Handbook of Registration Procedures

STATE OF CALIFORNIA
DMV
DEPARTMENT OF MOTOR VEHICLES

REG 611 (Rev. 9/2004)

THE GREAT SEAL OF THE STATE OF
EUREKA
CALIFORNIA

Handbook of Registration Procedures

Preface

The *Handbook of Registration Procedures* (REG 611) is available to all vehicle industry members at no charge. The handbook is designed to provide dealers, registration services, and financial institutions with vehicle registration requirements.

This revision of the handbook contains procedures and requirements contained in Vehicle Industry News (VIN) memos issued through July, 2004 and has been expanded to include many subjects not previously contained in the handbook.

The department issues VIN memos as needed to inform you of any new procedures and/or requirements that may affect your business. The memos are available on the internet at *www.dmv.ca.gov*.

Particular attention should be given to the information in subsequent VIN memos, as they supersede or modify the information/requirements shown in this handbook.

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  Materials Management
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REG 611 (REV. 09/2004)

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Chapter 1

Handbook of Registration Procedures

General Information

1.000 Authority to Grant or Refuse Applications (VC §1653)

The Department of Motor Vehicles examines all documents and applications submitted and may require additional information or reject any document/application if not satisfied of that document's/application's authenticity or the truth of any statement contained therein.

1.005 True Full Name Requirements (VC §4150)

The true full name(s) of the registered and legal owner(s) **are required** on registration applications. The name(s) must be sufficient to ensure identification of the owner.

True full name is the complete, exact name used on legal documents, such as a driver license, and includes a person's first name/initial, middle name/initial, and last name.

> **NOTE:** A title, such as *Sister* Mary Elizabeth Morris, **is not** shown unless the person completes a Statement of Facts (REG 256) certifying the title is part of his/her true full name and the REG 256 is submitted with the application.

1.010 Signatures and Endorsements (VC §5751)

Individuals (registered or legal owner)—An individual's "usual signature" with omissions/additions to the printed name is an **acceptable** signature on any document.

> **For example:** The usual signature for the name Joseph Donald Smith could be Joe D. Smith, Joseph Smith, Joe Smith, J. D. Smith, or J. Donald Smith.

The signature can be:

- Handwritten
- A form of script or handprint unique to the individual. A Statement of Facts (REG 256) completed by the individual stating this is his/her usual signature must be submitted with the application.
- A stamped signature of the individual's usual signature. (This is **only** acceptable on department forms. A countersignature **is not** required for a stamped signature.)

1.010 Signature Requirements, continued

Company or Business Endorsements—The company/business name **and** the countersignature or initials of an authorized representative are required.

Countersignatures—The signature **or** initials of an authorized representative of the business.

Leased Vehicles—The lessor is the registered owner of a leased vehicle and must endorse/sign registration documents as such. The lessee's signature is optional.

Signature by Mark—A signature by mark witnessed by another individual is acceptable for an individual who **cannot** write. Next to the individual's mark, the witness must print the individual's name **and** sign his/her signature.

IMPORTANT: Two witnesses **must sign** by the mark on a sworn statement (Statement of Facts) **or** for release of ownership.

If an individual cannot place a mark due to loss, or loss of the use, of his/her hands, the dealer can verify the person's identity (from an identification card, passport, etc.) and complete the certification on the application. A Statement of Facts (REG 256) completed by the dealer explaining the reason for not having the individual's mark and the means of identification **must be** submitted with the application.

Name Statement Requirement (VC §1652)—A Name Statement (REG 256) is required if the applicant's printed name and signature are so different that it appears to be two different people.

1.015 Signatures by Power of Attorney (VC §1652)

A power of attorney is a written document whereby one person (the principal) conveys to another the right to act for that person as attorney-in-fact. A power of attorney may be used to transfer ownership on a title or a bill of sale. The attorney-in-fact signs the principal's name and his/her name. For example, John Jones by Steven Smith. The power of attorney must accompany any application signed by the attorney-in-fact.

NOTE: When a business is appointed as attorney-in-fact, the countersignature must include the business name. For example, Jim Smith by Uome Loan Company by John Brown.

As referenced in this handbook, power of attorney refers to a departmental form which is limited to vehicle/vessel transactions. However, the department also accepts a restricted power of attorney (limited to a specific type of transaction such as transfer of ownership) **or** a general power of attorney (conveys the right to transact unlimited types of transactions).

NOTE: A photocopy or FAX copy of a *general* power of attorney may be accepted. Photocopies of the department's power of attorney (REG 262) are **not** acceptable.

1.015 Signatures by Power of Attorney, continued

Unacceptable Use of a Power of Attorney—A power of attorney **cannot** be used:

- to sign a certification/statement of facts attesting to the knowledge of the principal. The **exception** is the certification regarding disposition of the original California Certificate of Title on an Application for Duplicate Title (REG 227).
- to disclose odometer mileage.
- to reassign the right conveyed to the attorney-in-fact by the principal.
- by executors or administrators to appoint an attorney-in-fact pursuant to a power of attorney.
- by a trustee to assign the duties of a trust to an attorney-in-fact. A trustee 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.

1.020 Registration to Co-Owners (VC §§4150.5 and 9852.5)

A vehicle or vessel may be registered to two or more co-owners. The co-owner names may be joined by **"and," "and/or,"** or **"or."**

Each owner **must** sign the Certificate of Title or registration application document to register a vehicle/vessel. The requirements for releasing ownership vary.

NOTE: Certificates issued for applications which **do not** indicate "and" or "or" between the names will show "and" represented by a slash (/) between the names.

The signatures of **all** owners are required to transfer ownership when the names on the title are joined by **"and"** (/). The interest of a deceased co-owner may only be released by the heir or the deceased with an Affidavit for Transfer Without Probate (REG 5) **or** the administrator with Letters of Administration **or** the executor with Letters Testamentary. Title/ownership passes to the surviving co-owner, or with the co-owner's release, to a new owner.

Only **one** owner's signature is required to transfer ownership when the names are joined by **"and/or"** or **"or."** Title/ownership passes to the surviving co-owner(s) upon the death of a co-owner. A surviving co-owner's signature on the title releases all owner interests unless **"Tenants in Common"** or **"COMPRO"** follows the co-owner's names.

When **"Tenants in Common"** follows the names, the interest of a deceased co-owner reverts to the deceased co-owner's estate, **not** to the surviving co-owner. Ownership may be transferred with Letters Testamentary, Letters of Administration, or Transfer Without Probate.

1.020 Registration to Co-Owners, continued

When **"COMPRO"** (designation for "Community Property") follows the names, title passes to the surviving owner **after** the deceased co-owner's interest is executed by the:

- heir with an Affidavit for Transfer Without Probate (REG 5), if the estate was **not** probated, **or**
- administrator of the estate with Letters of Administration **or**
- executor of the estate with Letters Testamentary.

With the surviving co-owner's release, interest may be transferred to a new owner.

When **"JTRS"** (designation for "Joint Tenants with Right of Survivorship") follows the names, all owners must release interest during the lifetime of the co-owners. Upon the death of one co-owner, title is released by the survivor(s). A copy of the deceased owner's death certificate **must** accompany the application. The signature of the surviving co-owner(s) on the title releases all owner interests.

1.025 Registration of Leased Vehicles (VC §4453.5)

The following information applies to leased vehicle registration applications.

- The vehicle **must be** located in California to be registered here.
- The names of both the lessor and the lessee **must be** shown. The lessor is required to provide the lessee name and address information.
- The lessor's name is followed by the abbreviation "LSR" and the lessee's name is followed by the abbreviation "LSE." The names **are not** joined by "and" or "or." For example:

  Jay Street Leasing, LSR
  John Doe, LSE
- A Statement to Record Ownership (REG 101) with the lessee's address is required if the application does **not** have a designated lessee address space.
- The lessor **is** the registered owner and **must** sign the application as such.
- The signature of the lessee is optional.

1.030 Designating Legal Ownership on Applications (VC §§4150, 4150.2, and 4450)

The name of the legal owner/lienholder or the word "none" **and** the initials of the person making the entry *should* be shown in the legal owner/lienholder information section on all registration applications.

Dealer Transactions—All dealer transactions **must** show the legal owner or "none." The department will return applications without this information to the dealer.

1.030 Designating Legal Ownership on Applications, continued

Private Party Transactions—Original registration applications presented by an individual (private party) must show the name of the legal owner or the word "none." The initials of the person making the entry are desirable, but **not** required. When two legal owner names are shown, only the address of the legal owner entered by the applicant will appear on the certificates.

1.035 Statement to Record Ownership/Statement of Error or Erasure (VC §1652)

The Statement to Record Ownership/Statement of Error or Erasure (REG 101) is a two-sided form.

The Statement to Record Ownership side is generally used to clarify the registered owner or legal owner name(s) and/or address on an application and it must reflect exactly the same information as is shown on the title/application document, including how the names are joined. The certificates will be issued with "and" (represented by a slash [/]) between the names if the application does not show "and" or "or" between the names. A Statement to Record Ownership **must be** completed and submitted with a leased vehicle application when the title does not have designated spaces for the lessee's and lessor's addresses.

The Statement of Error or Erasure side is completed when an error or erasure is made on the California or nonresident title, and it **must be** completed by the individual who made the error/erasure. Refer to Chapter 23 for odometer disclosure errors.

NOTE: A dealer representative may initial corrections and/or erasures on the Application for Registration of a New Vehicle (REG 397) **except** in the odometer disclosure section.

1.040 Addresses on Documents (VC §§4150, 4150.2, and 4453)

All registration applications **must** include the registered owner's residence or business address **and** mailing address, if different, as well as the business, residence, or mailing address of the legal owner/lienholder.

A **residence address** must include the house number, street name, and the apartment or mobilehome park space number, when applicable. A **business address** may be an office building or a street address.

Mailing Address Only on Registration Documents—An owner/buyer may request that the registration and title be issued showing only his/her mailing address. This **does not** affect the information shown on the application, as stated in the first and second paragraphs of this section. The owner **must complete both** of the following forms and the forms **must be submitted** with the registration application:

- A Statement of Facts (REG 256) stating he/she wants only his/her mailing address to be shown on the title and registration documents being issued.
- A Change of Address (DMV 14) stating his/her residence or business address.

1.040 Addresses on Documents, continued

General Delivery or PO Box Addresses—May **only** be accepted when no other residence or business address is available for the registered owner. (VC §4453)

"In Care Of" Addresses—May only be accepted if an owner **does not** have an established residence or place of business address.

Mail Delivered Through a Post Office in a Different City/Town—The name of the city/town with the post office must be shown as the owner's mailing address.

APO or FPO Military Addresses—Overseas military mail addresses **must** include the following alpha designations with the APO or FPO address.

Alpha Designation	*Mail destined for...*
AE	Europe, Africa, Canada, or the Middle East
AP	Pacific
AA	Americas other than Canada

1.045 Confidentiality of Home Address (VC §§1808.2, 1808.4, 1808.6, and PC §830)

Designated persons, their spouses, and/or children may request home address confidentiality for any vehicle, vessel, off-highway vehicle, driver license, or identification card DMV record reflecting the qualified person's name.

The requester must submit a properly completed Request for Confidentiality of Home Address (INV 32) to the department for the driver license and **each** vehicle/vessel (newly purchased or transferred to) that contains the qualified person's name as the registered or legal owner. An INV 32 is required **every** time a qualified person's name is added to or deleted from a registration record.

INV 32 forms **must be** requested by the employing agency on its letterhead from:

Department of Motor Vehicles
Investigations and Audits Division,
Confidential Records Unit Manager MS N227
PO Box 932389
Sacramento, CA 94232-3890

The employing agency is responsible for notifying the department when an employee retires, resigns, is dismissed, or leaves the agency's employment for any reason.

NOTE: Upon request, retired peace officers' home addresses are permanently withheld at the time when the confidential status would otherwise be removed.

1.050 Bills of Sale (VC §1652)

The bill of sale referenced in this handbook generally refers to the departmental form, but any bill of sale that identifies the vehicle/vessel is acceptable. A bill of sale **must** accurately establish the chain of ownership. It **is not** required to be notarized or witnessed. A bill of sale **is not** required for sales between California-licensed dealers **or** on dealer sales to a retail purchaser if the title is properly endorsed.

NOTE: A properly completed bill of sale may be accepted in lieu of the registered owner's release signature on the title **and** on multiple transfers when an in-between owner's signature **does not** appear on the title (the printed name **must** appear on the title).

1.055 Photocopy/FAX of Documents (VC §1651)

The department considers a FAX copy to be the same as a photocopy. If the department's procedures allow for a photocopy, a FAX copy is also acceptable.

NOTE: A legible photocopy of the last-issued California registration is acceptable on all transactions **except** unavailable records transactions.

Documents altered from their original context and then copied are **never** acceptable. When a FAX copy or photocopy of a form is used, the information entered and the signature **must be original**.

EXCEPTION: A copy of a signature is acceptable when an application must be reconstructed because it was lost in the department or the dealer is out of business.

1.060 Vehicle Verifications

The department may require a physical inspection of a vehicle (a "vehicle verification") prior to completing a registration application for the vehicle. The vehicle verification must be completed, in full, on the back of the Application for Title or Registration (REG 343). Verifications of incomplete or unassembled vehicles (parts) are not acceptable.

Mandatary Vehicle Verifications—A vehicle verification is always required for:

- Registration of a nonresident vehicle. Refer to Section 6.030 for exception information regarding verification of a **new** commercial motor vehicle purchased in another state.
- Re-registration of a previously "junked" or "salvaged" vehicle.

NOTE: Additional verification **is not** required when a CHP Certificate of Inspection (CHP 97C) is presented on a revived junk or revived salvage application.

- Registration of a specially constructed motor vehicle or trailer.

1.060 Vehicle Verifications, continued

- Any vehicle for which the department does not have a record **except** a new vehicle reported sold by a California dealer on an Application for Registration of a New Vehicle (REG 397).
- Recording an engine change, motorcycle engine case change, or change from engine number to vehicle identification number (VIN).
- Assignment of an identifying VIN number by the department.
- When the VIN shown on certificates is different from the VIN shown on file. This **includes** vehicles being junked.

Authorized Vehicle Verifiers—Individuals authorized to do vehicle verifications are:

- Employees of the Department of Motor Vehicles.
- Peace officers (including military police). (*California Penal Code* §830)
- Employees of auto clubs that provide registration services. Auto club verifiers **must** include the abbreviation of their auto club name with their signature.
- Persons licensed as vehicle verifiers by the department. Licensed vehicle verifiers **cannot** do the VIN inspection for revived salvage/revived junk vehicles.

NOTE: A tracing, carbon tape lift, or photograph of the vehicle identification number (VIN) may be accepted in lieu of a physical inspection when a departmental field office manager determines it **is not** possible for a specific vehicle to be brought to the office for verification.

The best method for tracing a VIN is to lay a piece of white paper on the identification number plate and rub across it with a soft lead pencil.

Emission Label Verification for Nonresident Vehicles—Verification of the Emission Label on a nonresident vehicle may be completed by **any** authorized vehicle verifier or a peace officer.

1.065 Junked/Salvaged Vehicles VIN Inspections (VC §§5505 and 11519)

Prior to being registered for on-highway use, a vehicle previously junked/salvaged in California or another state (nonresident vehicle) **must be** inspected by an authorized DMV employee **or** referred to the California Highway Patrol (CHP) for inspection. All revived junk/salvage applications are subject to the CHP Inspection Fee.

The CHP issues a Certificate of Inspection (CHP 97C) after the inspection is completed, which must be submitted with the vehicle registration application. Additional verification **is not** required.

1.070 Vehicle Identification Number (VIN) Plate Assignments (VC §4161)

The department will assign and affix a VIN plate when required for original registration of the following vehicles:

- Trailers with an unladen weight of 5,999 pounds or less (**except** logging and auxiliary dollies).
- Trailer coaches.
- Special mobile equipment.
- Implements of husbandry.
- New motorcycles (except specially constructed motorcycles [SPCNS]).
- Snowmobiles (**except** when the VIN has been defaced or obliterated).

All the documents/requirements for the registration application **must be** completed **before** a VIN plate is assigned.

The CHP **must** verify a vehicle when its identity **cannot** be confirmed or there is a discrepancy in the certification label on it. The department refers all requests for assigned VIN plates on the following vehicles to the California Highway Patrol (CHP):

- Specially constructed motor vehicles.
- Motorcycles (except new). (Older motorcycles registered by engine number only must be assigned a frame number by the CHP before being registered.)
- Passenger vehicles.
- Commercial motor vehicles.
- Commercial trailers 6,000 pounds or more unladen.
- Logging dollies and auxiliary dollies.
- Snowmobiles (when the VIN has been defaced or obliterated).
- Volkswagen body changes.

1.075 Notary—Expiration Date of Commission on Documents

A California notary's commission expiration date **is required** for notarized signatures on the Application for Duplicate Title (REG 227), including an Electronic Lien and Title (ELT) transfer. An out-of-state notary's stamp is acceptable as presented.

1.080 Report of Deposit of Fees (RDF) (VC §1651)

A Report of Deposit of Fees (RDF) is the transaction used by the department to collect fees on an incomplete application. Plates/stickers are **never** issued on an RDF. The requirements are:

- **All** fees due must be paid; partial payment **is not** acceptable. Full registration/ renewal fees **must be** deposited to avoid penalties. An applicant may choose to pay any use tax due on the transaction when the application is cleared.
- All the documents and the receipt for the fees paid are returned by the department. Dealer transactions are returned to the dealer and applications submitted by a financial institution are returned to the financial institution.
- A Temporary Operating Permit (TOP–REG 19) is **not** issued except as shown in Section 25.010.

1.085 Address Changes (VC §§4159, 4160, and 9865)

Registered and legal owners are required to notify the department of a change of address within 10 days by submitting a **fully** completed Change of Address (DMV 14) to the department's address shown on the form.

The department does not issue new registration documents for a change of address. The owner should line through the old address on the registration document and print or type the new address and initial it.

NOTE: A legal owner/lienholder may submit a change of address on its business letterhead. The letter **must** clearly state "This is a request of legal owner change of address" **and** include the same information required on the DMV 14.

1.090 Unclaimed Certificates, Receipts, Plates, and/or Stickers

Certificates of Title, registration certificates, receipts, license plates (other than special license plates), and stickers returned to DMV as "unclaimed" are destroyed. Unclaimed special license plates are retained in the Sacramento Headquarters. DMV employees may contact Sacramento Headquarters to have the license plates sent to a field office or mailed to the customer.

1.095 Mail Applications (VC §9557)

The post office cancellation date is considered the "mailed date" for an application addressed to the department, or any person or organization authorized by the department under VC §4610, **and** placed in the U.S. mail or in any U.S. Postal Service maintained postal box.

1.100 Applications Lost in the Mail

The department may process an application mailed during a penalty-free period and lost in the mail **without** penalty using replacement documents. The applicant must complete a Statement of Facts (REG 256) regarding mailing of the application and pay any registration and/or duplicate certificate fees due.

1.105 Vehicle and Vessel Registration Information Requests (VC §1810)

With respect to the inspection or sale of information concerning the registration of any vehicle, the department is required by state and federal statutes to provide notification to the person to whom the information primarily relates. Contact your local DMV for additional information.

1.110 Assignment of Registration Expiration Date (VC §506)

A registration expiration date 12 months from the month fees first became due is assigned upon original registration. Commercial vehicles expire the last day of the month; the expiration date for automobiles and motorcycles is determined as follows:

Date Fees Due	***Expiration Date***
1st — 7th	8th
8th — 9th	10th
10th — 11th	12th
12th — 13th	14th
14th — 15th	16th
16th — 17th	18th
18th — 19th	20th
20th — 21st	22nd
22nd — 23rd	24th
24th — 25th	26th
26th — 27th	28th
Feb. 26th - 27th	March 2nd
28th — 31st	2nd of the next month

NOTE: Vehicles with a "Date Fees Due" date of December 28 - 31, are assigned an asterisk (*) year for proper calculation of subsequent renewal fees.

Exceptions—The exceptions to the expiration date assignment are:

- Permanent exempt vehicles are assigned an expiration date of 12/31/2099.
- Annual exempt vehicles **and** IRP vehicles expire on 12/31 of each year.
- Partial-year registered (PYR) vehicles show only the expiration month/year.
- Permanent fleet registration (PFR) vehicles show the expiration month/day/00 year.

1.115 Highlighting Pens Used on Registration Documents/Forms

Do not use highlighting pens on any registration document/form submitted to the department. Applications containing documents/forms with highlighted information are returned or correction. The correction requirements are shown below.

If the highlighted information is in the...	***then...***
registered owner, new buyer, or lienholder signature(s) area	the signature(s) **must be** rewritten by the person who made the original entry above or below the highlighted area, as space permits. If space is not available, the highlighted information **must be** shown on: • an Application for Duplicate Title (REG 227) for transfers. • an Application for Title or Registration (REG 343) for original registration transactions.
vehicle description and/or data section	a Statement of Facts (REG 256) identifying the highlighted information must be submitted.
odometer mileage disclosure section	the odometer mileage disclosure must be on a Vehicle/Vessel Transfer and Reassignment Form (REG 262) signed by the seller and the buyer.

1.120 Adhesive Labels on Registration Documents

The department **does not** accept labels of any kind on registration documents. Information **must be** entered directly onto the documents. Documents received with labels of any kind affixed will be returned to the submitter.

If you resubmit a title that had a label affixed to it, be prepared to also submit documentation to support the alteration of the document, such as an Statement of Error or Erasure (REG 101) and a Statement to Record Ownership (REG 101) or an Application for Duplicate Title (REG 227), if appropriate.

1.125 72-Hour Processing Requests

A request for issuance of the Certificate of Title within 72 hours (three working days, excluding Saturdays, Sundays, and holidays) is available **only** through Sacramento Headquarters. A nonrefundable fee is charged for this service in addition to all other fees due. Refer to the Fees appendix, Appendix 1F, for fees.

Requests for 72-hour processing **cannot** include an Application for Duplicate Title (except ELT transactions) and **cannot** be submitted to a DMV field office.

Applications and fees **must be mailed** to:

Department of Motor Vehicles
72-Hour Special Processing MS D238
2415 First Avenue
Sacramento, CA 95818

NOTE: Incomplete applications are returned to the requester and are not placed in the accelerated process until DMV receives the completed application.

1.130 Bicycle Program (VC §§39000-39012)

The department procures and distributes bicycle license indicia and registration forms to all cities and counties which have a bicycle licensing ordinance or resolution. Information regarding this program can be obtained by contacting the Special Processing Unit (SPU) in Sacramento Headquarters at:

Department of Motor Vehicles
Special Processing Unit MS D238
PO Box 932345
Sacramento, CA 94232-3450
Telephone (916) 657-7654

1.135 Electronic Lien and Title (ELT) Program

The Electronic Lien and Title (ELT) Program is a voluntary program for lienholders which provides an electronic ownership record in lieu of a paper title. An ELT record of the information on the DMV database is created and transmitted to the ELT lienholder and a (paper) registration card is issued to the registered owner.

New ELT participants are added to the program quarterly and the department issues an updated list of all ELT lienholder names and addresses in a Vehicle Industry News (VIN) memo at that time.

Electronic Lien and Title (ELT) Program lienholders are assigned specific name and address abbreviations which **must be** used. Show the ELT lienholder information **exactly as shown in the latest ELT listing** issued by the department.

Refer to Chapter 28 for procedures.

1.140 Branded Titles (VC §4453)

The documents issued for any vehicle, including a nonresident vehicle, which has been previously classified as a junk or salvage, police vehicle, grey market vehicle, warranty return vehicle, taxi, or park trailer **must be** branded. A prior history service fee is collected only for the initial issuance of branded documents. (VC §9255.1) Refer to the Fees appendix, Appendix 1F, for fees.

1.145 Business Partner Automation Program

The Business Partner Automation (BPA) Program allows the department to establish contracts with qualified industry partners who have a business need to process vehicle registration and titling transactions from their remote locations. BPA partners are currently authorized to process full-year registration renewals and new vehicle reports of sale. Direct any questions regarding participation in this program to the department's BPA Administrator at (916) 657-6258.

1.150 Miniature Motorcycles

The department **does not** register vehicles known as mini choppers, pocket bikes, etc. These vehicles:

- **Do not** meet the definition of a motorized scooter because of their speed (VC §406) and engine displacement (VC §405).
- **Do not** meet equipment safety standards.
- **Cannot** be registered pursuant to VC §4751d.

Please advise your customers that these vehicles **cannot** be registered and **cannot** be operated on a public street.

Chapter 2
Handbook of Registration Procedures

New Vehicles

2.000 Reporting New Vehicle Sales

California licensed dealers must report the sale of all new vehicles the dealership is franchised to sell on an Application for Registration of New Vehicle (REG 397).

NOTE: The Application for Registration of Multiple New Vehicles (REG 397A) may be used to report sales of **identical** new vehicles to the same registered owner. Refer to Section 2.180 for information.

The REG 397 forms are issued exclusively by mail from the department's Occupational Licensing Unit in Sacramento Headquarters. Mail requests to:

Department of Motor Vehicles
Occupational Licensing Unit MS N224
PO Box 932342
Sacramento, CA 94232-3420

2.005 Collection of California Sales Tax

California licensed dealers must collect California sales tax on vehicles sold by the dealership. Contact the California State Board of Equalization at 1-800-400-7115 for information.

Refer to the "City and County Fees" appendix, Appendix 1A, for sales tax rates.

2.010 Application for Registration of New Vehicle (REG 397)

Complete the Application for Registration of New Vehicle (REG 397) and submit it to the department with any supporting documents and the registration fees.

The dealer or an authorized employee/agent for the dealer must properly and legibly complete all information on the REG 397. A Statement to Record Ownership (REG 101) should be completed whenever it is necessary to clarify the spelling of a name or address. Refer to Section 2.015 for information regarding corrections on the REG 397.

2.010 Application for Registration of New Vehicle (REG 397), continued

Information on the REG 397 may be typewritten, computer-generated, or hand-printed. If handprinted, the department prefers that only block upper case letters are used **except** for the following letters which should be handwritten in script or cursive to avoid confusion/error.

REG 397 Check List—Use the following chart to complete the REG 397.

Section	Information Required
Date First Sold as a New Vehicle	Enter the date the buyer paid the purchase price, signed a purchase contract or security agreement, **and** took possession or delivery of the vehicle. (VC §5901[d])
Date First Operated	Enter the date the vehicle was first operated by the retail buyer. Fees are due based on this date.
NRM/IND	Check this box if the vehicle is being registered to a nonresident military (NRM) person or a member of a California Indian tribe living on a federal Indian reservation or rancheria in California. **NOTE:** Refer to Section 2.090 for **Sales to California Indian Tribes/Tribal Members** and to Section 2.110 for **Sales to Nonresident Military Personnel** for fee exemption and additional documentation requirements.
Make	Enter the make of the vehicle, **not** the model.
Year Model	Enter the year model designated by the vehicle manufacturer.
Body Type	Enter the body type.
Motive Power	Enter the motive power for **all** vehicles. The fuel types are: Gasoline Diesel Electric Methanol Natural Gas Trailer Propane Hybrid **IMPORTANT:** Hybrid vehicles are powered by gas and electricity and are exempt from smog certification by the Bureau of Automotive Repair (BAR) until 12/31/2010. It is important that "Hybrid" is shown in this field or the vehicle record may be incorrectly marked as "gas powered," and a smog certification will be requested when not needed.
Number of Axles	Enter the number of axles **only** for commercial motor vehicles and trailers.
Unladen Weight	Enter the unladen (empty) weight for all commercial motor vehicles and trailers. Refer to Chapter 9 for information.

Section	Information Required
M/C Engine Number	Enter the complete engine number and number of cc's for motorcycles and all-terrain vehicles (ATVs).
Length and Width	Enter the length and width **in inches** for **all** trailer coaches, camp trailers, **and** motorhomes. **NOTE:** The length and width for a motorhome may be submitted on a Statement of Facts (REG 256) or the REG 397. Motorhomes exceeding 45 feet (540 inches) in overall length **or** 8.5 feet (102 inches) in width **cannot be registered** in California. (VC §§35100 and 35400) Trailer coaches exceeding 40 feet (480 inches) in length **or** 8 feet (96 inches) in width **must be** registered by the Department of Housing and Community Development.
County of Residence	Show the buyer's residence address county. This may differ from the county of the mailing address.
Vehicle Identification Number (VIN)	Enter the **complete 17-digit VIN** as shown on the vehicle's serial plate. A valid 17-digit VIN must be shown for a passenger vehicle, truck, bus, motorcycle, trailer, or cab and chassis operated on the roads and highways. If the VIN does not pass the check-digit, the application will be returned to the dealer.
Sold To	Print the true full name (the name shown on the buyer's driver license or ID card) of **each** buyer **and** check the "AND" or "OR" box if there is more than one buyer/owner. Documents are issued with "AND" if box is **not** checked. Refer to Section 1.020 for **Registration to Co-Owners** information. **Leased Vehicles—**Print the name of the lessor followed by the abbreviation "LSR" **and** the name(s) of the lessee followed by the abbreviation "LSE." **Do not** join the names with "and" or "or." **Example:** Jay Street Leasing, LSR John Doe, LSE **Only** the lessor signs the REG 397 as the buyer. Refer to Section 1.025 for **Registration of Leased Vehicles** information.

Section	Information Required
Driver License/ID Card No.	Enter the California driver license or ID card number (DL/ID#) for **each** buyer or lessee (if an individual). If a California DL/ID has not been issued, enter the person's out-of-state DL/ID# **and** write the state of issuance in the upper right corner of the REG 397. **NOTE:** A DL/ID# **is not** required for vehicles registered to a company, business, or trust.
Equipment Number	Enter the equipment number **only** for fleet vehicles.
Buyer's Address	Enter the buyer's residence or business address **and** mailing address (if different than the residence address). Include an apartment or space number if it is part of the address. When a post office box **is** the residence or business address, but **is not** the mailing address, then both addresses must be shown. The post office delivers mail to the second address. **NOTE: Mailing Address Only on Registration Documents—**The buyer/registered owner may request that the registration and title documents issued by the department show only his/her mailing address. Refer to Section 1.040 for the requirements.
Lienholder/Legal Owner Name and Address	Enter the name and address of the lienholder/legal owner **or** the word "NONE." A rubber stamp (at least 12-point type) may be used to enter the lienholder name and address. The impression **must be** legible. Applications **without an entry** in this section **are returned** to the dealer. Refer to Section 1.030 for **Designating Legal Ownership on Applications** information. **NOTE:** Electronic Lien and Title (ELT) Program lienholders are assigned specific name and address abbreviations which **must be** used. Show the ELT lienholder information **exactly as shown in the latest ELT listing** issued by the department. New listings are issued quarterly with a Vehicle Industry News (VIN) memo.
Initials of Person	The person making the lienholder/legal owner entry **must initial** in the legal owner space immediately following the entry.
Lessee's Address	Enter the lessee's address in this space **if** it is different than the address shown for the registered owner.
For Hire	Must be checked if a passenger vehicle is to be operated for hire.

Section	Information Required
Date and Buyer(s) Signature(s)	The buyer's usual signature **or** the buyer's signature signed by the attorney-in-fact shown on a power of attorney must appear. Refer to Section 5.030 for power of attorney information. **Leased Vehicles—**The lessor **is** the registered owner and **must** endorse/sign the REG 397. The lessee's signature is optional.
Certificate of Cost	Show the full cost price of the vehicle to the buyer, excluding sales tax, license fees, or financing costs. **NOTE:** The Federal Retail Excise Tax **must be** included on the first retail sale of a commercial truck or truck chassis with a gross vehicle weight (GVW) of 33,001 pounds or more **or** a trailer chassis with a GVW of 26,001 pounds or more. **Alternative Fuel Vehicles—**See the information in this section.
Odometer Disclosure Statement	Must be completed to show actual odometer mileage, the handprinted name(s) of the buyer and seller, and original signatures for the buyer **and** seller. **Errors in the Odometer Disclosure Section—**When an error is made in the odometer disclosure section, a Vehicle/ Vessel Transfer and Reassignment Form (REG 262) **must be** used for the odometer disclosure **and** a Statement of Facts (REG 256) explaining the reason for the separate disclosure form **must be** submitted with the application. Refer to Chapter 23 for additional information on odometer disclosure.
Buyer and Seller Names	The handprinted name(s) of all buyers and the seller **and** the original signatures of the buyer(s) and seller must appear. Refer to Section 1.010 for signature information.
Unladen Weight	Dealers may certify the weight for new vehicles weighing up to 8,000 pounds unladen. A weight certificate **is required** for any two-axle or three-axle commercial vehicle between 8,001 and 10,000 unladen. **Weight Certificate Exceptions—**Refer to Section 9.025 for exemptions from the weight certification requirement.

Section	Information Required
Dealer Certification	This section requires: • the signature of the dealer's authorized agent. • the dealer's business name, address, and dealer number. • the salesperson's name and number. The "NEW VEHICLE DEALER NOTICE TEMPORARY IDENTIFICATION" information **must be** identical to the upper section of the REG 397. The odometer reading **is required**.
Compliance Certification Statement	Dealers **must** complete this section. (This is in lieu of the smog certification for a new vehicle sold by the dealer.)

NOTE: Do not void a REG 397 because of a VIN error. Line through the incorrect VIN, correct it, and initial the correction.

2.015 Corrections on the Application for Registration of New Vehicle (REG 397)

Dealers may make corrections on any part of the Application for Registration of New Vehicle (REG 397) **except** the odometer disclosure section. The dealer or the authorized representative who signed the dealer's certification must "OK" and initial the correction. Because legibility is important, please submit a Statement to Record Ownership (REG 101) to clarify the spelling of a name or address.

Odometer Disclosure Section Errors—If the error is in the Odometer Disclosure Section, a Vehicle/Vessel Transfer and Reassignment Form (REG 262) **must be** used for the odometer disclosure **and** a Statement of Facts (REG 256) explaining the reason for the separate disclosure must be submitted with the application.

Reference: Sections 16.000 and 23.075

New Vehicle Sale Reported Incorrectly by the Dealer—Refer to Section 16.025.

2.020 Distribution of Application for Registration of New Vehicle (REG 397)

Distribute the Application for Registration of New Vehicle (REG 397) as follows:

Application Copy (upper portion of the original)**—**Within 20 days of the date of sale, submit the application copy to the department with the fees and any supporting documents required for registration of the vehicle.

EXCEPTIONS: Deliver the application copy and any supporting documents to the buyer instead of the department for the following:

- Public agency sales (See Section 2.080).
- Sales to Consul Corps employees (See Section 2.100).
- Mail order sales (See Section 2.075).
- Sales of new vehicles to be altered (See Section 2.145).

2.020 Distribution of Application for Registration of New Vehicle (REG 397) Copies, continued

Purchaser's Temporary Identification Copy (bottom portion of the original)**—**For customer privacy, fold the purchaser's copy so that only the preprinted number and vehicle descriptive information shows and display it in the lower rear window. If the information will be obscured, place it in the lower right corner of the windshield or on the lower right side of a side window. For trailers, display in the same manner in the towing vehicle. This authorizes operation of the vehicle until the buyer receives the license plates and registration card.

EXCEPTION: Do not attach the purchaser's copy to the vehicle on:

- Vehicles to be altered before registration (See Section 2.145).
- Vehicles to be registered out of state **or** used exclusively on private property.
- Sales to another dealer.
- "Title only" sales (See Section 2.120).
- Most sales to apportioned operators.

Dealer's Copy (upper portion of the duplicate)**—**Retain the dealer's copy for four years (this corresponds to the department's retention period). The department may inspect your dealer sales records at any time. (VC §§4456, 5901, and 11714[e])

Dealer's (5-day) Notice (bottom portion of the duplicate)**—Mail** the dealer's notice to the DMV address shown on the REG 397 not later than the fifth calendar day following the sale date, not counting the actual date of the sale. This releases the dealer from civil liability arising from operation of the vehicle. The dealer's notice **cannot** be submitted to a field office.

2.025 New Vehicle Check-Digit Requirements

Pursuant to federal statutes, vehicle manufacturers must assign a vehicle identification number (VIN) which passes check-digit. The VIN is computed using a mathematical formula issued by the Society of Automotive Engineers. Manufacturers and dealers with questions regarding the check-digit program may:

write to:

The Society of Automotive Engineers, Inc.
400 Commonwealth Drive
Warrendale, PA 15096

*or telephone:*WMI Coordinator (412) 776-4841

2.030 New Vehicles Not Passing Check-Digit

Vehicles **not** manufactured for on-highway use, which do **not** pass check-digit, and do **not** meet the Federal Motor Vehicle Safety Standards (FMVSS) are prohibited from on-highway registration in California.The department **must** refuse registration of new vehicles (including trailers) which **do not** pass the check-digit.

2.030 New Vehicles Not Passing Check-Digit, continued

- The department will stamp the application with the date received and return it to the dealership with a refund or credit (as appropriate) for the fees submitted.
- Dealers must verify the VIN shown on the returned Application for Registration of New Vehicle (REG 397) with the VIN assigned to the vehicle **and**:

If the VIN...	***then...***
was entered incorrectly on the REG 397	correct the VIN and resubmit the application.
agrees with the VIN on the vehicle	• contact the vehicle manufacturer regarding the VIN. (A manufacturer that incorrectly computes a VIN **must** notify the National Traffic Safety Administration (NHTSA) regarding the incorrect VIN **and** provide the dealer with a copy of the letter sent to NHTSA.) • resubmit the application with the copy of the letter.

NOTE: The department will waive any Administrative Service Fee (ASF) or registration penalty accrued when the application is cleared, when the original application was received within 20 days of the date of sale.

2.035 Alternative Fuel Vehicles (AFV) (R&TC §10759.5)

A reduced vehicle license fee (VLF) based on a modified sales price is assessed on new, light duty (up to 8,500 pounds gross vehicle weight), alternative fuel vehicles. The California Energy Commission (CEC) defines AFVs and provides dealers with the instructions for calculating the modified VLF. The law requires dealers to:

- Determine the reduced VLF by deducting the amount credited to the AFV.
- State the actual incremental cost in the sales or lease contract for the buyer.
- Report the incremental cost to the CEC on a quarterly basis.

Registration Requirements—The registration requirements are:

- Complete the Application for Registration of New Vehicle (REG 397) as usual, **except** show the modified cost of the vehicle in the Certificate of Cost section.
- Submit a Statement of Facts (REG 256) with the REG 397 showing:
  - — The fee breakdown for the cost of a comparable conventional (gas or diesel) vehicle **and** the incremental cost of an AFV.
  - — The actual incremental cost of an AFV. (The incremental cost is the difference between the AFV and the most comparable conventional vehicle. The cost difference is deducted for calculation of the VLF.)
  - — How the final cost was determined.

NOTE: Retain a copy of the REG 256 with the dealer's copy of the REG 397.

2.035 Alternative Fuel Vehicles (AFV), continued

- Enter the modified sales price on the REG 397 **and** note "S/F attached." (The REG 397 will **not** be revised for this purpose.)
- Determine the VLF due by deducting the amount credited to the AFV.

NOTE: Compute sales tax based on the full sales price.

- Collect the reduced VLF from the buyer.

NOTE: Sales tax is assessed on the actual full selling price.

2.040 Buses (VC §233)

A bus is any vehicle, including a trailer bus, designed, used, or maintained for carrying more than 15 persons including the driver **and/or** a vehicle designed, used, or maintained for carrying more than 10 persons, including the driver, used to transport persons for compensation or profit **or** by any nonprofit organization or group. A vanpool vehicle **is not** a bus.

A bus is generally registered as a passenger vehicle.

EXCEPTION: A bus **is** a commercial vehicle **when** it is used to transport persons for hire, compensation, or profit **or** when bus transportation is supplied by a profit-making entity and a customer ends up paying for the bus service as part of the overall consideration for the primary service. Refer to Section 9.045 for commercial registration information.

2.045 Courtesy Deliveries

A "courtesy delivery" is when a California dealer delivers a new vehicle sold by an out-of-state dealer to the buyer. The requirements for a courtesy delivery are:

- Complete the Application for Registration of New Vehicle (REG 397) as usual. Print "Courtesy Delivery" on original copy and the dealer copy.
- The Manufacturer's Statement of Origin from the selling dealer, if provided.
- Fees.

NOTE: The vehicle **must** comply with California smog requirements **and** California sales tax **must** be collected. Contact the Board of Equalization for sales tax information at 1-800-400-7115.

2.050 Demonstrator and Executive Vehicle Sales

A new vehicle operated as a demonstrator or by a factory executive is considered to be a used vehicle when subsequently sold to a retail buyer and a Certificate of Used Vehicle (REG 496) signed by the seller and the buyer (one buyer's signature is sufficient) must be submitted with the Application for Registration of New Vehicle (REG 397). Signatures cannot be signed by power of attorney.

NOTE: The buyer **cannot** be charged any portion of the licensing fees paid to register a demonstrator vehicle to the dealership.

2.055 Exempt Agency Sales

Dealers selling a vehicle(s) to an exempt agency may give the Application for Registration of New Vehicle (REG 397) and any supporting documents to that exempt agency, if so requested.

2.060 Factory Deliveries

When a vehicle is sold for delivery to the buyer at the factory:

- Complete the Application for Registration of New Vehicle (REG 397) as usual.
- Give the buyer the operating copy and instructions for displaying it on the vehicle. This allows operation of the vehicle until the plates are received.
- Submit the application copy, any supporting documents, and the fees for regular California registration to the department.
- Give the license plates to the buyer.

2.065 Foreign Resident In-Transit Permit for a New Vehicle

A foreign visitor who prearranges purchase of a **new American-made** passenger vehicle from a California dealer **before** entering the United States may operate the vehicle on a Foreign Resident In-Transit Permit (REG 34) without payment of registration fees or sales tax. Refer to Section 25.055 for permit information.

2.070 Low Speed Vehicle Sales

A "low speed vehicle" (LSV) is any four-wheeled electric-powered vehicle with a top speed of **not** greater than 25 miles per hour. LSVs meet the applicable federal safety requirements according to the National Highway Traffic Safety Administration (NHTSA) and have been certified by the California Air Resources Board as Zero Emission Vehicles. LSVs may be registered as passenger vehicles in California if they are to be operated on public streets. An LSV **is not** a golf cart, but it can be "governed" to limit its speed for operation on a golf course.

Federal regulations require that an LSV have a speedometer, but **not** an odometer. An LSV is excluded from odometer mileage reporting requirements.

2.070 Low Speed Vehicle Sales, continued

LSV manufacturers are required to affix a permanent 3" x 5" decal containing the following disclosure statement to LSVs on the headliner (roof) of the driver's side.

> "The vehicle's maximum speed is 25 miles per hour and it may be a hazard on the roadways if it impedes traffic, for which, the driver may be cited."

The registration requirements for an LSV are the same as for other new vehicles sold by a California dealer.

Dealers **must** give the buyer of an LSV a signed copy of the disclosure statement at the time of sale. The dealer retains the original statement. A copy **is not** submitted to the DMV.

2.075 Mail Order Sales

The application copy of the Application for Registration of New Vehicle (REG 397) can be mailed to a mail order buyer provided the buyer **does not** accept delivery of the vehicle at the mail order firm's place of business. Advise the buyer to register the vehicle within 10 days of receipt of the REG 397.

2.080 Public Agency Sales

The application copy of the Application for Registration of New Vehicle (REG 397) and any supporting documents for a vehicle sold to a public agency (federal, state, city, county, etc.) may be given to the agency or its agent if requested. In this case, submission of the dealer's notice of sale within the required five days satisfies the 20 day ASF rule.

2.085 Specialized Transportation Vehicle Sales

Specialized Transportation Vehicles are exempt from the VLF and the weight fee. A Certificate of Exemption for Specialized Transportation Vehicle (REG 345) **must** be completed and submitted with the Application for Registration of New Vehicle (REG 397).

2.090 Sales to California Indian Tribes/Tribal Members

The VLF portion of the registration fees **is not due** for a vehicle sold or leased to a California Indian tribe and/or a tribal member living on a federal Indian reservation or rancheria located in California.

An Indian Certification (REG 256A) completed and signed by a tribal member or a representative of the United States Bureau of Indian Affairs **must be submitted** with the Application for Registration of New Vehicle (REG 397).

2.095 Sales to Federally-Recognized Indian Tribes (VC §9104.5, R&TC §10781.1)

Only the registration fee (***not*** *including the miscellaneous city/county fees collected with the registration fee*) is due for a vehicle registered to, and used exclusively within the jurisdiction of, a federally-recognized Indian tribe. They are exempt from **all** other fees including city/county fees.

