also be used to reregister a vehicle after it has been junked, salvaged, or removed from the department's database.

**Certification or Exemption for  
Specialized Transportation Vehicle REG 345 (REV. 8/2008)**

A customer may apply for an exemption of fees when the vehicle is owned by a non-profit service agency. A specialized transportation vehicle would pay an annual registration fee but is exempt from paying vehicle license fees and weight fees. A REG 345 must be submitted with initial registration and each renewal registration.

**Application for Registration of New Vehicle REG 397 (REV. 4/2009)**

*Not on Internet.* A new car dealer is required to complete the Reg. 397 upon the sale of a new vehicle. A dealer may deposit fees on an incomplete REG 397 to avoid administrative service fee penalties which become due 20 days after the sale of a vehicle that is not registered by the department.

**Public Agency Authorization to Dispose of a Vehicle to a  
Scrap Iron Processor or Dismantler Valued at \$300 or Less REG 462 (REV. 11/2007)**

*Not on Internet.* A form used by a government entity to dispose of a vehicle.

**Application for Salvage Certificate or  
Nonrepairable Vehicle Certificate REG 488C (REV. 8/2008)**

The insurance company or designee (salvage pool or registration service) or the owner must apply for a salvage certificate/nonrepairable vehicle certificate within 10 days from the date the insurance company makes a total loss settlement with the owner.

**Unobtainable Title Certification for  
Issuance of Salvage Certificate REG 492 (REV. 2/2009)**

Vehicle Code section 11515(a)(2) allows an insurance company, an occupational licensee of the department authorized by an insurance company or a salvage pool authorized by an insurance company after an total loss settlement to apply for a salvage certificate without a certificate of ownership or alternative titling documents when a REG 492 are completed.

**Used Vehicle Certification REG 496 (REV. 4/2007)**

**This form is to certify by both the seller and buyer that the vehicle has been used or operated as a demonstrator or as an executive car.**

**Accountable Items(s) Order ADM 510 (REV. 2/2009)**

*Not on Internet.* A form used to order indicia from DMV.

**Statement for Securing Commercial Registration REG 590 (REV. 10/2007)**

A *Statement for Securing Commercial Registration* form (REG 590) is required for a passenger vehicle transporting persons for hire, compensation, or profit unless the vehicle is registered in the name of a taxicab company.

**Certificate of Excise Tax Clearance (Board of Equalization form) BT1138**

*Not on Internet.* A form presented by a new buyer when transferring or initiating original California title on a commercial vehicle that is powered by an alternative fuel (i.e., other than gasoline or diesel).

**Declaration of Gross Vehicle Weight/  
Combined Gross Vehicle Weight      REG 4008 (REV. 8/2010)**

A registered owner that operates a commercial vehicle at a gross vehicle weight of 10,001 or more is required to declare on a REG 4008 that the vehicle will be operated based on either gross vehicle weight (GVW) or combined gross vehicle weight (CGW) before the CVRA decal and sticker can be issued. The registered owner is required to declare the GVW/CGW on initial registration.

**Nonresident Military Exemption Statement (50 US Code § 574)      REG 5045 (REV. 3/2010)**

Residents of another state, serving in the U.S. Armed Forces and stationed in California are exempt from the vehicle license fee (VLF) portion of the registration fees on any vehicle or trailer coach owned or leased by the NRM and registered in California. The NRM must be shown as a registered owner or lessee and the vehicle cannot be operated for hire to qualify for this fee exemption.

**Exempt License Plate Request      REG 5050 (REV. 12/2008)**

This form is used to apply for exempt license plates for a vehicle owned or leased by the U.S. Government, state agencies, cities and counties, or special districts.

## ***Chapter 18: DMV Contacts***

### **18.00 Introduction**

Below are the various Department of Motor Vehicle offices that are available for direct contact and my provide help in processing transactions or maintaining inventory.

### **18.05 DMV Contacts**

#### **Audits Office**

P. O. Box 932328, MS H121  
Sacramento, CA 94232-3890  
Phone: (916) 657-0455  
FAX: (916) 657-5736

#### **BPA Program Administrator**

2415 First Avenue, MS C383  
Sacramento, CA 95818  
Phone: (916) 657-6258  
FAX: (916) 657-0587  
[bpa@dmv.ca.gov](mailto:bpa@dmv.ca.gov)

#### **Communications Program Division (CPD) Helpdesk**

Phone: (916) 657-6567

#### **~~DMV Warehouse~~—Inventory Control Operations**

4201 Sierra Point Dr, Ste 112  
Sacramento, CA 95834  
Phone: (916) 928-7906  
FAX: (916) 928-7900

#### **Accountable Inventory Management System Unit**

2570 24<sup>th</sup> Street, MS G202  
Sacramento, CA 95818  
Phone: (916) 657-7837  
FAX: (916) 657-7243  
[aims@dmv.ca.gov](mailto:aims@dmv.ca.gov)