In addition to the Application for Registration of New Vehicle (REG 397), the registration application **must** include either:

- A properly completed Indian Certification (REG 256A) **or**
- An exemption letter from the tribe written on tribal letterhead **and** signed by an authorized tribal counsel member, such as the tribal chief or secretary. The letter **must** identify the vehicle **and** state that it is owned and registered to a federally-recognized Indian tribal name and will be used exclusively within the boundaries of Indian tribal land, including any incidental operation on the highways within those boundaries.

2.100 Sales to Consul Corps

Consul Corps employees' vehicles are registered by the federal government under the Federal Diplomatic Vehicle Registration Program. For this type of sale:

- Complete the Application for Registration of New Vehicle (REG 397) as usual.
- Verify the buyer's Consul Corps identification card to confirm his/her Consul status.
- Write "CONSUL CORPS" on the left margin of the application copy of the REG 397 **and** give it to the buyer.
- Affix the buyer's temporary operating copy of the REG 397 to the vehicle as usual.
- Attach a Statement of Facts (REG 256) to the book copy showing the country the Consul is from and how the buyer's Consul Corps status was verified.

NOTE: Vehicles sold to employees of the Tapei Economic and Cultural Office (TECO) **do not** fall under this program. Refer to Section 14.050 for information on Foreign Organization plates issued to TECO employee vehicles.

2.105 Sales to Honorary Consuls (VC §5006)

Honorary Consuls are excluded from the Federal Diplomatic Vehicle Registration Program referenced in Section 2.100, but may be issued special Honorary Consul plates by the department. To obtain Honorary Consul plates for the vehicle, submit:

- The completed Application for Registration of New Vehicle REG 397).
- A Special Plates Application (REG 17A) completed by the Honorary Consul.
- A certified copy of the Letter of Notification issued by the U.S. Department of State denoting the buyer's Honorary Consul status.
- Fees, including the original Honorary Consul plate fee.

Direct any questions regarding Honorary Consul applications to the department's Special Processing Unit (SPU) in Sacramento Headquarters at (916) 657-7654.

2.110 Sales to Nonresident Military (NRM) Personnel

The VLF portion of the registration fees **is not** due for a vehicle sold to a qualified nonresident military person whose duty station **is** in California. A Nonresident Military Exemption Statement (REG 5045) completed by the NRM buyer **must be** submitted with the Application for Registration of New Vehicle (REG 397).

2.115 Station Wagons (VC §585)

A station wagon is a dual purpose vehicle designed for the transportation of persons in such a manner that the seats may be folded out of the way or removed to increase the vehicle's property carrying space. Hatchback-type vehicles with a rear seat that folds down or is removable and a rear door that provides direct access to the vehicle's interior cargo-carrying area may be considered a station wagon.

Station wagons are generally issued automobile plates, but may have commercial registration under certain circumstances, as explained in Section 9.050.

2.120 "Title Only" for a New Vehicle Sold by a California Dealer (VC §4452)

A "title only" may be issued for a new vehicle that has not been, and will not be, driven, moved, or operated in a manner so as to cause fees (registration or off-highway vehicle) to become due without payment of the required fees.

Exclusions—A "title only" **cannot** be issued for:

- A trailer coach. Trailer coaches **must** be registered at all times. (VC §5352)
- A vehicle for which registration fees are due.
- An incomplete or junked vehicle. A "title only" can be issued to a revived junk only after **all** of the clearance requirements are met.
- A vehicle **not** located in California. (VC §4151)

2.120 "Title Only" for a New Vehicle Sold by a California Dealer, continued

Application Requirements—Submit the following for a new vehicle title only:

- The Application for Registration of New Vehicle (REG 397) completed as usual.
- The customer's operating copy of the REG 397.
- A weight certificate for any two-axle or three-axle commercial vehicle between 8,001 and 10,000 unladen.
- A Statement of Facts (REG 256) requesting "title only" completed by the buyer. The REG 256 **must** also indicate how the vehicle was moved.

NOTE: Dealer plates may be used to move the vehicle **prior** to completing the sale (sale consummated after delivery). Otherwise, the vehicle must be transported or moved on a One Trip Permit (REG 402).

- A Certificate of Planned Non-Operation (PNO–REG 102) completed by the buyer.
- The "title only" fee **and** the PNO filing fee.

Apportioned Vehicles—Refer to Section 12.015 for "title only" of a new vehicle sold to an apportioned operator.

2.125 Transfer or Purchase of Special Plates for a New Vehicle

Additional documents and fees are due from a buyer who orders or transfers special interest plates to his/her new vehicle. DMV **does not** issue regular plates in such cases. Refer to Chapter 14 for special plates information.

- **To Order Special Plates—**The additional requirements are:
  - — A Special Interest License Plate Application (REG 17) **or** Special License Plates Application (REG 17A), as appropriate for the type of plates requested, completed by the buyer.
  - — The original fee for the type of plates.
- **To Transfer the Buyer's Special Plates—**The additional requirements are:
  - — A Special Interest License Plate Application (REG 17) completed by the buyer showing reassignment of the existing plates to the new vehicle.
  - — The fee for reassignment of the plates.

2.130 "In Lieu" Application for Registration of New Vehicle (REG 397)

Submit the following documents when a completed Application for Registration of New Vehicle (REG 397) is lost **before** being submitted to the department:

- A new REG 397 showing "In lieu of R/S #_____."
- A Statement of Facts (REG 256) explaining the reason for the second REG 397.
- The windshield copy of the second REG 397.
- Fees.

2.135 New Vehicle Unwind

When an Application for Registration of New Vehicle (REG 397) is completed, but **must** be voided because the sale **was not** consummated and the buyer **never** took delivery (commonly referred to as an "unwind"), the procedure is:

- Mark all copies of the REG 397 "VOID."
- Complete a Statement of Facts (REG 256) stating the circumstances **and** that the vehicle never left the dealer's possession and was not operated on the operating copy of the REG 397.
- Retain all copies of the voided REG 397 and the REG 256 with the dealer's copy at the dealer's primary business location so it is available in the event of an audit.

2.140 New Vehicle Rollback

The Application for Registration of New Vehicle (REG 397) **cannot** be voided if the buyer returns the vehicle after it has been operated so as to cause fees to become due, even if it is returned before the registration application is completed.

All fees are due from the date of sale and **must** be submitted to the department **within 20 days** of the new vehicle date of sale to avoid any late penalty or ASF. The fees due may be posted in the dealer's name or the first buyer's name.

When a "rollback" vehicle is subsequently sold to a second buyer **or** registered to the dealer, the registration requirements are:

- An Application for Title or Registration (REG 343) in the second buyer's or dealer's name.

NOTE: Enter an Electronic Lien and Title (ELT) lienholder name and address on the application **exactly** as shown in the latest ELT listing from the department. New listings are issued quarterly in a Vehicle Industry News (VIN) memo.

- The Application for Registration of New Vehicle (REG 397) to the first buyer.
- The Report of Sale–Used Vehicle (REG 51) to the second buyer.
- A bill of sale from the first buyer to the dealer.
- A Lien Satisfied (REG 166) from the lienholder, if any, for the first buyer.

EXCEPTION: A lien satisfied **is not** required if financing was **not** approved for the first sale **or** the lienholder for the second buyer is the same as the first buyer.

NOTE: Dealers can complete a Statement of Facts (REG 256) or Statement of Error/Erasure (REG 101) for legal owner information entered on the REG 397 in error.

- Odometer mileage disclosure for the second buyer on the Vehicle/Vessel Transfer and Reassignment Form (REG 262).

2.140 New Vehicle Rollback, continued

- A Statement of Facts (REG 256) which includes:
  - — the name of the buyer who returned the vehicle **and** the date returned.
  - — the reason the vehicle was returned (for example, credit unavailable).
  - — if the vehicle was voluntarily returned by the buyer.
  - — how the vehicle was sold (under conditional contract, chattel mortgage, etc.)
  - — if a trade-in was returned to the buyer.
  - — if a down payment was returned **and** whether it was a cash down payment or cash in addition to a trade-in.
- Registration fees based on the first buyer's purchase price and date of sale **and** a transfer fee for the second buyer.
- A smog certification **is not** required when the original REG 397 is submitted. This **does not** relieve the dealer of the responsibilities outlined in VC §24007.

NOTE: If **all** the fees collected are returned to the original buyer, then prorated license fees (based on the original purchase price and date of sale) may be collected from the second buyer. The fees **must** be paid within the prescribed time limits.

2.145 New Vehicle to be Altered Before Registration (VC §4150)

The application copy of the Application for Registration of New Vehicle (REG 397) may be given to the buyer when the vehicle will be altered before it is registered.

If the sale...	*then movement of the vehicle...*
is not consummated until the vehicle is delivered on the buyer's property	may be on dealer plates. Give the buyer a Statement of Facts (REG 256) stating "Vehicle Delivered with Dealer Plate #_____." **and** the application copy of the REG 397.
is consummated at the dealer's place of business	must be on a No Fee Special Moving Permit (REG 172) obtained from the department. • Submit a request for the permit to any DMV office on dealer letterhead with the vehicle make, identification number, and anticipated date of delivery. • Print "Vehicle to be Altered before Registration" on the temporary operating copy of the REG 397 **and** immediately send it to the DMV Sacramento Headquarters.

NOTE: The buyer's temporary operating copy may be displayed in the vehicle if it is expected to be registered within 20 days of the date of sale. The dealer then assumes responsibility for completion of the registration within 20 days.

2.145 New Vehicle to be Altered Before Registration, continued

New Cab and Chassis or Chassis Only—A cab and chassis or chassis only **is not** a complete vehicle. A body **must be** installed **before** the registration application can be completed. For example, the addition of a trailer hitch to a cab and chassis is considered a complete vehicle (chassis with hitch).

NOTE: The department will accept a deposit of the fees (RDF) on a cab/chassis or chassis only, but the application **cannot** be completed until after a body is installed.

Exception: If the buyer says a **body will never be installed**, the cab and chassis or chassis only may be registered as a commercial vehicle, as explained in this section.

Report the sale of a new cab and chassis or chassis only on the REG 397 as follows:.

If a cab and chassis is...	***then the vehicle...***
being sold and delivered to the buyer **without** a body	**is** reported as a cab and chassis or chassis only.
being sold to the buyer **and** a body furnished by the buyer is installed **after** the sale	
received from the factory and a body is installed prior to offering the vehicle for retail sale	**is not** reported as a cab and chassis or chassis only.
received from the factory and, as a condition of the sale, a body is installed for the buyer prior to completing the sale	

Registration Requirements—The requirements **after** the body is installed are:

- The completed Application for Registration of New Vehicle (REG 397). If the vehicle description must be clarified, an Application for Title or Registration (REG 343) is also required.

NOTE: A vehicle verification and smog certification **are not** required when the REG 397 is submitted.

- Evidence of ownership for the body or materials as follows:

If the...	***then...***
cost/value of the body or materials is $5,000 or more	the original or copies of the original, bill(s) of sale, invoice(s), or sales slip(s) are required.
cost/value of the body or materials is $4,999 or less	a Statement of Facts (REG 256) is acceptable in lieu of the documents indicated above.
owner installed a body removed from another vehicle he/she owned	a REG 256 that explains that and gives the license number of the other vehicle is required.

2.145 New Vehicle to be Altered Before Registration, continued

- Fees **must be** paid within 20 days of the date of first operation. If the actual date of first operation is after the "Date First Operated" shown on the REG 397, submit any permit(s) issued between that date and the date fees are paid **or** a Statement of Facts (REG 256) explaining how the vehicle was moved.

NOTE: If the buyer indicates **a body will never be installed** on the cab and chassis or chassis only, submit the following:

- The Application for Registration of New Vehicle (REG 397).
- A Statement of Facts (REG 256) completed by the buyer. The REG 256 **must** state a body will never be installed **and** explain the intended use of the vehicle or the department will not accept the application. (Exempt agencies **are not** required to state the intended use of the vehicle.)
- Fees. All the regular registration fees are due, including the weight fee. The cab and chassis or chassis only **is** a commercial vehicle. A body type of "INCOMPLT" is assigned to indicate an incomplete vehicle.

2.150 New Vehicle Sold for Registration Out of State

A new vehicle sold for registration in another state **must** be transported or moved on a One Trip Permit (REG 402) **unless** registration in the buyer's home state/country is obtained **prior** to movement of the vehicle on the California highways. Dealer plates **cannot** be used.

- Complete the Application for Registration of New Vehicle (REG 397) as usual **and** mark all copies "for registration out of state."
- Complete a Statement of Facts (REG 256) explaining how the vehicle was moved.
- Immediately send the REG 256 with all copies of the REG 397 **except** the dealer's copy to the department at:

  Department of Motor Vehicles
  Incoming Mail Unit MS A235
  PO Box 944292
  Sacramento, CA 94244-2920

NOTE: Contact the Board of Equalization at 1-800-400-7115 for questions regarding collection of sales tax.

2.155 New Vehicle Sold for Exclusive Use on Private Property

When a new vehicle is sold for exclusive use on private property, the selling dealer must:

- Complete the Application for Registration of New Vehicle (REG 397) as usual **and** mark all copies "for exclusive use on private property."
- Complete a Statement of Facts (REG 256) explaining how the vehicle was moved.
- **Do not** affix the buyer's copy of the REG 397 to the vehicle. The vehicle **must** be transported or moved on a One Trip Permit (REG 402) **unless** the sale is completed **after delivery** of the vehicle, then dealer plates can be used.
- Immediately send the REG 256 with **all** copies of the REG 397 **except** the dealer's copy to the department at:

  Department of Motor Vehicles
  Incoming Mail Unit MS A235
  PO Box 944292
  Sacramento, CA 94244-2920

2.160 New Vehicle Sold for Export to Another Country

When a new vehicle is sold for export to another country, the selling dealer **must** do all of the following **or** the sale is considered a retail sale and all taxes, registration fees, smog and safety certifications are required.

NOTE: Sales tax is **not** due when possession of a vehicle sold for export out of the country is taken by the buyer at the docks.

- Complete one of the following report of sale forms, as appropriate:
  - — Application for Registration of New Vehicle (REG 397).
  - — Wholesale Report of Sale (REG 396) (See **NOTE** below.)
  - — Vehicle Auction Wholesale Report of Sale (REG 398). (See **NOTE** below.)
- Mark all copies of the report of sale document "for export out-of-country."

NOTE: The selling dealer is responsible for obtaining verification that the buyer is a licensed dealer or exporter via a business license or similar credentials.

- Complete a Statement of Facts (REG 256) explaining how the vehicle was moved. It must be transported or moved on a One Trip Permit (REG 402) **unless** the sale is completed **after** delivery of the vehicle, then dealer plates can be used.
- **Do not** affix the buyer's copy of the REG 397 to the vehicle.
- Immediately send the REG 256 and all copies of the REG 397 **except** the dealer's copy to:

  Department of Motor Vehicles
  Incoming Mail Unit MS A235
  PO Box 944292
  Sacramento, CA 94244-2920

2.165 Wholesale of a New Vehicle

A franchised new vehicle dealer may wholesale a new vehicle to another dealer. A dealer **cannot** advertise for sale, sell, or purchase for resale, any **new** vehicle of a line-make for which the dealer **does not** hold a franchise. Refer to Section 2.170 for additional information.

2.170 New Vehicle Sales by a Nonfranchised or Used Vehicle Dealer

A dealer **cannot** advertise for sale, sell, or purchase for resale, any new vehicle of a make for which the dealer **does not** hold a franchise. (VC §11713.1[f,1])

Exceptions (VC §11713.1[f,2])—This **does not** apply to any transaction involving:

- A mobilehome.
- A recreational vehicle as defined in *Health and Safety Code* (H&SC) §18010.
- A commercial coach as defined in H&SC §18001.8.
- An off-highway motor vehicle (OHV) subject to OHV identification.
- A manufactured home.
- A new vehicle that will be substantially altered or modified by a converter prior to sale.
- A commercial vehicle with a gross vehicle weight (GVW) rating of 10,001 or more pounds.
- A vehicle purchased for export and exported outside the territorial limits of the United States without being registered with the department.

Registration Requirements—When one of the exception vehicles listed above is sold by a non-franchised dealer or a used vehicle dealer, the requirements are:

- A completed Application for Registration or Title (REG 343).
- The Report of Sale–Used Vehicle (REG 51) from the dealer to the retail buyer.
- Evidence of purchase of the new vehicle by the dealer:
  - — an Application for Registration of New Vehicle (REG 397) from the franchised dealer **or**
  - — a certified copy of the factory invoice and a bill of sale from the manufacturer **or**
  - — the Manufacturer's Certificate/Statement of Origin (MCO/MSO) endorsed to the dealer. Bills of sale may be used in lieu of endorsement on the MCO/MSO).
- A vehicle verification if a REG 397 **is not** part of the application.
- A smog certification.
- Fees.

2.175 New Vehicle Repossessed from a Dealer (*Uniform Commercial Code* §9503)

The requirements for a new unregistered vehicle repossessed from a dealer are:

- An Application for Title or Registration (REG 343) in the buyer's name(s).
- A vehicle verification.
- A certified copy of the trust receipt or flooring note agreement between the finance company and the dealer.
- A Certificate of Repossession—Security Interest (REG 119) executed by the finance company.
- Bills of sale, as needed, to complete the chain of ownership.
- Statement of Facts (REG 256) signed by the finance company or buyer stating that the vehicle was not previously registered.
- Odometer mileage disclosure, if appropriate.
- A smog certification, if appropriate.
- Fees.

2.180 Application for Registration of Multiple New Vehicles (REG 397A)

The Application for Registration of Multiple New Vehicles (REG 397A) is a three-part form used to report the sales of **identical new vehicles** to the same registered owner and the same legal owner, if any. REG 397A applications are processed **only** through the department's Centralized Registration Centers (CRCs).

Issuance of REG 397A Forms—REG 397A forms are issued exclusively by mail from the department's Occupational Licensing Unit in Sacramento Headquarters. Refer to Section 2.000 for the mailing address.

Distribution of the REG 397A—Distribute the REG 397A as follows:

- Mail the **white copy** (application copy) to the department.
- Give the **yellow copy** (buyer's copy) to the buyer.
- Retain the **pink copy** (dealer's book copy).

REG 397A Requirements—The requirements for using a REG 397A are:

- A maximum of 25 vehicles may be listed on one form.
- All vehicles **must** be identical except for the last nine positions of the vehicle identification number, the equipment number (if any), and the odometer reading.
- All vehicles **must** have the same registered and legal owners, address, date of sale, and purchase price.

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.

2.180 Application for Registration of Multiple New Vehicles (REG 397A), continued

- The information **must** be computer-generated, typed, or printed in ink.
- All proper signatures and printed names **must** be on the form.
- Fees sufficient to cover all vehicles listed on the application **must** be submitted. Insufficient fees delays the processing of **all** applications until all fees are received.
- If the REG 397A is submitted late, an Administrative Service Fee (ASF) is generated for each item listed.

NOTE: The REG 397A **does not** provide for operating authority and should **not** be used if operating authority is required.

2.200 Body Type Model (BTM) Abbreviations

Use the following abbreviations on the report of sale to indicate body type.

Auto

Description	BTM	Description	BTM
4 DOOR WAGON/SPORT	4W	LIFTBACK 4DR	4L
AGRI WTR WELL BRNG RIG	BR	MODULAR MOBILE	MM
AMBULANCE	AM	MOTORIZED HOME	MH
AMPHIBIAN	AP	NOTCHBACK	NB
ARMORED CAR/TRUCK	AR	PICKUP w/ CAMPER MOUNTED	PM
BUS	BU		
CARNIVAL EQUIPMENT	CE	PILLARD HARDTOP 2DR	2P
CONVERTIBLE	CV	PILLARD HARDTOP 4DR	4P
COUPE	CP	PRIVATELY-OWNED SCHOOL BUS	SB
CRANE	CR		
FIRETRUCK	FT	ROADSTER	RD
FORMAL HARDTOP 2DR	2F	RUNABOUT 3DR	3D
FORKLIFT TRUCK	FO	SEDAN	SD
GOLF CART	GC	SEDAN 2DR	2D
HARDTOP	HT	SEDAN 4DR	4D
HARDTOP 2DR	2T	SPORTSVAN	SV
HARDTOP 4DR	4T	STATION WAGON	SW
HATCHBACK	HB	SUBURBAN/CARRY ALL	LL
HATCHBACK 2DR	2H	UTILITY	UT
HATCHBACK 4DR	4H	VAN CAMPER	VC
HEARSE	HR	TRAVEL ALL	XT
LIFTBACK	LB	ALL OTHER AUTOS	VA
LIFTBACK 2DR	2L		

2.200 Body Type Model (BTM) Abbreviations, continued

Commercial

Description	BTM	Description	BTM
AMBULANCE	AM	LIMOUSINE	LM
ARMORED TRUCK	AR	LOGGER	LG
AUTO CARRIER	AC	MULTIPLE BODIES	MU
BALE WAGON	BA	PANEL	PN
BUS	BU	PARCEL DELIVERY	PD
CARGO CUTAWAY	CY	PICKUP	PK
CARRIER	CA	RACK	RA
CAB AND CHASSIS	CB	REFRIGERATED VEHICLE	RE
CLUB CAB PICKUP	PC	STAKE	ST
CONCRETE/TRANSIT MIX	CM	STEP VAN	SN
CRANE	CR	TANDEM	TM
DUMP	DP	TANK	TN
DROMEDARY	DR	TAXI	TX
FIRETRUCK	FT	TILT CAB	TB
FLATBED OR PLATFORM	FB	TILT TANDEM	TL
FORKLIFT TRUCK	FO	TOW TRUCK/WRECKER	WK
GARBAGE OR REFUSE	GG	WRECKER WITH FLATBED	WF
GLIDER	GL	TRACTOR TRUCK (DIESEL)	DS
GRAIN	GN	TRACTOR TRUCK (GAS)	TR
HEARSE	HR	UTILITY	UT
HOPPER	HO	VAN	VN
INCOMPLETE CHASSIS	IC	ALL OTHERS	VA

2.200 Body Type Model (BTM) Abbreviations, continued

Motorcycle

Description	BTM	Description	BTM
ALL TERRAIN	AT	MOTO CROSS	MX
DIRT	T-(space)	MINICYCLE	MY
ENDURO	EN	RACER	RC
MINIBIKE	MK	ROAD/STREET	RS
MOPED	MP	ROAD/TRAIL	RT
MINI ROAD/TRAIL	MR	TRAIL	TR
MOTOR SCOOTER	MS	ALL OTHERS	MC

Trailer/Commercial Trailer

Description	BTM	Description	BTM
AMPHIBIAN	AMPH	CEMENT MIXER	MIXER
CARNIVAL EQUIP	CARN	MODULAR MOBILE	MMETLR
CARRIER	CARRIER	MULTIPLE BODIES	MULT
COACH	CCH	REFRIGERATED	REF
CAMP	CMP	TANK	TANK
DOLLY	DLY	TRANSIT MIX	TRMX
DUMP	DMP	UTILITY	UTIL
FLATBED	FB	VAN	VAN
FIRE	FIRE	VARIED	VARIED

OHV

Description	BTM	Description	BTM
AMPHIBIAN	AP	MINI CYCLE	MY
ALL TERRAIN VEHICLE	AT	PICKUP	PK
DIRT	T	RACER	RC
ENDURO	EN	ROAD STREET	RS
GOLF CART	GC	ROAD/TRAIL	RT
4 WHEEL VEHICLE	4W	DUNE /SAND BUGGY	DB
MINIBIKE	MK	SNOWMOBILE	SM
MINI RD/TRAIL	MR	TRAIL	TR
MOTOR SCOOTER	MS	3 WHEEL VEHICLE	3W
MOTO CROSS	MX	ALL OTHERS	MC

Report of Sale–Used Vehicles

3.000 Report of Sale–Used Vehicle (REG 51)

California licensed dealers must report the retail sale of **all** used vehicles on the Report of Sale–Used Vehicle (REG 51). The REG 51 **is not** used to report wholesale sales.

The REG 51 forms are issued exclusively by mail from the department's Occupational Licensing Unit in Sacramento Headquarters. Mail requests to:

Department of Motor Vehicles
Occupational Licensing Unit MS N224
PO Box 932342
Sacramento, CA 94232-3420

NOTE: Dealers and lessor-retailers have 30 days from the date of sale on the Report of Sale–Used Vehicle (REG 51) to submit the application and required fees without penalty and/or Administrative Service Fees (ASF). This includes nonresident vehicles and vehicles on which the registration expires while in the dealer inventory. It **does not** include vehicles taken into dealer inventory with expired registration.

3.005 Collection of California Sales Tax

California licensed dealers **must** collect the sales tax due on vehicles sold by the dealership. Contact the California State Board of Equalization at 1-800-400-7115 for information.

Refer to the "City and County Fees" appendix, Appendix 1A, for sales tax rates.

3.010 Dealers Licensed as Dismantlers

The two businesses **must** be completely separate from each other. A Report of Sale–Used Vehicle (REG 51) is **required** for dealer inventory sales.

3.015 Completing the Report of Sale–Used Vehicle (REG 51)

Complete the Report of Sale–Used Vehicle (REG 51) and submit it with the registration documents and fees required for the transaction. The vehicle description and purchaser information must be clearly and accurately shown on all parts of the REG 51 report of sale. Both the temporary identification and the notice to the department must properly describe the vehicle.

The information on the REG 51 may be typewritten, computer-generated, or handprinted. If handprinted, the department prefers that only block upper case letters are used **except** for the following letters which should be handwritten in script or cursive to avoid confusion/error.

Check List—Use the following information when completing the REG 51.

Section	Information Required
Date Sold	Enter the date the buyer paid the purchase price, signed a purchase contract or security agreement, **and** took possession or delivery of the vehicle. (VC §5901[d])
Make	Show the make of the vehicle, **not** the model.
Year Model	Show the year model shown on the titling document. If the titling document does not show a year model, leave this blank.
Body Type	Enter the body type.
Motive Power	Show the motive power for **all** vehicles. The fuel types are: Gasoline Diesel Electric Methanol Natural Gas Trailer Propane Hybrid
Number of Axles	Enter the number of axles shown on the title for a commercial motor vehicle or trailer only.
Unladen (empty) Weight	Enter the unladen weight shown on the title for a commercial motor vehicle or trailer only.
Vehicle Identification Number (VIN)	Enter the complete VIN shown on the title.
M/C Engine Number	Show the complete engine number and ccs shown on the title.
Last Registered in State of	Enter the state, province, territory, or country where the vehicle was last registered.
Year Registered	Show the year the vehicle was last registered.
License Number	Enter the license plate number for the last registration.

Section	Information Required
County of Residence	Show the buyer's county of residence. This may differ from the county of the mailing address.
Sold To	Print the true full name of **each** buyer as shown on the buyer's driver license or ID card **and** check the "AND" or "OR" box if there is more than one buyer/owner. Refer to Section 1.020 for **Registration to Co-Owners** information. **Leased Vehicles—**Print the name of the lessor followed by the abbreviation "LSR" **and** the name(s) of the lessee followed by the abbreviation "LSE." **Do not** join the names with "and" or "or." Refer to Section 1.025 for **Registration of Leased Vehicles** information. **Example:** Jay Street Leasing, LSR John Doe, LSE
Driver License/ID Card No.	Enter the driver license or ID card number (DL/ID#) for each buyer or lessee (if an individual). If a California DL/ID has **not** been issued, enter the person's out-of-state DL/ID# **and** write the state of issuance in the upper right corner of the REG 51. **NOTE:** A DL/ID# **is not** required for vehicles registered to an entity other than an individual, such as a company.
Buyer's Address	Enter the buyer's residence or business address **and** mailing address (if different). Include an apartment or space number if it is part of the address. When a post office box **is** the residence or business address, but **is not** the mailing address, then both addresses must be shown. The post office delivers mail to the second address. **NOTE: Mailing Address Only on Registration Documents—**The buyer/registered owner may request that the registration and title documents issued by the department show only his/her mailing address. Refer to Section 1.040 for the requirements.
Dealer Name and Address	Enter the dealer name and address. An authorized representative **must** countersign for the dealership.
Dealer and Salesperson Numbers	Enter the dealer's license number and the salesperson's number.

Section	Information Required
Signature(s) of Purchaser	The buyer's usual signature **or** the buyer's signature signed by the attorney-in-fact shown on a power of attorney must appear. Refer to Section 5.030 for power of attorney information. **NOTE:** Only one co-owner signature is required on the REG 51. **Leased Vehicles—**The lessor **is** the registered owner and **must** endorse/sign the REG 51. The lessee's signature is optional.
Odometer Reading	Show the actual odometer mileage reading.

3.020 Corrections on the Report of Sale–Used Vehicle (REG 51)

Corrections are acceptable on any part of the Report of Sale–Used Vehicle (REG 51) **except** the odometer disclosure section. The dealer or the dealer's authorized representative who signed the dealer certification must "OK" and initial the correction.

Odometer Disclosure Errors—When the error is in the odometer disclosure section, a Vehicle/Vessel Transfer and Reassignment Form (REG 262) **must** be used for the odometer disclosure and a Statement of Facts (REG 256) explaining the reason for the separate disclosure form must be submitted with the application. Refer to Chapter 23 for odometer disclosure information.

3.025 Distribution of the Report of Sale–Used Vehicle (REG 51) (VC §§4456 and 5901)

Distribute the Report of Sale–Used Vehicle (REG 51) as follows:

Application Copy (upper portion of the original)**—**Within 30 days of the date of sale, submit the application copy to the department with the fees and documents required to transfer the vehicle.

EXCEPTIONS: Deliver the application copy and all transfer documents to the buyer instead of the department for the following:

- Buyer demands Certificate of Title (See Section 3.065).
- Public agency sales (See Section 3.085).
- Sales to Consul Corps employees (See Section 3.070).
- Mail order sales (See Section 3.080).
- Sales to another dealer.

Dealer's Notice (bottom portion of the original)—Mail the dealer's notice to the DMV address shown on the REG 51 not later than the fifth calendar day following the sale date, not counting the actual date of the sale. This releases the dealer from civil liability arising from operation of the vehicle. The dealer's notice **cannot** be submitted to a field office.

3.025 Distribution of the Report of Sale–Used Vehicle (REG 51), continued

Purchaser's Temporary Identification Copy (bottom portion of the duplicate)—For customer privacy, fold the purchaser's copy so that only the upper portion with the report of sale number, vehicle make, and vehicle identification number show **and** place it in the lower rear window. If the information will be obscured, place it in the lower right corner of either the windshield or a side window. For trailers, display in the same manner in the towing vehicle. This authorizes operation of the vehicle until the buyer receives the license plates and registration card.

EXCEPTION: Do not attach the purchaser's copy to the vehicle on:

- Vehicles to be altered before registration. (Section 3.060)
- Vehicles to be registered in another state. (Section 3.055)
- Vehicles to be used exclusively on private property. (Section 3.045)
- Vehicles sold for export to another country. (Section 3.050)
- Title only sales. (Section 3.095)
- Most sales to apportioned operators. (Section 3.090)
- Sales to another dealer.

Dealer's Book Copy (upper part of the duplicate)—Retain the dealer's copy for four years (this corresponds to the department's retention period). The books are the property of the department and may be inspected at any time. (VC §§4456, 5901, and 11714[e])

3.030 "In Lieu" Report of Sale–Used Vehicle

When a completed Report of Sale–Used Vehicle (REG 51) is lost before being submitted to the department, submit the following with the other application requirements:

- A new REG 51 which indicates "In lieu of R/S #_____."
- The purchaser's operating copy of the in lieu REG 51.
- A Statement of Facts (REG 256) explaining the reason for the second REG 51.

3.035 Used Vehicle Unwind

When a completed Report of Sale–Used Vehicle (REG 51) must be voided because the sale **was not** consummated and the buyer **never** took delivery (commonly referred to as an "unwind"), the procedure is:

- Mark all parts of the REG 51 "Void."
- Complete a Statement of Facts (REG 256) stating the circumstances of the error **and** that the vehicle did not leave your possession and was not operated on the operating copy of the REG 51.
- Retain all copies of the voided REG 51 and the REG 256 with the book copy at the dealer's primary business location so it is available in the event of an audit.

3.040 Used Vehicle Rollback

The Report of Sale–Used Vehicle (REG 51) **cannot** be voided if the buyer returns the vehicle after it has been operated so as to cause fees to become due, even if it is returned before the registration or transfer application is completed.

All fees are due **within 30 days** of the date of sale shown on the REG 51 to avoid any late penalty or ASF. The fees due may be posted in the dealer's name or the first buyer's name.

When the rollback vehicle is subsequently sold to a second buyer or registered in the dealer's name, the requirements are:

- The California Certificate of Title endorsed by the first **and** second buyers.
- A Statement to Record Ownership (REG 101) completed in the second owner's name showing the name of the legal owner/lienholder, if appropriate.

NOTE: Electronic Lien and Title (ELT) Program lienholders are assigned specific name and address abbreviations which **must** be entered on the application **exactly as shown in the latest ELT listing** issued by the department. New listings are issued quarterly in a Vehicle Industry News (VIN) Memo.

- A Lien Satisfied (REG 166) from the lienholder, if any, for the first buyer.

EXCEPTION: A lien satisfied **is not** required if financing was **not** approved for the first sale **or** the lienholder for the second buyer is the same as the first buyer.

NOTE: Dealers can complete a Statement of Facts (REG 256) or a Statement of Error/Erasure (REG 101) for legal owner information entered on the REG 397 in error.

- A Statement of Facts (REG 256) completed which contains all of the following:
  - — The name of the buyer who returned the vehicle **and** the date returned.
  - — The reason the vehicle was returned (for example, credit unavailable).
  - — If the vehicle was voluntarily returned by the buyer.
  - — How the vehicle was sold (under conditional contract, chattel mortgage, etc.).
  - — If a trade-in was returned to the buyer.
  - — If a down payment was returned **and** whether it was a cash down payment or cash in addition to a trade-in.
- A bill of sale from the first buyer to the dealer.
- Two Reports of Sale–Used Vehicle (REG 51), one made out to the first buyer **and** another made out to the second buyer.
- Odometer mileage disclosure for each buyer.
- A smog certification. A smog certification issued to a dealer is valid for two years **or** until the vehicle is sold and registered to a retail buyer, whichever occurs first.
- Two transfer fees and any other fees due.

3.045 Used Vehicle Sold for Use on Private Property

When a used vehicle is sold for use on private property:

- Complete the Report of Sale–Used Vehicle (REG 51) as usual.
- Mark all copies of the REG 51 "for exclusive use on private property."
- Complete a Statement of Facts (REG 256) explaining how the vehicle was moved.
- **Do not** affix the buyers copy of the REG 51 to the vehicle. The buyer must arrange for transport or move the vehicle on a One Trip Permit **unless** the sale is completed **after** delivery of the vehicle in which case the vehicle can be delivered using dealer plates.
- Send the REG 256 and all copies of the REG 51 **except** the book copy to:

  Department of Motor Vehicles
  Incoming Mail MS A235
  PO Box 944292
  Sacramento, CA 94244-2920
- **Remove** the license plates prior to releasing the vehicle to the buyer and return the plates to the department. The department issues a Temporary Operating Permit (REG 19) in such cases.

3.050 Used Vehicle Sold for Export to Another Country

The department requires owners to sign and present a Certificate of Exportation (REG 32) *in person* at a DMV office when the owner is exporting a vehicle to another country by ship or air. The owner **must** have clear title to the vehicle to be exported.

When a buyer indicates he/she is purchasing a used vehicle to export to another country:

- Complete the Report of Sale–Used Vehicle (REG 51) as usual.
- Mark all copies of the REG 51 "for export to another country."
- Complete a Statement of Facts (REG 256) explaining how the vehicle was moved.
- **Do not** affix the buyers copy of the REG 51 to the vehicle. The buyer must arrange for transport or move the vehicle on a One Trip Permit **unless** the sale is completed **after** delivery of the vehicle in which case the vehicle can be delivered using dealer plates.
- Send the REG 256 and all copies of the REG 51 **except** the book copy to:

  Department of Motor Vehicles
  Incoming Mail MS A235
  PO Box 944292
  Sacramento, CA 94244-2920

3.050 Used Vehicle Sold for Export to Another Country, continued

- **Remove** the license plates prior to releasing the vehicle to the buyer and return the plates to the department. The department issues a Temporary Operating Permit (REG 19) in such cases.

NOTE: If these procedures are **not** followed, the sale is considered a retail sale and all taxes, registration fees, smog, and safety certifications are required.

- Advise the buyer to contact the DMV before transporting the vehicle to another country by ship or air.

NOTE: Vehicles exported on military transports are exempt from this process. However, military personnel exporting vehicles via a regular carrier must submit a REG 32 and comply with export requirements.

3.055 Used Vehicle Sold for Registration in Another State

When a used vehicle is sold for registration in another state:

- Complete the Report of Sale–Used Vehicle (REG 51) **and** mark it "for registration in another state."
- Complete a Statement of Facts (REG 256) explaining how the vehicle was moved.

NOTE: The buyer must transport the vehicle **or** move it on a One Trip Permit (REG 402) **unless** registration in the buyer's home state is obtained prior to movement of the vehicle. Dealer plates **cannot** be used to move the vehicle.

- Send the REG 256 and **all** copies of the REG 51 **except** the book copy to:

  Department of Motor Vehicles
  Incoming Mail MS A235
  PO Box 944292
  Sacramento, CA 94244-2920

3.060 Used Vehicle to be Altered

When a used vehicle will be altered before the transfer application is processed, the dealer may be relieved of responsibility by processing the transaction as a "Customer Demands Certificate of Title" sale. Refer to Section 3.065.

NOTE: The customer copy of the Report of Sale–Used Vehicle (REG 51) may be displayed in a vehicle that will be registered within 30 days of the sale date, but the dealer then assumes responsibility for completing the application.

3.065 Buyer Demands the Certificate of Title

When a buyer demands title for a vehicle purchased free of any liens:

- Complete the Report of Sale–Used Vehicle (REG 51) as usual.
- Enter the report of sale number on the back of the title.
- Give the buyer the title, any supporting documents, and a smog certification, if required.
- Have the buyer complete a Statement of Facts (REG 256) stating the reason for demanding the title and confirming receipt of the title and transfer documents.

Example of wording for demanding title: "I demanded and received the Certificate of Title for the vehicle because (the vehicle will be altered before being registered **or** I want to do the transfer myself)."

- Distribute the copies of the REG 51 as follows:

If the vehicle is...	***then...***
currently registered	• display the customer's operating copy of the REG 51 in the vehicle as usual. • mail the application copy of the REG 51 with the buyer's REG 256 to DMV at the address shown on the REG 51.
not currently registered	• **do not** display the customer's operating copy on the vehicle. It must be transported or moved on a One Trip Permit (REG 402). • write "moved on trip permit # _____" or "delivered on dealer plates" on the operating copy of the REG 51 • mail the application copy and the operating copy with the buyer's REG 256 to DMV at the address shown on the REG 51. **NOTE:** Dealers may use dealer plates to deliver the vehicle if the sale is consummated **after** delivery of the vehicle.

3.070 Sales to Consul Corps

Process a Consul Corps sale as a "Buyer Demands Certificate of Title" sale **and** instruct the buyer to submit the application directly to the U.S. Department of State. Refer to Section 2.100 for the address and detailed Consul Corps procedures.

3.075 Sales to Honorary Consuls

Sales to an Honorary Consul are reported in the same manner as other vehicle sales. Honorary Consuls may apply for issuance of special Honorary Consul plates by the department. Refer to Section 14.055 for Honorary Consul plate requirements.

3.080 Mail Order Sales

The "application copy" of the Report of Sale–Used Vehicle (REG 51) may be mailed to a mail order buyer provided the buyer does **not** accept delivery of the vehicle at the mail order firm's place of business. Advise the buyer to register the vehicle within 10 days of receipt of the report of sale.

3.085 Public Agency Sales

After the dealer's notice copy of the Report of Sale–Used Vehicle (REG 51) is mailed to the department:

- Display the buyer's operating copy of the REG 51 in the vehicle as usual.
- Give the application copy of the REG 51 and any supporting documents to the public agency or its representative.

3.090 Reporting Sales of Vehicles to Apportioned Operators (VC §§5600 and 5601)

Sales of new or used commercial vehicles to apportioned operators (who must declare the vehicle(s) on apportioned applications) are processed as "title only" applications.

3.095 Title Only (Without Registration) for a Used Vehicle (VC §4452)

A Certificate of Title only (without registration) may be obtained for a vehicle not currently registered when:

- the vehicle record reflects planned non-operational (PNO) status **and**
- the vehicle has **not** been operated or moved in a manner that would cause fees to become due.

The requirements for issuance of the title ("transfer only") are:

- The properly endorsed and completed Certificate of Title.
- A Transfer Only Statement (REG 256) signed by the buyer.
- A Certificate of Planned Non-Operation (REG 102) completed by the buyer.
- Odometer mileage disclosure, if appropriate.
- The original **and** operating copies of the Report of Sale–Used Vehicle (REG 51). The REG 51 must show how the vehicle was moved from the dealership. Print the One Trip Permit (REG 402) number used to move the vehicle **or** "Delivered on Dealer Plates" on the REG 51.
- The transfer fee.

Reference: Section 6.060

Wholesale Vehicle Transactions

4.000 Wholesale Report of Sale (REG 396)

The Wholesale Report of Sale (REG 396) is used to report sales of **used** vehicles between dealers (including out-of-state or out-of-country dealers), scrap metal processors, and dismantlers. REG 396 forms are issued by mail only from the DMV Occupational Licensing Unit in Sacramento Headquarters. Mail requests to:

Department of Motor Vehicles
Occupational Licensing Unit MS N224
PO Box 932342
Sacramento, CA 94232-3420

4.005 Completing the Wholesale Report of Sale (REG 396)

Complete the Wholesale Report of Sale (REG 396) as follows:

Section	Information Required
Vehicle Identification Number	Enter the complete VIN for the vehicle.
Vehicle License Number	Enter the license number for the last registration. • If the vehicle does not have a license plate, print "no plate" in the box. • If the vehicle's license plate is from out of state, print "O/S" in the box.
Year	Enter the manufacturer's year model.
Body Type	Enter the body type.
Model	Enter the manufacturer's model name.
Make of Vehicle	Enter the make of the vehicle, **not** the model.
Odometer Mileage	Enter the actual odometer mileage reading.
Selling Date	Enter the date of sale.
Buyer's Dealer Name/Address	Enter the buying dealer's name, address, and city. **Do not** abbreviate the city name.
Buyer's Dealer Number	Enter the buyer's dealer number.
Seller's Dealer Name/Address	Enter your dealer name and business address.

Section	Information Required
Seller's Dealer Number	Enter your dealer number.
Seller's Signature	Signature of the dealer's authorized representative.

4.010 Distribution of the Wholesale Report of Sale (REG 396)

Distribute the Wholesale Report of Sale (REG 396) as follows:

- Mail the DMV copy (white lower portion of the original) to the address shown on the REG 396 within five calendar days of the date of sale, not including the day of sale.
- Give the yellow copy (buyer's copy) to the buyer.
- Retain the blue copy (seller's copy) for a minimum of four years (this is in lieu of a Notice of Release of Liability [REG 138]).
- Retain the white top portion of the original as the book copy with the blue copy for a minimum of four years.

4.015 Voided Wholesale Report of Sale (REG 396) Forms

Do **not** submit voided Wholesale Report of Sale (REG 396) forms to the department. Complete a Statement of Facts (REG 256) stating the circumstances of the error (void) and keep it and the voided copy with your records for a minimum of four years.

4.020 Wholesale Rollback

Sales between dealers or lessor-retailers are reported on the Wholesale Report of Sale (REG 396). If the buyer returns the vehicle to the seller (rollback), the buyer must complete a REG 396 back to the selling dealer. The REG 396 must be submitted to the department at the address shown on the REG 396 within the prescribed five-day period.

NOTE: For vehicle rollback and voided sale (unwind) procedures, refer to Chapter 2 for new vehicles and Chapter 3 for used vehicles.

4.025 Wholesale of a New Vehicle

A franchised new vehicle dealer may wholesale a new vehicle to another dealer. The fees are based on the first retail buyer's purchase price.

A dealer **cannot** advertise for sale, sell, or purchase for resale, any **new** vehicle of a line-make for which the dealer **does not** hold a franchise. (VC §11713.1)

For sales...	***then submit...***
between franchised new vehicle dealers **NOTE:** A Wholesale Report of Sale (REG 396) **is not** required for sales between dealers of the same franchise.	an Application for Registration of New Vehicle (REG 397) from the second dealer to the retail buyer and all fees due. **NOTE:** The first dealer must submit a Notice of Release of Liability (REG 138).
from a licensed wholesaler (broker) to a franchised dealer Refer to Chapter 18 for additional information on broker requirements.	• an Application for Title or Registration (REG 343). Enter the cost to the retail buyer in the Certificate of Cost or Value section. • an Application for Registration of New Vehicle (REG 397) from the franchised dealer **or** one of the following: — the Manufacturer's Statement of Origin. — the factory invoice. — a bill of sale. — a Report of Sale–Used Vehicle (REG 51) from the dealer retailing the vehicle. • a Statement of Facts (REG 256) from the retailing franchised dealer stating the vehicle was new when sold to the buyer. **NOTE:** A vehicle verification is required when a REG 397 from the franchised dealer **is not** submitted with the application.

4.030 Vehicle Auction Wholesale Report of Sale (REG 398)

Vehicle Auction Wholesale Report of Sale (REG 398) forms are issued exclusively by mail from the department's Occupational Licensing Unit in Sacramento Headquarters. Mail requests to:

Department of Motor Vehicles
Occupational Licensing Unit MS N224
PO Box 932342
Sacramento, CA 94232-3420

NOTE: REG 398 forms may be computer-generated by a dealer.

4.035 Wholesale Auto Auction Dealer Sales (VC §§4456, 5901, and 6100)

Wholesale auto auction dealers **must** report vehicle sales on individual Wholesale Report(s) of Sale (REG 396). The REG 396 must include the phrase "sold through" and contain the name, address, and dealer number of the dealer conducting the auction, the date of delivery and the actual odometer mileage reading at the time of delivery to that dealer, and the name, address, and dealer number of the dealer acquiring the vehicle.

The DMV copy **must** be submitted to the department at the address shown on the REG 396 within five calendar days of the date of sale, not including the day of sale.

One exception to the requirement for the individual REG 396 occurs when a wholesale dealer sells to an auction dealer who immediately wholesales to another dealer. Instead of two REG 396 forms for each of those two wholesales, a Vehicle Auction Notice of Sale or Transfer (REG 398) must be submitted in lieu of reporting each interim vehicle sale between wholesale dealers on individual REG 396 forms.

By statute (VC §4456), the REG 398 **must include :**

- the seller's name and address and dealer number, if applicable.
- The date of delivery to the dealer conducting the auction.
- The actual mileage of the vehicle as indicated by the vehicle's odometer at the time of delivery to the dealer conducting the auction.
- The name, address, and occupational license number of the dealer conducting the auction.
- The name, address, and occupational license number of the buyer.
- The signature of the dealer conducting the wholesale auction.

The auto auction dealer **cannot** endorse in the margin of the title. If there is insufficient space in the dealer endorsement section, that dealer **must** complete a bill of sale.

NOTE: Newer versions of the California Certificate of Title have a designated line for an auto auction dealer endorsement. Complete the dealer section on titles without the designated line.

4.040 Voided Vehicle Auction Wholesale Report of Sale (REG 398) Forms

Do **not** submit voided Vehicle Auction Wholesale Report of Sale (REG 398) forms to the department. Complete a Statement of Facts (REG 256) stating the circumstances of the error (void) and keep it and the voided copy with your records for a minimum of four years.

4.045 Wholesale of Vehicles for Export to Another Country

When a vehicle is wholesaled for export to another country, the selling dealer must:

- Complete a Wholesale Report of Sale (REG 396) or a Vehicle Auction Wholesale Report of Sale (REG 398), as appropriate.

NOTE: The selling dealer is responsible for obtaining verification that the buyer is a licensed dealer or exporter via a business license or similar credentials.

- Mark all copies of the report of sale form "for export to another country."
- **Do not** affix the buyer's copy of the report of sale to the vehicle.
- Complete a Statement of Facts (REG 256) explaining how the vehicle was moved. The buyer must arrange for transport or move the vehicle on a One Trip Permit (REG 402) **unless** the sale is completed **after** delivery of the vehicle, in which case the vehicle may be delivered by use of dealer plates.
- Immediately send the REG 256 with all copies of the report of sale **except** the book copy to:

  Department of Motor Vehicles
  Incoming Mail MS A235
  PO Box 944292
  Sacramento, CA 94244-2920

NOTE: If these procedures are **not** followed, the sale is considered a retail sale and all taxes, registration fees, smog, and safety certifications are required.

New Vehicles Sold for Export to Another Country—Refer to Section 2.160.

Used Vehicles Sold for Export to Another Country—Refer to Section 3.045.

Remanufactured Vehicles

5.000 Definitions (VC §§507.5, 507.8, and 4153)

"Remanufactured Vehicle"—A vehicle that has been constructed by a licensed remanufacturer and consists of any used or reconditioned integral parts, including but not limited to, frame, engine, transmission, axles, brakes, or suspension. An existing vehicle incidentally repaired, restored, or modified by replacing or adding parts or accessories **is not** a remanufactured vehicle. Remanufactured vehicles may be sold under a distinctive trade name.

"Remanufacturer"—Any person who, for commission, money, or other thing of value, produces a vehicle that consists of any used or reconditioned integral parts, including, but not limited to, frame, engine, transmission, axles, brakes, or suspension. A person who incidentally repairs, restores, or modifies existing vehicles by replacing or adding parts or accessories **is not** a remanufacturer. A licensed remanufacturer **must**:

- Identify the vehicle based on the existing Vehicle Identification Number (VIN) by writing the VIN on the Application for Registration Remanufactured Vehicle (REG 7) when a used frame is incorporated into the vehicle.
- Die-stamp the VIN to the frame when a new VIN is assigned.
- Disclose that the vehicle is remanufactured and contains used and/or reconditioned parts.
- Remove the original manufacturer's trade name unless the original manufacturer and the remanufacturer are the same.
- Disclose on the VIN plate or label that the vehicle is remanufactured and includes used parts.

5.005 Certificate of Remanufactured Vehicle (REG 8)

An **original** Certificate of Remanufactured Vehicle (REG 8) **must** accompany a remanufactured vehicle registration application. A photocopy **is not** acceptable.

5.010 Application for Registration Remanufactured Vehicle (REG 7)

Remanufactured vehicle dealers **must** complete an Application for Registration Remanufactured Vehicle (REG 7) upon first sale of the remanufactured vehicle.

Distribution of the REG 7 copies is identical to that of the Application for Registration of New Vehicle (REG 397). Refer to Section 2.020 for the instructions.

5.015 Completing the Application for Registration Remanufactured Vehicle (REG 7)

Use the following information to complete an Application for Registration Remanufactured Vehicle (REG 7).

Section	Information Required
Vehicle I.D. Number	Enter the complete vehicle identification number (VIN).
Motorcycle Engine No. or Add'l ID No.	Enter the complete engine number and number of cc's for motorcycles only.
Make	Show the make of the vehicle, **not** the model.
Body Type	Enter the body type abbreviation used by the department. Refer to Section 2.200 for abbreviations.
Equipment No.	Show equipment number only for fleet vehicles.
Date First Sold as a Remanufactured Vehicle	Show the date the purchaser paid the purchase price, signed a purchase contract or security agreement, and took physical possession or delivery of the vehicle. (VC §5901d)
For Trailer Coaches Only	Show the length and width in inches for a trailer coach **or** a camp trailer.
Yr. Model	Show the manufacturer's designated year model.
Motive Power	Show the motive power for **all** vehicles. The fuel types are: Gasoline Diesel Electric Methanol Natural Gas Trailer Propane Hybrid
Number of Axles	Show the number of axles only for commercial motor vehicles and trailers.
Unladen Weight	Show the unladen (empty) weight for all commercial motor vehicles and trailers.
County of Residence	Show the buyer's county of residence.
Date First Operated	Enter the date first operated by a retail purchaser.

Section	Information Required
Sold To	**Buyer(s) Name(s)—**Print the true full name of **each** buyer as shown on the buyer's driver license or ID card **and** check the "AND" or "OR" box if there is more than one buyer/owner. Documents are issued with "AND" if a box is not checked. Refer to Section 1.020 for **Registration to Co-Owners** information. **Leased Vehicles—**Print the name of the lessor followed by the abbreviation "LSR" **and** the name(s) of the lessee followed by the abbreviation "LSE." **Do not** join the names with "and" or "or." Refer to Section 1.025 for **Registration of Leased Vehicles** information. **Business or Residence Address—**Show the buyer's mailing address. **Legal Owner or Lienholder—**Show the name and mailing address of the legal owner/lienholder **or** the word "None" **and** initial the entry. (A legible impression by a 12-point type rubber stamp is acceptable.) **NOTE:** Dealer applications without an entry in the legal owner section are returned to the dealer.
Passenger Vehicle for Hire?	Check the appropriate box.
Certification The dealer is certifying to the correctness of all information furnished and to the vehicle's compliance with the provisions of the *Vehicle Code*.	**Signature of Applicant—**The buyer's usual signature **or** a signature by power of attorney. Refer to Section 1.010 for signature requirements. **Dealer—**Enter the dealer's name, address, and dealer number. **By—**An authorized representative for the dealer must sign. **Salesperson's Name and No.—**Enter the salesperson's name and number.
Lower portion of the REG 7 application (Temporary Identification or Customer's Copy)	Enter all of the following: • The vehicle descriptive information. • The name of the registered owner(s). • The dealer and salesperson numbers. • The odometer mileage reading.
Certificate of Cost	Show the full purchase price of the vehicle. **Do not** include sales tax, license fees, or financing costs. **Do not** deduct the value of any trade-in.

5.020 Remanufactured Vehicle Registration Requirements

The registration requirements for a remanufactured vehicle are:

- A completed Application for Registration Remanufactured Vehicle (REG 7).
- A Certificate of Remanufactured Vehicle (REG 8).
- A vehicle verification (completed on the back of the REG 343).
- A weight certificate for a commercial vehicles. Refer to Section 9.025 for exceptions to the weight certification requirement.
- A smog certification, if appropriate.
- Fees.

Chapter 6
Handbook of Registration Procedures

Transfers

6.000 Application for Transfer (VC §§5902, 9255, and 9553)

A transferee has 10 days from the receipt of a properly endorsed title to submit the title and transfer fee to the department and thereby make application for a transfer of registration. A transfer penalty is due if the transfer fee is not paid within 30 days of the transfer date.

California dealers and lessor-retailers have 30 days from the date of sale on the Report of Sale–Used Vehicle (REG 51) to submit the transfer application and required fees without penalty and/or Administrative Service Fees (ASF). This includes nonresident vehicles and vehicles on which the registration expires while in the dealer inventory. It **does not** include vehicles taken into dealer inventory with expired registration.

6.005 California Certificate of Title

Always verify the vehicle identification number (VIN) shown on the title with the vehicle's VIN to ensure the two numbers are the same. There are several versions of the California title in existence, as follows:

- The complying pink with a blue border and a white opaque state seal Certificate of Title (REV. 10/02).
- The complying "rainbow" (multi-colored) Certificate of Title.
- The non-complying "rainbow" Certificate of Title.
- The Certificate of Ownership (aka "pink slip").

Complying or non-complying refers to the odometer disclosure statement contained on the title. Refer to Chapter 23 for information.

NOTE: A properly endorsed Application for Duplicate Title (REG 227) may be used to transfer ownership when the California title is lost, stolen, mutilated, or illegible. A mutilated or illegible title **must** be submitted with the application. Refer to Section 6.035.

6.010 Errors on the Certificate of Title

A Statement of Error or Erasure (REG 101) completed by the person who made the error is required for any error, erasure, line out, or white out on the Certificate of Title **other than** odometer mileage disclosure or acknowledgement errors. Corrections to the odometer disclosure/acknowledgement are **not** allowed. Refer to Section 23.075 for odometer disclosure errors.

- Dealers and financial institutions may certify to errors that they make in signatures, including their own, on the Certificate of Title.
- If a printed name has been lined out, the person who made the entry must complete the REG 101.

NOTE: An error statement **is not** necessary if the current registered owner or new purchaser signs or prints his/her name on the dealer line.

6.015 Basic Transfer Requirements Checklist

The transfer application **must** include, but is not limited to:

- The properly endorsed California Certificate of Title.

Front of Title

Line 1—Must be properly endorsed for transfer by the registered owner of record.

If the vehicle is registered to...	***then...***
co-owners joined by "and" (a slash "/")	**each** owner must sign on or above Line 1.
co-owners joined by "or" or by "and/or"	**one** owner's signature is acceptable.
co-owners with a "JTRS" designation	**each** owner must sign on or above Line 1.
a leasing company (lessor/lessee)	the **lessor's** release is required. A company name **must be** countersigned. **NOTE:** The lessee **is not** an owner and **cannot** release ownership.
a business entity	the business name **and** the countersignature of an authorized representative are required.
an individual doing business as (DBA)	the individual must sign.

NOTE: A bill of sale **is** acceptable in lieu of the owner's signature(s) on Line 1.

A Name Statement (REG 256) **is required** if a signature appears contrary to the printed name. For example, if David Robert Jones signs *Bobby Jones*.

Date of Release—This is the date the buyer took physical possession of the vehicle from the registered owner of record.

Line 2—Must be endorsed by the legal owner/lienholder of record, if any. A company/business release **must** be countersigned/initialed by an authorized representative of the company/business.

6.015 Basic Transfer Requirements Checklist, continued

Odometer Disclosure Section (on a complying title)—If applicable, **must** be completed and signed with a handprinted name related to each signature.

NOTE: For non-complying titles, a Vehicle Vessel Transfer and Reassignment Form (REG 262) must be completed. Refer to Chapter 23 for odometer disclosure requirements.

Back of Title

New Registered Owner Section—Complete as follows:

— Print the true full name as it appears on the buyer's driver license or ID card **and** the driver license or ID card number (DL/ID#) for **each** new registered owner. If a California DL/ID has not been issued to an owner, show his/her out-of-state DL/ID# and write the state of issuance in the upper right corner of the top document.

— Check the "AND" or "OR" box if there is more than one buyer/owner. The certificates will be issued with "AND" if a box is not checked.

— Print or type the buyer's complete residence or business address **and** mailing address (if different). Include an apartment or space number if it is part of the address. **Do not** abbreviate street or city names.

NOTE: When a post office box **is** the residence or business address, but **is not** the mailing address, then both addresses must be shown. The post office delivers mail to the second address.

Mailing Address Only on Registration Documents—An owner/buyer may request that the registration and title be issued showing only his/her mailing address. This **does not** affect the information shown on the application. The owner **must complete both** of the following forms, which **must be** submitted with the transfer application:

- A Statement of Facts (REG 256) stating he/she wants only his/her mailing address to be shown on the title and registration documents being issued.
- A Change of Address (DMV 14) stating his/her residence or business address.

Leased Vehicles—The vehicle and the lessee's address must be in California.

- Print the lessor's name followed by the abbreviation "LSR" **and** the lessee's name(s) followed by the abbreviation "LSE."
- **Do not** join the lessor and lessee names with "and" or "or."
- Show the lessee's DL/ID# if the lessee is an individual.
- The lessor is the registered owner and must endorse/sign as such. The lessee's signature is optional.
- The lessee's address **must be** shown when it is different from that of the registered owner (lessor). Complete a Statement to Record Ownership (REG 101).

6.015 Basic Transfer Requirements Checklist, continued

— Have **each** owner sign (or signatures may be signed by power of attorney).

— Show the new owner's purchase price and purchase date.

New Legal Owner/Lienholder Section—Enter the name and address of the new legal owner/lienholder **or** the word "None," as appropriate, and initial the entry. A rubber stamp (at least 12-point type) may be used to enter the lienholder name and address. The impression must be legible. Applications **without** an entry in this section are returned to the dealer.

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

Dealer or Lessor-Retailer Name—The dealer's or lessor-retailer's name, number, date of release/sale, and a countersignature are **required** on all retail and wholesale transactions. **All dealers must endorse in this section.**

Odometer Mileage Disclosure—Must be entered on a complying title. The buyer **must** handprint his/her name **and** sign acknowledging the odometer mileage reported.

NOTE: If a non-complying title is being submitted, the odometer mileage must be reported on a Vehicle Vessel Transfer and Reassignment Form (REG 262). Refer to Chapter 23 for additional information.

- The Report of Sale–Used Vehicle (REG 51).
- Any supporting documents needed, such as a power of attorney or bill of sale.
- A smog certification, if appropriate.
- Fees. Registration fees and penalties are due for vehicles **not** currently registered **unless** the registration expired after the vehicle entered dealer inventory.

NOTE: Documents Held by the Department—If a transfer application cannot be cleared because the Certificate of Title for another transaction has not been issued by the department:

- Deliver the application and the required fees to the department within 30 days of the date of sale to avoid an administrative service fee (ASF).
- Return all required documents for the transaction to the department within 30 days of the date certificates are issued by the department.

6.020 Multiple Transfers

A multiple transfer involves at least one unrecorded ownership change for which a transfer fee is currently due.

In addition to the basic transfer requirements listed in Section 6.015:

- The printed names of **all** buyers **must** appear on the Certificate of Title, but only the current buyer must sign the title.
- Any bills of sale necessary to establish the complete chain of ownership from the first buyer to the current buyer must be submitted.
- A Statement to Record Ownership (REG 101) clarifying the true registered and legal owner name(s) and address(es) must be submitted.

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

- A transfer fee is due for **each** buyer. Only the last transfer is subject to a late transfer penalty. A transfer fee **is not** due from a dealer unless the vehicle is being registered to the dealer.
- A smog certification is required for vehicles 29 model years old and newer.

NOTE: A smog certification issued to a dealer is valid for two years **or** until the vehicle is sold and registered to a retail purchaser, regardless of the number of transfers.

- Odometer mileage disclosure, if appropriate. Refer to Chapter 23 for odometer reporting requirements.

6.025 Transfer of Leased Vehicles

Leased vehicles **must be** registered in the names of both the lessor and the lessee, as explained in Section 6.015. **All** leased vehicle transfers **require** the lessor's release on Line 1 on the Certificate of Title, including repossessed vehicles. A smog certification **is** required if the person in possession of the vehicle changes (change of lessee only).

6.030 Transfer with Power of Attorney

A "power of attorney" is a written document whereby someone (the principal) conveys to another (the attorney-in-fact) the right to act on his/her behalf. A power of attorney must designate an attorney-in-fact, be signed by the principal, and describe the vehicle. The attorney-in-fact may be an individual or a business/ company.

6.030 Transfer With Power of Attorney, continued

All of the following power of attorney forms are acceptable.

- The department's Power of Attorney (REG 262) which **is** limited to vehicle or vessel transactions only.
- A restricted power of attorney which **is** limited to a specific transaction, such as transfer of ownership, as shown on the empowering document.
- A general power of attorney which **is not** limited to any specific transaction.

NOTE: A general power of attorney does **not** require a vehicle description.

A power of attorney may be used to endorse for the buyer or the seller. The original power of attorney must be submitted with the application.

NOTE: A photocopy or FAX copy of a power of attorney *other* than the department's REG 262 is acceptable.

When a business/company is the attorney-in-fact, the endorsement must include the business/company name **and** a countersignature or initials of an authorized employee/representative. For example, *Joe Smith* by UOME Loan Company by *W. Mason* (or *W. M.* [initials only are acceptable]).

A power of attorney **cannot** be used:

- To sign a certification/statement of facts attesting to the knowledge of the principal. The exception is the title disposition certification on an Application for Duplicate Title (REG 227).
- To disclose odometer mileage.
- To reassign the right conveyed to the attorney-in-fact by the principal.
- By executors or administrators (of an estate) to appoint an attorney-in-fact.
- By a trustee to assign the duties of a trust to an attorney-in-fact.

6.035 Transfer on Application for Duplicate Title (REG 227)

A properly completed Application for Duplicate Title (REG 227) may be used to transfer ownership when the Certificate of Title issued by the department is lost, stolen, mutilated, or illegible, or was not received by the owner.

NOTE: A mutilated or illegible title must be submitted with the application.

In addition to the basic transfer requirements and fees:

- The REG 227 must be properly completed and endorsed for transfer (see **Check List** in this section).
- The odometer mileage disclosure, if appropriate, must be completed on a Vehicle/Vessel Transfer and Reassignment Form (REG 262).
- A duplicate title fee is due in addition to any other fees. The duplicate fee **is not** due if the title was not received **and** the department has the correct address.

6.035 Transfer on Application for Duplicate Title (REG 227), continued

Check List—Use the following information to complete the REG 227:

Section	Information Required
Application for	Check the appropriate box.
Vehicle Description	Show all of the vehicle descriptive information.
Registered Owner of Record	Show the name(s) and address of the registered owner(s) shown on the department's records.
Lienholder of Record	Show the name and mailing address of the lienholder shown on the department's records.
Paperless Title Certification	Completed only for Electronic Lien and Title (ELT) lienholder transactions.
Missing Title Statement of Facts	Check the appropriate box. In most cases, the lienholder signs this certification, unless the title was lost, stolen, etc., after release by the legal owner of record, then the person in possession of the title at that time signs for the duplicate. NOTE: A mutilated or illegible title must be submitted with the application.
Release of Ownership by Registered Owner	The release signature(s) of the registered owner(s) and date of release are required. A bill of sale is acceptable in lieu of a release signature on the REG 227.
Legal Owner Release of Interest	The legal owner of record must release interest or a Lien Satisfied (REG 166) is required. NOTE: The signature of the legal owner on a REG 227 or REG 166 must be notarized.
Application for Transfer by New Owner	• Enter the new owner's name(s), address(es), purchase price, and purchase date. • Have the new owner(s) sign Line 8a and 8b, if two owners.
New Lienholder	Enter the new lienholder information or the word "None" if no lienholder and initial the entry. **NOTE:** Electronic Lien and Title (ELT) Program lienholders are assigned specific name and address abbreviations which **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.
Leased Vehicles	Must be completed for a leased vehicle when the lessee address is different than the registered owner address shown.
Vessel or Trailer Coach	If applicable, enter the address/location where the vessel or trailer coach is principally kept.

Section	Information Required
Dealer's Release	The **dealer must** complete the odometer reading at the time of sale, the date of sale, the dealership name and number. In addition, the signature of the dealer or his agent, the printed name of the dealer or his agent, and the Report of Sale–Used Vehicle (REG 51) number must be entered. The **buyer must** print his/her name, date the form, and sign acknowledging the odometer reading.

NOTE: Refer to Chapter 23 for odometer disclosure information.

6.040 Duplicate Title for Sales to Auto Auctions

Because some California auto auctions will **not** accept vehicles when the dealer's documentation includes a duplicate title application **or** a title with multiple owner reassignments, dealers may apply for titles on inventory vehicles held for sale to auto auctions. This procedure **cannot be** used under any other circumstances.

The requirements are:

- A properly endorsed Application for Duplicate Title (REG 227) **and** any other documents required for complete chain of ownership to your dealership.
  - — Complete the "Dealer Only" **and** "New Registered Owner" sections on the REG 227 (**must** include the dealer name and number).
  - — Complete a Statement to Record Ownership (REG 101) to clarify the dealer name and address information when there are multiple registered owners.
- A Statement of Facts (REG 256) indicating: "This inventory vehicle was transferred to us on the attached Application for Duplicate Title which reflects multiple registered owner transfers (or multiple dealer assignments) and will be resold to an auto auction."
- Odometer mileage disclosure, if appropriate.
- The fees due.
- Use tax **is not** required. A smog certification **is not** required.

6.045 Transfer of Vehicles Issued a California (Goldenrod) Registration Only

When the California registration card contains the notation "This Vehicle Not Transferable," the outstanding out-of-state (or previous California) title **must be** submitted before a new California Certificate of Title can be issued. The transfer requirements are:

- An Application for Registration or Title (REG 343) in the buyer's name.
- The out-of-state or California title properly endorsed for transfer to the buyer.

NOTE: A bill of sale from the owner shown on the title is acceptable in lieu of the owner's release on the title. A lien satisfied is acceptable in lieu of the legal owner/lienholder release on the title.

- Any bills of sale needed to establish a complete chain of ownership to the current buyer.
- The Report of Sale–Used Vehicle (REG 51).
- A smog certification, if appropriate.
- Odometer mileage disclosure, if appropriate.
- Fees.

6.050 Transfer or Sale to an Exempt Agency

For sales to exempt agencies, such as California state agencies or U.S. government agencies, submit an Application for Registration or Title (REG 343) in the exempt agency's name in addition to the basic transfer requirements. Exempt agencies are exempt from all fees except fees for duplicate or substitute plates or documents.

Sale of Former Exempt Vehicle to a Non-Exempt Buyer—Submit full-year registration fees in addition to any other fees due. Exempt plates **must** be surrendered because regular series plates will be issued. Follow the procedures for a transfer.

6.055 Transfer of Repossessed California-Registered Vehicle (VC §5909)

The following are required in addition to the basic transfer requirements shown in Section 6.015 when a repossessed used vehicle is acquired and sold:

- Print "Repossession" on Line l of the Certificate of Title (in lieu of owner's release).

EXCEPTION: The lessor's release **is required** on the title to transfer a repossessed leased vehicle. The lessor is the registered owner of a leased vehicle and the vehicle returns to the lessor if the lessee defaults on payments.

- A Certificate of Repossession (REG 119) completed by the repossessor is required.

6.055 Transfer of Repossessed California-Registered Vehicle, continued

- Any renewal fees due on the repossessed vehicle **must be** paid to the department within 60 days of the repossession date to avoid the penalty due for late payment. (VC §9561) A Report of Deposit of Fees (RDF) fulfills this requirement.

NOTE: A repossession fee **is not** due for a leased vehicle repossessed by the lessor and subsequently leased to another lessee.

6.060 Transfer of Used Rollback Vehicles

When the used rollback vehicle is subsequently sold to a second buyer or registered in the dealer's name, submit the following:

- The California Certificate of Title endorsed by the first **and** second buyers.
- A Statement to Record Ownership (REG 101) completed to clarify the current owner information.

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.

- A Lien Satisfied (REG 166) from the legal owner/lienholder, if any, for the first buyer.

EXCEPTION: A REG 166 **is not** required if financing was **not** approved for the first sale **or** the legal owner for the second buyer is the same as for the first buyer. Dealers may complete a Statement of Facts (REG 256) or Statement of Error or Erasure (REG 101) for legal owner information entered on the REG 397 in error.

- A Statement of Facts (REG 256) which includes:
  - — The name of the buyer who returned the vehicle **and** the date returned.
  - — the reason the vehicle was returned (for example, credit unavailable).
  - — If the vehicle was voluntarily returned by the buyer.
  - — How the vehicle was sold (under conditional contract, chattel mortgage, etc.)
  - — If a trade-in was returned to the buyer.
  - — If a down payment was returned **and** whether it was a cash down payment or cash in addition to a trade-in.
- A bill of sale from the first buyer to the dealer.
- A Report of Sale–Used Vehicle (REG 51) to the first buyer **and** another REG 51 to the second buyer.
- Odometer mileage disclosure, if appropriate.
- A smog certification, if appropriate. A smog certification issued to a dealer is valid for two years **or** until the vehicle is sold and registered to a retail buyer.
- Two transfer fees and any other fees due.

6.065 Transfer Only

A "transfer only" is the transfer of a vehicle **not** currently registered without payment of registration fees. The vehicle record must reflect planned non-operational (PNO) status and the vehicle **cannot** have been operated or moved in a manner that would cause fees to become due. The requirements for "transfer only" are:

- The properly endorsed and completed Certificate of Title.
- A Transfer Only Statement (REG 256) signed by the buyer.
- A Certificate of Planned Non-Operation (REG 102) completed by the buyer.
- Odometer mileage disclosure, if appropriate.
- The original **and** operating copies of the Report of Sale–Used Vehicle (REG 51). The REG 51 must show how the vehicle was moved from the dealership. Print the One Trip Permit number used to move the vehicle **or** "Delivered on Dealer Plates" on the REG 51.
- The transfer fee.

6.070 Transfer Without Probate (VC §5910; *Probate Code* §§6401, 6402, 13050)

A Certificate for Transfer Without Probate (REG 5) may be used to transfer ownership of a vehicle **titled** in California when the registered owner or legal owner (an individual) 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, excluding any vehicle, vessel, manufactured home, mobile home, commercial coach, or floating home.

A transfer without probate may be executed without procuring Letters of Administration, Letters Testamentary, or awaiting probate of a will by the surviving next of kin, the guardian or conservator of the estate of the next of kin, a trustee, under a trust agreement by the deceased, if the primary beneficiaries are the next of kin, or a sole beneficiary or all beneficiaries under the last will of the decedent.

The basic transfer clearance requirements apply **except**:

- A Certificate of Transfer Without Probate (REG 5) completed by the heir must be submitted with the application. A REG 5 **cannot** be signed by power of attorney.
- The heir **must** sign for the deceased owner on Line 1 of the Certificate of Title.

EXAMPLE: *Richard Roe by Cynthia Roe*

- A transfer fee is due for the heir and each subsequent owner/buyer.

NOTE: A transfer fee **cannot be** accepted prior to the 40-day period following the owner's death. The department will accept deposit of renewal fees only to avoid a penalty when the registration will expire within the 40-day period.

6.075 Special Trust Transfers

A trust commits an individual's property or assets to a trustee for use or safekeeping.

Definitions of Terms

Trust—Any arrangement where property is transferred with an intention that it be held and administered by a trustee for the benefit of some third party or parties. The "trust" **is** the registered owner.

Trustor(s)—One who creates a trust. The person whose confidence creates a trust is called the trustor.

Settlor—This term is frequently used instead of "trustor."

Trustee—Person appointed, or required by law, to execute a trust. The same person may be both a beneficiary and a trustee, but the sole beneficiary of a trust cannot be its sole trustee.

Co-trustees—Two or more persons who are intrusted with property for the benefit of one or more others.

Successor Trustee—A trustee who follows or succeeds an earlier trustee and who generally has all the powers of the earlier trustee.

Beneficiary—One for whose benefit a trust is created.

Registration or Transfer to a Trust—A transfer from an individual to that individual's trust is the same as other transfers. The names of the trust and trustee(s) must be shown on the Certificate of Title in the new registered owner section.

Examples:	Jones Family Trust John Jones, Trustee	**or**	John Jones Family Trust John M./Mary S. Jones, Trustees

- The endorsement John Jones Family Trust by *J. Jones* is acceptable for either of the above.
- Both trustees **do not** have to sign even when the names are joined by and ("/").

NOTE: The trust documents **do not** have to be submitted with the application.

Transfer from a Trust—The release signature for a trust must contain the name of the trust and the countersignature of a trustee.

EXAMPLE: John Jones Family Trust by *Mary S. Jones*, Trustee

6.080 Transfer of Indian-Owned Vehicles

Transfer to a California Indian Tribe and/or Tribal Member—A vehicle owned or leased by a California Indian tribe **or** tribal members living on a federal Indian reservation or rancheria located in California and operated on public roads on or off the reservation or rancheria is exempt from the vehicle license fee (VLF) **only**.

The application must include an Indian Certification (REG 256A) completed and signed by a representative of the tribe or an official of the U.S. Government Bureau of Indian Affairs.

Transfer to a Federally-Recognized Indian Tribes (VC §9104.5 and R&TC §10781.1)—Vehicles registered to a federally-recognized Indian tribal name and used exclusively within the boundaries and jurisdiction of the tribe are exempt from all fees **except** the annual registration fee. The exemption must be established annually upon renewal. If renewal fees **are due**, then in addition to the usual transfer requirements, the application **must** include:

- A properly completed Indian Certification (REG 256A).

  or

- A letter written on Indian tribal letterhead **and** signed by an authorized tribal counsel member such as the tribal chief or secretary. The letter must identify the vehicle **and** state it is owned by, and registered in, the federally-recognized Indian tribal name and that it will be used exclusively within the boundaries of Indian tribal land, including any incidental operation on the highways within those boundaries.

  and

- The registration fee (in addition to the transfer fee).

Transfers Between Qualifying Indian Tribes/Tribal Members—A completed Indian Certification (REG 256A) from the new owner is required in addition to the usual transfer requirements.

Transfer from Indian-Owned to Other than Qualifying Indian—Prorated VLF from the month of transfer or date of first operation by the buyer to the end of registration year is due in addition to the usual transfer requirements and fees.

6.085 Transfer to/from Nonresident Military Personnel (NRM)

The vehicle license fee (VLF) portion of the registration fees **is not** due for a vehicle owned by a nonresident military (NRM) person when the vehicle and the duty station for the NRM owner are **in** California. A Nonresident Military Exemption Statement (REG 5045) completed by the NRM owner **must be** submitted with the transfer application.

6.085 Transfer to/from Nonresident Military Personnel (NRM), continued

Transfer from NRM to NRM—If ownership is being transferred from one NRM owner to another NRM owner, then a Nonresident Military Exemption Statement (REG 5045) completed by the NRM buyer **must be** submitted with the transfer application.

Transfer from NRM to Regular Registration—The usual transfer requirements apply **except** prorated vehicle license fees (VLF) from the date of transfer to the end of the registration year are due in addition to any other fees and must be submitted with the transfer application.

6.090 Attachment Sales (VC §5909)

For a constable, sheriff, marshal, or other attachment sale, attachment against the registered owner **does not** affect the interest of the legal owner/lienholder **and** attachment against the legal owner/lienholder **does not** affect the interest of the registered owner. The Certificate of Release (GSA Standard Form 97) attachment document disposes of both the registered and legal owners' equity. In addition to the basic transfer requirements:

- A vehicle verification is required unless there **is** a prior California vehicle record.
- If available, the California Certificate of Title or nonresident title endorsed/released by the legal owner/lienholder, if other than the judgment debtor.
- If evidence of mailing to the legal owner/lienholder is submitted **and** the legal owner/lienholder **has not** responded within 30 days, the application is acceptable without the legal owner/lienholder's release.
- The original or a certified copy of the Certificate of Sale issued by the attaching officer which contains the name and address of the purchaser, the vehicle make and VIN, the name of the creditor or defendant (this name must match the department's record), and the names of the plaintiff and the defendant.

6.095 Bankruptcy Sales (VC §5909)

In addition to the usual transfer requirements:

- A certified copy of the trustee's bond **or** the court order appointing a receiver **or** a court order confirming the sale of the vehicle must be submitted.
- The trustee or receiver **must** sign wherever the debtor's signature is required.
- The release signatures of owners other than the debtor **must be** obtained.

New Vehicles from a Bankrupt California Dealer—May be processed with:

- An Application for Registration of New Vehicle (REG 397) **or** the Manufacturer's Certificate of Origin or factory invoice (original or certified copy) issued or endorsed to the dealer.
- A bill of sale to the buyer.
- An Application for Title or Registration (REG 343) in the buyer's name.

6.100 Foreclosures or State Controller Sales (VC §5909)

In addition to the usual transfer requirements:

- A Certification of Foreclosure or Certificate of Sale from the Controller describing the vehicle by make and VIN **and** stating the requirements of the contract and law (notification, posting, and advertising) have been met **must be** submitted.
- A vehicle verification is required unless there **is** a prior California vehicle record.
- In lieu of registered owner's release on the title, show "Clearing VC §5909."

NOTE: If foreclosure was **not** by the legal owner/lienholder, the legal owner/lienholder must endorse the title **or** a Lien Satisfied (REG 166) is required.

6.105 Governmental Actions (VC §5909)

Government agencies acquire vehicles through court actions due to drug related offenses or because of delinquent taxes or other violations. An agency will sell those vehicles operated beyond the prescribed mileage and/or years which are no longer feasible to repair as "surplus" or "surveyed" vehicles. The other vehicles are sold by the agency at public auction.

If repairs to the vehicle exceed the vehicle value, a government agency may surrender the title, registration, and license plates to the DMV and obtain a junk receipt. (VC §24007.5[c])

NOTE: Junk receipts are not always issued when the certificates are mailed directly to Sacramento Headquarters.

These vehicles may be sold with the vehicle title, a junk receipt, a salvage certificate, a court order, or a declaration or forfeiture.

6.110 Court Orders—General Information (VC §5909)

Applications for a vehicle transferred pursuant to a court order must include the following in addition to the basic requirements for the transaction:

- A certified copy of the court order.
- A certification by the clerk of the court that no appeal has been made.

NOTE: Release by the registered owner of record **is not** required on the title. In lieu of registered owner's signature, show "Clearing VC §5909."

6.115 California Forfeited Vehicles (H&SC §§11488.4j and 11489)

The attorney general (AG) or the jurisdictional district attorney (DA) may sell vehicles seized by, or forfeited to, a California state or local agency. The registration requirements for vehicles forfeited in this manner are:

- Proof of ownership documentation based on the following:

If forfeited under...	***then the title documentation required is...***
H&SC §11470 H&SC §11488.4	the Certificate of Title for a **California-registered** vehicle **or** an Application for Title or Registration (REG 343) **and** the nonresident title, if available, for a **nonresident** vehicle.
VC §14607.6	• the California Certificate of Title, if available. **NOTE:** The written declaration of forfeiture signed by the jurisdictional DA shall provide good and sufficient title to the vehicle (with or without the title). (VC §14607.6e[3]) • the written declaration of forfeiture of the vehicle to the state signed by the jurisdictional DA **and** a REG 227 **or** REG 343, as appropriate.

- A vehicle verification **unless** there **is** a vehicle record on the department's database **or** the California Certificate of Title is submitted.
- A bill of sale from the selling agency **or** its agent to the buyer which:
  - — shows the buyer's name(s) **and** the vehicle descriptive information.
  - — is signed/countersigned by the selling agency **or** its agent.

NOTE: A DMV Bill of Sale (REG 262) may be used.

- The written declaration of forfeiture document from the AG or jurisdictional DA.
- Odometer mileage disclosure, if appropriate.
- A smog certification, if appropriate.
- A Report of Sale–Used Vehicle (REG 51).
- Fees. (Prior year fees/penalties originating prior to the date of sale to the registrant are **not** due on a vehicle forfeited to a California Agency under H&SC §§11470[h] and 11488[j]).

6.120 Federal Forfeiture Sales (VC §5909)

The registration requirements for vehicles are forfeited to government agencies for violation of federal laws are:

- The California Certificate of Title, if available, **or**

  An Application for Title or Registration (REG 343) **and** the nonresident title, if available.
- In lieu of signatures on the title, the Certificate of Release (GSA Standard Form 97) which declares the vehicle U.S. government property, names the buyer(s), and describes the vehicle is acceptable. Any legal owner's interest is extinguished when the vehicle is sold through forfeiture.
- A vehicle verification **unless** a vehicle record exists on the department's database **or** the California Certificate of Title is submitted.
- Odometer mileage disclosure, if appropriate.
- A smog certification, if appropriate.
- Fees.

NOTE: Any fees and/or penalties which accrued prior to purchase of the vehicle by the new owner will be waived.

6.125 Internal Revenue Sales (VC §5909; IRS Code §6335)

The Internal Revenue Service may seize and sell a vehicle for delinquent taxes. The buyer of the vehicle acquires **only** the registered owner's interest. The legal owner of record, if any, retains legal ownership and **must be** shown on the new Certificate of Title unless all interest in the vehicle is released.

NOTE: If the IRS federal tax lien notice is filed **prior to** the perfection of a security interest by the legal owner/lienholder, the new title is issued to the buyer as sole owner of the vehicle.

Registration Requirements—The requirements for these vehicles are:

- The California Certificate of Title **or** an Application for Title or Registration (REG 343) and the nonresident title, if available, as appropriate.
- In lieu of signatures on the title, a Certificate of Sale of Seized Property signed by the collection officer that names the debtor and describes the vehicle.
- A vehicle verification **unless** there is a vehicle record on the database **or** the California Certificate of Title is submitted.
- Odometer mileage disclosure, if appropriate.
- A smog certification, if appropriate.
- The Report of Sale–Used Vehicle (REG 51).
- Fees.

6.130 United States Customs Sales (VC §5909)

The United States (U.S.) Customs Office may seize and sell vehicles for federal violations. The registration requirements for these vehicles are:

- The California Certificate of Title **or** an Application for Title or Registration (REG 343) and the nonresident title, if available, **or** a Certificate of Release (GSA Standard Form 97), as appropriate.
- In lieu of signatures on the title, a bill and/or receipt from the U.S. Customs Office signed by the Cashier of Customs with the buyer's name(s) and the vehicle description.
- A vehicle verification **unless** there is a vehicle record on the DMV database **or** the California Certificate of Title is submitted.
- Odometer mileage disclosure, if appropriate.
- A smog certification, if appropriate.
- The Report of Sale–Used Vehicle (REG 51).
- Fees.

6.135 Military Sales

Under the provisions of U.S. Public Law 39, vehicles abandoned on U.S. government property are sold by U.S. government agencies, principally military bases. The registration requirements for these vehicles are:

- The California Certificate of Title **or** an Application for Title or Registration (REG 343), as appropriate.
- Evidence of notice regarding sale of vehicle from a government agency to the last owners of record. The notice should describe the vehicle, name the owners, and state that the owners were notified.
- In lieu of signatures on the title, a bill of sale or the Certificate of Sale by U.S. government agency.
- A vehicle verification **unless** there is a vehicle record on the DMV database **or** the California Certificate of Title is submitted.
- Odometer mileage disclosure, if appropriate.
- A smog certification, if appropriate.
- The Report of Sale–Used Vehicle (REG 51).
- Fees.

6.140 Welfare and Institutions Code Sales

The *California Welfare and Institutions Code* contains a provision for disposing of certain properties of inmates of institutions. The registration requirements for vehicles disposed of under this provision are:

- The California Certificate of Title **or** an Application for Title or Registration (REG 343), as appropriate.
- In lieu of the registered owner's signature(s) on the title, an affidavit giving authority for the sale which contains a description of the property sold, the name of the buyer, and a statement indicating compliance with the provisions of the W&IC concerning notices.
- Release by any legal owner/lienholder on the Certificate of Title **or** evidence that the lien has been satisfied. A DMV Lien Satisfied (REG 166) may be used.
- A vehicle verification **unless** there is a vehicle record on the DMV database **or** the California Certificate of Title is submitted.
- Odometer mileage disclosure, if appropriate.
- A smog certification, if appropriate.
- The Report of Sale–Used Vehicle (REG 51).
- Fees.

6.145 Certificate of Non-Operation

Use of the Certificate of Non-Operation (REG 102) is limited by statute. Refer to Section 31.080 for information.

6.150 72-Hour Processing Requests

A request for issuance of the Certificate of Title within 72 hours (three working days, excluding Saturdays, Sundays, and state holidays) is available **only** through DMV Sacramento Headquarters. A nonrefundable fee (refer to the Fees appendix, Appendix 1F, for fees) is charged for this service in addition to all other fees due.

Requests for 72-hour processing **cannot** include an Application for Duplicate Title (except ELT transactions) and **cannot** be submitted to a DMV field office.

Applications and fees **must be mailed** to:

Department of Motor Vehicles
72-Hour Special Processing MS D238
2415 First Avenue
Sacramento, CA 95818

NOTE: Incomplete applications are returned to the requester and are not placed in the accelerated process until DMV receives the completed application.

Cross-Reference: Section 1.125

Nonresident Vehicles

7.000 Introduction

Any vehicle, including a vehicle registered to a nonresident owner, that is based in California or primarily used on California highways **must** be registered in California.

A vehicle is considered to be primarily or regularly used on California highways if it is located or operated in this state for a greater amount of time than it is located or operated in any other individual state during the registration period. (VC §4000.4)

When California registration is required of a vehicle last registered in a foreign jurisdiction, the application for original registration **must** be made to the department within 20 days following the date registration became due to avoid penalties. (VC §4152.5)

> **EXCEPTION:** California dealers have 30 days from the date of sale on the Report of Sale–Used Vehicle (REG 51) to submit fees without penalty. (VC §9553c,1)

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.

7.005 Definitions

Nonresident—A person who **is not** a resident of California. (VC §435) For example, visitors or representatives of another state or country and military personnel who are residents of other states.

Nonresident Vehicle—A vehicle that was last registered in another state **or** country.

Nonresident Military Personnel—Any nonresident owner of a vehicle registered in a foreign state who is a member **or spouse** of a member of the U.S. Armed Forces on active duty within this state. (VC §6701) Any person on continuous active duty in the Air Force, Army, Navy, Marines, or Coast Guard **is** considered to be military personnel. This **does not** include civilian personnel employed by a branch of the U.S. Armed Forces.

7.005 Definitions, continued

Nonresident Student—A nonresident student is a student who is **under** 23 years of age, is a dependent, pays nonresident tuition, and is unemployed.

> **EXCEPTION:** A student may be employed in a position required as part of the student's educational field when the student's earnings are directed toward his or her education rather than being taken as an income. **For example**, a communications major working in a radio station or a medical student working in a hospital or laboratory.

Nonresident Student Exemption from Registration—A nonresident student operating a nonresident vehicle that displays valid registration/plates in the student's home state is exempt from California registration. The nonresident student may possess a California driver license or operate on a valid driver license from his/her state. If the nonresident student applies for California registration, all requirements for California registration are applicable.

Nonresident students 23 years of age and older **are not** exempt from California registration requirements, and any vehicle operated by the student must be registered in California and all California emission and registration requirements must be satisfied.

California Resident (VC §516)—A resident is any person who manifests an intent to live or be located in this state on more than a temporary or transient basis. Presence in California for six months or more in any 12-month period gives rise to a rebuttable presumption of residency. The following are evidence of residency for purposes of vehicle registration:

- Address where registered to vote.
- Location of employment or place of business.
- Payment of resident tuition at a public institution of higher education.
- Attendance of dependents at a primary or secondary school.
- Filing of a homeowner's property tax exemption.
- Renting or leasing a home for use as a residence.
- Declaration of residency to obtain a license or any other privilege or benefit not ordinarily extended to a nonresident.
- Possession of a California driver license.

> **EXCEPTION:** A nonresident student.

- Other acts, occurrences, or events that indicate presence in the state is more than temporary or transient.

7.010 Nonresident Vehicle Change of Ownership

California registration fees are due immediately upon transfer of a nonresident vehicle from the nonresident owner on the registration documents and must be paid within 20 days after the new owner's date of purchase **or** 30 days from the Report of Sale–Used Vehicle (REG 51) date, if sold by a California dealer. (VC §9553c,1)

Deceased Nonresident Owner—The surviving owner of a nonresident vehicle registered as "Joint Tenants with Right of Survivorship" may obtain California registration in his/her name by submitting a death certificate for the deceased owner with the regular nonresident clearance requirements.

A transfer without probate **cannot** be processed for any vehicle titled in another state. The vehicle must be transferred to the heir's in the other state before California registration can be obtained.

7.015 Date Fees Become Due on a Nonresident Vehicle

Dealer Inventory Vehicles—California registration fees for a nonresident vehicle acquired by a dealer (with or without current registration) become due on the date of sale to a retail buyer. The dealer has 30 days from the date of sale on the Report of Sale–Used Vehicle (REG 51) to submit the fees to the department. (VC §9553c,1)

Other Nonresident Vehicles—Use the following chart to determine when California registration fees become due.

<table>
<tr><th>If the nonresident vehicle is...</th><th>then California fees become due on...</th></tr>
<tr><td rowspan="2">brought into California by the owner named on the nonresident registration documents and will be registered in that owner's name

EXCEPTION: Commercial vehicles (see below)</td><td>the date of entry into California, if the vehicle is not currently registered.</td></tr>
<tr><td>whichever occurs first, if the vehicle is currently registered:
the date the owner establishes residency or accepts gainful employment in California or
the date the out-of-state registration expires</td></tr>
<tr><td>purchased in California</td><td>the date of purchase.</td></tr>
<tr><td>purchased outside California</td><td rowspan="4">the date of entry.</td></tr>
<tr><td>a commercial vehicle</td></tr>
<tr><td>operated by a nonresident student 23 years old or older</td></tr>
<tr><td>owned by an active military member and not currently registered in his/her home state or last duty station state</td></tr>
<tr><td>owned by an active military member and is currently registered in his/her home state or last duty station state</td><td>the date following expiration of the out-of-state registration.</td></tr>
</table>

7.020 Use of Nonresident License Plates by a Resident Business (VC §6702)

Every nonresident, including any foreign corporation, having an established place of business within California, and regularly using a vehicle of a type subject to registration, **must** immediately register the vehicle upon entry into this state.

7.025 Nonresident Privileges

The following applies to operation of nonresident vehicles in California:

- The nonresident owner (other than a commercial vehicle) may operate a vehicle in California that is registered and displays valid license plates issued to that owner by the foreign jurisdiction where he/she was a resident until he/she accepts gainful employment in this state **or** establishes residency in this state, whichever occurs first.
- A nonresident owner of a vehicle may operate, or permit operation of, a vehicle in California without obtaining California registration if the vehicle is registered in the owner's place of residence **and** displays valid license plates issued by that state.

IMPORTANT: This exemption **does not** apply if the nonresident owner rents, leases, lends, or otherwise furnishes the vehicle to a California resident for regular use on California highways.

- Any vehicle owned by a nonresident and furnished to a California resident for his or her regular use within this state **must be** registered in California within 20 days after first operation of the vehicle within this state by the resident. (VC §4000.4)
- If the nonresident registration **does not** indicate an expiration date, it will be considered to expire one year from the date of first use of the vehicle in California. Fees are due immediately if the owner accepts gainful employment in, or establishes residency in California. The fees **must be** paid within 20 days. (VC §4152.5)

7.030 Military Personnel (VC §6701)

Military personnel, including California residents, who are members or the spouse of a member of the U.S. Armed Forces returning from active duty in a foreign state **and** both military and civilian members of NATO who are not citizens of the United States are permitted to operate a vehicle in California with valid license plates from either:

- the individual's home state or country **or**
- the state or country where the individual was regularly assigned and stationed when the license plates were issued.

NOTE: For this purpose, Maryland or Virginia will be considered the state where stationed for military personnel assigned and stationed in Washington, D.C.

7.030 Military Personnel, continued

The requirements are:

- The vehicle **must** display valid license plates issued by a foreign jurisdiction.
- The registration and plates **must** be issued to the military person or his/her spouse.
- The vehicle registration and license plates **must** have been issued by the foreign jurisdiction where the military person was last regularly assigned and stationed for duty by military orders **or** by a jurisdiction claimed as the permanent state of residence by the nonresident military person.

NOTE: Military orders **do not** include military orders for leave, for temporary duty, or for any other assignment of any nature requiring the military person's presence outside the foreign jurisdiction where the owner was regularly assigned and stationed for duty.

- If the vehicle is a motor vehicle, the owner or driver has in force one of the forms of financial responsibility specified in VC §16021.

NOTE: This section applies to all vehicles, including trailer coaches, owned by the military person or spouse **except** any commercial vehicle used in any business manner wherein the military person or spouse receives compensation.

Officers of the Public Health Service are entitled to all rights, privileges, immunities, and benefits provided under the Soldiers and Sailors Relief Act of 1940. They **do not** have to be on duty with the Armed Forces.

7.035 Discharged Military Personnel (VC §6703)

Any person who enters California after being discharged from the U.S. Armed Forces is exempt from California registration for passenger vehicles, trailer coaches, and utility trailers provided the vehicle has valid out-of-state plates **and** registration.

Registration fees become due when the person accepts gainful employment in California or becomes a California resident and **must be** paid within 20 days following that date to avoid penalties. (VC §4152.5)

7.040 Commercial Vehicles Owned by Military Personnel (VC §6701)

Military personnel may operate a commercial vehicle owned by the military person without obtaining California registration for the vehicle provided it bears valid registration in the owner's home state or the state of military assignment at the time of registration, and it **is not** used in a trade or business.

EXCEPTION: Any commercial vehicle owned by military personnel used in any business manner wherein the military person receives compensation **is** subject to California registration. (VC §6701[c])

7.045 Signature by Relative of Military Personnel (VC §1651)

An application for California registration may be signed by the spouse or other close relative without a power of attorney when the owner of the nonresident vehicle being registered is in the Armed Forces.

In such cases, the individual's signature **must be** countersigned by the relative **and** the relationship to the individual **must be** indicated. The application should be marked "Owner Member of Armed Forces."

7.050 Nonresident Military and NATO Members Exemption (*50 United States Code* §574)

Nonresident military (NRM) members of the U.S. Armed Forces **stationed in California** are exempt from payment of the vehicle license fee (VLF) on any vehicle or trailer coach owned or leased by the NRM person and registered in California, **provided:**

- The NRM owner **is** shown as a lessee or a registered owner of the vehicle.
- The duty station is located in California.
- The vehicle **is not** operated "for hire."

In addition to the usual registration requirements, a Nonresident Military Exemption Statement (REG 5045) completed by the NRM owner/lessee must be submitted with the application to receive the VLF exemption.

NOTE: A **1/2003 revision** of the Miscellaneous Statement of Facts, Nonresident Military Exemption Statement (REG 256–Section G), which contains the same certification information as the new REG 5045 is also acceptable.

NATO Members—A member of a force or civilian component of the North Atlantic Treaty Organization (NATO) who is not a citizen of the United States is also entitled to the VLF exemption privilege. To receive the exemption, a North Atlantic Treaty Organization Status of Forces Agreement (REG 5046) completed by the applicant must be submitted with the application.

NATO has 18 members as listed below.

Belgium	Italy
Canada	Luxembourg
Czech Republic	Netherlands
Denmark	Norway
France	Poland
Germany	Portugal
Greece	Spain
Hungary	Turkey
Iceland	United Kingdom

7.055 Nonresident Reciprocity

Nonresident Home State Entitles Owner to "Period of Grace"—The nonresident owner may renew the vehicle registration in his/her residence state and also may operate the vehicle in California during the grace period provided by the residence state without the vehicle becoming subject to California registration.

If the vehicle becomes subject to registration during the grace period (for example, the owner accepts gainful employment or becomes a resident) **or** the owner decides to obtain California registration, fees **are due** from the statutory expiration date and **must be** paid within 20 days to avoid penalties. (VC §4152.5)

Nonresident Home State Does Not Have a "Period of Grace"—In this case, the vehicle is subject to registration immediately upon first operation after the statutory expiration date unless the owner has evidence of renewal in his/her residence state made either before the statutory expiration date or before first operation in California after the statutory expiration date.

The registration fees must be paid within 20 days of the expiration date of the nonresident registration to avoid penalties. (VC §4152.5)

7.060 Leased Vehicles (VC §6853)

A vehicle leased from a nonresident owner by a person residing in, or having an established place of business in California for use on California highways **must be** registered in California unless it is specifically exempted from registration here under VC §6850. Fees are due from the date of first use in California.

7.065 Nonresident Commercial Vehicles (VC §6852)

Reciprocity Granted—The nonresident owner of a foreign commercial vehicle is granted the same privileges and freedom from registration and payment of fees imposed by the *California Vehicle Code* (VC) as the foreign jurisdiction in which the vehicle is registered/licensed grants to like vehicles registered under this code or as provided in reciprocity agreements, arrangements, or declarations made commencing with VC §8000. Reciprocity between California and other states is based upon:

- Agreements and arrangements completed between the Reciprocity Commission or the International Registration Plan Agreement and authorized representatives of other states.
- Declarations by the Reciprocity Commission.

7.065 Nonresident Commercial Vehicles, continued

The conditions of reciprocity are indicated in the following chart.

If the nonresident vehicle is a...	*then the vehicle...*
commercial vehicle from a state which **does not** have INTERSTATE reciprocity	is subject to fees from the date of entry.
commercial vehicle that operates INTRASTATE	is subject to registration in California. **EXCEPTION:** Vehicles base-plated in Hawaii.
commercial vehicle from a state with which California **has** INTERSTATE reciprocity	may enter California and be parked without fees becoming due. Any subsequent INTRASTATE operation causes fees to be due immediately. **EXCEPTION:** Vehicles base-plated in Hawaii.
commercial vehicle registered as an automobile in the owner's home state	is treated as an automobile for the purpose of determining when registration is required.
recreational vehicle	is treated as an automobile for the purpose of determining when registration is required even if the vehicle is registered as a commercial vehicle in the home state.
station wagon	is treated as a noncommercial vehicle for the purpose of determining when registration is required even if the vehicle is registered as a commercial vehicle in the home state.
commercial vehicle base-plated in Mexico or Newfoundland **NOTE:** Mexico and Newfoundland **do not** have reciprocity agreements with California.	**must** be registered for the full year. (VC §9711) Interstate registration may be obtained in conjunction with full-year registration.

7.070 Return of Foreign State License Plates (VC §4302)

The license plates assigned to a vehicle in or outside of the United States **must** remain attached to the vehicle while it is operated or held for sale in this state.

If the vehicle owner requests return of the plates to the issuing state, a completed Application for Return of Non-Resident Plates (REG 356) and the return of nonresident plates fee must be submitted with the California registration application.

7.075 Evidence of Ownership for Nonresident Vehicles (VC §4307)

The documents presented to the department **must** establish the **complete** chain of ownership and the correct legal owner, if any, for the nonresident vehicle.

Generally, all states issue a title to most motor vehicles. Some states **do not** issue titles for non-motorized vehicles, such as trailers. Also, in the past, some states did not issue titles to certain older model motor vehicles and trailers. Dealers may contact a local DMV office to verify whether or not a title would have been issued for a vehicle, because of its age or type.

NOTE: Connecticut does not require issuance of a Connecticut title on vehicles manufactured prior to 1981. Ownership may be transferred using a Connecticut Supplemental Assignment of Ownership form (CT DMV form Q-1).

Vehicles from a Title State—Evidence of ownership **must be** the title, properly endorsed by the owner/seller. 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.

NOTE: A lien release is **not** required when the lienholder and the repossessor are the same for:

- a Florida title submitted with a Florida Repossession Certificate.
- a Georgia title is submitted with a Georgia Repossession Certificate.
- a Texas title submitted with a Texas Repossession Affidavit.

Foreign Country Title Documents—Use the foreign title document to register a vehicle previously registered in a foreign country.

Nontitle State—The following are acceptable as evidence of ownership when a title **was not** issued by the jurisdiction where the vehicle was last registered.

- A clear title from another state or country.
- A letter from the nontitle state indicating that a foreign title was surrendered to that state (**unless** the registration indicates a title was surrendered).
- A bill of sale or dealer invoice to the registered owner named on the nonresident registration which identifies the vehicle by make and identification number, states the vehicle is/was free of all liens and encumbrances when sold to the buyer, **and** indicates the vehicle was paid for in full.

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

- The original or certified copy of a conditional sales contract marked "paid" with the lienholder's name and a countersignature **or** cleared by a lien satisfied. An original or certified copy of a nonresident dealer invoice that describes the vehicle by make and identification number, shows the dealer's name/address in the invoice letterhead, gives the buyer's name(s), and is marked "paid" and countersigned by the dealer may be substituted for the conditional sales contract.

7.080 Registration Requirements for Nonresident Vehicles

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

- A completed Application for Title or Registration (REG 343).
  - — The name/address for an Electronic Lien and Title (ELT) Lienholder **must be exactly** as shown in the latest ELT listing issued by the department. New listings are issued quarterly with a Vehicle Industry News (VIN) memo.
  - — The driver license or identification card number (DL/ID#) for **each** buyer/owner (or lessee, if an individual) must appear. Show the buyer's/owner's out-of-state DL/ID# if he/she has not been issued a California DL/ID# and print the state of issuance in the front upper right corner of the REG 343.
  - — The length and width for a motorhome **must be** shown on the REG 343 **or** on a Statement of Facts REG 256 submitted with the application.
- A vehicle verification. (Dealers should have this done prior to retail sale.)

New Commercial Vehicles Exception: A vehicle verification **is not** required for a new commercial vehicle purchased in another state as a complete vehicle or as an incomplete vehicle to which a new body has been added to make a complete vehicle. The requirements for the exception are:

- The vehicle has never been registered or issued International Registration Plan (IRP) registration in California or was issued IRP registration only within the last 60 days.
- The vehicle has not been assembled, modified, or altered from a kit.
- The vehicle has an unladen weight of 6,001 pounds or more.
- The vehicle meets California emission standards.
- A *secured* Manufacturer's Certificate/Statement of Origin (MCO/MSO) is submitted for the (complete) vehicle. A bill of sale, invoice, or sales slip cannot be used in lieu of a *secured* MCO/MSO.

The application **must** include a Statement of Facts (REG 256) certifying no alterations, adjustments, or modifications were made to the vehicle's emissions control system **and** the vehicle **has** an emission label properly affixed in the engine compartment which indicates the vehicle meets U.S. and California emission standards **or** the MCO/MSO specifically states the vehicle meets California emission standards.

A vehicle verification **is required** for a vehicle that **does not** meet California emission standards.

- Evidence of ownership, as described in Section 7.040.
- Any bills of sale needed to establish a complete chain of ownership.
- The Report of Sale–Used Vehicle (REG 51).

7.080 Registration Requirements for Nonresident Vehicles, continued

- A weight certificate, if a commercial vehicle. Refer to Section 9.025 for **Weight Certificate Exceptions**.

NOTE: Weight certificates from Oregon, Nevada or Arizona are acceptable when the closest weigh station is in one of these states.

- A smog certification, if appropriate.
- Odometer mileage disclosure, if appropriate.
- Fees.

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 Section 7.050 for additional requirements.

7.085 "Title Only" for a Nonresident Vehicle

A "title only" may be issued for a nonresident vehicle that has not been, and will not be, driven, moved, or operated in a manner so as to cause fees to become due without payment of the required fees.

Exclusions—A "title only" **cannot** be issued to:

- A trailer coach. Trailer coaches **must** be registered at all times. (VC 5352)
- A vehicle for which registration fees are due.
- An incomplete or junked vehicle. A "title only" can be issued to a revived junk only after **all** of the clearance requirements are met.
- A vehicle **not** located in California. (VC §4151)

Application Requirements—Submit the following:

- An Application for Title or Registration (REG 343) completed as usual. The cost of the vehicle **must be** shown.
- A vehicle verification.
- Evidence of ownership. Refer to Section 7.040 for information.
- A Statement of Facts (REG 256) requesting "title only" completed by the buyer.
- A Certificate of Planned Non-Operation (PNO–REG 102) completed by the buyer.
- The Report of Sale–Used Vehicle (REG 51).
- Odometer mileage disclosure, if appropriate.
- A weight certificate for a commercial vehicle.
- The "title only" fee and the PNO filing fee. Refer to the Fees appendix, Appendix 1F, for fee amounts.

NOTE: The appropriate evidence of emission and safety compliance is required for issuance of "title only" on a direct import vehicle.

7.090 Nonresident Vehicle Rollbacks

The Used Vehicle Report of Sale (REG 51) **cannot** be voided if the buyer returns the vehicle after operating it, even if it is returned before the registration application is completed.

All fees are due within **30 days** of the date of sale shown on the REG 51 to avoid any late penalty or ASF fees. The fees due may be posted in the dealer's name or the first buyer's name.

When the vehicle is sold to a second buyer or registered to the dealer, submit a Statement of Facts (REG 256) with the nonresident application which includes:

- The name of the buyer who returned the vehicle **and** the date returned.
- The reason the vehicle was returned (for example, credit unavailable) **and** if it was returned voluntarily by the buyer.
- How the vehicle was sold (under conditional contract, chattel mortgage, etc.).
- If a trade-in was returned to the buyer.
- If a down payment was returned **and** whether it was a cash down payment or cash in addition to a trade-in.

NOTE: A transfer fee **is not** due. If the first buyer paid VLF and the second buyer is a nonresident military (NRM), the VLF paid earlier **is due**.

7.095 Registration of a Vehicle Located Out of State to a California Resident

A California resident who is located out of state may register his/her vehicle in California. In addition to the usual nonresident registration requirements listed in Section 7.080, the application **must** include:

- A vehicle verification (REG 343) completed by a regularly employed peace officer from the state in which the vehicle is located. The odometer mileage **must be** recorded on the verification.

NOTE: Any authorized vehicle verifier, including a peace officer, can complete the Emission Label verification.

- For commercial vehicles, a weighmaster's weight certification is required. The certification must contain:
  - — The vehicle identification number (VIN).
  - — The unladen weight of the vehicle.
  - — The name, address, and signature of the person certifying to the unladen weight of the vehicle.
- A Statement of Facts (REG 256) from the owner certifying he/she is a bona fide resident of California which includes his/her California address.

7.095 Registration of a Vehicle Located Out of State to a California Resident, continued

- A Statement of Facts—New, Nonresident, or Imported Vehicle (REG 256F) completed by the owner stating the vehicle is equipped to meet California emission control standards, or will be properly equipped when the vehicle enters California.

NOTE: 49-state vehicles and motorcycles with less than 7,500 odometer miles **cannot** be registered in California unless they are California-certified vehicles.

- The fees due based on the date the registration application is presented.

7.100 Nontitle (Goldenrod) Registration (VC §4307)

The department may issue a nontransferable nontitle (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 **or** in the records of a nonresident registration jurisdiction.

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.

Change of Name on a Nontitle Registration—A goldenrod registration application **must** reflect the owner's name as it appears on the nonresident registration card. A Name Statement (REG 256) completed by the owner must be submitted to the department to have his/her name changed on a goldenrod registration. 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"

Name of Registered Owner(s) Remains the Same—To convert a nontitle (goldenrod) registration to a regular California registration when the name of the owner on the nontitle registration **is not** changing, the requirements are:

- The last-issued California goldenrod registration if available.
- The last-issued title (California or nonresident) and any supporting documents that may be necessary, such as a power of attorney, lien satisfied, or bill(s) of sale.
- A smog certification, if appropriate.
- Any fees due.

7.105 Conversion of Nontitle to Normal Registration

Transfer of Ownership—When a transfer of ownership occurs in conjunction with conversion of a goldenrod registration to regular California registration, include these items in addition to the previously listed requirements:

- The California or nonresident title properly endorsed for transfer **or** bill(s) of sale, as necessary, to establish the chain of ownership from the owner of record to the new owner/applicant **must** be submitted. (If the title is not available or it is a nonresident title without a place for the applicant to sign as the new owner, an Application for Title or Registration (REG 343) is necessary as the top document of the application supported by bill(s) of sale, as necessary.)
- If a legal owner is shown on the title, that legal owner **must** release on the title or a lien satisfied statement is required. The department's Lien Satisfied (REG 166) may be utilized. If there is a change in legal ownership, the new legal owner/lienholder name and address **must** be entered on the title.
- A smog certification, if appropriate.
- A transfer fee and any other fees due.

NOTE: A transfer fee **is not** due when a title from the State of Washington is presented for a goldenrod conversion, because Washington issues a clear title to the registered owner when the lien is satisfied.

7.110 Vehicle Issued Nonresident "Title Only"—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 Section 7.080.

7.115 Vehicles with California Registration and Nonresident "Title Only"

Some states (Oregon, for example) issue "Title Only" for a vehicle registered in California to record a lien on the vehicle held by a resident of that state. To obtain a California title, the nonresident "title only" and a Statement of Facts (REG 256) completed by the owner stating there are no liens against the vehicle other than shown on the accompanying documents must be submitted to the department.

7.120 Nonresident Vehicle Previously Registered in California

The requirements to register a nonresident vehicle previously registered in California within the department's four-year file retention period are:

- The registration requirements listed in Section 7.080.
- Evidence of ownership as follows:

  Vehicle Registered in a Title-Issuing State—The Certificate of Title from that state **or** the California Certificate of Title **and** the nonresident registration indicating a title was not issued or a letter from the nonresident registration jurisdiction verifying that state did not issue a title.

NOTE: A nontransferable (goldenrod) registration may be issued when there is an outstanding California Certificate of Title. An Application for Duplicate Title (REG 227) **cannot** be accepted unless the application contains evidence of prior California registration **and** that a nonresident title **was not** issued for the vehicle.

  Vehicle Registered in a Nontitle State—The California Certificate of Title **or** a bill of sale to the person shown on the nonresident registration **and** the nonresident registration indicating a title was not issued or a letter from the nonresident registration jurisdiction verifying the California Certificate of Title was picked up by that state.

- A vehicle verification.
- A smog certification, if appropriate.
- A weight certificate for commercial vehicles. If there have been no alterations/changes made to the vehicle, the owner may complete a Statement of Facts (REG 256) certifying to that fact in lieu of a weight certificate.
- Any previously issued California license plates retained by the owner must be surrendered.
- Fees as follows:

  Vehicle Previously Registered in the Same Registration Year—Only the Nonresident Reregistration Fee is due. The previously assigned registration expiration date is kept.

  Vehicle Registered in a Prior Registration Year—All appropriate fees are due.

NOTE: If ownership of the vehicle is being transferred to a new owner, the Certificate of Title or an Application for Duplicate Title (REG 227) **must be** properly endorsed for transfer. Transfers are also acceptable on out-of-state titles or with bills of sale. A transfer fee **is not** due.

7.125 Nonresident Vehicle Repossessed in California

The registration requirements for a currently-registered nonresident vehicle repossessed in California are:

- The registration requirements as indicated in Section 7.080.
- A Certificate of Repossession (REG 119).

NOTE: A lien release is **not** required when the lienholder and the repossessor are the same for:

- a Florida title submitted with a Florida Repossession Certificate.
- a Georgia title is submitted with a Georgia Repossession Certificate.
- a Texas title submitted with a Texas Repossession Affidavit.

- Evidence of the lienholder's right to repossess the vehicle. Evidence may be being shown as the lienholder on the title **or** a certified copy of the Conditional Sales Contract or chattel mortgage submitted with the application.
- Fees from the date of purchase or date of first retail sale by a dealer, without regard to the status of the nonresident registration **or** the date of repossession.

7.130 Interstate Registration (VC §4303)

Interstate registration allows a vehicle owner to register a vehicle in California and at the same time retain valid out-of-state registration. It **does not** prevent any vehicle from being registered in California on a nontransferable (goldenrod) basis.

Generally, interstate registration is obtained for nonresident commercial vehicles operating in more than one state without reciprocity. However, automobiles may also be registered on an interstate basis. California residents may obtain interstate registration for vehicles registered in another state; but should not be encouraged to pay fees in both states when he/she is exempt from registering in the other state.

Registration Requirements—The requirements are:

- An Application for Title or Registration (REG 343) completed by the applicant.
- A vehicle verification.
- Evidence of nonresident registration. Acceptable evidence is a current out-of-state registration card **or** a letter, FAX, or wire addressed to the department from the nonresident registration jurisdiction showing evidence of current registration. (The applicant must cover the expense of this verification.)
- A weight certificate, if a commercial vehicle.
- A smog certification, if appropriate.
- Full-year registration fees and any California use tax due.

Interstate registration is renewed in the same manner as other California registration. The nonresident registration **is not** inspected by the department for renewals.

7.130 Interstate Registration, continued

International Traffic Vehicles—There are additional clearance requirements for international traffic vehicles. These are **heavy duty** commercial vehicles which are allowed to import and/or pick up merchandise and leave as expeditiously as possible. They enter California for the sole purpose of doing business and do not intend to remain here.

> **NOTE:** Light weight pickup trucks and/or automobiles **are not** included in this classification. These vehicles are subject to normal registration requirements.

The owner/driver of an international traffic vehicle **must** present proof of insurance from a company authorized to do business in California and obtain interstate registration.

Vehicles Base-Plated in Mexico or Newfoundland—Proof of insurance **must be** verified for commercial vehicles weighing more than 7,000 pounds unladen which are base-plated in Mexico or Newfoundland.

Minimum insurance coverage for these vehicles is:

- $250,000 public liability per person
- $500,000 public liability per accident
- $100,000 property damage
- $600,000 combined total coverage

Additional coverage **is required** for commercial vehicles hauling petroleum or hazardous waste. (VC §16500.5 and *Public Utilities Code* §3631)

7.135 Conversion of Interstate to Regular Registration

Conversion of interstate registration to regular registration is the same as conversion of goldenrod registration, except that the current nonresident registration and foreign plates **must be** surrendered.

Miscellaneous Original Applications

8.000 Introduction

This chapter provides the original registration requirements for specially constructed and kit vehicles, revived salvage and revived junk vehicles, government surplus vehicles, and vehicles with unavailable records.

8.005 Reregistration of Total Loss Salvage Vehicle (Revived Salvage) (VC §11519)

The registration requirements for a total loss salvage vehicle are:

- A completed Application for Title or Registration (REG 343). The REG 343 must indicate if the vehicle was never registered in California **or** a separate Statement of Facts (REG 256) explaining that fact is required.
- A vehicle verification. Previously salvaged California or nonresident vehicles being restored for highway use **must be** inspected by an authorized DMV employee or referred to the California Highway Patrol (CHP) for inspection.
- The California Salvage Certificate (REG 489) **or** California Certificate of Title **or** the out-of-state salvage certificate **or** out-of-state title.

NOTE: A completed Application for Salvage Certificate (REG 488C) and the fee are required for a vehicle revived before a Salvage Certificate is obtained. The Salvage Certificate is not actually issued is such cases.

- A Certificate of Used Vehicle (REG 496) for a salvaged new demonstrator vehicle.
- The Report of Sale—Used Vehicle (REG 51).
- Any bills of sale needed to establish a complete chain of ownership.
- Official brake and light adjustment certificates. If an official brake and light station that inspects specific vehicles, such as motorcycles and large commercial vehicles, is not located within a reasonable distance, submit a Statement of Facts (REG 256) from a repair shop attesting that the brakes and lights are in proper working order. Brake and light certificates **are not** required for a trailer under 3,000 pounds gross vehicle weight.

8.005 Reregistration of Total Loss Salvage Vehicle (Revived Salvage), continued

- A weight certificate, if a commercial vehicle. Refer to Section 9.025 for **Weight Certificate Exceptions**.
- Odometer mileage disclosure, if appropriate.
- A smog certification, if appropriate.
- Fees.

NOTE: Revived Salvage vs. Revived Junk—A salvage vehicle reported dismantled under VC §11520 is a revived junk if and/or when it is reregistered. A Salvage Certificate **must be** submitted for a revived salvage vehicle application.

8.010 Revived Junk (VC §11519)

Revived junk vehicles are registered by the original make and year model of the dismantled vehicle. Fees are based on the buyer's purchase price.

Registration Requirements—The requirements are:

- An Application for Title or Registration (REG 343).
  - — The cost **must** include labor costs, even if provided or done by the applicant.
  - — The driver license or identification card number (DL/ID#) for each owner must be shown. If an out-of-state DL/ID# is shown, print the state of issuance in the upper right corner on the face of the application.
- A vehicle verification. Previously junked vehicles (California or nonresident) must be inspected by an authorized DMV employee or referred to the California Highway Patrol (CHP) for inspection.
- The Report of Sale—Used Vehicle (REG 51).
- The "junk" receipt or dismantler's bill of sale **and** any other bills of sale required to establish a complete chain of ownership to the current buyer.
- Official brake and light adjustment certificates. If an official brake and light station that inspects specific vehicles, such as motorcycles and large commercial vehicles, is not located within a reasonable distance, submit a Statement of Facts (REG 256) from a repair shop attesting that the brakes and lights are in proper working order. Brake and light certificates are **not** required for a trailer under 3,000 pounds gross vehicle weight.
- A weight certificate, if a commercial vehicle. Refer to Section 9.025 for **Weight Certificate Exceptions**.
- Odometer mileage disclosure, if appropriate.
- A smog certification, if appropriate.
- Fees. (All revived junk vehicles are subject to the Revived Junk/Salvage Inspection Fee shown in the Fees Appendix, Appendix 1F.)

8.015 Government Surplus Vehicles

Revised

The registration requirements for a U.S. Government surplus vehicle are:

- A completed Application for Title or Registration (REG 343).
- A vehicle verification.
- The Certificate of Release of Motor Vehicle (U.S. Government Standard Form 97).
- The Report of Sale—Used Vehicle (REG 51).
- Any bill(s) of sale needed to establish a complete chain of ownership.
- A weight certificate for a commercial vehicle. Refer to Section 9.025 for **Weight Certificate Exceptions**.
- Odometer mileage disclosure, if appropriate. Refer to Chapter 23 for information.
- A smog certification, if appropriate. Refer to Chapter 21 for information.
- Fees.

8.020 Vehicles with Unavailable Records (VC §5911)

Vehicles **not** registered within the department's four-year file record no longer appear on the department's database and are referred to as "unavailable records" and are registered as shown below. (Refer to Section 8.025 for Motorcycles with Unavailable Records.)

> **NOTE:** The "unavailable records" procedure **shall not** be used for a vehicle located out-of-state. The vehicle **must be** physically located in California.

Without a California Certificate of Title—If the prior California Certificate of Title is **not** available or if only a photocopy of a California registration card is available, then submit the following:

- The photocopy of the registration card.
- A completed Application for Title or Registration (REG 343).
- A vehicle verification.

> **NOTE:** The department may accept a tracing of the vehicle identification number (VIN) when vehicle verification services are unavailable **and** verification would require movement of the vehicle to a DMV office by trailer. A Statement of Facts (REG 256) must be submitted with the tracing indicating what steps were taken to obtain a verification and why the vehicle cannot be taken to DMV.

- A Statement of Facts (REG 256) which explains:
  - — how, when, and from whom the vehicle was acquired.
  - — what effort was made to contact the last owner to obtain evidence of ownership and why it was unobtainable.
  - — the current value of the vehicle.

8.020 Vehicles with Unavailable Records, continued

- A Report of Sale–Used Vehicle (REG 51) **and** any bills of sale needed to establish a complete chain of ownership.
- A weight certificate, if a commercial vehicle. Refer to Section 9.025 for **Weight Certificate Exceptions**.
- Odometer mileage disclosure, if appropriate.
- A smog certification, if appropriate.
- Any license plates on the vehicle.
- Fees.

With a California Certificate of Title and/or Original Registration Card—If the California title and/or an original registration card (**not** a photocopy) **is** available, then submit the following:

- A completed Application for Title or Registration (REG 343).
- The Certificate of Title **or** an Application for Duplicate Title (REG 227).
- The original registration card.
- A vehicle verification.

NOTE: The department may accept a tracing of the vehicle identification number (VIN) when vehicle verification services are unavailable **and** verification would require movement of the vehicle to a DMV office by trailer. A Statement of Facts (REG 256) must be submitted with the tracing indicating what steps were taken to obtain a verification and why the vehicle cannot be taken to DMV.

- The Report of Sale–Used Vehicle (REG 51) **and** any bills of sale needed to establish a complete chain of ownership.
- Odometer mileage disclosure, if appropriate.
- A smog certification, if appropriate.
- Any license plates on the vehicle.
- Fees.

Retention of Old Plates by a Car Collector—Under specific circumstances, the department may allow a car collector to retain the old plates on the vehicle. Evidence that the plates were assigned to that vehicle (vehicle title or registration showing the plate number) **must** be submitted with the application and the plate configuration **must** be available and **not** in a series reserved for issuance as a special interest or other plate series. Check with your local DMV office.

8.025 Motorcycles with Unavailable Records

In April 2001, the department, in cooperation with the California Highway Patrol (CHP), implemented a pilot program for used motorcycles with no record on the department's files. The program requires these motorcycles to be referred to the CHP for verification of the identification and engine numbers. (The department did not start referring dealers to the CHP for the verification until June 1, 2001.)

The CHP completes the verification of the motorcycle using the back of the Application for Title or Registration (REG 343).

Applications for registration of a nonresident motorcycle with an out-of-state title or registration card **do not** require a CHP verification and can be verified by a department employee or a licensed vehicle verifier.

8.030 Specially Constructed and Kit Vehicles (VC §§580 and 4153)

A specially constructed vehicle (SPCNS) is a vehicle built for private use, **not** for resale, and **not** constructed by a licensed manufacturer or remanufacturer. Specially constructed vehicles may be built from a kit, new or used parts, a combination of new and used parts, or a vehicle reported for dismantling, as required by VC §§5500 or 11520 which, when reconstructed, **does not** resemble the original make of the vehicle that was dismantled.

A specially constructed vehicle **does not** include a vehicle which has been repaired or restored to its original design by replacing parts **or** modified from its original design, but not completely assembled from parts, which is still recognizable as the original make.

Example #1—A Volkswagen modified with a conversion kit to give the appearance of having the grill of a Rolls Royce is **not** registered as a specially constructed vehicle, because it still resembles and would be recognized as a Volkswagen. This also applies to a Volkswagen modified with a "Baja Kit" in which the fenders, engine compartment lid, and possibly the front end, are modified, but leave the vehicle still recognizable as a Volkswagen.

Example #2—A motorcycle, such as a Harley Davidson, modified only with extended forks but still recognizable as a Harley Davidson.

Example #3—Vehicles that are modified by a body change when the Certificate of Title held by the owner shows the correct vehicle make.

8.030 Specially Constructed and Kit Vehicles, continued

Commercial Vehicles Assembled from Kits (VC §580)—Manufacturers of large commercial vehicles sell commercial vehicle kits, which usually consist of a frame, steering gear, cab, wiring and instruments, radiator, hood, front fenders, and in most cases, the front axle and wheels. The installation of an engine, transmission, rear axles, wheel, and tires purchased separately in new or used condition **or** removed from a vehicle which is no longer serviceable makes the kit a complete vehicle. Installation may have been done at an assembly plant, a truck repair shop, or by an individual.

NOTE: A weight fee credit may be allowed as explained in Section 9.080 if the new vehicle replaces a vehicle removed from service.

Kit commercial vehicles are registered by the kit manufacturer's VIN (kits are exempt from the federal 17-digit VIN requirement), the kit make followed by KT, and the year first sold. Kit vehicles **are not** assigned a year model designation.

Kit Make Abbreviations—The make abbreviations used for kit vehicles are:

Make of Kit	*Make Abbreviation*
Autocar	AUTKT
Diamond	DMDKT
Internationala	INTKT
Kenworth	KENKT
Mack	MCKKT
Peterbilt	PETKT
White	WHIKT
White Freightliner	WFTKT

The registration requirements for specially constructed and/or kit commercial vehicles are:

- A completed Application for Title or Registration (REG 343). The REG 343 **must include** the labor cost, even if provided or done by the owner.
- A vehicle verification.
  - — All specially constructed **(SPCNS)** motor vehicles and SPCNS trailers weighing 6,001 pounds or more unladen, kit **motor** vehicles, **and** vehicles having more than one vehicle identification number (VIN) **must be** referred to the California Highway Patrol (CHP) for inspection.
  - — A VIN number is assigned by the department to trailers other than logging dollies, auxiliary dollies, and commercial trailers over 6,000 pounds unladen **unless** the original VIN is on the frame and is unaltered.

8.030 Specially Constructed and Kit Vehicles, continued

- **SPCNS Vehicles—**The following must also be submitted:
  - — A Statement of Construction (REG 5036) **must** be completed for original registration of a SPCNS vehicle or trailer. The total value on the REG 5036 must agree with the market value shown on the REG 343.

NOTE: A Vehicle Construction Statement (REG 256, Section D) **is not acceptable** for an SPCNS vehicle application started on or after July 10, 2003.

  - — Copies of the bill(s) of sale, receipts, and invoices for all major component parts (body, frame, transmission, and engine). A Manufacturer's Certificate/ Statement of Origin is only acceptable proof of ownership for the part(s) described.

NOTE: Specially Constructed Vehicles (SPCNS)—A bond **is** required for any SPCNS built from an altered vehicle, or component parts of such a vehicle, registered or formerly registered here or in any state **or** built from materials **not** previously part of another vehicle (wheels and tires excluded) to which an assigned VIN plate is issued.

Satisfactory evidence of ownership for the materials used in constructing the vehicle **must** be submitted as part of the application.

Reference: Section 30.045

- Proof of ownership as follows:

  Unassembled Trailer Kits—The Manufacturer's Certificate of Origin, if available, or a receipt or invoice identifying the vehicle. If none of these documents are available, follow the instructions regarding bond requirements in Section 30.045.

NOTE: The invoice or receipt from the seller may be used in lieu of signatures on the Certificate of Origin or bill(s) of sale.

  All others—Bill(s) of sale **or** a junk receipt issued by the department is acceptable for major component parts (engine, frame, transmission, and body). A Certificate of Origin is acceptable as a bill of sale **only** for the parts described. A Certificate of Origin may be submitted as evidence of ownership for an unassembled trailer kit.

- 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 is acceptable. Brake and light certificates are **not** required for trailers weighing **under** 3,000 pounds gross vehicle weight.

NOTE: Fleet owners who operate a licensed inspection and maintenance station may submit official brake and light adjustment certificates from that station for a motor truck with three or more axles and an unladen weight of more than 6,000 pounds **or** a truck tractor.

8.030 Specially Constructed and Kit Vehicles, continued

- A weight certificate for a commercial vehicle. Refer to Section 9.025 for **Weight Certificate Exceptions**.
- A smog certification, if appropriate.
- Fees. Refer to *Registration Manual* Appendix 1F for fees.

Commercial Vehicles

9.000 Introduction

This chapter contains information regarding registration of commercial vehicles.

9.005 Commercial Vehicle Definitions

Commercial Vehicle (VC §260)—A commercial vehicle is a vehicle required to be registered which is used or maintained for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property. The following vehicles may be registered as passenger or commercial:

- Multipurpose vehicles. Refer to Section 9.050.
- Passenger-type vehicles transporting persons for hire.
- Pickup trucks with a camper permanently attached. Refer to Section 9.065.
- Station wagons. Refer to Section 9.055.

NOTE: A bus (VC 233) **is** a commercial vehicle **when** it is used to transport persons for hire, compensation, or profit **or** when bus transportation is supplied by a profit-making entity and a customer ends up paying for the bus service as part of the overall consideration for the primary service. Refer to Section 9.050.

Motor Truck (VC §410)—A motor truck or motortruck is a motor vehicle designed, used, or maintained primarily for the transportation of property.

Pickup Truck (VC §471)—A pickup truck is a motor truck with a manufacturer's gross vehicle weight rating of less than 11,500 pounds, an unladen weight of **less than 8,001 pounds**, and which is equipped with an open box-type bed less than nine (9) feet in length. Pickup truck does not include a motor vehicle, otherwise meeting the above definition, that is equipped with a bed-mounted storage compartment commonly called a utility body.

9.005 Definitions, continued

The *California Code of Regulations* (Title 13) §150.04 further defines **pickup trucks**:

(a) Pursuant to Section 471 of the *Vehicle Code*, any motor vehicle, except a motorcycle, motorized bicycle, or motorized quadricycle, with an open box type bed not exceeding nine feet in length is by definition a pickup. Examples of this type of motor vehicle include the Ford Explorer Sport Trac, Nissan Frontier, and other similarly designed vehicles.

(b) Pursuant to Section 471 of the *Vehicle Code*, any motor vehicle, except a motorcycle, motorized bicycle, or motorized quadricycle, that may be configured or reconfigured to provide an open box type bed not exceeding nine feet in length is by definition a pickup. Examples of this type of motor vehicle include the Chevrolet Avalanche and similarly designed vehicles.

Pickup Exclusions—The following trucks are **not** pickups:

- Trucks with an open box-type bed that weigh more than 8,001 pounds unladen **or** exceed the manufacturer's GVWR of 11,500 pounds. ("Varied" body type)
- Trucks equipped with a bed-mounted storage compartment unit commonly called a utility body. ("Utility" body type)
- Trucks with a body type other than an open box bed (stake, flatbed, dump, etc.).

4-Door Pickup Trucks—These vehicles have a body constructed with an open box-type bed which requires them to be registered as pickups (commercial vehicles). Examples of such vehicles include, but are not limited to, Ford Explorer Sport Trac, Nissan Frontier, Chevrolet Avalanche, and Lincoln Blackwood.

Tow Truck (VC §615)—A tow truck is a motor vehicle which has been altered or designed and equipped for, and primarily used in the business of, transporting vehicles by means of a crane, hoist, tow bars, tow line, or dolly or is otherwise primarily used to render assistance to other vehicles. A roll-back carrier designed to carry up to two vehicles is also a tow truck. Tow truck **does not** include an automobile dismantler's tow vehicle.

NOTE: Tow trucks used to assist the motoring public or to tow or carry impounded vehicles are subject to CVRA fees. The tow truck's declared weight shall be based on its gross vehicle weight rating (GVWR), not a combined gross vehicle weight. Refer to Section 9.100 for CVRA information.

Reference corrected

Truck Tractor (VC §655)—A truck tractor is a motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the vehicle weight and load so drawn. As used in this section, "load" does not include items carried on the truck tractor in conjunction with the vehicle operation if the load carrying space for these items does not exceed 34 square feet.

The addition of living quarters to a truck tractor **does not** permanently alter it for human habitation. The living quarters are secondary or incidental to the primary function of the vehicle, which is still drawing other vehicles.

9.005 Definitions, continued

Water-Well Drilling Rigs—There are three types of water-well drilling rigs:

- **Agricultural—**Are exempt from weight fees and issued auto plates. (VC §9405)
- **Oversize—**Oversize water-well drilling rigs which move occasionally over the highways, used primarily off the highways for construction purposes, and require a permit issued by CALTRANS are special construction equipment and may be issued Special Equipment (SE) plates. (VC §565)
- **All Others—**All other water-well drilling rigs **are commercial vehicles** and subject to the weight fees set forth in VC Sections 9400 or 9400.1.
  - — The weight of the well-drilling machinery *is excluded* from the vehicle weight for purposes of calculating weight fees under VC §9400.
  - — The weight of the well-drilling machinery shall be considered part of the load when calculating weight range fees under VC §9400.1.

NOTE: Water-well drilling rigs were previously defined as "cranes."

Commercial Vehicle Exclusions—The following are **not** commercial vehicles:

- Vanpool vehicles as defined in *Vehicle Code* §668.
- Housecars or motorhomes.
- Passenger vehicles that **are not** used for the transportation of persons for hire, compensation, or profit.
- Trailer coaches. Trailer coaches may transport property, but are designed **primarily** for human habitation or human occupancy.
- Military equipment operated by non civilian personnel, which is owned or operated by the U.S. Department of Defense, including the National Guard.
- Implements of husbandry operated by someone **not** required to have a driver license.

9.010 Weight Certificate (B&PC §§12700, 12711, and 12714–12715)

A California-certified public weighmaster's weight certificate may be required to complete a commercial vehicle application. The registration application **must** show the vehicle weight in pounds. If the vehicle weight shown on the weight certificate is in tons and fractions of a ton (for example, 02 10 = 2.1 tons), convert the ton weight to pound weight by multiplying the ton weight by 2000 (pounds in one ton).

A weight certificate must contain the following information:

- The name of the public weigh master as shown on the weigh master's license.
- The vehicle license number **or** identification number (VIN) and the unladen (or TARE) weight of the vehicle.

9.010 Weight Certificate, continued

- The date and city/town where signed, and the certification: "This is to certify that the following described commodity was weighed, measured, or counted by public weigh masters, and their signature is a recognized authority of accuracy as prescribed by Chapter 7, Division 5 of the *California Business and Professions Code* (B&PC–commencing with §12700), administered by the Division of Measurement Standards of the Department of Food and Agriculture."

The department will also accept a certificate that shows "private" weighmaster and refers to Chapter 7.3 of Division 5 of the *California Business and Professions Code* **or** a Weights & Measures Certificate of Inspection form or other official statement for a municipal vehicle weighed by Weights & Measures officials.

9.015 Weight Certificate for Multiple Identical Vehicles

One weight certificate is acceptable for multiple new or used commercial vehicles of the identical make, size, and equipment submitted together and at the same time. The applications without a weight certificate **must include** a Statement of Facts (REG 256) that the vehicle is identical to and of the same weight classification as shown on the weight certificate submitted for (*vehicle identification number of the vehicle with a weight certificate*).

9.020 Out-of-State Weight Certificates

A weight certificate from Oregon, Nevada, or Arizona is acceptable when the closest weigh station is in one of these states. A weight certificate from another state is acceptable **only** for a vehicle **not** physically located in California at the time of registration.

9.025 Weight Certificate Exceptions

A weight certificate **is not** required for:

- New commercial vehicles weighing 8,000 pounds or less unladen **and** new trailers weighing 3,000 pounds or less unladen sold by California-licensed dealers. The dealer must certify to the unladen weight on the Application for Registration of New Vehicle (REG 397).
- Trailers or semi-trailers registered under the Permanent Trailer Identification (PTI) Program. The estimated weight **is** required.
- Two-axle or three-axle motor vehicles weighing 10,001 pounds or more. The estimated weight **is** required.
- Vehicles previously registered in California when the prior California commercial registration shows the weight and axle information **and** the application includes a Statement of Facts (REG 256) stating no changes have been made to the vehicle.

9.025 Weight Certificate Exceptions, continued

- Nonresident commercial vehicles with an unladen weight of 6,000 pounds or less, if the nonresident title or registration indicates "empty, unladen, or shipping" weight.

NOTE: The term "scale" as shown on the State of Washington title or registration is acceptable as the unladen weight. The weight shown on the Texas title is the empty (unladen) weight.

9.030 Unladen Weight (VC §660)

Unladen weight (sometimes shown as TARE weight) is defined as the weight of a vehicle equipped and ready for operation on the road **and** includes:

- Body, fenders, permanently attached boxes and body parts.
- Oil in the motor, radiator full of water, weight of five gallons of gasoline.
- Any machinery, equipment or attachment which is attendant to the efficient operation of the body or vehicle.

9.035 Exclusions from Unladen Weight

The unladen weight **does not** include:

- Any load, such as sand, gravel, water, etc. A load is usually a product being transported from one place to another.
- Any machinery, equipment, or attachment which **is not** attendant to the efficient operation of the body or vehicle. This includes, but **is not** limited to:

  Wood Saws—Only the saw and the motor that runs the saw are exempt.

  Well Drilling Machines—Only the boom is exempt.

  Spray Apparatus—Only the tank is exempt.

  Tow Truck Crane—Only the weight of the crane and the equipment to operate the crane are exempt. Exempt equipment may include the motor, gears, hydraulic pumps, levers, and any attachments to the vehicle which are directly involved in the operation of the crane.

NOTE: Roll-back wreckers and wheel lift wreckers **do not** have tow crane equipment installed and **are not** eligible for the weight fee exemption. (VC §§660, 661)

Tow Truck—A motor vehicle which has been altered or designed and equipped for, and primarily used in the business of transporting vehicles by means of a crane, hoist, tow bar, tow line, or dolly or is otherwise primarily used to render assistance to other vehicles. "Tow Truck" **does not** include a tow vehicle registered to a licensed dismantler and used exclusively to tow vehicles owned by that dismantler in the course of the automobile dismantling business. (VC §615)

NOTE: The "roll-back" equipment on a tow truck **is not** exempt from weight fees.

9.035 Exclusions from Unladen Weight, continued

Grinding Equipment—Only the grinder portion and the equipment to operate the grinder are exempt.

- Any machinery, equipment, or attachment specifically excluded from unladen weight by VC §661. Statute specifically excludes the following equipment which is attendant to the efficient operation of the body or vehicle to which it is attached:
  - — Any camper unit temporarily attached to a vehicle.
  - — Equipment used for loading, compacting, or unloading of refuse.
  - — Temporary equipment used to contain or support the load which **does not** change the body classification. For example, side stakes on a truck to contain the load or chains used to tie down a load.
  - — Concrete transit-mixer—**Only** the machinery or equipment that actually mixes and dispenses the mixed cement is exempt such as the drum, the motor that turns the drum, the mixing blades, and the motor reduction gear.
  - — Refrigeration equipment—**Only** the refrigeration equipment is exempt. Refrigeration equipment includes the compressor, compressor motor, condenser, and the cover enclosing the unit. The exemption **does not** extend to the van body.

Weight Certificate Includes Weight of Excluded Equipment—If the weight certificate is for the complete vehicle, submit a Statement of Facts (REG 256) giving the estimated weight of the equipment that should be excluded from the unladen weight with the application. Determine the base vehicle weight by subtracting the estimated weight of the exempt equipment from the total weight of the complete vehicle.

NOTE: This weight exclusion **does not** apply when calculating the gross/combined gross operating weight of the vehicle and its load.

Reference: Section 9.100

9.040 Weight Fees (VC §9400)

Commercial vehicles are subject to a weight fees in addition to the registration and vehicle license fees. The weight fee amount is determined based on the vehicle's unladen weight and number of axles. Refer to the Fees appendix, Appendix 1F, for Weight Fee Schedules.

9.045 Commercial Registration for Passenger-Type Vehicles (VC §260)

A passenger-type vehicle that transports passengers "for hire" **is required** to be registered as a commercial vehicle and display commercial license plates. This includes a taxi, rental limousine, or ambulance that transports persons for compensation or profit, and buses when operated as explained below.

Passenger vehicles that transport property for hire **cannot** be registered commercially.

EXCEPTION: Commercial registration may be obtained for:

- a multipurpose vehicle.
- a station wagon or a hatchback vehicle owned and registered to a bona fide business or in certain specific instances.

Buses—A bus is any vehicle, including a trailer bus, designed, used, or maintained for carrying more than 15 persons including the driver **and/or** a vehicle designed, used, or maintained for carrying more than 10 persons, including the driver, used to transport persons for compensation or profit **or** by any nonprofit organization or group. (VC §233)

A bus **is** a commercial vehicle **when** it is used to transport persons for hire, compensation, or profit **or** when bus transportation is supplied by a profit-making entity and a customer ends up paying for the bus service as part of the overall consideration for the primary service.

NOTE: A charter-party carrier operating limousines that pick up and deliver airport passengers **must be** issued special "Livery" identification plates. Refer to Section 14.065 for requirements.

9.050 Multipurpose Vehicles

Multipurpose vehicles are vehicles designed primarily as passenger vehicles which also have a limited cargo carrying capability. For example; the Jeep, Bronco, Blazer, Scout, and Jimmy. Any of these vehicles with a permanently attached top may be issued auto or commercial license plates.

A vehicle owner may obtain commercial registration for a multipurpose vehicle at any time by submitting the Certificate of Title, registration card, and a weight certificate to the department.

9.055 Station Wagons (VC §9404)

A station wagon, as defined in VC §585, is a dual purpose vehicle designed for transportation of persons in such a manner that the seats may be removed or folded out of the way for the purpose of increasing the vehicle's property carrying space.

A *hatchback-type vehicle* with a rear seat that folds down or is removable and a door in the rear that provides direct access to the vehicle's interior cargo-carrying area when the seat is folded down or removed may be considered a station wagon.

Station wagons are **not** required or permitted to be registered as commercial vehicles **except** when:

- used to transport persons for hire.
- used by an owner who is **engaged in business** and registered to the business.
- the owner certifies that he/she is required to own and operate a station wagon registered to him/her as a requirement of his/her employment at a bona fide business.

Engaged in Business means engaged in a bona fide trade, business, commerce, or a profession licensed for the measurement of land, construction quantities, or the dimension of structures. It **does not** include any other type of profession.

In addition to the usual registration requirements, the application **must** include:

- A Statement for Securing Commercial Registration (REG 590) completed by the buyer. If the buyer's name is the business name, that must be noted on the REG 590.
- A weight certificate **or** the dealer's certification on the Application for Registration of New Vehicle (REG 397) for a **new** station wagon with an unladen weight of 8,000 pounds or less.

9.060 Housecars (VC §362)

A housecar is a motor vehicle originally designed, or permanently altered, and equipped for human habitation, or to which a camper has been **permanently** attached.

Motorhomes, pickups with a camper attached, and van campers are motorhomes for registration purposes. Truck tractors with living quarters and horse trailers with an area equipped for human habitation **are not** housecars and **cannot be** registered as such.

In addition to the usual registration documents required, the application **must** include a Certification of Vehicle for Human Habitation (REG 256A). (This is used to determine the type of housecar being registered.) The value of any added equipment, the camper, and "camper axle" if one is attached, **must be** included in the vehicle value for vehicle license fee (VLF) classification.

The REG 256A may be completed by the dealer or the buyer/owner.

9.065 Pickup with a Camper Attached

A commercial vehicle with a camper **permanently** attached meets the definition of a housecar (VC §362) and may be registered as a passenger vehicle. The buyer should be advised that any use of the pickup without the camper is a violation of the law and he/she may be cited by law enforcement. Weight fees **are not** due and auto plates are issued. In addition to the usual registration and/or transfer requirements:

- The cost of the vehicle **must** include the pickup and the camper.
- The buyer must complete a Certification of Vehicle for Human Habitation (REG 256A) certifying the camper is **permanently** attached.

A pickup with a camper **temporarily** attached is a commercial vehicle and the camper is a load. Weight fees **are** due and commercial plates are issued. The cost of the vehicle is of the pickup **only**.

9.070 Multiple Bodies

When the buyer of a heavy duty commercial vehicle wants to use two or more bodies in conjunction with a single cab and chassis or chassis, the additional requirements are:

- The cost of the vehicle **must include** the total cost of **all** new bodies and/or value of **all** used bodies, or a combination of both, with the cost of the cab/chassis or chassis.
- The vehicle **must be** weighed with the heaviest of all the multiple bodies.
- The weight fees **are** based on the heaviest weight.

9.075 Body Changes and Other Alterations (VC §9406 and R&TC §10753)

Alterations and/or additions to a registered used commercial vehicle which place the vehicle into a different weight classification must be reported to the department. (VC 9406) If the altered commercial vehicle falls into a higher weight classification, additional weight fees are due the date of first operation after the alteration/addition which placed it into the higher class. The department cannot refund weight fees if the altered vehicle falls into a lower weight class.

The requirements for reporting the change to the department are:

- The Certificate of Title **or** an Application for Duplicate Title (REG 227).
- A vehicle verification (done after the change/alteration is completed).
- A Vehicle Body Change Statement (REG 256) completed by the vehicle owner **and** evidence of ownership for the added parts. This may be the originals or copies of bills of sale, invoices, sales slips, etc. A bond may be required if the owner does not have the required evidence of ownership.

NOTE: An owner who removes a used body from one owned vehicle and places it on another owned vehicle, must explain those facts on a REG 256 which includes the license number of the vehicle from which the body was removed.

9.075 Body Changes and Other Alterations, continued

Reference to exceptions added

- A weight certificate issued after the change/alteration is completed. Refer to Section 9.025 for exceptions to the weight certificate requirement.
- Additional weight fees are due if the altered vehicle falls into a higher weight fee class. Determine the weight fee for the remainder of the registration year as follows:
  - — Prorate the new weight fee for the remainder of the registration year.
  - — Prorate the old weight fee for the remainder of the registration year.
  - — Subtract the old prorated weight fee from the new prorated weight fee and the difference is the amount due.

NOTE: Additional weight fees **are not** due when the altered vehicle falls into a lower weight class. A refund of weight fees **cannot** be given.

- If the body change is on a commercial vehicle that operates at 10,001 lbs. or more, a Declaration of Gross Vehicle Weight/Combined Gross Vehicle Weight (REG 4008) must also be submitted.

Correction of the Vehicle License Fee (VLF) Classification—The vehicle license fee classification must also be corrected when the cost of the alterations/changes to the commercial vehicle is $2,000 or more. The cost **does not** include any change of engine of the same type or any cost of repairs to the vehicle.

9.080 Credit for Unused Weight Fees (VC §9408)

The owner of a California-registered commercial vehicle withdrawn from service in California before the vehicle's registration expiration date may receive a credit for any unused weight fee amount on another (replacement) vehicle.

NOTE: The CVRA Motor Vehicle Fund Fee **cannot** be prorated or used for weight fee credit calculation.

"Withdrawn from service" means:

- Removal of the vehicle from service with no intention of operating it on the California highways during the remainder of the registration year for which registration is valid.
- The dismantling or junking of a vehicle.

NOTE: Sale of a vehicle **does not** constitute withdrawal from service.

The weight fee credit requirements are:

- The registered owner/lessee for the vehicle withdrawn from service and the vehicle for which the weight fee credit is requested **must** be the same.
- The vehicle owner/lessee must complete a Statement of Facts (REG 256) requesting a weight fee credit for the vehicle is being withdrawn from service.
- The license plates/sticker assigned to the withdrawn vehicle **must** be surrendered **or** an Application for Plates, Stickers, Documents (REG 156) is required.

9.080 Credit for Unused Weight Fees, continued

NOTE: If the vehicle being withdrawn from service is to be dismantled or junked, the Certificate of Title must also be surrendered.

- The replacement vehicle registration application **must be** made within 90 days of the date the other vehicle is withdrawn from service.
- The credit may be applied to only one replacement vehicle. Weight fee credit in excess of the weight fee due on the replacement vehicle **cannot** be refunded or applied to another vehicle.
- The maximum credit that may be given to a replacement vehicle is the amount of weight fee for the remaining months prorated from the month **following** the month of withdrawal.
- A credit **cannot** be given for the month or months between the time the vehicle is withdrawn and the date the fees are due on the replacement vehicle.

9.085 International Traffic Vehicles

International Traffic Vehicles are heavy duty commercial vehicles which are allowed to import and/or pick up merchandise and leave as expeditiously as possible.

International Traffic Vehicles:

- Enter California for the sole purpose of doing business and **do not** intend to remain in this state.
- **Must** have interstate (commercial) registration.
- **Must** have proof of insurance from a company authorized to do business in California.

Proof of insurance from a company authorized to do business in California showing coverage in the following amounts **must** be presented for commercial vehicles over 7,000 unladen pounds that are base-plated in Mexico or Newfoundland.
(VC §16500.5)

$250,000 Public Liability Per Person
$500,000 Public Liability Per Accident
$100,000 Property Damage
$600,000 Combined Total Coverage

9.090 Board of Equalization Tax Clearance (R&TC §8995)

A Fuel Tax Clearance (BOE 1138) from the Board of Equalization tax **is required** to transfer a commercial vehicle powered by a fuel **other than gasoline or diesel**, including a nonresident application in the name of someone other than the owner shown on the out-of-state documents and applications for transfer between two exempt agencies (for example, school buses sold between school districts).

EXCEPTION: Passenger vehicles (as described in VC §465), 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 are exempt from fuel tax laws and the BOE 1138 requirement.

The BOE 1138 is only available from the State Board of Equalization (BOE) headquarters office in Sacramento. The BOE may be contacted by:

telephone at: (916) 322-9669

or

mail at: Fuel Taxes Division
Board of Equalization
450 N St. MIC 30
PO Box 94279-0030
Sacramento, CA 94279-0030

9.095 Federal Heavy Vehicle Use Tax (FHVUT) (VC §4750 and U.S. Code, Title 26, §4481)

Commercial vehicles and buses that weigh 8,001 pounds or more unladen **and/or** operate at a combined gross vehicle weight (CGVW) of 55,000 pounds or more **must** have evidence of payment of, or exemption from, the Federal Heavy Vehicle Use Tax (FHVUT) for registration. The CGVW is the total weight of the power unit, any trailer towed, **and** the weight of the load.

Exclusions—The FHVUT requirement **does not** apply to:

- "Title Only" applications.
- Original or transfer applications in the new owner's name submitted within 60 days of purchase or transfer.
- A vehicle which **is not** being operated.

Proof of Exemption—A receipt or photocopy of filed Form 2290 Part II, listing the vehicle as exempt is acceptable as proof of exemption.

9.095 Federal Heavy Vehicle Use Tax (FHVUT), continued

Acceptable Proof of Payment—Any of the following are acceptable as proof of payment of FHVUT upon **renewal** of registration:

- The original or a photocopy of Schedule 1, Form 2290 receipted by the IRS.
- A photocopy of Schedule 1, Form 2290, filed with the IRS **and** a photocopy of the front and back of the canceled check made payable to the IRS for payment of the tax.
- Evidence showing applicant is making payments to IRS.
- The original of the Schedule 1, Form 2290, and a check or money order made payable to the IRS, accompanied by a pre-addressed, stamped envelope to the appropriate IRS office.

9.100 Commercial Vehicle Registration Act of 2001 (CVRA) (VC §§260, 288-9, 400.6, 4150.1, 5204, 9250.10, 9250.13-14, 9250.19, 9400, 9400.1, 9406, 9408, 9554.2, 42030.1)

The Commercial Vehicle Registration Act of 2001 (CVRA) changed the way the department registers commercial motor vehicles.

The fees for commercial motor vehicles registered on or after December 31, 2001, are based either on the unladen weight, the declared gross vehicle weight, or the combined gross vehicle weight. Owners of commercial motor vehicles with an unladen weight of 6,001 lbs. or more will be required to declare the maximum operating weight of their vehicles with a load.

Declared Gross Vehicle Weight (GVW)—The weight that equals the total unladen weight of the vehicle **plus** the weight of the heaviest load that will be transported on the vehicle. (Vehicles that haul a load, but do not pull another vehicle.)

Declared Combined Gross Vehicle Weight (CGW)—The weight that equals the total unladen weight of the combination of vehicles (motor truck and trailer) **plus** the heaviest load that will be transported by that combination. (Vehicles that pull another vehicle.)

Motor vehicles with a GVW/CGW of 10,001 lbs. or more are assessed CVRA fees rather than a weight fee. (The vehicle is still subject to the registration fee, vehicle license fee, and any city/county fees. The law enforcement and county fees are higher for vehicles operating at 10,001 lbs. or more. Refer to the City and County Fees appendix, Appendix 1A.)

9.100 Commercial Vehicle Registration Act of 2001 (CVRA), continued

Excluded Vehicles—The following vehicles are excluded from the CVRA:

- *Pickup trucks* continue to be registered by the unladen weight and assessed a weight fee regardless of the vehicle's GVW. (Pickups cannot exceed 8,000 lbs., unladen and must have a gross vehicle weight rating of less than 11,500 lbs.
- *Light-weight trucks, vans, taxis, and rental limousines* (including charter-party carriers operating limousines that pick up and deliver airport passengers) are registered by the unladen weight only if the vehicle's GVW is 10,000 lbs. or less.
- Commercial motor vehicles registered as special equipment (SE plates) or with exempt license plates are excluded. (These vehicles are not subject to a weight fee or CVRA fees.)

Original and Transfer Registration Requirements—When a new or used commercial motor vehicle is sold, in addition to the usual registration/transfer requirements:

- The unladen weight data must be reported for **all** commercial vehicles (even vehicles subject to CVRA).
- The new owner, lessee, or designee must complete, date, and sign a Declaration of Gross Vehicle Weight/Combined Gross Vehicle Weight (REG 4008) giving the operating weight of the vehicle.

EXCEPTION: A REG 4008 is **not** required for pickups with an unladen weight of 8,000 lbs. or less.

- Collect the registration fee, city/county fees, vehicle license fee (VLF) **and**:
  - — for pickups with an unladen weight of 8,000 lbs. or less and commercial vehicles with a gross operating weight of 10,000 lbs. or less, weight fees based on the unladen weight. Refer to the Fees appendix, Appendix 1F for fees.
  - — for commercial vehicles with a gross operating weight of 10,001 lbs. or more, CVRA fees (in lieu of weight fees). Refer to Appendix 1F for fees.

Multiple Vehicle Sales—If multiple identical vehicles are sold to the same owner on an Application for Registration of Multiple New Vehicles (REG 397A), only one REG 4008 (and supplemental list, if necessary) identifying the vehicle identification number (VIN) and operating weight of each vehicle is needed.

If multiple vehicles are sold to the same owner on separate report of sale forms, then:

- Complete one REG 4008 listing each make and VIN (attach supplemental list, if necessary).
- Show the appropriate weight code representing the operating weight of each vehicle.
- Attach the REG 4009 to one of the applications. In the upper portion of the other reports of sale, note the make and VIN of the vehicle with the REG 4008 attached.
- Submit the group of applications together to the department.

9.100 Commercial Vehicle Registration Act of 2001 (CVRA), continued

Additional Information (listed alphabetically)

- **Auxiliary Dolly/Tow Dolly—**As of 12/31/2001, tow dollies or auxiliary dollies are not required to be registered. The owners can opt to convert the dollies to Permanent Trailer Identification (PTI). Refer to Chapter 29 for PTI registration information.
- **Body Changes—**When a body change occurs on a commercial vehicle that operates at 10,001 lbs. or more, a Declaration of Gross Vehicle Weight/Combined Gross Vehicle Weight (REG 4008) must be submitted with the application to correct the body type, etc.
- **Certificate of Title/Registration Certificate Weight Information**
  - — The Certificate of Title will display only the unladen weight.
  - — The registration card will display the unladen weight if the truck is operated at 10,000 lbs. or less unladen and will display the maximum GVW/CGW weight for the declared range for vehicles paying CVRA fees.
- **Changes in Declared Operating Weight—**If the declared operating weight of a vehicle:
  - — increases during the registration period, additional CVRA fees are due for the remainder of the year.
  - — decreases during a registration period, CVRA fees are **not** refundable.One day of operation at the higher weight causes fees to be due at that weight.
- **CHP and County Fees—**Vehicles subject to CVRA fees pay additional fees for SAFE, Fingerprint, Auto Theft, Abandoned Vehicle, and CHP, as shown in the City and County Fees appendix, Appendix 1A.
- **Equipment Excluded from Unladen Weight—**Certain equipment is excluded when determining the unladen weight of a vehicle (refer to Section 9.035). This exclusion **does not** apply when calculating the gross/combined gross operating weight of the vehicle and its load. (VC §§288 and 289)
- **Equipment Excluded from Weight Declaration (Implements of Husbandry)—**The declared gross weight of a truck subject to CVRA may exclude the gross weight of the towed vehicle when all of the following are true.
  - — The vehicle is owned by a farmer and operated by the farmer or his/her employee.
  - — It is used only for conducting agricultural business.
  - — In that business, the truck pulls (tows) an implement of husbandry or a special equipment (SE) plated vehicle.
- **Tow Trucks—**Tow trucks used to assist the motoring public or to tow or carry impounded vehicles are subject to CVRA fees. The tow truck's declared weight shall be based on its gross vehicle weight rating (GVWR), not a combined gross vehicle weight.

Lemon Law Buybacks and Nonrepairable Vehicles

10.000 Introduction

This chapter contains Lemon Law buyback and nonrepairable vehicle procedures.

10.005 Lemon Law Buybacks (VC §§4453 and 11713.12; CC §§1793.23–25)

The certificates for vehicles re-acquired by the manufacturer on or after January 1, 1996, because of a specific warranty defect **must be** marked with the brand/notation "Lemon Law Buyback."

EXCLUSIONS: Off-highway vehicles, vessels, and trailers.

Manufacturer Notification Requirements—Any manufacturer who reacquires a vehicle (including one registered in another state) **must**:

- Obtain a title and registration in the manufacturer's name marked with the notation "**Lemon Law Buyback**."
- Furnish a decal stating the vehicle title has been inscribed with the term "Lemon Law Buyback" and affix it to the vehicle on the left door frame **or** the primary front entrance (right door frame) on vehicles with no left door (motorhomes, for example) **or** in a prominent area on the left side of the vehicle for vehicles without doors (motorcycles, for example).
- Notify the transferee/buyer of the vehicle of the warranty defect(s) in writing.

Subsequent Transfer Notification Requirements—Prior to **all** subsequent sales of a buyback vehicle, the transferor (including a dealer) **must** notify the transferee in writing of any nonconformity. **All** the following **must be** disclosed to a transferee:

- The year, make, model, and VIN of the vehicle.
- Whether the title to the vehicle is marked "Lemon Law Buyback."
- The nature of **each** nonconformity reported by the original vehicle buyer or lessee.
- Repairs, if any, made to the vehicle in an attempt to correct each nonconformity.

The notification **must be** on white (8.5 x 11 inch) letter-size paper in black print no smaller than 10-point. The notification **is not** submitted as part of the registration application.

10.005 Lemon Law Buybacks, continued

Warranty Returns—Vehicles reacquired prior to January 1, 1996, are referred to and branded as a "WARRANTY RETURN" on the California title (some may show "WARNTY RET"). The registration application for a warranty return vehicle sold by a dealer **must include** the following disclosure statement:

"This motor vehicle has been returned to the dealer or manufacturer due to a defect in the vehicle, pursuant to consumer warranty laws."

The disclosure may be on a Statement of Facts (REG 256), or the dealer's letterhead, or the manufacturer's invoice. It must identify the vehicle and be **personally signed** by the buyer. Signatures by power of attorney are not acceptable.

10.010 Nonrepairable Vehicles Defined (VC §431)

A nonrepairable vehicle, as defined below, must be issued a Nonrepairable Vehicle Certificate and the vehicle, vehicle frame, or unitized frame and body, as applicable, and as defined in VC §670.5 shall **not** be titled or registered. The nonrepairable vehicle types are:

"Surgical Strip"—A completely stripped vehicle recovered from theft:

- that is missing all the bolts on sheet metal body panels and all the doors and hatches, substantially all the interior components, and substantially all the grill and light assemblies **or**
- which the owner designates has little or no resale value other than its worth as a source of scrap metal or as an illegal source of a vehicle identification number.

"Complete Burn"—A completely burned vehicle:

- that has been burned to the extent that there are no more usable or repairable body or interior components, tires and wheels, or drive train components **and**
- which the owner irreversibly designates as having little or no resale value other than its worth as scrap metal or as an illegal source of a vehicle identification number.

"Owner Declared"—A vehicle:

- that has no resale value except as a source of parts or scrap metal **and**
- which the owner irreversibly designates as solely a source of parts or scrap metal.

10.015 Nonrepairable Vehicle Certificate (VC §§432 and 11515.2)§

Individuals and insurance companies (or a salvage pool company authorized by an insurance company) retaining a nonrepairable vehicle **must** apply to the department for a Nonrepairable Vehicle Certificate. A Nonrepairable Vehicle Certificate **is not** issued for unrecovered stolen vehicles.

10.015 Nonrepairable Vehicle Certificate, continued

The requirements for issuance are:

- An Application for Nonrepairable Vehicle Certificate (REG 488C).
- The properly endorsed title.
- The license plates assigned to the vehicle.
- The fee.

A certificate marked "NONREPAIRABLE" will be issued for the vehicle. A duplicate may be obtained if the original certificate issued is lost.

Ownership can be transferred only twice on the Nonrepairable Vehicle Certificate. Odometer mileage information **is not** collected. The vehicle **cannot be** titled or subsequently registered.

Permanent Fleet Registration (PFR)

11.000 Permanent Fleet Registration (PFR) Program (VC §5301)

Under the Permanent Fleet Registration (PFR) Program, fleet vehicles display a permanent registration sticker and registration for the entire fleet is renewed without separate renewal notices for each vehicle.

11.005 How the Commercial Vehicle Registration Act of 2001 (CVRA) Affects the PFR Program

Under the Commercial Vehicle Registration Act of 2001 (CVRA), the fees for commercial motor vehicles are based on the unladen weight, or the declared gross vehicle weight (GVW), or the combined gross vehicle weight (CGW). Owners of commercial motor vehicles with an unladen weight of 6,001 pounds or more are required to declare the maximum operating weight of their vehicles with a load.

Commercial motor vehicles in the PFR Program are subject to declared gross vehicle weight (GVW) and/or declared combined gross vehicle weight (CGW) requirements if the vehicle operates at 10,001 pounds or more. The CVRA changes the criteria to qualify for PFR as follows:

- Only motor vehicles (power units) are eligible for PFR registration if the fleet owner(s) or association meets the eligibility criteria. Units can be comprised of all types of motor vehicles **except** motorcycles.
- To be eligible, an association must be at least 250 units and each association member must have at least 25 units.
- A single owner who is not part of an association must register at least 50 units.
- The owner or association has five years from implementation of the Permanent Trailer Identification (PTI) Program (until January 1, 2007) to meet the motor vehicle requirements in order to continue enrollment in the PFR Program.

NOTE: Participants who were lawfully participating in the PFR Program on 12/31/2001 are not affected by the CVRA and may continue to count trailers to qualify as a fleet until January 1, 2007.

11.010 Fleet Defined

Prior to January 1, 2002—A "fleet" that was participating in the PFR Program on December 31, 2001 is 100 or more commercial motor vehicles, commercial trailers, passenger vehicles, and/or school buses (regular or privately-owned). A fleet of at least 50 vehicles may participate if the applications are submitted through an association qualifying 500 or more vehicles. Qualifying vehicles must display the company logo as described in VC §5302. Motorcycles **do not** qualify for the PFR program.

On and After January 1, 2002—Only motor vehicles (power units) are eligible for PFR registration if the owner(s) or association meets the eligibility criteria. Units can be comprised of all types of motor vehicles except motorcycles.

11.015 Permanent Fleet Registration Offices

Only PFR designated field offices and the IRP Unit in Sacramento Headquarters issue PFR registration cards and stickers. Field offices that **do not** maintain PFR sticker inventory will issue regular year stickers and receipts for interim operating indicia only. The PFR designated field offices are:

Folsom	Modesto	Pomona	San Pedro	Victorville
Fresno	Montebello	Rocklin	So. Sacramento	
Fullerton	Oakland-Claremont	San Diego	Stockton	
Glendale	Pleasanton	San Francisco	Tracy	

IMPORTANT: Customers are encouraged to schedule an appointment in advance to ensure that staff is available to provide service.

Original Applications—A completed application must be submitted to:

Department of Motor Vehicles
International Registration Plan (IRP) Unit MS H160
PO Box 932320
Sacramento, CA 94232-3200

PFR Renewals—Must be processed by the IRP Unit in Sacramento Headquarters.

11.020 Adding Vehicles to a Fleet (VC §5301)

The following must be submitted to add vehicles to a fleet:

- A Permanent Fleet Addition (REG 495) completed in full by the applicant.
- The current registration card and/or ownership documents, as appropriate. (May be original, nonresident, or transfer documentation.)
- The fees due plus the PFR service fee for each vehicle. Renewal fees are also due if the application is presented within 120 days of the renewal date.
- A smog certification may be due for renewal.

11.025 Deleting Vehicles from a Fleet (VC §5301)

Vehicles deleted from the fleet must be issued a new registration card without the PFR information. The requirements to delete vehicles are:

- A Permanent Fleet Deletion (REG 495) completed in full by the applicant.
- Surrender of the PFR registration card(s) and PFR sticker(s) **unless** disposition of the PFR sticker(s) is shown on the REG 495.
- An application for regular registration for the deleted vehicle(s), if appropriate.

NOTE: The same documents are required for vehicles deleted and junked.

11.030 Substitute Plates/Stickers for Permanent Fleet Vehicles (VC §§4457 and 4458)

An Application for Plates, Stickers, Documents (REG 156) must be submitted to the department for issuance of substitute plates and/or a substitute sticker to a vehicle registered under the Permanent Fleet Registration (PFR) program. (The PFR registration card **is not** picked up by DMV when a substitute sticker is issued.)

Offices with PFR sticker inventory will issue plates and a PFR year sticker if current registration can be verified. Offices without PFR sticker inventory will issue plates and a (regular) year sticker **and** the PFR sticker will be issued from the IRP Unit in Sacramento Headquarters.

Cross-Reference: Section 26.045

Apportioned Registration

12.000 Apportioned Registration—Defined (VC §8052)

Apportioned registration is a method of registering commercial vehicles operating on an interstate basis. Apportioned vehicle records are registration records only, based on unverified information submitted by the apportioned carrier, who may or may not be the registered owner shown on the title. All the information has been provided by the carrier.

12.005 Apportionable Vehicles (IRP §220)

An apportionable vehicle is a vehicle used or intended for use in California and at least one other International Registration Plan (IRP) jurisdiction listed in Section 12.010 which **is**:

- used for the transportation of persons for hire **or**
- designed, used, or maintained primarily for the transportation of property **and is**:

— a power unit having two axles and a gross vehicle weight (GVW) or registered GVW in excess of 26,000 pounds **or**

— a power unit having three or more axles, regardless of weight **or**

— used in combination, when the weight of the combination exceeds 26,000 pounds GVW.

Other vehicles **not** in these categories may also be registered as apportioned at the registrant's option. Charter buses are required to display some form of California operating authority (registration or permit). The vehicle owner may obtain a title only for an apportioned vehicle for which a California title has not been issued. The title only application is separate from the apportioned registration application.

12.010 Apportioned Operator—New Vehicle "Title Only"

The requirements for "title only" of a new vehicle sold by a California dealer to an apportioned operator are:

- The original and operating copies of the Application for Registration of New Vehicle (REG 397) with the certificate of cost completed **and** the notation "apportioned" entered in the margin of the operating copy.
- Mark the top of the face document "title only."
- A weight certificate which includes the vehicle's identification number (VIN).

NOTE: One weight certificate is acceptable for multiple title only requests submitted together. A Statement of Facts (REG 256) stating "All vehicles have the same unladen weight as VIN # (vehicle with weight certificate)" **must be** submitted with the applications without a weight certificate.

- A Title Only Statement (REG 256) completed by the applicant. The REG 256 must also show how the vehicle was moved.

NOTE: The vehicle may be moved on dealer plates **provided** title **does not** pass to the buyer until after the vehicle is delivered. If the sale is consummated and possession is taken at the dealer's place of business, the buyer must obtain a One-Trip Permit. Record the One-Trip Permit number or vehicle moved on dealer plates on the REG 256.

- A Statement of Facts (REG 256) showing the vehicle is currently registered as part of a California-based apportioned fleet. The apportioned fleet account number and the name and address of the fleet operator **must be** shown.
- The title only fee. Refer to the Fees appendix, Appendix 1F, for the fee.

EXCEPTION: When the buyer **is not** an apportioned operator, but intends to lease the vehicle to an apportioned operator, either follow the procedures outlined above **and** have the buyer complete a Statement of Facts (REG 256) giving the lessee's name, address and apportioned fleet account number **or** collect the regular registration fees (including all fees due).

NOTE: Apportioned and/or regular fees, as appropriate, **must be** submitted to the department within 20 days of a vehicle's first operation to avoid penalties.

12.015 Apportioned Operator—Used Vehicle

In addition to the transfer requirements outlined in Chapter 5, apportioned operators must declare vehicles they acquire on apportioned applications as follows:

- Note "apportioned" on the application copy of the Report of Sale–Used Vehicle (REG 51).
- Submit a Statement of Facts (REG 256) giving the owner's or lessee's name(s), address(es), and apportioned fleet account number.
- Submit the transfer fee and any other fee due.
- If the vehicle was previously registered under IRP with a title showing "title only," a Transfer Only Statement (REG 256) may be completed to retain the "title only" status, if appropriate.

Exception—If the vehicle **is not** currently registered:

- Only the transfer fee is due. (It is a good idea to inform the purchaser that an apportioned registration application and the required fees must be submitted to the department within 20 days to avoid a late penalty.)
- The purchaser must obtain a One Trip Permit **before** moving the vehicle from the dealer's or lessor-retailer's place of business.
- Note the permit number on the Report of Sale–Used Vehicle (REG 51).

NOTE: The vehicle may be moved on a dealer plate if title **does not** pass to the purchaser until the vehicle has been delivered. If delivered on dealer plates prior to sale, this should be noted on the report of sale.

12.020 Buyer Demands Report of Sale–Used Vehicle (REG 51)

If the buyer demands the application copy of the Report of Sale–Used Vehicle (REG 51) to submit with an apportioned application, the procedure is:

- The buyer must complete a Statement of Facts (REG 256) stating the reason for demanding the report of sale, the report of sale number, the apportioned operator's name, address, and apportioned fleet account number.
- Write the report of sale number on the reverse side of the title **before** releasing it to the buyer.
- Enter the notation "apportioned" in the margin of the operating copy of the report of sale. **Do not** give the operating copy to the customer.

12.025 Conversion from Apportioned (IRP) Registration

Basic Requirements for all Deletions

- A completed Schedule C–California Apportioned Fleet Supplemental Application.
- Any IRP plates and cab card in possession of the applicant must be surrendered.
- The Certificate of Title.
- A vehicle verification if the title is a "title only" or "apportioned title only" and there is not a record for the vehicle on the department's database.
- Odometer disclosure and acknowledgment, if applicable.
- A Certificate Of Excise Tax Clearance (BOE 1138) issued by the Board of Equalization for any commercial vehicle weighing 7,000 lbs. or more, unladen which is powered by a fuel other than gasoline or diesel.
- A weight certificate, if applicable. A weight certificate **is not** required if the unladen weight shown is greater than the highest point for which fees are assessed.
- A Statement of Facts (REG 256) from the owner stating no body changes have been made to the vehicle.
- A smog certification, if applicable.
- Fees are due from the date of deletion **or** the date of first operation if a Certificate of Non-Operation is submitted. The vehicle is not subject to PNO requirements until converted to full-year or partial-year registration on the department's records.

EXCEPTION: The fees for a vehicle deleted effective December 31 from an IRP fleet become due and are calculated as of 01/01/XX, unless the application and request for indicia is on 12/31/XX, then fees are due from 12/31/XX.

For...	***then submit...***
full-year registration	• full registration fee. • full vehicle license fee (VLF). • full weight fee. • any other fees due.
partial-year registration (PYR)	• full registration fee. • VLF prorated from the date fees due until 12/31/XX. • weight fee prorated for the number of PYR months requested. • PYR service fee. • any other fees due.

12.025 Conversion from Apportioned (IRP) Registration, continued

Other Requirements—When there is no prior California registration record on the department's database for a vehicle issued an "apportioned title only" or regular "title only," then the owner must complete a Statement of Facts (REG 256) stating no body changes have been made and a vehicle verification is required.

Regular nonresident vehicle clearance requirements apply when there is only an apportioned vehicle record and nonresident/foreign ownership documents are presented.

Delete From Apportioned (IRP)—In all cases, submit a completed Schedule C and the IRP plates and cab card to:

Department of Motor Vehicles
International Registration Plan Unit MS C160
PO Box 932320
Sacramento, CA 94232-3200

If there is an "apportioned title only" **or** a regular "title only" **and**:

If...	***and...***	***then submit...***
the same registered owner is converting to regular registration	there **is** a record for the vehicle	a Statement of Facts (REG 256) from the owner stating no body changes have been made.
	there **is not** a record for the vehicle	• the Certificate of Title. • a vehicle verification. • a Statement of Facts (REG 256) stating no body changes have been made.
there is a transfer of registered owner(s)	there **is** a record for the vehicle	the Certificate of Title properly endorsed for transfer and the usual transfer requirements.
	there **is not** a record for the vehicle	• the Certificate of Title. • a vehicle verification. • a Statement of Facts (REG 256) stating no body changes have been made.

If...	*and...*	*then submit...*
there is only a California apportioned registration record on the department's database	the vehicle title documents are out-of-state or foreign	• an Application for Title or Registration (REG 343). • a vehicle verification. • a Vehicle Body Change Statement (REG 256) completed to show the *current market value of the vehicle*. • the out-of-state titling documents. • a weight certificate.
	there are no title documents for the vehicle	• an Application for Title or Registration (REG 343). • a vehicle verification. • a Statement of Facts (REG 256) showing who, how, and when the vehicle was obtained, the current value, **and** prior registration history, if any. • a weight certificate. • a Motor Vehicle Bond, if the value of the vehicle is $5,000 or more.
	there is a Manufacturer's Statement/ Certificate of Origin (MSO/ MCO) for the vehicle	• an Application for Title or Registration (REG 343). • a vehicle verification. • the MSO or MCO. • a weight certificate.
	the record shows a current expiration date	• the Certificate of Title (the VLF class, date first sold, and unladen weight is retained). • a vehicle verification.
there **is no** record on the department's database	N/A	• the Certificate of Title **or** original California Registration Certificate **and** an Application for Duplicate Title (REG 227) (the VLF class, date first sold, and unladen weight are retained). • a vehicle verification. • a Statement of Facts (REG 256) stating no body changes have been made.

NOTE: A transfer fee and use tax may be due on some of the above transactions.

12.025 Conversion from Apportioned (IRP) Registration, continued

Transfer of "Apportioned Title Only" Vehicles—In addition to the previously outlined requirements:

If the new owner...	***then...***
operates on an apportioned basis	refer to Section 12.015.
requests regular registration	also submit: • the apportioned plates/stickers/cabs cards for cancellation. • the usual transfer/nonresident requirements. • a Certificate Of Excise Tax Clearance (BOE 1138), if the vehicle is powered by other than gasoline or diesel fuel. • the fees due.
requests transfer of title only	also submit: • evidence of apportioned registration. • the usual transfer/nonresident clearance requirements. • a Certificate Of Excise Tax Clearance (BOE 1138), if the vehicle is powered by other than gasoline or diesel fuel. • a Statement of Facts (REG 256) requesting a "transfer only" from the new owner. • a Certificate of Non-Operation (REG 102) from the previous owner if the date the vehicle was deleted from the fleet was prior to the date of transfer. • the fees due. **NOTE:** IRP vehicles are subject to PNO requirements only when a vehicle is deleted from the fleet and subsequently registered on a full-year or partial-year basis.

Year Round to Apportioned to Year Round (Same Registration Year)—In addition to the usual documents required for the transaction:

If...	***then submit...***
there **is** proof that full-year fees have been paid	• a Schedule C (vehicle deleted from apportioned fleet). • the apportioned registration card **or** a Statement of Facts (REG 256) from the owner explaining the registration was surrendered to the base state.
there **is not** proof that full-year fees have been paid	• a Schedule C (vehicle deleted from apportioned fleet). • full-year fees and penalties, if due, from the date of first operation.

12.030 California-Arizona Border Zone Agreement

The exemptions and privileges established by the California-Arizona Border Zone Agreement apply only to **currently licensed**:

- two-axle commercial vehicles weighing 26,000 pounds (GVW) or less.
- commercial vehicles operated in a combination with a combined weight of 26,000 pounds (CGVW) or less.

Currently licensed means: A vehicle displaying valid annual registration issued by the respective state. A vehicle may be operated during the registration renewal grace period when the appropriate fees have been posted and the previous year registration indicia is displayed.

Commercial vehicles currently registered in Arizona may operate in California within the respective border zone provided:

- The owner and the vehicle are domiciled within the border zone.
- The vehicles are authorized for interstate and intrastate movement within the established border zone.

12.035 Commercial Vehicle Reciprocal Agreements

Jurisdiction	Reciprocity Agreement	Inter state	Intra state	Inter/ Intra state	Expiration Dates	Grace Period	Enforcement Dates
ALABAMA	IRP	Yes	No	No	Staggered	Month*	Monthly
ALASKA	NONE*	No	No	No	--	--	--
ALBERTA	IRP	Yes	No	No	3/31	4/14	4/15
ARIZONA	IRP	*	No	No	Staggered	None	Exp. Qrtly
ARKANSAS	IRP	Yes	No	No	Staggered	None	Monthly
BRITISH COLUMBIA	IRP	Yes	No	No	Staggered	None	Monthly
CANAL ZONE	NONE	No	No	No	--	--	--
COLORADO	IRP	Yes	No	No	Staggered	30 Days	Monthly
CONNECTICUT	IRP	Yes	No	No	4/30	None	5/1
DELAWARE	IRP	Yes	No	No	Staggered	None	15 & 31
DISTRICT OF COLUMBIA	IRP	Yes	No	No	--	None	Monthly
FLORIDA	IRP	Yes	No	Yes	Staggered	None	Monthly
GEORGIA	IRP	Yes	No	Yes	Staggered	None	Monthly
HAWAII	RECIP	*	*	*s	--	--	--
IDAHO	IRP	Yes	No	No	Staggered	None	Monthly
ILLINOIS	IRP	Yes	No	No	3/31	None	April 1
INDIANA	IRP	Yes	No	No	Staggered	None	Monthly
IOWA	IRP	Yes	No	No	12/31	3/14	3/15
KANSAS	IRP	Yes	No	No	12/31	3/1	3/2
KENTUCKY	IRP	Yes	No	No	3/31	None	4/1
LOUISIANA	IRP	Yes	No	No	12/30	2/28	3/1
MAINE	IRP	*	No	No	Staggered	None	Monthly
MANITOBA	IRP	Yes	No	No	Staggered	None	--
MARYLAND	IRP	Yes	No	No	Staggered	None	Exp. Qtrly
MASSACHUSETTS	IRP	Yes	No	No	6/30	None	7/1
MEXICO	NONE*	No	No	No	--	--	--
MICHIGAN*	IRP	Yes	No	No	Staggered	None	Exp. Qtrly
MINNESOTA	IRP	Yes	No	No	2/28	None	3/2
MISSISSIPPI	IRP	Yes	No	No	Staggered	15 Days	Monthly
MISSOURI	IRP	Yes	No	No	12/31	None	1/1
MONTANA	IRP	Yes	No	No	Staggered	None	Exp. Qtrly
NEBRASKA	IRP	Yes	No	No	12/31	1/31	2/1
NEVADA	IRP	*	No	No	12/31	None	1/1
NEW BRUNSWICK	IRP	Yes	No	No	Staggered	Monthly	--
NEWFOUNDLAND	IRP	No	No	No	Staggered	--	Monthly
NEW HAMPSHIRE	IRP	Yes	No	No	Staggered	None	Monthly
NEW JERSEY	IRP	Yes	No	No	Staggered	None	Monthly
NEW MEXICO	IRP	Yes	No	No	Staggered	None	Monthly
NEW YORK	IRP	Yes	No	No	Staggered	None	Monthly
NORTH CAROLINA	IRP	Yes	No	No	12/31	2/15	2/16

Jurisdiction	Reciprocity Agreement	Inter state	Intra state	Inter/ Intra state	Expiration Dates	Grace Period	Enforcement Dates
NORTH DAKOTA	IRP	Yes	No	No	Staggered	None	Exp. Qtrly
NOVA SCOTIA	IRP	Yes	No	No	Staggered	None	--
OHIO	IRP	Yes	No	No	5/31	None	6/1
OKLAHOMA	IRP	Yes	No	No	Staggered	60 Days	60 Days
ONTARIO	IRP	Yes	No	No	Staggered	None	Monthly
OREGON	IRP	Yes	No	No	12/31	3/15	3/16
PENNSYLVANIA	IRP	Yes	No	No	5/31	None	6/1
PRINCE EDWARD ISLAND	IRP	Yes	No	No	Staggered	None	--
QUEBEC	IRP	Yes	No	No	3/31	None	4/1
RHODE ISLAND	IRP	Yes	No	No	5/31	None	6/1
SASKATCHEWAN	IRP	Yes	No	No	Staggered	None	Monthly
SOUTH CAROLINA	IRP	Yes	No	No	Staggered	None	Monthly
SOUTH DAKOTA	IRP	Yes	No	No	12/31	None	1/1
TENNESSEE	IRP	Yes	No	No	Staggered	None	Monthly
TEXAS	IRP	Yes	No	No	*Staggered	5 Days*	5 Days
UTAH	IRP	Yes	No	No	Staggered	None	Exp. Qtrly
VERMONT	IRP	Yes	No	No	Staggered	None	Monthly
VIRGINIA	IRP	Yes	No	No	Staggered	None	Monthly
WASHINGTON	IRP	Yes	No	No	Staggered	None	Monthly
WEST VIRGINIA	IRP	Yes	No	No	6/30	None	7/1
WISCONSIN	IRP	Yes	No	No	Staggered	None	Monthly
WYOMING	IRP	Yes	No	No	12/31	3/31	4/1

*** Specific Agreement Details:**

Alabama—Grace period ends on the last day of the renewal month.

Alaska—A commercial vehicle 6,000 lbs. or more is not extended interstate reciprocity. Vehicles with Alaska-based plates are not eligible for apportioned registration in California. In addition, these vehicles cannot be issued a commercial trip permit or 90-day temporary commercial registration. These vehicles **must** display full-year registration.

Arizona—A commercial vehicle operated inter- or intrastate to further a business enterprise is required to display some form of registration. A commercial vehicle displaying Arizona non-commercial plates will be extended reciprocity, but is subject to the provisions of *Vehicle Code* (VC) §§6700-6702.

Arkansas—A commercial vehicle displaying Arkansas non-commercial plates will be extended reciprocity, but is subject to VC §§6700-6702.

Hawaii—Inter- or intrastate operation is permitted for 90 days after entry. However, VC §§6700-6702 may apply.

12.035 Commercial Vehicle Reciprocal Agreements, continued

*** Specific Agreement details, continued:**

Mexico—Vehicles with Mexico-based plates:

- are not eligible for IRP registration in California.
- cannot be issued a commercial trip permit or 90-day temporary commercial registration.
- may obtain full-year or partial-year interstate registration with current insurance valid in the United States.

Michigan—Issues a civic-event plate to be used in conjunction with community events. Valid indicia in California. No grace period.

Nevada—All commercial vehicles with a gross vehicle weight rating of 26,000 lbs. or less are granted interstate reciprocity except for buses used in the transportation of chartered parties, and taxis/limousines transporting persons for hire.

Texas—Staggered February - November. Grace period is five working days.

Additional Reciprocity Information

IRP (International Registration Plan)—No reciprocity granted to three-axle power units, two-axle power units and any combination of vehicles in excess of 26,000 lbs. GVW. All vehicles must be apportion-registered or meet California registration alternative requirements. Vehicles under 26,000 lbs. GVW, other than charter buses, taxis, and limousines for hire, are granted Interstate Reciprocity provided no intrastate commerce.

NOTE: No reciprocity granted to Alaska vehicles over 6,000 lbs. GVW, individually or in combination.

Intrastate and Inter-Interstate:

If the chart shows...	***then California registration is...***
Yes	**not** required. The valid base state plate is honored.
No	required.

Off-Highway Vehicles (OHV)

13.000 Definitions

Off-highway vehicles (OHV) are motor vehicles not otherwise registered under the *California Vehicle Code,* operated exclusively off the highways on lands that are open and accessible to the public. These vehicles must display an identification plate or device issued by the Department of Motor Vehicles.

The term "highway" **does not** include fire trails, logging roads, or service roads regardless of surface composition, or other roughly graded trails and roads upon which vehicular travel by the public is permitted. (VC §38001)

"Off-Highway Vehicle" (VC §38012)—Includes, but **is not** limited to:

- Any motorcycle or motor-driven cycle, **except** for any motorcycle eligible for a special transportation identification permit. See "Racing Motorcycles" below.
- Any snowmobile or other vehicle designed to travel over snow or ice. A "snowmobile" is a motor vehicle designed to travel over ice or snow in whole or in part on skis, belts, or cleats. (VC §557)
- Any motor vehicle commonly referred to as a sand buggy, dune buggy, all terrain vehicle, or jeep.

"Racing Motorcycles" (VC §38088)—Motorcycles certified by the owner as used exclusively on a closed course in competitive events. A "closed course" includes a speedway, racetrack, or a prescribed and defined route of travel on or off a highway that is closed to all motor vehicles other than the participants' vehicles. A closed course **is not** available at any time for vehicular access by the general public. (VC §38014)

> **NOTE:** A special Motorcycle Transportation Permit may be issued for the purpose of transporting a racing motorcycle to and from racing events. Refer to Section 25.075 for the application requirements.

"All-Terrain Vehicle" (ATV) (VC §111)—An ATV is a motor vehicle designed for off-highway operation by an operator with no passengers. An ATV has a single seat for the operator **and** handlebars for steering control, is 50 or less inches wide and weighs 600 pounds or less, unladen. An ATV **cannot be converted** to on-highway registration, regardless of aftermarket conversion kits or added equipment.

13.005 Exemptions from Off-Highway Vehicle Identification (VC §38010)

The following vehicles are exempt from OHV identification:

- Vehicles crossing a highway in accordance with a permit issued by the Department of Transportation.
- Special construction equipment, special mobile equipment, cemetery equipment, forklift trucks, firefighting vehicles, logging vehicles, and golf carts.
- Implements of husbandry. (Defined in *Vehicle Code* Division 16, beginning with Section 36000.)
- Self-propelled wheelchairs.
- Motorized bicycles (mopeds).
- Motor vehicles owned by the state, or any county, city, district, or political subdivision of the state, or the United States.
- Motor vehicles owned or operated by, or operated under contract with a utility, whether privately or publicly owned, when used as specified in VC §22512.
- Special construction equipment described in VC §565, regardless of whether such motor vehicles are used in connection with highway or railroad work.
- A motor vehicle owned or operated by a nonresident of this state, whether or not such vehicle is identified or registered in a foreign jurisdiction. For the purposes of this paragraph, a person who holds a valid driver license issued by a foreign jurisdiction shall be presumed to be such a nonresident.
- Commercial vehicles weighing 6,001 pounds or more, unladen.
- Any motorcycle manufactured in the year 1942 or prior.
- Four-wheel motor vehicles operated solely in organized racing or competitive events upon a "closed course" when such events are conducted under the auspices of a recognized sanctioning body or by permit issued by the local governmental authority having jurisdiction.
- Any racing motorcycle which carries a Motorcycle Transportation Permit while being transported on the highway. Refer to Section 25.075 for information.

13.010 Off-Highway Vehicle Identification Plate

The department issues an OHV plate upon original registration of an OHV and biennially upon renewal of registration. The OHV plate is a numbered sticker showing the OHV expiration year and month and it must be affixed to the vehicle as specified in *Vehicle Code* §38170.

NOTE: The department produces a Fast Facts (FFVR 16) which contains instructions for affixing OHV plates.

An OHV Certificate of Title and registration are issued for OHV-registered vehicles.

13.015 Off-Highway Vehicle Operation (VC §38025)

Motor vehicles identified as off-highway vehicles may be operated or driven upon a highway **only** as follows:

- On a two-lane highway only to cross the highway which is closed to motor vehicles subject to registration commencing with VC §4000.
- Only to cross at designated places on-highways with more than two lanes.
- Towed (**not** driven) upon a highway provided the vehicle displays a valid OHV identification plate.
- Motorcycles may be pushed (**not** ridden) upon a highway provided the vehicle displays a valid OHV identification plate.
- Racing or competitive motorcycles displaying a Motorcycle Transportation Permit may be transported upon a highway to and from racing events on a closed course. Refer to Section 25.075 for Motorcycle Transportation Permit.

To be transported on the highway, an OHV **must** have OHV identification, regular vehicle registration or a Motorcycle Transportation Permit.

NOTE: 1997 and newer year model OHVs that **do not** meet California's OHV emissions standards (non-complying OHVs) are limited to operation during designated months only. Refer to Section 13.030 for information.

13.020 Fee and Penalty Assessment (VC §38225, 38.225.4, 38225.5, 38230, 38245–38246, 38255, 38260, and 38265)

OHV registration expires June 30 of the second year after the fee became due. The assigned expiration date will be an odd or even numbered year as determined by the year of original registration and it **does not** change. (VC §38115) For example:

- An original OHV registration in 2004 expires June 30, 2006.
- An original OHV registration in 2005 expires June 30, 2007.

Refer to the Fees appendix, Appendix 1F, for OHV fees. The fees **must be** paid **before** the OHV is operated and/or transported in this state or it is delinquent. (VC §38245) A penalty is added if the fee is not paid within 20 days of the date it became due. (VC §38246d)

- The renewal fee **must** be paid on or before the June 30th expiration date to avoid a penalty.
- The OHV fee is **never** prorated.
- The nonresident military exemption **cannot** be used for OHV registration/ renewal.
- The OHV renewal fee **must be** paid on a registration or transfer application submitted between June 1 and June 30 of the OHV registration expiration year, and may be paid on these applications submitted between January 1 and May 31 of the OHV expiration year.

13.020 Fee and Penalty Assessment, continued

Penalty for Delinquency (VC §§38245–38246 and 38265)—If an off-highway motor vehicle subject to identification is operated or transported in California before the required fee is paid, that fee is delinquent. The penalty is 50% of the fee.

EXCEPTION: A penalty is not assessed when a transferee acquires an OHV and the OHV registration subsequently expires, and the transferee pays the renewal fees due within 20 days from the date of transfer.

13.025 Requirements for Original Off-Highway Vehicle Identification

New Off-Highway Vehicle Sold by a California Dealer—The requirements are:

- An Application for Registration of New Vehicle (REG 397) completed in the same manner as any other new vehicle sale. Refer to Chapter 1 for instructions.
  - — Clearly mark "OHV" on **all** copies of the REG 397.
  - — Show both the frame and engine numbers for a motorcycle.
  - — Place the temporary operating copy of the REG 397 on the vehicle.
  - — Mail the dealer notice portion of the REG 397 to the department's Sacramento Headquarters not later than the fifth calendar day after the sale.
- The OHV identification fee. Refer to Fees Appendix, Appendix 1F, for fees.

Nonresident Off-Highway Vehicle Sold by a California Dealer—The requirements are:

- An Application for Title or Registration (REG 343).
- A vehicle verification. (Both the frame and engine numbers must be shown for a motorcycle.)
- The nonresident title or equivalent proof of ownership. Refer to Chapter 7 for additional nonresident vehicle information.
- A Report of Sale–Used Vehicle (REG 51).
- The OHV identification fee.

NOTE: Dual registration is required if the buyer insists on OHV identification for a vehicle operated in California in a manner which causes regular registration fees to be due. Refer to Section 13.055.

Used Vehicles Sold by a California Dealer—The requirements are:

- A completed Application for Title or Registration (REG 343).
- The properly endorsed Certificate of Title.
- A Report of Sale–Used Vehicle (REG 51).
- The OHV transfer fee.

13.030 Non-Complying Off-Highway Vehicles

California Air Resources Board (ARB) regulations allow **2003 and newer year model** off-highway vehicles (OHVs) that **do not** meet California's off-highway vehicle emissions standards (non-complying vehicles) to be sold and registered off-highway. Non-complying OHVs are issued a unique (red) OHV sticker that permits limited operation of the OHV during designated months.

Non-complying OHVs can be identified by a **"3" or "C" in the eighth position** of the manufacturer's vehicle identification number (VIN). Non-complying OHVs **cannot be** registered on-highway and **do not** qualify for dual (on- and off-highway) registration. The registration and renewal requirements are the same as for other OHVs.

NOTE: Non-complying (red sticker) OHVs **cannot** convert to on-highway or dual registration regardless of when purchased.

13.035 Transfers (VC §38195)

OHV transfer requirements are the same as regular (on-highway) vehicle transfer requirements **except** that a smog certification **is not** required.

NOTE: Vehicles originally manufactured for off-highway use **without** an odometer that are converted to on-highway operation are exempt from odometer disclosure.

When renewal fee penalties have **not** accrued and the vehicle ownership is transferred, the transferee shall have 20 days from the date of the transfer to pay any identification fees due without penalty (VC §§38246 and 38250).

13.040 Converting from "Title Only" or Expired Regular Registration to Off-Highway

The requirements to convert a vehicle previously issued a "title only" or a vehicle with expired on-highway registration are:

- The properly endorsed Certificate of Title.
- The Report of Sale–Used Vehicle (REG 51).
- The license plates assigned to the vehicle.
- The OHV fee and the transfer fee. Duplicate fees are not due for missing plates or a registration card on an original OHV application. Fees and penalties may be required if the registration is expired and PNO status **is not** on record.

13.045 Converting from Previous Nontitle (Goldenrod) Registration to Off-Highway

The OHV registration requirements for a vehicle registered, but **not titled**, in California are:

- An Application for Title or Registration (REG 343).
- Evidence of ownership (the out-of-state title, for example) **and** any bills of sale needed to establish a complete chain of ownership to the buyer.
- The Report of Sale–Used Vehicle (REG 51).
- The license plates assigned to the vehicle.
- The OHV fee and the transfer fee.

13.050 Converting from Off-Highway to On-Highway Registration

The California Air Resources Board (ARB) established emission regulations for on-highway motorcycles beginning with 1978 year models. These regulations require an off-highway motorcycle to have an emission label affixed to the vehicle indicating certification be the manufacturer for on-highway use when converting to on-highway (or dual) registration. These regulations were implemented January 1, 2004.

NOTE: Vehicles originally manufactured for off-highway use **without** an odometer being converted to on-highway operation are exempt from odometer disclosure.

The OHV indicia **must be** removed and destroyed when a vehicle is converted from OHV to on-highway registration **only**. (The OHV registration becomes void, even if it has not expired.)

The on-highway registration requirements are:

- An Application for Title or Registration (REG 343) in the buyer's name.
- The OHV title.
- A vehicle verification.

If the motorcycle is a...	***then the motorcycle...***
1977 or older year model	can be converted to on-highway or dual registration
1978 and newer year model with an engine less than 50cc	
1978 and newer year model with an engine 50cc and larger and an emission label indicating that it complies with U.S. EPA and/or California regulations for on-highway use	
1978 and newer year model with an engine 50cc and larger and no emission label	**cannot** be converted to on-highway or dual registration. The vehicle **does not** qualify for on-highway use.
1978 and newer year model with an emission label indicating off-road or off-highway	

13.050 Converting from Off-Highway to On-Highway Registration, continued

- Any bills of sale required to establish a complete chain of ownership.
- The Report of Sale–Used Vehicle (REG 51).
- Official Brake and Light Certificates.
- A smog certification, if appropriate.
- A weight certificate for a commercial vehicle.
- The application **must** include a Statement of Facts (REG 256) stating the vehicle is in compliance with all requirements shown on the CHP 888 (for motorcycles) or CHP 885 (for vehicles other than a motorcycle or ATV).
- The registration fees due.

NOTE: ATVs with three, four, or more wheels **cannot be** converted to on-highway registration, regardless of aftermarket conversion kits or added equipment. Three-wheeled ATVs **do not** comply with emission standards for on-highway motorcycles and ATVs with four or more wheels **do not** comply with emission regulations for automobiles and commercial vehicles and cannot be registered as motorcycles.

13.055 "Dual" Registration

The term "dual registration" refers to a vehicle registered for both on-highway (regular registration) and off-highway operation. OHV registration is not required to operate a registered vehicle on public lands. Non-complying OHVs **do not** qualify for dual registration.

New or Nonresident Vehicles—Two applications are required.

For...	***then submit the following...***
regular (on-highway) registration	• the Application for Registration of New Vehicle (REG 397) **or** the usual nonresident registration requirements as shown in Chapter 6. • a Statement of Facts (REG 256) from the buyer which: — requests dual registration on a permanent basis **and** — confirms that he/she understands renewal fees for both the on-highway and OHV registration will be required to maintain the dual registration. • a smog certification, if appropriate. • the registration fees.
off-highway vehicle (OHV) registration	• an Application for Title or Registration (REG 343). • a Statement of Facts (REG 256) from the buyer requesting OHV registration in addition to the regular (on-highway) registration. • the OHV fee.

13.055 "Dual" Registration, continued

Adding OHV Registration to a Currently Registered Vehicle—The requirements are:

- An Application for Title or Registration (REG 343) in the buyer's name.
- The usual transfer requirements shown in Chapter 6.
- A Statement of Facts (REG 256) completed by the buyer which requests dual registration on a permanent basis **and** confirms that he/she understands renewal fees for both the on-highway and OHV will be required to maintain the dual registration.
- The OHV fee.

Adding On-Highway Registration to an OHV—Two applications are required to add on-highway registration to a currently registered OHV.

On-Highway Registration Application—The requirements are:

- The OHV Certificate of Title.
- The usual transfer requirements shown in Chapter 5.

NOTE: Vehicles originally manufactured for off-highway use **without** an odometer being converted to on-highway operation are exempt from odometer disclosure.

- A Statement of Facts (REG 256) stating the vehicle is in compliance with all requirements shown on the CHP 888 (for motorcycles) or CHP 885 (for vehicles other than a motorcycle or ATV).

NOTE: ATVs with three, four, or more wheels **cannot be** converted to on-highway registration, regardless of aftermarket conversion kits or added equipment. Three-wheeled ATVs **do not** comply with emission standards for on-highway motorcycles and ATVs with four or more wheels **do not** comply with emission regulations for automobiles and commercial vehicles and cannot be registered as motorcycles.

- Official Brake and Light Certificates.
- A weight certificate for a commercial vehicle.
- A smog certification, if appropriate.
- The registration fees.

OHV Registration Application—The requirements are:

- A Statement of Facts (REG 256) from the buyer which requests dual registration on a permanent basis **and** confirms that he/she understands that renewal fees for both the on-highway and OHV registration will be required.
- The OHV fee.

13.055 "Dual" Registration, continued

Amphibious Motor Vehicles—Off-highway identification may be requested for an amphibious motor vehicle required to be numbered as a vessel. When an original application is submitted for "dual" OHV identification and vessel Certificate of Number, ownership documents **must be** a part of the OHV application. An OHV Certificate of Title will be issued in lieu of the vessel ownership.

Special Plates

14.000 Introduction

The department issues a variety of special plates. The information in this chapter answers the more frequently asked questions regarding special plates and special plate applications.

14.005 Special Plate Applications

An application for special plates may be submitted individually or in conjunction with other registration transactions, such as original registration or transfer of ownership. The application must include the appropriate plate application completed by the buyer, the required fee for the plate, and any other documentation that may be required for issuance of the plate as explained in this chapter.

14.010 Amateur Radio Call Letter Plates (VC §5005)

Persons holding an unexpired amateur radio station license issued by the Federal Communications Commission (FCC) may apply for one set of Amateur Radio Call Letter license plates, which may be assigned to any passenger motor vehicle, commercial vehicle, or motorcycle registered to the licensee. The plates **cannot** be assigned to trailers.

Plate Application—In addition to the usual registration and/or transfer documents and fees, the application **must** include:

- A Special License Plates Application (REG 17A) completed by the applicant.
- A copy of the applicant's FCC license.
- The amateur radio plate fee.

14.015 American Ex-Prisoner of War Plates (VC §§4001, 5101.5, and 9105)

Qualified former American prisoners of war may obtain American Ex-Prisoner of War (Ex-POW) plates for **one** passenger motor vehicle, motorcycle, or commercial motor vehicle with an unladen weight of 8,000 pounds or less, which he/she owns.

The vehicle **cannot** be used for transportation for hire, compensation, or profit. The ex-POW is exempt from payment of all fees, except fees for duplicates, on that **one** vehicle only.

14.015 American Ex-Prisoner of War Plates, continued

An individual who qualifies for Ex-POW and Disabled Veteran plates **cannot** obtain both. Vehicles with Ex-POW plates are assigned a 12/31 expiration date and must be renewed annually.

Plate Application—In addition to the usual registration and/or transfer documents and fees, the application must include:

- A Special Interest License Plate Application (REG 17) completed by the applicant.

NOTE: The applicant can request four specific numbers. The applicant should indicate two choices on the REG 17 in case the first choice has been issued.

- **Evidence of eligibility—**The applicant **must** present written documentation of eligibility, which **must** indicate he/she was head prisoner of war by forces hostile to the United States during a period of conflict. Acceptable evidence includes any of the following:
  - — A letter of verification from the National Personnel Records Center.
  - — An official document marked POW (a Veteran's Administration Hospital Card, for example).
  - — Discharge papers declaring the bearer to be an ex-prisoner of war.

  Written documentation of eligibility may be obtained by sending a letter with name, birthdate, service number or social security number, branch of the service, capture date, capturing country, and any other pertinent information to:

  Modern Military Records (NWCTM)
  National Archives at College Park
  8601 Adelphi Road
  College Park, MD 20740

Retention of Plates by Surviving Spouse—The surviving spouse of the Ex-POW plate owner may retain the plates upon the death of the former POW, but he/she **is not** eligible for the fee exemption (VC §5101.5d).

Surrender of Plates Required—The plates must be surrendered to the department within 60 days following the death of the former POW (or surviving spouse, if he/she chooses to retain them) or upon the vehicle expiration date, whichever occurs first.

14.020 Antique Motorcycle Plates (VC §5004.5)

Antique Motorcycle license plates may be issued for motorcycles manufactured in 1942 or earlier. Antique motorcycles are subject to all regular fees.

In addition to the registration and/or transfer requirements, the application must include a Special License Plate Application (REG 17A) completed by the vehicle buyer/owner and the antique motorcycle plate fee. The reflectorized license plate fee **is not** due. The plate stays with the motorcycle if ownership of the motorcycle is transferred.

14.025 Bicentennial Bill of Rights Plates (VC §5101.9)

Bicentennial Bill of Rights license plates (four numbers followed by the Liberty Bell and the letters "US") were issued for automobiles, commercial vehicles, and trailers between July 1, 1990, and December 31, 1991. Original and/or substitute Bicentennial Bill of Rights plates **are no longer** available, but existing plates **may be** reassigned. Refer to §14.105 for plate reassignment requirements.

14.030 Congressional Medal of Honor Plates (VC §§4001, 5101.6 and 9105)

A Congressional Medal of Honor (CMOH) recipient:

- may obtain CMOH plates for **one** passenger motor vehicle, motorcycle, or commercial motor vehicle with an unladen weight of 8,000 pounds or less owned by the CMOH recipient

  and

- is exempt from payment of all fees, except fees for duplicates, on that **one** vehicle only.

The vehicle **cannot** be used for transportation for hire, compensation, or profit. A person who qualifies for two types of plates, such as CMOH and Ex-POW, **cannot** obtain both. Vehicles with CMOH plates are assigned a 12/31 expiration date and must be renewed annually.

Plate Application—In addition to the usual registration and/or transfer documents required, the application **must** include a Special License Plate Application (REG 17A) completed by the CMOH recipient.

Surrender of Plates Required—Upon the death of the CMOH plate owner, the surviving spouse may retain the plates. The plates must be surrendered to the department within 60 days of the death of the surviving spouse or upon the vehicle registration expiration date, whichever occurs first.

14.035 Disabled Person Plates (VC §§295.5, 5007, and 22511.5)

Qualified **permanently** disabled persons may obtain Disabled Person (DP) license plates at no additional fee for vehicles registered to the disabled person. DP plates **are not** issued to temporarily disabled persons.

> **NOTE:** One commercial vehicle with an unladen weight of **8,000 pounds or less** assigned DP plates **is** exempt from the weight fee. (VC §9410)
>
> This **does not** prevent issuance of DP plates to other commercial vehicles owned by the disabled person.

DP plates **cannot** be issued to a vehicle if the owner claims exemption from registration under VC §467 (Invalid Tricycle or Wheelchair) **or** VC §9105 (Disabled Veteran, Congressional Medal of Honor, or Ex-POW plates). The vehicle **cannot** be used by the disabled person in a street vending business operation.

14.035 Disabled Person Plates, continued

Plate Application—In addition to the usual registration and/or transfer requirements and fees, the application **must** include an Application for Disabled Person Parking Placard or Plates (REG 195) which has been completed by the disabled person and contains a doctor's certification of the applicant's disability.

> **NOTE:** A doctor's certification **is not** required if the applicant has California DP plates on another vehicle or a valid California DP Parking Placard **and** the REG 195 includes the existing DP plate/placard number.

Surrender of Plates Required—DP plates must be surrendered to the department within 60 days of the disabled person's death or upon the vehicle expiration date, whichever occurs first.

Window Decals for Vehicles with Wheelchair Lifts or Carriers—Refer to Section 14.115.

14.040 Disabled Veteran Plates (VC §§295.7, 4001, 5007, 9105, and 22511.5)

A qualified disabled veteran may obtain Disabled Veteran (DV) plates for **one** passenger motor vehicle, motorcycle, or commercial motor vehicle with an unladen weight of 8,000 pounds or less, owned by the disabled veteran, and is exempt from payment of all fees, except fees for duplicates, for that **one** vehicle only. A person who qualifies for two types of plates such as DV and Ex-POW **cannot** obtain both. The vehicle **cannot** be used for transportation for hire, compensation, or profit. Vehicles with DV plates are assigned a 12/31 expiration date and must be renewed annually.

Plate Application—In addition to the usual registration and/or transfer documents required, the application must include:

- A Request for Exempt License Plates (REG 5050) completed by the disabled veteran.
- Documentation (a letter or a photocopy) from the Veteran's Administration or the military service from which the veteran was discharged as follows. If the veteran:
  - — has lost, or lost the use of one or more limbs **or** has suffered permanent blindness, **or** is so severely disabled as to be unable to move without the aid of an assistance device, the documentation **must** indicate that the injury occurred while the veteran was on active duty with the United States Armed Forces.
  - — is rated as 100% disabled due to a diagnosed disease or disorder which substantially impairs or interferes with mobility, the documentation **must be** from the military service which discharged the veteran and **must** indicate a disability rating at 100% due to a diagnosed disease or disorder which substantially impairs or interferes with mobility as a result of an injury or disease that occurred while the veteran was on active duty with the United States Armed Forces.

Surrender of Plates Required—DV plates must be surrendered to the department within 60 days of the death of the disabled veteran or by December 31 of the current registration year, whichever occurs first.

14.040 Disabled Veteran Plates, continued

Window Decals for Vehicles with Wheelchair Lifts or Carriers—Refer to Section 14.115.

14.045 Environmental Plates (VC §§5101-5104 and 5106)

The registered owner or lessee of a passenger or commercial vehicle, motorcycles, or trailer may apply for an Environmental License Plate (ELP) separately or with a registration application. The ELP configuration can be two to seven characters and **cannot** conflict with another plate series. Other restrictions are listed in this section.

The department **must refuse** configurations that may carry connotations offensive to good taste and decency or which would be misleading based on criteria which includes, but is not limited to, any configuration that:

- has been deleted from regular series license plates.
- has a sexual connotation or is a term of lust or depravity.
- is a vulgar term; a term of contempt, prejudice, or hostility; an insulting or degrading term; a racially degrading term; or an ethnically degrading term.
- is a swear word or term considered profane, obscene, or repulsive.
- negatively identifies a specific group **or** misrepresents a law enforcement entity.
- is a foreign or slang word or term, or is a phonetic spelling or mirror image of a word or term, falling into the categories described above.

Unacceptable Letter/Number Substitutions—The following letter/number substitutions **are not** acceptable and **must be** rejected when presented.

- Number **1** for the letter **I.**
- Number **2** for the letter **Z**
- Number **3** for the letter **E**
- Number **5** for the letter **S**
- Number **6** for the letter **G**
- Number **8** for the letter **B**

Restricted Letter/Number Combinations—The following license plate configurations **are not** available for ELPs.

PLATE CONFIGURATION	EXAMPLE	LICENSE TYPE
Letters in First Position		
1 letter; 1 or 2 numbers	A12	State Assembly
1 letter; 1 or 2 numbers; 1 letter	S99A	State Senate
1 letter; 1 or 2 numbers; 1 letter; 1 number (restricted only if first letter is A, S, or C)	C84R1	U.S. Congress
1 letter; 2 numbers; 1 letter; 2 numbers	A12B34	OHV

PLATE CONFIGURATION	EXAMPLE	LICENSE TYPE
1 letter; 4 numbers	H1234	Honorary Consul
1 letter; 5 numbers	A12345	Commercial
1 or 2 letters; 1 through 6 numbers (restricted only if the letters are E or SE.)	SE300000	Special Equipment
	E123456	Exempt (diamond/ octagon E plates)
1 or 2 letters; 1 number; 1, 2 or 3 letters (restricted only if first letter is A, K, N, or W)	W6AB, WE7XY, or KA6RPZ	Amateur Radio
2 letters; 1 number	US1 & US2	U.S. Senate
2 letters; 1 number; 1 letter	US1A - C US2A - C	
2 letters; 1 number; 1 letter	US1R - US9R	
2 letters; 1 number; 1 letter; 1 number (restricted only if first two letters are US)	US1R1 - US1R9	
2 letters; 1 through 4 numbers (restricted only if HC or HV and 4 numbers)	HC1004 HV3	Horseless Carriage Historical Vehicle
2 letters; 3 numbers, 1 letter	HV000A	Historical Vehicle
2 letters; 3 numbers	LV000	Legion of Valor
2 letters; 4 numbers	AF1234 PP0001	Trailers Press Photographer
2 letters; 5 numbers	DP00000	Disabled Person
3 letters; 4 numbers (restricted only if the the three letters are POW)	POW1234	American Ex-Prisoner of War
Numbers in First Position		
1 number; 1 letter; 4 numbers	1A1234	Motorcycle
1 number; 1 letter; 5 numbers	1A23456	Commercial
1 number, 2 letters, 4 numbers	2AA0000	Trailer
1 number; 3 letters; 3 numbers	2SAM123	Automobile
2 numbers; 1 letter; 2 numbers	12A34	Exempt Motorcycle
2 numbers; 1 letter; 4 numbers	12A3456	Motorcycle
3 numbers; 2 letters (restricted only to letters AA through E0)	000AA-000E0	Reserved
3 numbers; 3 letters	123SAM	Automobile
4 numbers; 2 letters	0000PH 1234AB 0000DP 0000DV	Purple Heart Vessels Disabled Person Disabled Veteran

PLATE CONFIGURATION	EXAMPLE	LICENSE TYPE
5 numbers; 1 letter	12345R	Commercial
5 numbers; 2 letters	30000DP 00000DV	Disabled Person Disabled Veteran
7 numbers	1234567	CA Exempt

ELP Application Requirements—In addition to the usual registration documents and fees, when a buyer wants to purchase an ELP:

- Submit an Application for Special License Plates (REG 17) completed by the buyer. The REG 17 **must:**
  - — be complete, including the ELP configuration meaning.
  - — be signed by the buyer.
  - — show the type of vehicle (auto, commercial, etc.) to which the plates will be assigned.
  - — show an asterisk (*) for a full space and a slash (/) for a half-space. For example, full spaces desired (**TOM**), half-spaces desired (CLEN/AIR).

NOTE: Please inform your ELP customers that an annual ELP renewal/retention fee will be due in addition to the regular renewal fees.

- Remove and destroy any plates currently assigned to the vehicle. The vehicle may be operated on the temporary operating copy of the Application for Registration of New Vehicle (REG 397) **or** Report of Sale–Used Vehicle (REG 51) until the ELPs are received.
- Submit the ELP fee **in addition** to any other fees due. (The reflectorized plate fee charged for regular series plates **is not** due.)

If the ELP requested is...	***then the department will...***
acceptable and available	reserve the plates and send the buyer a receipt. The plates will be mailed directly to the buyer in about eight weeks.
not acceptable	issue regular plates and refund the ELP fee to the dealer with the reason the request cannot be processed.
unavailable	

14.050 Foreign Organization Plates (VC §5006.5 and R&TC §10781)

Automobiles owned or leased by an officer or designated employee of the Taipei Economic and Cultural Office (TECO) are issued Foreign Organization plates and are exempt from registration fees and/or use/sales tax, but **are not exempt** from transfer fees, duplicate and/or substitute fees on the vehicle. The plates **cannot** be issued as an ELP or special interest license plate and **cannot** be transferred between vehicles.

Plate Application—In addition to the usual registration and/or transfer requirements, the application **must** include:

- A Miscellaneous Certifications (REG 256A), Taipei Economic and Cultural Office section, completed by the applicant.
- Photocopies of the applicant's:
  - — Tax Exemption Card issued by the California Board of Equalization.
  - — ID Card issued by the U.S. Department of State.

14.055 Honorary Consul Plates (VC §5006)

Honorary Consuls (U.S. citizens or residents appointed as an Honorary Consul by a foreign jurisdiction) may request issuance of Honorary Consul plates from the department. There is no additional fee due for issuance of these special plates.

Plate Application—In addition to the usual registration and/or transfer requirements, the application **must** include:

- A Special License Plate Application (REG 17A) completed by the Honorary Consul.
- A certified copy of the Letter of Notification issued by the U.S. Department of State denoting the applicant's Honorary Consul status.

14.060 Legion of Valor Plates (VC §5101.4)

Legion of Valor license plates may be issued to vehicles owned by recipients of the decorations for valor listed below. The plates **are not** available for motorcycles. There is no additional fee due for issuance of Legion of Valor plates.

- Air Force Medal of Honor **or** Air Force Cross
- Army Medal of Honor **or** Army Distinguished Service Cross
- Navy Medal of Honor **or** Navy Cross

Plate Application—In addition to the usual registration and/or transfer requirements, the application **must** include:

- A Special License Plate Application (REG 17A) completed by the applicant.
- A photocopy of the applicant's Department of Defense Form 214 **or** service record indicating the award of one of the named military decorations.

14.060 Legion of Valor Plates, continued

Surrender of Plates Required—Upon the death of the Legion of Valor plate owner, the surviving spouse may retain the plates. The plates must be surrendered to the department within 60 days following the death of the surviving spouse or upon the vehicle expiration date, whichever occurs first.

14.065 Livery Plates (VC §§5011.5, 5011.6, and 5011.9)

Limousines operated by a charter-party carrier that pick up and deliver airport passengers are commercial vehicles and **must** display special "Livery" license plates (1ZZA000 through 1ZZZ999). An additional fee **is not** due for Livery plates. However, if the request is for an ELP Livery plate, ELP fees **are due**.

All other limousines operating "for hire" are issued regular commercial license plates.

Livery Limousine Definition—A livery limousine is defined by the Public Utilities Commission (PUC) as a luxury **sedan** (standard or extended length) with a **maximum seating capacity of nine passengers, including the driver**, transporting passengers to and from an airport.

Livery Plate Application Requirements—In addition to the usual registration and/or transfer requirements, the application **must** include:

- A Special Interest License Plate Application (REG 17) completed by the applicant.
- A **valid** PUC Livery Plate Authorization Letter (may list multiple vehicles). The letter or photocopy made by a department employee **must** be attached to the application.
- ELP fee, if appropriate.

NOTE: The vehicle body type must be a "sedan" (SD).

14.070 Motorized Bicycle (Moped) Identification Plates (VC §§406 and 5030-5039)

Motorized bicycles (mopeds) must be licensed before being operated or moved upon a highway. A moped license plate and identification card (ID) are issued; a title is **not** issued.

An Application for Motorized Bicycle (REG 230) completed by the owner and the moped ID fee must be submitted to DMV. A late penalty is **not** assessed and use tax is **not** collected. The moped plate remains on the moped when ownership is transferred.

14.075 Pearl Harbor Survivor Plates (VC §5101.3)

Pearl Harbor Survivor (PHS) license plates may be issued for vehicles owned by a qualified Pearl Harbor survivor. There is no additional fee for issuance of PHS plates. PHS plates **are not** issued to motorcycles or commercial vehicles being operated for hire.

14.075 Pearl Harbor Survivor Plates, continued

Applicant Qualifications—The applicant must have been a member of the Armed Forces stationed at Pearl Harbor, the Island of Oahu, or offshore within a distance of three miles, on December 7, 1941, during the hours of 7:55 am to 9:45 am, Hawaii time and must have received an honorable discharge from the military service.

Plate Application—In addition to the usual registration and/or transfer requirements, the application must include a Special License Plate Application (REG 17A) completed and signed by an officer of the Pearl Harbor Survivors Association.

Surrender of Plates Required—Upon the death of the PHS plate owner, the surviving spouse may retain the plates. The plates must be surrendered to the department within 60 days following the death of the surviving spouse or upon the vehicle expiration date, whichever occurs first.

14.080 Press Photographer Plates (VC §5008)

Persons regularly employed or engaged as newspaper, newsreel, or television photographers or cameraman may be issued special Press Photographer (PP) license plates. These plates **cannot** be issued to a trailer.

Plate Application—In addition to the usual registration and/or transfer requirements, the application **must** include a Special License Plate Application (REG 17A) completed by the applicant and the press photographer plate fee. Refer to the Fees Appendix, Appendix 1F for fees.

14.085 Purple Heart Plates (VC §5101.8)

Purple Heart license plates may be issued for any automobile, commercial vehicle, trailer, or motorcycle (**not** operated for hire or compensation) owned by the Purple Heart recipient. There is no additional fee due for issuance of these plates.

Plate Application—In addition to the usual registration and/or transfer requirements, the application must include:

- A Special License Plate Application (REG 17A) completed by the applicant.
- Proof of applicant's eligibility. Any of the following are acceptable:
  - — Orders awarding the Purple Heart to the applicant.
  - — A copy of the applicant's service record **or** discharge papers showing the Purple Heart award.
  - — Certification from a Purple Heart organization.

Surrender of Plates Required—The plates must be surrendered to the department upon the death of the Purple Heart plate owner. The plates cannot be transferred to another person, even to the co-owner of the vehicle to which the plates were issued.

14.090 Special Equipment (SE) Identification Plates (VC §§5011, 5015-5016, and 36115)

All special construction, special mobile, and cemetery equipment, farm vehicles, and logging vehicles **must** display a Special Equipment (SE) identification plate. SE plates are **optional** for implements of husbandry. (VC §36000)

IMPORTANT: Concrete pumps/pumper booms, oil well drilling rigs, and other similar equipment **do not** qualify for SE plates. These vehicles meet the definition of, and **must be** registered as, a "crane."

Original and Transfer SE Applications—The requirements are:

- An Application for SE Plate (REG 88) which **fully** describes the use of the vehicle/equipment completed by the applicant.
- A photo of the entire vehicle/equipment that does not exceed the REG 88 form size. (One photo is acceptable for multiple applications for identical vehicles/ equipment **submitted together at the same time**.)
- The SE plate fee.

14.095 Special Interest Plates (VC §5060)

The department issues the following special interest license plates. Pictures of the plates are included in the *California License Plates Handbook* (REG 36).

NOTE: The plates issued to motorcycles (permitted for California Firefighter, California Memorial, Kids, Lake Tahoe, Olympic, Veteran's Organization) will **not** contain any graphics or symbols. A generic motorcycle plate with a space for a decal to be affixed by the plate owner is issued. (VC 5061)

- **Arts Plates (VC §§5060, 5074, and 5101)—**Available in a sequential series or as an ELP of two to six characters. Qualified existing ELPs may be converted.
- **California Firefighter Plates (VC §§5060 and 5101.2)—**Available in a sequential series or as an ELP of two to six characters. Qualified existing ELPs may be converted. **Only** regularly employed or retired firefighters/volunteer firefighters may obtain these plates, they **cannot** be purchased by the general public.
  - — The applicant's principal duties must be, or have been prior to retirement, within the scope of active firefighting and providing fire prevention service, fire training, hazardous materials abatement, arson investigation, and emergency medical services.
  - — As proof of eligibility, a photocopy of the applicant's fire department ID card or International Association of Firefighters membership card **must be** presented and verified upon application.

  Surrender of Plates Required—Upon the death of the Firefighter plate owner, the plates may be transferred to the surviving spouse. The plates must be surrendered to the department within 60 days of the surviving spouse's death or upon the vehicle registration expiration date, whichever occurs first.

14.095 Special Interest Plates, continued

- **California Memorial Plates (VC §5066)—**Available in a sequential series (the same series is used for autos, commercial vehicles, and trailers) or as an ELP of two to six characters. Qualified existing ELPs may be converted.

NOTE: The Culver City, Fresno, Los Angeles, Redding, Sacramento, San Diego, and San Francisco Department of Motor Vehicles offices have sequential plate inventory for issuance.

- **Coastal Commission (Whale Tail) Plates (VC §§5067 and 5101)—**Available in a sequential series or as an ELP of two to seven characters. Qualified existing ELPs may be converted.
- **Commemorative Collegiate Plates (VC §§5024, 5060, and 5101)—**The only participant is UCLA. Available in a sequential series or as an ELP of two to six characters. Qualified existing ELPs may be converted.
- **Kids Plates (VC §§5060, 5072, and 5101)—**Available in a sequential series or as an ELP of two to six characters. Qualified existing ELPs may be converted.
- **Lake Tahoe Conservancy Plates (VC §§5060, 5075, and 5101)—**Available in a sequential series or as an ELP of two to seven characters. Qualified existing ELPs may be converted.
- **Veterans Organization Plates (VC §§ 5060, 5068, and 5101)—**Available in a sequential series or as an ELP of two to six characters. Qualified existing ELPs may be converted. (The organization logo decal is separate and the plate owner is responsible for attaching it to the plate.) The department issues an updated listing of veteran organization decals in a Vehicle Industry News (VIN) memo as needed.
- **Yosemite Plates (VC §§5060, 5064, and 5101)—**Available in a sequential series or as an ELP of two to seven characters. Qualified existing ELP configurations may be converted.

Special Interest License Plate Applications—In addition to the usual registration and/or transfer documents required, the application must include a Special Interest License Plate Application (REG 17) or Special License Plate Application (REG 17A) completed and signed by the applicant and the special plate fee(s).

Converting a Regular ELP to a Special Interest ELP—A regular ELP configuration within the number of characters allowed for the series requested may be converted to a special interest license plate. The regular ELP must be surrendered.

14.100 Year of Manufacture Model Year Date Plates (VC §5004.1)

Year of Manufacture (YOM) license plates are any officially manufactured California license plates issued prior to 1963 that are determined to be legible and serviceable by the DMV. YOM plates may be assigned in lieu of regular license plates to any currently registered 1962 or older year model motor vehicle or trailer of a corresponding model year.

Kit cars of vintage automobiles (a replica of a 1928 vehicle for example) **do not** qualify for YOM plates. Vehicles with YOM plates have full operating privileges and are not restricted to participation in historical vehicle activities.

The plates **must be** supplied by the vehicle owner **and** authenticated by DMV personnel. Base year plates must have the appropriate year validation sticker attached to the plate to be authenticated as other than the base year (for example, a 1956 plate with a 1958 sticker equals a 1958 plate).

14.105 Transfer or Reassignment of Special Plates (VC §§5108 and 5109)

Owner-Issued License Plates—The plates listed below may be transferred/ reassigned to any vehicle owned and registered to the plate owner.

- Amateur Radio
- American Ex-Prisoner of War (Ex-POW)
- Arts Council
- Bicentennial Bill of Rights
- California Firefighters
- California Memorial
- Citizens Band (CB) Radio
- Coastal Commission (Whale Tail)
- Commemorative Collegiate (UCLA)
- Congressional Medal of Honor
- Disabled Person
- Disabled Veteran
- Environmental (ELP)
- Honorary Consul
- Kids
- Legion of Valor
- Legislative (exempt or fee paid)
- Olympic Games
- Olympic Training Center
- Pearl Harbor Survivor

14.105 Transfer or Reassignment of Special License Plates, continued

- Press Photographer
- Veterans Organizations
- Year of Manufacture (YOM)
- Yosemite

Plate Reassignments—When the buyer already has special plates and wants to transfer them to another new or used vehicle, in addition to the usual registration and/or transfer requirements and fees for the transaction, the application **must** include:

- A Special Interest License Plate Application (REG 17) **or** a Special License Plate Application (REG 17A) completed by the plate owner showing reassignment of the plates.
- Any fees due to transfer/reassign the special plate to the vehicle. Many special plates also have an annual renewal fee added to the regular renewal fees due. When the plates are reassigned and a different registration expiration date is established, additional prorated renewal fees **or** a prorated credit of fees may be due.
- Determine the number of months difference in the registration expiration dates.
- Use the "Monthly Prorated Vehicle License Fees" side of the Vehicle License Fee Rate Table (REG 360) to determine the prorated due/credit amount.
- Locate the annual amount in the "12 Mo" column and then use that row to identify the exact fee amount based on the number of months difference in the expiration dates.

EXAMPLES

#1—Prorated Fees Due—A plate owner transfers ELP plates from a vehicle with a 12/16/00 expiration date to a new vehicle which will be assigned a 10/10/01 expiration date.

The difference between the two expiration dates is 10 months and the annual ELP renewal fee is $25. Locate $25 in the "12 Mo" column of the REG 360 and collect the amount shown in the "10 Mo" column in addition to the plate reassignment fee and the other fees due.

#2— Prorated Credit Due—A plate owner transfers *sequential* Arts Council plates from a vehicle with a November 2001 expiration date to a used vehicle which has an August 2001 expiration date.

The difference between the two expiration dates is 3 months and the annual *sequential* Arts Council renewal fee is $15. Locate $15 in the "12 Mo" column of the REG 360 and **deduct** the amount shown in the "3 Mo" column from the plate reassignment fee due and collect the difference in addition to any other fees due.

14.110 Vehicles of Historic Value (VC §5004 and R&TC §10753.5)

Special Horseless Carriage or Historical Vehicle plates may be obtained for vehicles of historic value/interest. These plates are **permanently** assigned to the vehicle and remain on the vehicle when and if ownership of the vehicle is transferred.

- **Horseless Carriage Plates** are issued to motor vehicles with an engine of 16 or more cylinders manufactured prior to 1965 and to any motor vehicle manufactured in the year 1922 or before.
- **Historical Vehicle Plates** are issued to motor vehicles or trailers manufactured after 1922 which are at least 25 years old **and** of historic interest.

Vehicles assigned Historical Vehicle or Horseless Carriage plates are:

- limited to operation or movement over the highway primarily for the purpose of historical exhibition or other similar, noncommercial purposes, such as parades or historic vehicle club activities.
- are subject to the annual registration fee (*including any miscellaneous city/county fees collected with the registration fee*) and a $2 vehicle license fee **each** registration year.

Plate Application—In addition to the usual registration and/or transfer requirements, the application must include a Special License Plate Application (REG 17A) completed by the applicant.

14.115 Window Decals for Vehicles with Wheelchair Lifts or Carriers (VC §5201)

Window decals matching the vehicle license plate configuration (white background with black numbers and/or letters) are available for **"no fee"** to qualified customers who have a wheelchair lift or carrier on their vehicle which obstructs the view of the rear license plate. To qualify for a decal, the customer **must**:

- Be a Disabled Person (DP) placard holder *or* transport person(s) with a DP placard.
- Own a vehicle assigned Disabled Person (DP) *or* Disabled Veteran (DV) license plates.

Decal Application Requirements—The requirements are:

- A Statement of Facts (REG 256) completed by the applicant stating:
  - — he/she requests a window decal
  - — the eligible DP placard or DP/DV plate number
  - — the make, identification number, year model, and license number of the vehicle to which the decal will be affixed
  - — the applicant's name, mailing address, and signature.

14.115 Window Decals for Vehicles with Wheelchair Lifts or Carriers, continued

- Mail the REG 256 to:
  Department of Motor Vehicles
  Special Processing Unit MS D238
  PO Box 932345
  Sacramento, CA 94232-3450.
- Once the decal is manufactured, it will be mailed directly to the requester. The requester must allow six to eight weeks for receipt of the decal.

Chapter 15
Handbook of Registration Proceduress

Vessels

15.000 Introduction (VC §9858)

All undocumented vessels using California waters **must** display a current California registration number (CF number). Vessels may be registered or transferred through any field office, Sacramento Headquarters, or an authorized vessel agent.

15.005 Definitions (VC §9840)

Amphibious Vehicle/Vessel Combination—A device which may be propelled, moved, or drawn upon both water and a highway on land.

Documented Vessel—A vessel required to be documented by the U.S. Coast Guard and issued a valid marine certificate. Commercial vessels weighing five net tons or more or any commercial vessel 30 or more feet in length (unless exemption granted by U.S. Coast Guard). Yachts or pleasure vessels may be documented at the owner's request.

Interstate Commerce—A vessel engaged for compensation in transporting persons or property in more than one state.

Legal Owner—Person holding the legal title to a vessel under a conditional sales contract, the mortgagee of a vessel, or the renter or lessor of a 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.

Livery Vessel—Any vessel subject to registration under California statutes that is held primarily for the purpose of renting, leasing, or chartering to others. (CR §§190.04 and 190.20)

Owner—Person having lawful possession of a vessel by virtue of legal title or equitable interest therein which entitles them to possession. This **does not** include a "legal owner" as defined above.

Registered Owner—Person registered as the vessel owner by DMV.

Situs—Principal location of the vessel.

15.010 Definitions, continued

State of Principal Use—The state on which waters a vessel is used or intended to be used most during a calendar year. (H&NC §651[o])

Undocumented Vessel—Vessel that **is not** required to have and **does not** have a valid marine document issued by the United States Coast Guard.

Use—Navigates, operates, or employs (any vessel upon the waters of this state).

Vessel—All water craft used or capable of use for transportation on water, **except**:

- A seaplane on the water.
- A water craft specifically designed to operate on a permanently fixed course, the movement of which is guided by a mechanical device to which the water craft is attached or controlled (for example, a ferryboat).
- 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.

Vessel Agent—A bona fide dealer, broker, or both, appointed, but **not** licensed, by the department. Refer to Section 15.005 for additional information.

Vessel Carrying Passengers for Hire—Any vessel subject to registration under the *Vehicle Code* which is held for the transportation of any person for valuable consideration, whether directly or indirectly flowing to the owner, charterer, operator, agent, or any other person interested in the vessel. (CR §190.05)

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. (CR §190.07) Vessel and marine dealers **are not** licensed by the department.

Any questions about licenses for a retail business selling vessels and related marine equipment are handled by the local city and county administration offices **and** the State Board of Equalization

Vessel Manufacturer—A person who is engaged wholly or in part in the business of building or assembling vessels, offering those vessels for sale, and receiving or expecting to receive money, profit or any other thing of value resulting from such transactions. (CR §190.06)

Waters of the State—Any waters within the territorial limits of California including private bodies of water. (VC §9850[e] and H&NC §651[u])

Yacht or Ship—A vessel 16 or more feet long and under 300 gross tons used to navigate in water and designed to be propelled by machinery or sail. (H&NC §701[c])

Yacht and Ship Brokers—Yacht and ship brokers negotiate the purchase, sale, or exchange of yachts and **do not** own the yachts. Yacht and ship brokers (and "for hire" operators) are licensed by the Department of Boating and Waterways, 1629 "S" Street, Sacramento, CA 95814-7291. (H&NC §701[a])

15.010 Vessel Agents (VC §§9858 and 9858.1)

Vessel agents are appointed, but not licensed, by the department and 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.

Document Preparation Fee—Vessel agents have the option of charging a document preparation fee **not** to exceed $20. This fee **is not** required or collected by the department.

Vessel agents **must** send their work directly to DMV Sacramento Headquarters for processing with a transmittal listing (ADM 173). DMV field offices **cannot** accept vessel applications or fees from vessel agents **or** supply them with accountable items and/or forms.

For questions about a vessel agent's...	***contact the...***
registration **or** transfer application	Registration Operations Division Vessel Section MS E272 PO Box 942869 Sacramento, CA 94269-0001 (916) 657-7669
request for accountable items	Occupational Licensing Unit MS N224 PO Box 932342 Sacramento, CA 94232-3420
application for appointment	local DMV investigations office.
duties, requirements, and responsibilities	

15.015 Yacht and Ship Broker Sales

Yacht and ship brokers negotiate vessel sales, but do not own the vessels. 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.

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 registration fees and use tax are collected by the department when the buyer presents the application.

The document/clearance requirements for yacht/ship broker sales are the same as for other non-dealer transactions **except**:

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

15.015 Yacht and Ship Broker Sales, continued

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

15.020 Vessels Required to be Registered in California (VC §9850)

The following vessels **must be** registered:

- All undocumented motor boats **and** all undocumented sailboats over eight feet in length **or** with a motor.
- Amphibious vehicle/vessels **and** houseboats.

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. (VC §9840)

- Inflatable vessels with motors.
- Personal water craft ski type vessels (for example, Jet Ski or Wet Bike).
- 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).
- Motorized surfboards (also known as jetboards).

15.025 Vessels Not Required to be Registered (VC §9873)

The following vessels **are not** required to be registered:

- Vessels propelled solely by oars or paddles.
- Sailboats eight feet or less in length without motors.
- A public vessel of the United States, another state, or subdivision of another state.
- A ship’s lifeboat. (A dinghy is not a lifeboat.)
- A vessel of another country temporarily using the waters of this state.
- 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.
- Non-motorized surfboards over eight feet in length, propelled by a sail that requires the operator to hold the mast upright.
- A vessel not using or on the waters of this state.
- 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. (CR §190.19)

15.030 California-Assigned Vessel Numbers (VC §9857)

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 I, O, or Q will **not** be issued for any CF numbers.

Pleasure Numbers—Pleasure numbers are CF numbers that **are not** reserved as special numbers (see below). Pleasure numbers are issued by DMV field offices and vessel agents to pleasure and commercial vessels.

Special Numbers (CR §190.08)—Special numbers are CF numbers reserved for issuance to the vessels listed below and are issued **only** by the DMV vessel unit in Sacramento Headquarters.

Alpha suffix...	***is reserved for issuance to...***
DA–DZ	vessel dealers.
LA, LB, LD, LE	livery (rental) boats **and** boats carrying paying passengers.
LC	livery boats owned by a city or county (fee exempt).
MA–MY	vessel manufacturers.
MZ	special use vessels **other than** dealers or manufacturers.
XC	vessels owned by a city, county, district, or municipality (fee exempt).
XF	vessels owned by the federal government (fee exempt).
XS	vessels owned by the state (fee exempt).
YB	vessels owned by certain youth groups (fee exempt).

15.035 Applications for a Special Number (CR §190.08)

Livery and For Hire (Rental) Boats—The requirements are:

- A completed Application for Vessel Registration (BOAT 101).
- Appropriate proof of ownership. Refer to Section 15.075.
- The original registration fee and use tax, if appropriate. The Statement of Facts on the BOAT 101 must be completed by the applicant for a use tax exemption.

Fee-Exempt Vessels and City/County-Owned Livery Boats—A completed Application for Vessel Registration (BOAT 101) must be submitted. There is no fee due. For youth group vessels, the BOAT 101 Statement of Facts must verify the organization's purpose and be signed by the person in charge of the group.

15.035 Applications for a Special Number, continued

Dealers and Manufacturers—Boat dealers and manufacturers may secure a special number for demonstrating or testing unregistered vessels. The number must not be permanently affixed to any vessel and it is not transferable.

- **Original Applications—**The requirements are a completed Application for Dealer-Manufacturer Boat Registration Number (BOAT 101A) with "Dealer" or "Manufacturer" checked and the applicant's Board of Equalization (BE) account (permit) number and the original registration fee. (December applications should also include the renewal fee.)
- **Renewal Applications—**A new completed BOAT 101A (see originals above) and the registration fee must be submitted for any dealer or manufacturer vessel number that is not renewed prior to midnight of the expiration date. A Certificate of Nonoperation **is not** acceptable.

"Special Use" Vessels—The application requirements are the same as for a dealer/manufacturer application. An example of "special use" would be a marina borrowing vessels from vessel manufacturers throughout the United States for use in movie productions and then returning the vessels to the manufacturers at the end of filming. The requirements are:

- A completed Application for Dealer/Manufacturer Boat Registration Number (BOAT 101A).
- A Statement of Facts (REG 256) from the applicant stating where the vessel was obtained, the purpose and location of operation, approximately how long the vessel will be operated, and disposition of the vessel when the special use ends.
- The original registration fee.

15.040 Transfer of Special Numbers

Livery and fee-exempt special numbers **cannot** be transferred unless the new owner qualifies for the same kind of special number. The "LC" series **cannot** be transferred to a nongovernmental livery operator. A Statement of Facts (REG 256) which explains the buyer's qualifications for the special number and requests a use tax exemption **if** the buyer is using the vessel "for hire" (passengers or property) must be submitted with the application. Exempt vessels transferred between federal agencies or between state agencies **are not** subject to use tax.

Transfer from Special Number to Pleasure Number—When a livery or fee exempt vessel is transferred to an owner **not** qualified for the special number, a pleasure number is issued. A Statement of Facts (REG 256) stating the vessel will be used for pleasure only **must** be submitted with the transfer application. The renewal fee is due if the former owner was fee exempt.

Vessel Fees—Refer to the Fees appendix, Appendix 1F.

15.045 Hull Identification Numbers (VC §§9857 and 9871.5)

The Hull Identification Number (HIN) is a unique combination of letters and/or numbers affixed to the vessel. California law requires all registered vessels to have a HIN. Federal regulations effective November 1, 1972, require vessel manufacturers to assign a HIN to each vessel the manufacturer builds. Non-complying manufacturers will be investigated by the U.S. Coast Guard. In 1978, the department assigned HINs to the vessels without a HIN on the department's records.

Current Manufacturer HIN Format—Since August 1984, the manufacturer's HIN must consist of a combination of 12 letters or numbers formatted as follows:

XXX	12345	A3	93
three letters identify the manufacturer's identification code	five letters or numbers (serial #)	month represented by a letter and year of manufacture or date of certification	last two numbers of model year

1972 to 1984 Manufacturer HIN Formats—HINs were formatted as follows:

XXX	12345	1280	X
three letters identify the manufacturer's identification code	five letters or numbers (serial #)	month and year of manufacture or date of certification	additional optional characters for builder's purpose

XXX	12345	M	73E	X
three letters identify the manufacturers' identification code	five letters or numbers (serial #)	letter code indicates information to follow	month and year of certification	additional optional characters for builder's purpose

Homemade Vessels/Vessels without a Valid HIN "CFZ" HIN Format—The U.S. Coast Guard assigned the State of California a HIN format to use when assigning a HIN to homemade vessels or vessels without a valid number. The HIN **must** comply with the following:

CFZ	1234A	H1	91
Always CFZ for California	first five characters of the vessel CF number	letter code for month and year of manufacture or year fees paid if manufacture date is unknown	last two digits of the year model or year fees paid if year model is unknown

15.050 Assignment of Hull Identification Numbers (VC §9871)

At the vessel owner's request, the DMV will assign a Hull Identification Number (HIN) for "no fee" to a vessel which **does not** have a HIN. The Certificate of Ownership and a Statement of Facts (REG 256) stating the vessel does not have a HIN and the name of the builder (if known) must be submitted.

The department **will not** assign a HIN:

- to a 1973 or newer vessel which already has less than a 12-character HIN.
- to a vessel "commercially-manufactured" after 1972.
- if documentation indicates an existing HIN for the vessel.

NOTE: If the DMV's records **do not** show a HIN for a vessel, but the owner completes a Statement of Facts (REG 256) showing a HIN, DMV will correct the record.

15.055 ABCs of the California Boating Law (H&NC §651.5)

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.

15.060 Vessel Fee Exemptions (VC §9851)

The Department of Boating and Waterways **is exempt** from the registration fees and fees for duplicates/substitutes. All other exempt agencies are exempt from all vessel fees **except** duplicate/substitute certificate or sticker fees.

15.065 Vessels Owned by Nonresident Military Personnel

The U.S. Soldiers and Sailors Relief Act **does not** apply to vessels. Vessels **cannot** be registered as "nonresident military" (NRM).

15.070 Commercial Deep Sea Fishing Vessels

A vessel used 50% or more of the time in a commercial deep sea fishing operation outside the territorial waters of California is exempt from use tax. The Statement of Facts on the back of the Application for Original Vessel Registration (BOAT 101) must be completed stating the vessel is operated in this manner.

15.075 Proof of Ownership (CR §190.02 and VC §9923)

The following are acceptable as proof of vessel ownership:

- A properly endorsed California Certificate of Ownership **or** out-of-state title.
- A bill of sale **or** Certificate of Sale with the vessel description, the buyer's name and address and any legal owner, the location and date of sale, and the seller's signature.
- A Certificate of Origin, Bill of Lading, or invoice from a dealer on original registration applications for vessels obtained through the dealer's inventory**.**

15.080 Vessel Bonds (VC §9923)

A bond may be required when proof of ownership **cannot be** submitted for a vessel. Refer to Section 30.015 for bond requirements.

15.085 Original Vessel Registration (VC §§9850, 9851, 9852, and 9853)

California **must be** the state of principal use shown on an application for California registration or the application **cannot** be accepted (Federal Title 33 §173.33.c) 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:

- A completed Application for Vessel Registration (BOAT 101).

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.

- 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.
- 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.

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

15.085 Original Vessel Registration, continued

- The original registration fee is due **and**:

If the dealer/manufacturer...	*then...*
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 Vessel Dealer or Manufacturer's Sales Tax Certification (BOAT 110) **must be** submitted with the application (use tax is not submitted to the DMV).

Homemade Vessels (VC §9852)—The registration requirements are:

- A completed Application for Vessel Registration (BOAT 101).

If the applicant...	*then...*
is the builder	receipts for the vessel construction materials **must be** presented. **NOTE:** A bill of sale showing "paid in full" **is required** for any individual component part costing $2,000 or more.
is not the builder	any bills of sale needed to establish a complete chain of ownership **must also be** submitted.
NOTE: A bond may be required if receipts or bills of sale for all component parts are **not** available. Refer to Section 30.015 for bond requirements.	

- The original registration fee. Use tax **is** due if the vessel was acquired from other than the builder. Refer to the Fees Appendix, Appendix 1F, for fees.

Additional Information and/or Requirements

Commercial Vessels—An application for a vessel over 30 feet in length **must** include a letter from the U.S. Coast Guard stating the vessel **is not** required to be documented or the application **cannot be** processed. When "COMMERCIAL" is circled under "Use" on the BOAT 101, a pleasure number is assigned to the vessel and "COMMERCIAL" is printed on the face of the certificates issued for the vessel.

NOTE: The department **will not** accept any application for registration of a vessel located out of state (Federal Title 33 §173.33.c).

Vessel/Trailer Combinations—When only one document, such as a bill of sale, is provided to establish ownership for a vessel and trailer combination that document is retained with the trailer application.

15.090 Change from Undocumented to Documented

Vessels used for commercial purposes **must be** documented by the U.S. Coast Guard and any yacht or pleasure vessel may be documented. When an undocumented vessel changes to a documented one, the U.S. Coast Guard picks up the California Certificate of Ownership and forwards it to DMV Sacramento Headquarters with a letter showing the documented date, the CF number, and the owner's name. The department's records are then updated to show "Documented Vessel."

15.095 Vessels Released from Documentation

When a vessel is removed from documentation, the owner is issued a release from documentation letter by the U.S. Coast Guard. To register the vessel, the release letter must be submitted with the original registration application requirements listed in Section 15.085 and any bill(s) of sale necessary to establish a complete chain of ownership from the owner shown on the release letter. A new CF number will always be issued to the vessel.

Replacing a Lost Release from Documentation Letter—If the release letter is lost, the owner may request a replacement from the U.S. Coast Guard by providing the name of the vessel, the name of the last documented owner, and the document number (if known). Requests may be sent to:

Address changed

National Vessel Documentation Center
792 T J Jackson Drive
Falling Waters, WV 25419
Telephone: (800) 799-8362

15.100 Nonresident Vessel Registration Applications (VC §§9854 and 9873)

California vessel registration **is required** within 120 days (30 days after the 90-day reciprocity period) of the date of entry into California if the state of principal use changes from another state to California **or** penalties are due. Use tax **is due** if the vessel is brought into California within 90 days of the date of purchase.

NOTE: A vessel registered in California prior to registration in the other state **is** issued a new CF number. If available, submit the old California title with the registration application. Fees are due **prior to** first operation in California.

Title State Requirements (VC §9852)—The requirements are:

- An Application for Vessel Registration (BOAT 101).
- Proof of ownership. Acceptable proof of ownership may be:
  - — a properly endorsed nonresident title. A bill of sale is acceptable in lieu of the seller's signature on the title.
  - — the original or certified copy of a conditional sales contract or security interest showing the name(s) of the buyer and lienholder, if any, that is marked "paid" and countersigned.

15.100 Nonresident Vessel Registration Applications, continued

- Any bills of sale needed to complete the chain of ownership.
- The original vessel registration fee.

Lost Nonresident Title—If the title is lost, the application **must** also include:

- A Statement of Facts (REG 256) stating:
  - — the original title is lost.
  - — the name of the person from whom the vessel was acquired.
  - — the value of the vessel.
  - — there are no liens or encumbrances against the vessel.

NOTE: A bond **is** required if the vessel value is $2,000 or more. Refer to Section 30.015 for bond requirements.

- The last issued Certificate of Number (registration) **or** a letter from the state agency that last registered the vessel giving the registration information.

Nontitle State Requirements (VC §9852)—The requirements are:

- An Application for Vessel Registration (BOAT 101). The applicant must complete the Statement of Applicant.
- The out-of-state Certificate of Number (vessel registration card). If not in the applicant's name, a bill of sale or the Certificate of Sale (back of the BOAT 101) completed by the owner of record to the applicant is required.
- Evidence of ownership **must** be equivalent to an out-of-state title. The complete chain of ownership **is required** to establish ownership **or** correct the legal owner. The following are acceptable as proof of ownership:
  - — a bill of sale **or** dealer invoice showing no lien and marked "Paid in Full."
  - — the original or certified copy of a Conditional Sales Contract showing the same legal owner indicated on the application; or stamped/marked "Paid" and countersigned.
  - — a nonresident title.
  - — a letter which confirms surrender of the title to another state from that state. (A letter is not needed if the applicant explains surrender of the title on the Statement of Facts [REG 256] required below).
- A Statement of Facts (REG 256) from the owner stating the vessel is free of all liens other than shown on the application.

NOTE: A bond may be required if the applicant **cannot** furnish any of the above. A Lien Satisfied (REG 166) **is** required if a legal owner is indicated on the Conditional Sales Contract and is not shown on the BOAT 101.

- The original vessel registration fee.

15.100 Nonresident Vessel Registration Applications, continued

Vessels Imported from a Foreign Country (Other Than a Dealer Import)—The requirements for vessels imported for the express purpose of an individual's use are:

- An Application for Vessel Registration (BOAT 101).
- Foreign ownership document which describes the vessel, such as a bill of sale or a bill of lading.
- The U.S. Customs receipt verifying the vessel cleared customs.
- The original registration fee.

NOTE: A bond may be required if any of the above cannot be furnished.

Incomplete Applications—DMV returns incomplete applications with a receipt for the fees paid. The vessel **cannot** be berthed or used in the waters of this state until it is currently numbered.

15.105 Amphibious Vehicle/Vessel (VC §9872.5)

A vehicle/vessel combination to be operated on or off-highway and on the water **must be** numbered as a vessel **and** registered for highway or off-highway use. These are issued a vehicle Certificate of Title and registration card and a vessel Certificate of Number.

Original Vehicle/Vessel (Dual) Registration—Two separate applications are required and two separate expiration dates are assigned.

- **Vehicle Application—**The usual on or off-highway registration documents **and** the on or off-highway original registration fees must be submitted. A smog certification may be required for on-highway registration.
- **Vessel Application—**An Application for Vessel Registration (BOAT 101) and the original vessel registration fee. The CF number issued must be affixed to the vessel's bow.

Transfer of Amphibious Vehicle/Vessels with Dual Registration—Two separate applications are required.

- **Vehicle Application (on or off-highway)—**The usual transfer requirements, appropriate fees, and any use tax due must be submitted.
- **Vessel Application—**The usual vessel transfer requirements and fees must be submitted.

Transfer and Conversion from Dual Registration to Vessel Only—The requirements are:

- An Application for Vessel Registration (BOAT 101) from the new owner.
- The properly endorsed Certificate of Title and supporting transfer documents.
- A Statement of Facts (REG 256) from the applicant stating the amphibious vehicle/vessel **will not** be used on or off-highway.

15.105 Amphibious Vehicle/Vessel, continued

Transfer and Conversion from Dual Registration to Vessel Only, continued

- Any license plates **must** be surrendered.
- The fees due.

Transfer and Conversion from Dual Registration to Vehicle Only—In addition to the usual transfer requirements, the applicant must complete a Statement of Facts (REG 256) stating the amphibious vehicle/vessel will no longer be used on the waters of this state. (The CF number **must be** removed.)

15.110 Unavailable Records Procedure (VC §9917)

When the department has **no** record for a vessel and the Certificate of Ownership and Certificate of Number are missing, the registration requirements are:

- A completed Application for Vessel Registration (BOAT 101). The vessel **must be** located in California.
- A Statement of Facts (REG 256) explaining:
  - — how, when, and from whom the vessel was acquired.
  - — what effort was made to contact the last owner(s) of record to obtain evidence of ownership and why it was not obtained.
  - — the current value of the vessel. Copies of tax records showing payment of taxes by the applicant to the County Assessor's Office may be submitted.
- The original registration fee

NOTE: A bond may be required if proof of ownership is missing. Refer to Section 30.015.

15.115 Vessels with Old Certificates

When the department has a record on file for a vessel **not** currently registered and an old Certificate of Number is submitted, the application is processed as usual. However, if the department **does not** have a record on file **and** the Certificate of Number is more than three years old, the Certificate or Ownership or an Application for Duplicate Title (REG 227) must be submitted.

NOTE: Photocopies of old certificates **are not** acceptable. If the original certificates **are not** available, refer to the unavailable records procedures in Section 15.110 for the requirements.

15.120 Notice of Sale of Vessel (VC §9911)

The seller of a vessel is required to notify the department of the sale within five calendar days by submitting a Notice of Release of Liability (REG 138). The REG 138 **must be** forwarded directly to the department or auto club, not to a dealer or vessel agent. (VC §9905) Auto clubs are authorized agents for the department.

15.125 Vessel Transfer Checklist (VC §§9900, 9907, and 9908)

The basic transfer requirements for a vessel with California registration are:

- The California Certificate of Ownership **or** an Application for Duplicate Title (REG 227) properly endorsed for transfer.

Front of the Certificate of Ownership:

Line 1—The registered owner must release interest. A bill of sale is acceptable in lieu of a signature on Line 1.

If the vessel is registered to...	***then the following is required...***
co-owners joined by "or" **or** "and/or" (/or)	the signature of only **one** co-owner.
co-owners joined by "and" (a slash "/")	the signature of **each** co-owner.
co-owners followed by "JTRS"	
a company, public agency, or business name **Example:** Smith Vessel Sales	the name must appear **and** be countersigned/initialed by an authorized representative. **Example:** Smith Vessel Sales by *J. Smith*
an individual doing business as (DBA) **Example:** John Smith DBA Smith Vessel Sales	the signature of the individual. **Example:** *John Smith* or *John Smith* DBA Smith Vessel Sales

Line 2—The legal owner/lienholder of record, if any, must release interest.

- Endorsement for a company name **must** include the company name and be countersigned or initialed by an authorized employee of the company.
- A Lien Satisfied (REG 166) is acceptable in lieu of the signature on Line 2. (Print "LS" on Line 2.)
- If the legal owner/lienholder is to remain the same for the new owner, release on Line 2 is not mandatory. (The name and address of the legal owner/lienholder must be reentered on the back of the ownership certificate in this case.)

Back of the Certificate of Ownership—New Owner Information:

Line(s) 3a–3b—Completed as follows:

- Print the true full name(s) for each owner.
- Check the "and" or "or" box, if registered to co-owners. If the box is not checked, the names will be joined by "and" on the new certificates.
- Enter the purchase price and purchase date on the designated lines. If acquired as a gift, the current value and the date acquired **must be** entered.

15.125 Vessel Transfer Checklist, continued

NOTE: A new vessel class (VSL) and date of purchase **are** established upon each transfer of registered ownership based on this information.

Lines 7a–7c—Enter the address (situs) where the vessel will principally be kept.

Line 8—The usual signature for **each** owner.

Lines 9–11—Enter the name and address of the legal owner/lienholder or the word "none." This includes transfer of the registered owner when the legal owner/lienholder remains the same.

NOTE: Entries on dealer or financial institution applications **must be** initialed by a representative of the dealer/financial institution.

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.

Line 12 (for Vessel Agent Sales)—On vessel agent sales, the agent's signature and agent number **must be** entered **and** a Vessel Sales Tax Certification (BOAT 110) **must be** submitted with the application.

- Bills of sale as needed to establish a complete chain of ownership.
- The fees and use tax due. A transfer fee **is not** due for a vessel agent or broker.

Additional Information

New Vessel Class Assigned on Transfers—The DMV assigns a new vessel class (VSL) and date of purchase on each registered owner transfer based on the new owner's purchase price and date entered on the application. The new VSL is based on the current value of the vessel if the new owner received it as a gift.

Vessel and Trailer Combinations—If the separate price/value **is not** known on a vessel/trailer combination purchase, $1 use tax will be collected on the trailer **and** the remainder on the vessel.

Transfer of Special Numbers—Refer to Section 15.045.

15.130 Transfer/Registration with Power of Attorney

A properly completed Vehicle/Vessel Transfer and Reassignment Form (REG 262) or a Power of Attorney (REG 260) may be used to secure registration and/or transfer interest in a vessel. The original, photocopy, or certified copy **must** accompany each application. The form **is not** acceptable if there are alterations, errors, or erasures.

The power of attorney **cannot** be used to sign a certification or statement of facts (statements attesting to knowledge of the principal). The right conveyed to the attorney-in-fact appointed by the principal **cannot** be reassigned to another individual.

15.130 Transfer/Registration with Power of Attorney, continued

When a company or firm is the attorney-in-fact, the name of the company/firm and the countersignature or initials of an authorized representative **must** appear for signatures signed by power of attorney. **For example**, *Jane Doe by Any Bank by J.S.*

15.135 Multiple Transfers

In addition to the basic transfer documents:

- The printed names of all buyers/owners must appear on the back of the Certificate of Ownership.
- The current owner (buyer) **must sign** the back of the ownership certificate.
- Any bills of sale necessary to complete the chain of ownership to the current owner must be submitted.
- A Statement to Record Ownership (REG 101 or REG 256) in the current owner's name must be submitted. This may be completed by the new owner, legal owner, dealer, or authorized agent.
- A Lien Satisfied (REG 166) is required if a previous buyer shows a lienholder.

NOTE: If any signature appears in error in the new legal owner section, the person who signed in error must complete a Statement of Error or Erasure (REG 101).

- A transfer fee is due for **each** buyer.

NOTE: Only the current owner is subject to a transfer penalty. A transfer fee is **not** due from a vessel dealer unless the dealer is the registered owner.

15.140 Legal Owner Changes

The requirements for recording vessel legal owner changes are the same as for vehicles. A Lien Satisfied (REG 166) may be accepted in lieu of the legal owner's release on the title. A transfer fee is due. Use tax is **not** due.

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.

15.145 Involuntary Transfers (VC §9915)

An involuntary transfer is one in which the registered owner's or legal owner's title to, or interest in, a vessel passes without that person's voluntary release. This includes, but is not limited to, repossession, lien sale, abandoned vessels, divorce and quiet title judgment, and bankruptcy sales. The requirements for vessels are generally the same as for vehicles.

15.150 Repossession Transfers (VC §9915)

The requirements to transfer a repossessed vessel are:

- The Certificate of Ownership. Print "Repossession" on Line 1.
- A Certificate of Repossession (REG 119) from the repossessor **and** a bill of sale from the repossessor to the new owner.
- All fees due.

15.155 Transfer of a Salvaged Vessel

A Salvage Certificate **is not** issued or required for a salvaged vessel. The basic transfer requirements apply to a vessel salvaged or sold by an insurance company.

If...	***then the requirements are...***
the title was previously surrendered to the department	• an Application for Duplicate Title (REG 227) endorsed for transfer. • a Statement of Facts (REG 256) explaining the title was previously surrendered to the department. • two transfer fees and any other fees due. A duplicate title fee **is not** due.
the title is lost or missing	• an Application for Duplicate Title (REG 227) endorsed for transfer. • the duplicate title fee and any other fees due.
there is no record on file	an unavailable records application. Refer to Section 15.110.

15.160 Notice of Destruction/Abandonment for Junked Vessels (VC §9864)

Within 15 days of a vessel being wrecked, dismantled, destroyed, or abandoned, the Certificate of Ownership showing the vessel's disposition **must be** submitted to DMV.

15.165 Revived Junk Vessel

The requirements to reregister a previously junked vessel are:

- A completed Application for Registration (BOAT 101).
- A bill of sale from the person who reported the vessel junked **and** any other bills of sale needed to establish a complete chain of ownership from that person to the current owner/buyer.

NOTE: A bond may be required if a complete chain of ownership **cannot** be established. Refer to Section 30.015 for bond information.

- A Statement of Facts (REG 256) explaining the condition of the vessel.
- A pencil tracing of the hull identification number (HIN). If there is **no HIN** on the vessel, explain that on the Statement of Facts and the DMV will assign one.
- The original registration fee. (A new CF number and stickers will be issued and any number on the vessel must be removed by the owner.)

15.170 Boaters Lien Law (H&NC §§500 - 502)

Every person has a lien dependent upon possession for the compensation to which the person is legally entitled for making repairs or performing labor upon and furnishing supplies or materials for, and for the storage, repair or safekeeping of and for costs incurred in the mooring, berthage, wharfage and anchorage of, and for the rental of trailer parking space for any vessel or vessel-trailer combination subject to registration with the Department of Motor Vehicles (DMV).

The lien arises at the time a written statement of lien (bill) specifying the charges for services and/or storage is sent to the vessel owner(s). Vessel includes any trailer used with the vessel which is in the lienholder's possession at the time the lien arises.

15.175 Limitations of Lien (H&NC §502)

No lien shall be valid for over $1500 without the written consent of the legal owner. The cost for services may exceed the estimated charges by up to 10%.

- Consent for storage charges in excess of $1,500 is presumed if the legal owner fails to respond to the consent request within 15 days after receipt thereof.
- Consent in all cases is presumed for the 30-day period immediately following the giving of the notice.

NOTE: The lien **shall not** include any personal property **in or on** the vessel. Such property must be given to the registered owner or the owner's authorized agent upon demand. (H&NC §509)

Before a lien sale may be conducted, the lienholder **must**, within 60 days of the lien arising, **either** apply for authorization to conduct a lien sale in accordance with H&NC §503 **or** file an action in court. If the lienholder cannot comply, recourse would depend on civil action.

Storage Facility Records—Every keeper of a storage facility **must** keep a written record of every vessel subject to registration by the Department of Motor Vehicles which is stored for compensation for a period longer than 12 hours. All records **must** be open to inspection by any peace officer. (H&NC §754)

Fair Market Value Statement—Applications for registration of vessels sold at lien sale and valued at $1,500 or less **must include** a statement of the fair market value completed and signed by a licensed yacht and ship broker.

EXCEPTION: The estimated value for vessels removed, or arranged for removal, by a public agency **must be** determined by that agency. If the agency fails or refuses to do so within three days after the removal date, the lienholder or lienholder's agent **must** provide it on a Statement of Facts (REG 256). (H&NC §507)

15.175 Limitations of Lien, continued

Proceeds of the Sale—Proceeds of the sale shall be to pay the lien and the cost of keeping and selling the vessel. The actual cost of sale shall not exceed $100 for a vessel without a trailer and $125 for a vessel with a trailer, exclusive of the department's charges. The remainder, if any, shall be forwarded within 15 days to the DMV Lien Sale Unit in Sacramento Headquarters. (H&NC §507.5)

15.180 Duplicate Certificate of Ownership (VC §§9853.1, 9867, and 9909)

A duplicate ownership certificate must be obtained if the original Certificate of Ownership is lost, stolen, illegible, or mutilated. The requirements for issuance of a duplicate ownership certificate are:

- A properly completed Application for Duplicate Title (REG 227). Disposition of the original title **must be** shown and a mutilated or illegible certificate **must be** attached to the application.

NOTE: An Electronic Lien and Title (ELT) lienholder's name and address must be shown exactly as shown in the latest ELT listing issued by the department. Listings are issued quarterly in a Vehicle Industry News (VIN) memo.

- The duplicate fee. A "no fee" duplicate may be requested when the Certificate of Ownership issued by the department was not received.

NOTE: The usual transfer requirements must be submitted if ownership is being transferred on the REG 227.

15.185 Duplicate Certificate of Number (VC §9867)

A duplicate Certificate of Number must be obtained if the original is lost, stolen, mutilated, or illegible. The requirements are:

- A completed Application for Plates, Stickers, Documents (REG 156). A mutilated or illegible Certificate of Number **must be** attached to the application.
- The duplicate fee. A "no fee" replacement may be requested when the Certificate of Number issued by the department was not received.

15.190 Substitute Sticker (VC §9853.4)

The requirements for obtaining a substitute sticker are:

- An Application for Plates, Stickers, Documents (REG 156) showing disposition of the original sticker. A mutilated or illegible sticker **must be** attached to the application.
- The substitute sticker fee. A "no fee" replacement may be requested when the sticker issued by the department was not received.

15.195 Stolen Vessels (VC §§10550 through 10554)

Stolen and embezzled vessels **must be** reported to the appropriate law enforcement agency. Recovery of a stolen/embezzled vessel also **must also be** reported immediately to a law enforcement agency.

15.200 Historical Vessel Plaque (VC §9853.5)

The owner of a power driven pleasure craft constructed of wood prior to December 31, 1942, may obtain an Historical Vessel Plaque for the vessel. The 8 inch x 16 inch brass plaque is valid for the life of the vessel for which it is issued and **cannot** be transferred to another vessel.

Issuance of an Historical Vessel Plaque is **not** contingent upon registration or documentation of the vessel. An applicant may obtain the plaque by submitting a completed Application for Historical Vessel Plaque (BOAT 100) and the required fee.

15.205 Change of Address (VC §9865)

The Certificate of Ownership and/or the Certificate of Number are **not** required to change or correct an address. The owner must notify the department within 15 days if a change of address occurs. When certificates have been issued with an incorrect address or a change of address or vessel location occurs, the owner completes and signs a Notice of Address Change (DMV 14) and submits it to the department at the address shown on the form. New certificates **are not** issued; the owner must line out the old address and enter the new address on the Certificate of Number.

15.210 Correction or Change of Name

The requirements to correct or change a name are:

- The Certificate of Ownership with the correct name, address, and signature of the registered owner **and** the name and address of any legal owner entered on the appropriate lines on the back.
- A Name Statement (REG 256) completed by the owner.

15.215 Correction of Vessel Description

When the vessel certificates **do not** properly describe the vessel (whether through error or actual changes to the vessel), the Certificate of Ownership and a Statement of Facts (REG 256) from the vessel owner explaining the correction(s) needed **must** be submitted to the DMV and new certificates will be issued.

NOTE: Valid Certificates of Ownership exist which do not reflect the HIN on the department's records because the title was not returned to the department in 1978 when HINs were assigned to those vessels on the department's records without a HIN. This is corrected when the certificate is presented to the department.

15.220 Vessel Renewals (VC §§9860, 9861, and 9863)

Vessel registration expires on December 31 of every odd-numbered year and **must be** renewed on or before midnight of that date to avoid a 50% penalty. A Certificate of Nonoperation (REG 102) **is not** applicable to vessels. A vessel **must be** located in California to be renewed.

Vessel owners are sent a billing notice with a return envelope to mail the renewal fees due to DMV Renewal, PO Box 942897, Sacramento, CA 94297-0897.

The biennial renewal fee is due in addition to any other fees due on original/transfer applications submitted within 30 days of the expiration date. The fees due for original applications submitted on or after January 1 of the expiration year are the original registration fee **and** 50% of the biennial renewal fee.

Fee-Exempt Vessel Renewals—There is no fee due to renew a fee-exempt vessel. Fee-exempt vessels are identified by the two-letter suffix in the CF number as follows:

LC = Government-owned livery

XS = Owned by federal government

XS = State-owned

YB = Owned by a youth group (VC §9870)

XC = Owned by a city, county, district, or other municipality

Dealer and Manufacturer Renewals—A new application and registration fee **must** be submitted for any dealer or manufacturer vessel number that is **not** renewed prior to midnight of the expiration date. A Certificate of Nonoperation (CNO) is **not** acceptable.

15.225 Delinquent Property Taxes on Vessels (VC §9880 and R&TC §3205)

The department **shall not** renew the vessel registration if notified by a county tax collector that the taxes for the vessel are delinquent.

After the delinquent taxes have been paid or the delinquency is otherwise satisfied, the county tax collector will either issue a Vessel Tax Disposition (BOAT 120) form to the vessel owner **or** update the department's vessel record and remove the vessel tax hold. The vessel registration can then be renewed.

Corrections

16.000 Dealer Corrections on Application for Registration of New Vehicle (REG 397)

Dealers may correct errors on any part of the Application for Registration of a New Vehicle (REG 397) **except** the odometer disclosure section. The dealer or the dealer's authorized representative who signed the dealer certification **must** okay and initial the correction.

Errors in the Odometer Disclosure Section—When the error is in the odometer disclosure section, a Vehicle/Vessel Transfer and Reassignment Form (REG 262) **must be** used for the odometer disclosure and a Statement of Facts (REG 256) explaining the reason for the separate disclosure form must be submitted with the application.

16.005 Errors on the Certificate of Title and/or Registration Card (VC §§4161 and 4163)

The Certificate of Title and/or registration card must be submitted to the department to correct most errors. A vehicle verification is required to substantiate the error.

> **EXCEPTION:** The title and a vehicle verification **are not** required to correct the license plate or sticker number, the motive power, or the address of the registered or legal owner. The registration card **is not** required to change an address.

16.010 Statement of Error or Erasure

A Statement of Error or Erasure (REG 101) completed by the person who made the error **is required** for any erasure and/or lined-out information on the California or nonresident title. Dealers and financial institutions **may** certify to signature errors, including their own, made by a representative of the dealer or financial institution. The person whose signature appears in error must complete a REG 101 for all other signature errors.

16.015 Lienholder Name Omitted on the Certificate of Title

If a lienholder's name is omitted on the Certificate of Title because the lienholder **was not** shown on the registration application **or** because of a department error, the Certificate of Title **must be** submitted to the DMV.

16.015 Lienholder Name Omitted on the Certificate of Title, continued

If the omission was due to a departmental error, the department cancels the incorrect title and issues a corrected title to the lienholder **provided** the vehicle has not been encumbered with another lien. If a second lien has been taken on the vehicle and a title has been issued to that lienholder **or** if the title was used to transfer ownership to a new owner who has been issued a title, then the department notifies all parties that it will not honor any outstanding Certificate of Title until the matter is resolved.

Resolution may be submission of the properly released title or a court order.

16.020 Change or Correction of an Owner's Name (VC §§4150 and 4453)

The owner's true full name as shown on his/her driver license or ID card **must** be shown on the Certificate of Title and registration card. When an owner's name changes or is not shown correctly, these certificates and the department's records must be corrected. There is no fee for a name change or name correction.

Name Changes—The Certificate of Title must be submitted to the DMV, and:

- The owner's new name must be printed in the new owner section on the back of the title. A signature **is not** required.
- The name and address of the legal owner/lienholder, if any, must be entered/reentered on the back of the title.

If the vehicle owner is...	***then the following is also required...***
an individual	a Name Statement (REG 256) completed by the person whose name changed.
a corporation	a copy of the Board of Director's Resolution authorizing the change. One copy may be accepted for a fleet. **NOTE:** Use tax and a smog certification **may be** required when the business structure changes. For example, the addition or loss of a partner, a change from partnership to a corporation, or a merger of two or more corporations are examples of changes in a business entity. In such cases, the applicant must submit a use tax exemption (BOE 111) from the Board of Equalization with the application.
a business (in partnership or individually-owned)	a Statement of Facts (REG 256) completed by the business owner stating there is no change in the business entity. **NOTE:** Changes in the business entity such as the addition or deletion of a partner or from a partnership to a corporation **are** transfers, **not** a change of name.

16.020 Change or Correction of an Owner's Name, continued

Name Corrections—Before requesting a correction, determine that the name is actually incorrect. Some individual's names cannot be printed on the certificates exactly as written or shown on an application. For example, divided or hyphenated names like De La Cruz or White-Smith will appear as Delacruz and Whitesmith on the certificates. This does not apply to separated business or company names.

When the name **is not** correct, the requirements are:

- The Certificate of Title.
- A Name Statement (REG 256) completed and signed by the person whose name is being corrected.

16.025 New Vehicle Sale Reported Incorrectly by the Dealer

When a dealer erroneously reports a new vehicle of a different description than the vehicle actually sold, the Certificate of Title and registration card must be submitted to DMV and the dealer completes a Dealer Statement of Facts (REG 477) with the vehicle descriptions for the vehicle incorrectly reported and the vehicle actually sold. Any additional fees to register the correct vehicle must be submitted with the application.

16.030 Legal Owner Corrections on an Application in Processing

The department **cannot** correct/change the legal owner/lienholder named on an application once the application has been mailed or forwarded to Sacramento Headquarters; the change must be handled as a transfer/change of legal owner/ lienholder after the new Certificate of Title is received.

Dealer Bundle Listing

17.000 Transmittal of Registration Applications

The department furnishes dealers Transmittal of Registration Applications (FO 247) forms for listing registration applications submitted to DMV. It provides dealers and the department a means of tracking applications.

NOTE: Dealers may process up to five applications at any one time without listing them on the FO 247 using the appointment system at any DMV office.

17.005 Completing a Transmittal of Registration Applications

The Transmittal of Registration Applications (FO 247) must be submitted in duplicate, but may be prepared in triplicate if a receipt for the applications is requested. The department retains the original copy and returns the duplicate to the dealer after the applications are processed. A separate check for each transmittal is preferred.

The objective of using the transmittal is clarity. Therefore, if necessary use two lines for an entry rather than crowding the information on one line. Notations, such as "posting fees only," may be shown on the transmittal.

Complete the Dealer's Portion of the FO 247 as follows:

- Enter the dealer information in the heading.
- Check "credit" **or** "refund" (of excess fees). This applies to the entire bundle.
- Indicate if the completed work is to be picked up or mailed to the dealership. (Plates are mailed to the registered owner from Sacramento Headquarters under the department's centralized plate issuance program.)

Column	Information
1	Name of purchaser, vehicle identification number, **or** license number.
2	Report of sale number.
3	Indicate new or used.
4	
5	Date of sale.

Column	Information
6	Amount of fees collected from the customer.
7a	Receipt number of previously issued credit for the vehicle, if any.
7b	Credit amount in Column (7a).
7c	Cash or check submitted. Exclude any credit listed in Column (7b).
7d	This column is the total of columns (7b) and (7c) and must be at least as much as the fees collected from all your customers (or a refund is due the customer per VC §11713.4). It may include fees paid by you for your customer. **NOTE: Do not** show fees in this column that were collected and refunded to your customer prior to submission of the transmittal form to the department.

17.015 DMV Processing of the Transmittal of Registration Applications

When a Transmittal of Registration Applications (FO 247) is received by DMV, a departmental employee will:

- Verify the number of applications received.
- Assign a "bundle" number for control purposes.
- Enter the received or postmarked date based on type of delivery (direct or mail).
- Complete the "For Department Use" portion of the FO 247.

If the fees submitted...	***then...***
are not sufficient	additional fees are requested.
exceed the amount due	a credit receipt **or** refund check will be issued.

IMPORTANT: A dealer who collects more fees from a customer than are due the state is responsible for refunding the overpayment to the customer.

After the DMV has processed/cashiered the applications:

- The dealer copy of the transmittal and any returned (RDF) items are returned to the dealer. Any ASF information will be shown on the transmittal.
- Any receipts, registration cards and/or stickers issued are disbursed in accordance with the instructions on the transmittal. The central license plate facility in Sacramento issues any required license plates/stickers and Registration Cards.

Dealer Licenses and Plates

18.000 Introduction

A dealer **must** provide and maintain a clear physical division between the dealership and any other type of business conducted at the same location. All dealer and salespersons licenses must be displayed in a place conspicuous to the public.

NOTE: This **does not** apply to wholesale-only dealers and salespersons.

A dealer **not** franchised to sell a particular line or make of vehicle **may not** purchase a vehicle at wholesale and resell the vehicle new at retail. Particular attention is required to the definition of a "new vehicle" shown below.

"New Vehicle" (VC §430)—A new vehicle is a vehicle constructed entirely from new parts that has never been the subject of a retail sale, registered with the department, or registered with the appropriate agency or authority of any other state, District of Columbia, territory or possession of the United States, or foreign state, province, or country.

18.005 Sales to Minors

Pursuant to *California Vehicle Code* (VC) §15500, "It is unlawful for any minor who does not possess a valid driver license issued under this code to order, purchase or lease, attempt to purchase or lease, contract to purchase or lease, accept, or otherwise obtain, any vehicle of a type subject to registration."

18.010 Board of Equalization Retail Seller's Permit

All licensed vehicle dealers **must** possess a valid Retail Seller's Permit issued by the California State Board of Equalization. It is a misdemeanor for a business to engage in sales without the permit. Contact your local Board of Equalization Office for advice concerning sales tax obligations and the application of tax to your business.

18.015 Closure of Business (VC §11721)

Automatic cancellation of a dealer's license will occur if the:

- Dealer abandons the primary business location.
- Dealer fails to have an adequate bond on file.
- Dealer's corporate status is suspended or revoked.

18.015 Closure of Business, continued

- Dealer fails to renew the dealer license prior to or within the 30 day grace period.
- Designated licensee changes.
- Seller's permit is suspended or revoked by the Board of Equalization.

The department will notify a dealer of license cancellation. There is no provision in law for a hearing when a license is canceled due to one of the above reasons.

If closure of the business is voluntary, contact the nearest DMV investigations/ inspectors office **or** send written notification to the department.

In all cases, the dealer license plates, stickers, registration cards, and report of sale documents are property of the department and **must be** surrendered:

18.020 Reporting Changes in Dealership

Any change in the ownership, business address, or firm name of the dealership must be reported immediately to your local department investigations office.

18.025 License Renewals (VC §11717)

Dealer licenses and special plates expire one year from the month of issuance on the last calendar day of that month. Salesperson licenses expire three years from the date of issuance.

All licensed firms are mailed an Application for Renewal of License (OL 45) 45 days prior to expiration. Blank renewal forms may be obtained from any DMV office if the renewal notice is not received or lost.

Renewal fees **must be** paid to the department by midnight of the expiration date to avoid a late penalty. Use the envelope provided to mail the renewal fees to:

Department of Motor Vehicles
Occupational Licensing Unit MS N224
PO Box 932342
Sacramento, CA 94232-3420

Late Renewals—Renewal fees and penalties can be paid during the 30 days following the expiration date. After the 30-day period, renewal **is not** an option and a new application and fees must be submitted.

18.030 Use of Dealer Plates (VC §11715)

The dealer plate permits operation of dealer inventory vehicles without registration or transfer to the dealer. Any other license plates or permits currently attached to the vehicle must remain on the vehicle. Display a single dealer plate at the rear of the vehicle being operated.

Dealer plates **may** be used/displayed for business or pleasure purposes:

- On vehicles rented or leased to vehicle salespersons in the course of employment for purposes of demonstration.

18.030 Use of Dealer Plates, continued

- To deliver a vehicle when title **does not** pass to the purchaser until after delivery.

NOTE: Use of dealer plates **does not** extend to a licensee's family members **unless** the vehicle is used in conjunction with the firm's business activities.

Prospective buyers may test drive dealer-owned and plated vehicles for reasonable periods of time, including keeping a vehicle overnight or for a weekend. The period of time **cannot** exceed seven days under any circumstances. A salesperson **does not** have to be present. The vehicle may be operated laden or unladen.

Dealer plates **cannot** be used/displayed:

- After delivery of a vehicle.
- On work or service vehicles. This includes tow cars, parts delivery vehicles, pickup vehicles, and vehicles loaned to service customers.
- On vehicles owned by the dealer and rented or leased to individuals other than licensed salespersons except as shown in this section.
- On a vehicle with current California registration owned and operated by a licensed dealer if the former owner has sent a Notice of Release of Liability (REG 138) to DMV and the customer copy of the report of sale is displayed on the vehicle.
- On a vehicle with a permit issued by the department being moved over the highways from a vessel, railroad depot, or warehouse to a warehouse or showroom.
- On unregistered vehicles used to transport more than one load of other vehicles for the purpose of sale.

18.035 Substitute Dealer Plates, Sticker, and/or Duplicate Registration (VC §9265)

To obtain substitute/replacement dealer plates, stickers, and/or a registration card, submit a completed Application for Additional Special Plates by Vehicle Dealer, Manufacturer, Transporter, Dismantler, or Distributor (OL 22) and the required fee to the DMV.

The department issues a 120-day temporary permit (OL 113) upon receipt of the proper application and fee(s) to use until the replacement is received.

- Renewal fees may be paid if the registration expires within 90 days. (VC §11717)
- The plate renewal fee and a late penalty are due if the substitute plate application is made during the 30-day penalty period following the license expiration date.

18.040 Additional Special Plates

The Application for Additional Special Plates by Vehicle Dealer, Manufacturer, Transporter, Dismantler, or Distributor (OL 22) must be submitted to the department with the required fee(s) for issuance of additional plates. The department will issue a temporary 120-day permit (OL 113) to use until the additional plates are received.

18.045 Autobrokers (VC §§166, 232.5, and 285)

Autobroker (VC §§166 and 285)—An "autobroker" or "auto buying service" is a dealer who engages in the business of brokering as defined in VC §232.5.

Brokering Defined (VC §232.5)—"Brokering" is an arrangement under which a dealer, for a fee or other consideration, regardless of the form or time of payment, provides or offers to provide the service of arranging, negotiating, assisting, or effectuating the purchase of a new or used motor vehicle, not owned by the dealer, for another or others.

An autobroker **must**:

- Register with the department prior to acting as an autobroker. A fee is required.
- Follow particular requirements when brokering a transaction.
- Execute a brokering agreement **and** provide a copy to the:

— consumer prior to signing a purchase agreement or prior to the autobroker accepting $100 or more from the consumer, whichever occurs first.

— selling dealer prior to that dealer entering into a purchase agreement with the consumer.

- Maintain a copy of the executed brokering agreement and other notices and documents related to each brokered transaction for three years.
- Complete and maintain a log of transactions for three years. (VC §§11735, 11736)

  The autobroker log **must** contain the vehicle identification number (VIN), date of the brokering agreement, name of the consumer, the selling dealer's name and dealer number, and the autobroker's name and dealer number for each brokered vehicle. The log remains the property of the department and must be available for inspection at any time.
- **Not** act as the seller and provide brokering services in the same transaction.

The auto-brokering law specifies requirements for advertising and accepting purchase deposits and prohibits the display of a new motor vehicle at the business premises of another dealer registered as an autobroker. All autobroker applicants **must** first be licensed as a dealer. The autobroker registration expires at the same time as the dealer license.

NOTE: An autobroker registration application may be made in conjunction with an application for a dealer license.

Administrative Service Fees (ASF)

19.000 Administrative Service Fee (VC §4456)

All California dealer or lessor-retailer retail vehicle sales are subject to the Administrative Service Fee (ASF) law. ASF **cannot** be passed on to the buyer by the dealer or lessor-retailer.

Administrative Service Fees are assessed for:

- Failure to **submit**:
  - — the dealer notice portion of the report of sale document to the department's Sacramento Headquarters within five calendar days after, but not including, the date of sale. (VC §5901)
  - — the application and fees due to the department within 20 days of the date of sale for a new vehicle or within 30 days for a used vehicle.
- Failure to clear an application for registration of a:
  - — **new vehicle** within 40 days of the date of sale or within 20 days of the date the department first returned the application, whichever is later.
  - — **used vehicle** within 50 days of the date of sale or within 30 days of the date the department first returned the application, whichever is later. Used vehicle **includes** nonresident vehicles.

NOTE: If the department holds an application for processing **more** than five working days, one day is added to the 40 or 50 days for each day it is held over the five days.

Certificate of Title Unavailable—To avoid ASF on an application that **cannot** be cleared because the department is processing a prior transaction or the Certificate of Title is otherwise unavailable, submit the incomplete application and the fees due within 20 days (new vehicles) or 30 days (used vehicles) of the date of sale.

19.005 Administrative Service Fee Exceptions

Dealers and lessor-retailers are subject to ASF for violation of the five-day notice requirement **only** on:

- Vehicles sold to public agencies. (The application may be given to the buyer.)
- New vehicles to be altered before registration. (The application may be given to the buyer.)
- Vehicles sold for use exclusively on private property.
- Vehicles sold for registration out of state. The report of sale document must be clearly marked and both the operating copy and the original copy must be submitted to the department.

19.010 ASF Billings and Payments (VC §4456.1)

Vehicle dealers and lessor-retailers are billed on a monthly basis for outstanding ASF. **Do not** remit any ASF until an invoice is received from DMV Sacramento Headquarters. To ensure proper credit, always submit the invoice with your ASF payments to the department's ASF/ISF Unit in Sacramento Headquarters at the address shown on the billing.

Consignments

20.000 Introduction

This chapter contains miscellaneous information relevant to dealer consignments.

20.005 Consignment Defined (VC §266)

Consignment is defined as: "…an arrangement under which a dealer agrees to accept possession of a vehicle of a type required to be registered under the *California Vehicle Code* from an owner of record for the purpose of selling the vehicle and to pay the owner of record or the owner's designee from the proceeds of the sale."

Consignment **does not** include wholesale vehicle sales at a licensed auto auction.

20.010 Consignment Agreements Required (VC §11729)

Dealers must execute a consignment agreement. Failure to comply with the terms of the agreement or to pay the agreed amount to the consignor (or designee) within 20 days after the date of sale is cause for suspension or revocation of the dealer's license. (VC §11705 [a, 10])

20.015 Contents of Consignment Agreement (VC §11730)

By law, consignment agreements must contain the date the agreement is executed and **all** of the following statements:

- "I (We), the undersigned consignor(s), hereby consign and deliver possession of my (our) vehicle, which is a (year)____ (make)_____ (ID#)_____ (license)_____ (state)____ (mileage)_____, to (consignee) _____ (dealer #)_____ for the sole purpose of selling the vehicle and paying, to the consignor or his or her designee from the proceeds of the sale of the vehicle, the amount agreed upon under terms of this agreement. This agreement is effective and valid only for a period of _____ days from this date."
- "At the termination of this agreement, the consignee shall return the vehicle to the consignor, or, at the option of both the consignor and consignee, enter into a new agreement."

20.015 Contents of Consignment Agreement, continued

- "If the vehicle is sold by the consignee during the term of this agreement, the money due the consignor shall be disbursed within 20 days after the date of sale in accordance with the terms of this agreement. As used in this agreement, a 'sale' occurs when the consignee either (A) receives the purchase price or its equivalent or executes a conditional sales contract for the vehicle, or (B) when the purchaser takes delivery of the vehicle, whichever occurs first."
- "The following information shall be completed prior to the signing of this agreement:

  Current market value: $_____ Source:_____.
  Outstanding liens: $_____Lienholder:_____.
  (Any difference between the outstanding amount shown and the actual payoff to the lienholder will be credited to the consignor.)
  Repairs to be made: $_____ Work Order # _____
  Moneys to the consignor: $_____ Percent of sale price or flat fee of $_____."
- "Within 20 days after sale, the consignee shall make an accounting to the consignor of all of the following: date of sale, sale price, name of purchaser, repairs authorized by consignor (supported by work orders), exact amount of any liens payable to lienholders, and evidence of payment."
- "The consigned vehicle is delivered to the consignee in trust for the exact terms set forth in this agreement. The consignee agrees to receive this vehicle in trust and not to permit its use for any other purpose other than contained in this agreement without the express written consent of the consignor."
- "Upon payment of the moneys due the consignor, the consignor agrees to furnish the consignee those documents necessary to transfer the ownership of the vehicle to the purchaser."
- Signature(s) and address of both the consignor and the consignee **and** the date signed must be included.
- "NOTICE TO CONSIGNOR: Failure of the consignee to comply with the terms of this agreement may be a violation of statute which could result in criminal or administrative sanctions, or both. If you feel the consignee has not complied with the terms of this agreement, please contact the Department of Motor Vehicles, Division of Investigations or Occupational Licensing Branch, via the local Department of Motor Vehicles office."

Smog Certifications

21.000 Introduction

The California Air Resources Board develops and regulates air pollution standards at the state level. The Bureau of Automotive Repair regulates the smog inspection and referee stations. The Department of Motor Vehicles ensures that the smog inspection requirements are satisfied before the registration of a vehicle subject to smog inspection can be completed. Statutes require that the Department of Motor Vehicles refuse an application for registration, transfer of ownership, or renewal, if a smog certification is required and not submitted.

References: VC §§4000b, 4000.1, 4750, 24007, 27156, and 27157

21.005 Smog Certifications (VC §§4000.1, 4000.2, 4000.3, 24007, 27156, 27157; H&SC §44015)

A valid smog certification **is required** for original/initial California registration, for transfer of registered ownership, and every two years (biennially) for renewal of registration of vehicles registered in areas of the state subject to the Biennial Motor Vehicle Inspection Program.

EXCEPTION: A smog certification is **not** required for new vehicles sold by a California dealer who has completed the compliance certification statement on the Application for Registration of New Vehicle (REG 397) submitted to register the vehicle.

Smog test results are electronically transmitted by the smog station to the department, stored in the department's records, and programmatically verified during the processing of an application.

A smog certification issued to...	***is valid for...***
a licensed dealer	two years **or** until the vehicle is sold and registered to a retail buyer, whichever occurs first.
someone other than a licensed dealer	90 days.
NOTE: A Report of Deposit of Fees (RDF) **does not** have to be on file for the smog certification to remain valid.	

21.010 Prohibited Transactions (H&SC §§43150 through 43156)

Only new motor vehicles and new motor vehicle engines certified by the California Air Resources Board (ARB) to meet California's stringent emission standards and test procedures can to be used and/or registered in California.

By law, no person who is a resident of, or who operates an established place of business within this state shall import, deliver, purchase, rent, lease, acquire, or receive a new motor vehicle, new motor vehicle engine, or motor vehicle with a new motor vehicle engine, for use and registration, or resale within this state unless such motor vehicle engine or motor vehicle has been certified to comply with existing California emission standards. No person shall attempt to assist in any such action.

21.015 Emission Control Standards

Used Vehicles—Used vehicles are defined as vehicles with 7,500 or more odometer miles. A smog certification is acceptable as evidence of compliance.

New Vehicles—For emission control purposes, California law defines a new vehicle, **other than** a direct import, as a vehicle having less than 7,500 odometer miles. This applies to **all** motorcycles, **including** a direct import. These vehicles **must be** factory-equipped with an emission system approved by the California Air Resources Board (ARB) and have a California Emission Control Label affixed by the manufacturer.

The compliance certification on the Application for Registration of New Vehicle (REG 397) indicates the vehicle meets this requirement. A smog certification is required on original applications that are **not** reported on a REG 397.

21.020 Emission Control Standards for Foreign Vehicles

For registration purposes, foreign vehicles are defined as follows:

California Only Vehicle—These vehicles have emission labels indicating compliance with California emission regulations and may be registered regardless of odometer mileage.

Vehicles That Meet U.S. EPA and California Emission Standards (50-state vehicles) and Are So Labeled—These vehicles meet federal and California emission and safety standards and may be registered regardless of odometer mileage.

49-State Vehicle—These vehicles meet U.S. EPA emission requirements and are so labeled. These vehicles cannot be registered to a California resident who acquired or purchased the vehicle with less than 7500 odometer miles unless the owner qualifies for an exemption, as explained in the **Exemptions** portion of this section.

Direct Import Vehicle—These vehicles were not originally manufactured to meet federal safety requirements or emission standards and not intended by the manufacturer to be used or sold in the United States.

21.020 Emission Control Standards for Foreign Vehicles, continued

Exemptions (H&SC §43151[b & c])—The transactions shown are **not** prohibited.

Transaction	*Requirements*
A vehicle is acquired by a California resident for the purpose of replacing a vehicle registered to him/her which was damaged or became inoperative beyond reasonable repair or was stolen while located in the other state *provided* the replacement vehicle is acquired at the time of the occurrence.	The usual registration requirements **and**: • A Statement of Facts (REG 256F) completed by the owner. • Documented evidence of exemption, as described on the REG 256F.
NOTE: This exemption applies to **new** 49-state vehicles and direct import vehicles titled in another state and converted to meet federal EPA/DOT requirements prior to entering California. It **does not** extend to direct import vehicles imported from a foreign country.	
A vehicle is acquired by a California resident as a result of inheritance, divorce, dissolution, or legal separation.	The usual registration requirements **and**: • A REG 256F completed by the owner. • Copies of the court documents.
NOTE: This exemption applies only to the ARB certification. Evidence of federal conversion **is required** if one of the above exemptions is requested for a new direct import vehicle.	
The owner/resident of another state brings a vehicle registered to him/her in the other state into California.	The usual registration requirements **and** a REG 256F completed by the owner.
A military person brings a vehicle into California which was registered to that military person in the state of his/her last active duty station. **NOTE:** For registration purposes, the military person is considered a resident of the state where stationed on active duty.	

NOTE: For questions regarding 49-state vehicle policies, contact the California Air Resources Board (ARB) Public Inquiry Unit at 1-800-242-4450.

The California Air Resources Board requires 1975 and newer year model direct import vehicles to meet California emission standards. The **exception** is vehicles exempt under Health and Safety Codes §§43151(b), 43151(c), and 44210).

21.025 Determining the Age of a Direct Import

A direct import vehicle is considered "new" if it enters California or is obtained by a California resident before it is two years old and is considered "used" if it is obtained by a California resident or brought into California by a nonresident after it is two years old. The methods by which the *age* (**not** the year model) of a direct import vehicle is determined are as follows:

- **First—**By the year model indicated in the vehicle identification number (VIN).
- **Second—**If the VIN does **not** indicate the year model, the date the manufacturer delivered the vehicle as shown on the foreign titling document is used.
- **Third—**If the first and second methods **cannot be** used, the year shown on the foreign titling document is used.
- **Last—**If **none** of the options shown above can be applied, the calendar year in which the foreign titling document was issued is used.

21.030 Air Resources Board Documentation of Compliance for New Direct Import Vehicles

All **new** direct import vehicles **must** be issued the Non-USA Vehicle Certification. by a facility authorized by the California Air Resources Board (ARB). A smog certification **is not** required when the Non-USA Vehicle Certification is submitted.

21.035 "Title Only" on Direct Import Vehicles

The same documentation is required to "title only" a direct import vehicle as is required to register it.

21.040 Direct Import Motorcycles

New direct import motorcycles **cannot** be registered for street or off highway use.

- 1978 and newer year model used direct import motorcycles may be registered as off highway vehicles without evidence of emission and safety compliance, but **cannot** be converted to street registration.
- 1977 and older year model motorcycles may be registered in California without special testing or modifications.

21.045 Non-USA Title Branding of Direct Import Vehicles

The department is required to mark the registration and title as "Non-USA" whenever it can determine the vehicle is a direct import, regardless of the year model, and a "Non-USA" notation will appear on the certificates issued.

21.050 Other Agency Contacts

Further information can be obtained from the agencies listed. Have the vehicle make, year model, VIN, port of entry, date of entry, and Custom's entry number available when contacting one of these agencies. When writing, include your daytime telephone number and area code.

U.S. Environmental Protection Agency (EPA)
Investigation/Imports Section
MOD (EN-340F)
401 M. Street, SW
Washington, DC 20460
Telephone: (202) 233-9660

U.S. Department of Transportation (DOT)
400 7th. Street, SW, Room 6115
Washington, DC 20590
Telephone: (202) 366-5313

California Air Resources Board *(ARB)*
9528 Telstar Avenue
El Monte, CA 91731
Telephone: (818) 575-6800 **or** Haagen-Smit Laboratory @ 1- (800) 242-4450

21.055 Direct Import Vehicle Registration Applications

The registration requirements for a direct import vehicle are:

- A completed Application for Title or Registration (REG 343).
- The titling document **or** a Motor Vehicle Bond.
- A vehicle verification (completed on the back of the REG 343).
- The Customs Entry Summary (if vehicle entered the U.S. prior to July 1, 1988).
- Bill(s) of sale to the importer of record and all subsequent owners.
- The Non-USA Vehicle Certification for vehicles less than two years old, **or**

  The Certificate of Conformance for 1975 or newer year models up to two years old, **or**

  The EPA/DOT clearance letters for 1975 or newer year models exempt from the ARB certification.
- A Statement of Facts, New, Nonresident, or Imported Vehicle (REG 256F) is required if qualifying for one of the exemptions **and** the application **does not** contain a Non-USA Vehicle Certification (all used direct imports).
- The fees due.

21.060 Refusal of Registration for Noncompliance with Emission Standards

It is unlawful for a dealer to sell a vehicle that is not certified to comply with California emission requirements **unless** it is being sold for the purpose of being legally wrecked or dismantled. (VC §24007)

The department must refuse registration of a 1975 or newer year model direct import vehicle which unless the appropriate Air Resources Board (ARB) certification is submitted.

21.065 Propane (LPG) or Natural Gas (LNG) Conversion

A smog certification is required for original registration, transfer, and biennial renewal of a vehicle converted to liquid propane gas (LPG), liquid natural gas (LNG), or compressed natural gas (CNG). Conversion may be complete or dual with gas.

Correction (GVWR)

EXCEPTION: The Bureau of Automotive Repair (BAR) exempts heavy-duty vehicles weighing 14,001 pounds or more **GVWR** (gross vehicle weight rating) powered by natural gas (fuel code "N") from all smog certification requirements.

21.070 Smog Certifications for Originals/Transfers (VC §4000.1)

A smog certification is required for original registration and any registered owner transfer of motor vehicles **less than 30** model years old **unless** the vehicle or transaction is exempt from the requirement by law or by resolution of the California Air Resources Board (ARB). Refer to Section 21.075 for additional information.

Exceptions—A smog certification **is not** required for:

- Original, transfer, or renewal of a motor vehicle 30 model years old or older. Determine the exempt year model by subtracting 29 from the current calendar year.
- Original registration of a new motor vehicle sold by a California-licensed dealer. The dealer must complete the certification portion on the California Application for Registration of New Vehicle (REG 397).
- Original registration of a new direct import vehicle submitted with the ARB "NON-USA Vehicle" certification.

Statement of Facts Required for Exemption—The following transactions are exempt from the smog certification requirement when a completed Smog Exemption Statement (REG 256) is submitted with the application.

- Transfer of ownership application is submitted within the 90-day validity period of the last smog certification submitted to the department.
- The transferor is the parent, grandparent, child, grandchild, brother, sister, or spouse of the transferee. A smog certification **is required** on all multiple transfers unless **each** transfer is between relatives who are eligible for exemption.
- Transfer is from a sole proprietorship to the proprietor as owner.

21.070 Smog Certifications for Originals/Transfers, continued

- Transfer is between companies whose principal business is leasing vehicles **provided** there is no change in the lessee or operator of the vehicle.
- Transfer is between the lessor and the person who has been, for at least one year, the lessee's operator of the vehicle.
- The registered owner of the vehicle is adding a co-owner.
- Registration of a vehicle owned by a bonafide California resident **and** located in another state. The REG 256 must state that the vehicle will be equipped with all the smog control devices required by law upon entry into California.

Transfers Involving a Trust or Guardianship—May be exempt from the smog certification if the transaction is otherwise exempt. For example, transfers involving family members who are exempt. Indicators might be a trustee with the same last name as the transferor or the word "family" in the trust name. If this is the case, the trustee can complete the REG 256 regarding exemption from the smog requirement.

Dealer Rollbacks—Refer to Section 21.090.

21.075 Smog Inspection Exemptions

Evidence of compliance or exemption **is not** required for the following classes of vehicle applications/transactions (**except** direct imports) which are exempt from the provisions of the law or by resolution of the California Air Resources Board (ARB).

- Vehicles 30 or more model years old. (VC §§4000.1 and H&SC §44011)
- "Title Only" or "Transfer Only" applications. A smog certification is required upon registration or renewal of registration.
- Vehicles sold between California dealers **if** the vehicle **is not** registered/ transferred to the dealership name.
- Vehicles being transferred for the purpose of being wrecked or dismantled.
- Motor-driven cycles and motorcycles. (H&SC §§43001 and 44011)

EXCEPTION: ARB regulations require emission label inspection for all 1998 and newer off-highway (OHV) motorcycles and all-terrain vehicles (ATV) with an engine displacement of 90cc or more.

- Any two-cycle powered vehicle or any two-cycle vehicle.
- Implements of husbandry. (H&SC §43013)
- Diesel-powered vehicles.
- Forklifts. (H&SC §43013)
- Horseless Carriages and Historical Vehicles as defined in VC §5004. (H&SC §43002)

21.075 Smog Inspection Exemptions, continued

- Vehicles altered prior to August 31, 1969 to use a fuel other than gasoline or diesel. (H&SC §43005) A Statement of Facts (REG 256) regarding the alteration date and fuel **is** required.
- Special Construction Equipment as defined in VC §565 (**excludes** dump trucks).
- Vehicles of a body type that present prohibitive inspection problems as determined by the Bureau of Automotive Repair (H&SC §44011[d]), including:

— **Concrete/Transit Mix/Cement Mixers—**Vehicles originally manufactured and totally dedicated to the purpose of transporting and mixing cement.

— **Cranes—**Vehicles equipped with a device that unfolds to various heights. This **does not include** vehicles designed or used to transport property and/or vehicles, such as tow trucks.

— **Golf Carts—**Vehicles designed to carry golf equipment and not more than two persons, including the driver, which have not less than 3 wheels in contact with the ground, an unladen weight of less than 1,300 pounds, and are designed and operated at no more than 15 mph.

— **Street Sweepers—**Vehicles originally manufactured and totally dedicated to the purpose of street sweeping and incapable of use for any other purpose. This category **shall not include** pickups and other light-duty vehicles that have been converted and/or retrofitted with a vacuum or sweeper.

- Any vehicle powered solely by electrical energy (solar power is considered electric).
- Heavy-duty vehicles weighing 14,001 unladen pounds or more and powered by natural gas. (These vehicles are also exempt from the biennial renewal smog certification requirement.)

21.080 Remanufactured and Specially Constructed Vehicles

All remanufactured or specially constructed motor vehicles of the size and type required to be equipped with a emission control device(s) **must be** equipped with devices that meet the standards for the make and year model of the engine **or** the department must refuse registration of the vehicle.

21.085 Lost Smog Certification

When a Certification of Compliance is lost prior to the application's acceptance by the department, the dealer may apply to the BAR for a duplicate or the vehicle may be taken to an inspection station for a second certification.

21.090 Dealer Rollbacks

Dealers **are not** required to obtain a new smog certification for a new/used vehicle returned to the dealer **prior to** the registration application being submitting to the DMV. This **does not** exempt the dealer from the provisions of VC §24007.

21.095 Dealer Certification of Compliance Requirements for New Vehicles

If manufactured for...	*and...*	*then...*
California	the odometer mileage is less than 7,500 miles	the dealer completes the compliance certification on the Application for Registration of New Vehicle (REG 397) **or** a smog certification is required. Refer to Section 21.070 for Exemptions.
the other 49 states		a Smog Certification of Noncompliance is required. **NOTE:** May only be transferred from dealer to dealer **if** the owner registered in California under H&SC §43151(a,b, or c) exemptions.
for foreign country	vehicle is less than two years old on date of entry	A non-USA vehicle certification issued by a facility authorized by the Air Resources Board (ARB) is required.

21.100 Alternative Fuel Vehicles (R&TC §10759.5)

New, light-duty (up to 6,000 pounds gross vehicle weight), alternative fuel vehicles (AFV) are assessed a reduced vehicle license fee (VLF) based on a modified sales price. The California Energy Commission (CEC) defines which vehicles are AFVs and determines the incremental cost. The CEC also provides dealers with instructions for calculating the modified VLF. Refer to Section 2.010 for instructions.

21.105 Smog Abatement Fee Program (H&SC §§44011[a,4,A&B] and 44060[d,1])

The Smog Abatement Program provides an exemption from the biennial renewal smog inspection requirement for motor vehicles four model years old and newer registered in a biennial inspection county. A smog abatement fee is assessed in addition to the renewal fees for each year during the exclusion period.

Effective January 1, 2004, motor vehicles six or less model years old **and** registered in one of the counties listed in this section (**Full Counties** or **Partial Counties**) are exempt from the biennial renewal smog inspection requirement, but are not assessed the smog abatement fee for the fifth and sixth years.

EXCEPTION: Motorcycles, trailers, gross polluter vehicles, vehicles that require a Test Only inspection, and vehicles covered by a Certificate of Planned Nonoperation (PNO) for the whole year during the exclusion period are not included in either program.

Full Counties—Vehicles six or less model years old which are registered in one of the following counties are exempt from the biennial smog inspection requirement.

Butte	Glenn	Nevada	San Luis Obispo	Santa Cruz	Tehama
Colusa	Monterey	San Benito	Santa Barbara	Shasta	Yuba

21.105 Smog Abatement Fee Program, continued

Partial Counties—Vehicles six or less model years old which are registered in one of the zip codes shown for the counties below are exempt from the biennial smog inspection requirement.

Kern	*Marin*	*Napa*	*San Diego*	*San Mateo*	*Santa Clara*	*Sonoma*	*Sutter*
93501	94924	94503	91917	94018	94550	94515	95622
93505	94929	94508	91935	94019	95023	94972	95950
93519	94933	94515	92035	94020	95076	95416	95953
93523	94937	94562	92061	94021	95140	95431	95957
93524	94938	94567	92065	94037		95433	95982
93527	94940	94573	92982	94038		95442	95991
93528	94946	94574		94060		95452	95992
93554	94950	94576		94074		95476	95993
93555	94956					95487	
	94963						
	94970						
	94971						

Transfers—Vehicles in the Smog Abatement Program **are** subject to the transfer smog certification requirement unless the specific transfer transaction is exempt.

If...	***then...***
renewal fees **are** paid on the transfer	a smog certification **is** required and the smog abatement fee **is** due.
renewal fees **are not** paid on the transfer	a smog certification **is** required and the smog abatement fee **is not** due.
the application is a nonresident application **or** a miscellaneous original registration application	The smog abatement fee will be included with subsequent renewal(s) within the exclusion period.

Lien Sales and Abandoned Vehicles

22.000 Introduction

This chapter contains the procedures for lien sales and abandoned vehicles.

"Lienholder" Defined—As used in this chapter, the "lienholder" is the person or entity who has interest in the vehicle due to storage and/or towing costs.

22.005 Removal of Vehicles Under Local Abatement Procedure (VC §§22660 - 22662)

A city, county, or city and county may adopt a local ordinance to establish procedures for the abatement and removal of abandoned, wrecked, dismantled, or inoperable vehicles or major parts from private or public property. A public agency that removes one of these vehicles or major parts **must**:

- Issue a 10-day notice of intention to abate and remove the vehicle or parts **unless**:
  - — The owner of the property and the vehicle owner sign a release authorizing removal **and** waive further interest in the vehicle or part **or**
  - — The vehicle is inoperable due to the absence of motor, transmission, or wheels; incapable of being towed, valued at less than $200, is a public nuisance, and the owner of the property signs a release authorizing removal and waives interest in the vehicle.
- Within five days of removal of the abandoned vehicle, submit a Notice of Removal of Abandoned Vehicle (REG 104) to the department.
- Surrender to the department any evidence of registration, such as the registration card, title, and/or the license plates or Notice of License Plate Destruction (middle portion of the REG 42).
- Dismantle the vehicle or dispose of it at a licensed dismantler or a scrap yard.

NOTE: A Report of Vehicle to be Dismantled (REG 42) is **not** required if a copy of the Authorization to Dispose of a Vehicle (REG 462) is maintained as part of the dismantler's business records.

A vehicle removed under the abatement procedure may **not** be reconstructed or made operable **unless** it qualifies for Horseless Carriage or Historical Vehicle license plates (VC §5004).

22.005 Removal of Vehicles Under Local Abatement Procedure, continued

Exception: If a local ordinance has an abatement program under VC §22710 (Service Authority for Abatement of Abandoned Vehicles) and all reporting requirements have been met, local authorities may give abandoned vehicles to a correctional institution, which has a program under the consent of the Director of Corrections for their inmates to restore and rebuild donated salvageable and abandoned vehicles (VC §22711).

22.010 Removal of Abandoned Vehicles (VC §22669)

Any peace officer, or other person designated in *California Vehicle Code* §22669, who has reasonable grounds to believe a vehicle is abandoned may remove it from a highway or from public or private property.

Vehicles which are parked, resting, or otherwise immobilized on any highway or public right-of-way which lack an engine, transmission, wheels, tire, doors, windshield, or any part or equipment needed to operate safely on the highway may be removed immediately upon discovery by a peace officer or other designated state, county, or city employee.

Dismantlers who acquire these vehicles from a public agency are exempt from paying any fees or penalties that may have accrued for this vehicle. Dismantlers are also exempt from filing a Notice of Acquisition (REG 42), lower portion, but **must** submit the Vehicle to be Dismantled (REG 42), top portion, in the usual manner.

NOTE: Vehicles removed under this section may **not** be reconstructed or made operable **unless** vehicle qualifies for Horseless Carriage or Historical Vehicle license plates (VC §5004).

22.015 Disposition of Abandoned Low Value Vehicles $500 or Less (VC §22851.3)

Whenever a peace officer, or any authorized employee of a public agency authorized pursuant to VC §22669, removes or causes the removal of an abandoned vehicle and the public agency (or at the request of the public agency, the lienholder) determines the estimated value of the vehicle to be **$500** or less, the public agency **shall:**

Value changed

Step	Action
1	At least 72 hours before the vehicle is removed, securely attach a distinctive notice stating the vehicle will be removed by the public agency. If the vehicle lacks equipment (engine, wheels, etc.) to operate safely on the highways, it may be removed immediately upon discovery without posting the notice by a peace officer or other designated employee of the state, county, or city **without** posting the notice (VC §22669[d]).
2	Immediately after vehicle is removed, notify the Stolen Vehicle System of the Department of Justice in Sacramento of the removal of the vehicle.

Step	Action
3	Prepare a Public Agency Authorization to Dispose of a Vehicle (REG 462) and give it to the tow company 15 days after the notification to interested persons. If the vehicle is in such condition that there is no means of determining ownership, the public agency which removed the vehicle may give authorization to dispose of the vehicle immediately.

NOTE: Low value abandoned vehicles may only be disposed of by a licensed dismantler or scrap iron processor.

The public agency **must** give the following items to the dismantler (for submission to DMV) or the scrap iron processor to authorize disposal of an abandoned vehicle valued at **$500** or less:

Value changed

- The white and pink copies of the Public Agency Authorization of Disposal of Vehicle (REG 462) (to be forwarded to the licensed dismantler within five days of delivery of vehicle to the dismantler). The REG 462 **must**:
  - — be completed and signed by the officer authorizing the vehicle's disposal.
  - — have the box for VC §22851.3 checked.
  - — have box #9 marked with the date of notification.

If…	***then the…***
a 72-hour notice was posted on the vehicle	first box must be checked.
a notice was not required per VC §22669[d]	second box must be checked.
DMV had no record of the vehicle **or** the towing company notified the owner and completed a statement of facts to that effect	notification date may **not** be checked. (The statement of facts must accompany the REG 462.)

- When the public agency has the lienholder (tow company) notify all of the interested persons, that lienholder must:
  - — Submit a duplicate of the completed copy of the Notice of Intent to Dispose of Abandoned Vehicle (REG 684A). Only the latest owner must be notified when there is more than one Notice of Release of Liability (REG 138) on the DMV record.
  - — Complete the form REG 686A, identifying each person notified. The date the notification was mailed **must** be within 48 hours of removal, excluding week-ends and holidays. The certified mail receipt number **must** be recorded on the form and the receipt attached.

NOTE: Vehicles removed by public agencies under VC §22851.3 **must** be dismantled and may **not** be reconstructed or made operable **unless** the vehicle qualifies for Horseless Carriage or Historical plates (VC §5004).

Licensed dismantlers acquiring these vehicles are **not** required to submit a Notice of Acquisition, but **must** complete the Report of Vehicle to be Dismantled (REG 42).

22.020 Disposition of Low-Valued Vehicles Removed for Reasons Other than Abandonment (VC §22851.2)

Value changed

If a vehicle is determined to have a value **not** exceeding **$500**, the public agency which removed the vehicle shall do the following:

- Within 48 hours after removal of the vehicle, notify the Department of Justice at:

  Department of Justice
  Bureau of Justice Information Services
  Stolen Vehicle Unit
  PO Box 9034l7
  Sacramento, CA 94203-4l70

- Prepare and give to the lienholder a report which includes all of the following:
  - — The value of the vehicle estimated pursuant to VC §22670.
  - — Identification of the estimator.
  - — Location of the vehicle.
  - — Description of the vehicle, including make, year model, identification number, license number, state of last registration, and if a motorcycle, the engine number.
  - — Statutory authority for the storage.
- If the vehicle is in such condition that there is no means of determining ownership (missing VIN, etc.), the public agency removing the vehicle may authorize disposal of the vehicle on the Public Agency Authorization of Disposal of Vehicle (REG 462).
- If no authorization for disposal of the vehicle is issued, a vehicle identification number **must** be assigned prior to commencing the lien sale proceedings.

NOTE: Vehicles removed by public agencies under VC §22851.2 can be dismantled or reregistered.

22.025 Vehicles Sold at Lien Sales

Vehicles sold at lien sales fall into two categories:

- **Low Value Vehicles–$4,000 or Less—**Follow the procedure described in *California Civil Code* §3072.
- **Higher Value Vehicles–$4,001 or More or From a Self-storage Facility—** Follow the procedure described in *California Civil Code* §3071.

For lien sale purposes, the public agency, garage keeper, or agent—at the request of the public agency—shall determine the estimated value of the vehicle.

22.030 Lien Sale Procedure for Vehicles Valued at $4,001 or More or Stored at Self Service Storage Facilities (Civil Code §3071)

When the value of a vehicle has been determined to be $4,001 or more or the lien was created by a self-service storage facility, the lienholder must apply to the department for authorization to conduct the lien sale within 30 days of the date the lien arose (date the registered owner was billed or when the public agency impounded the vehicle).

NOTE: A self-service storage facility is any real property designed and used for renting or leasing individual storage space. This does not include a garage or other storage area in a private residence.

All applications for authorization must be accompanied by a $5 non-refundable fee and submitted to:

Department of Motor Vehicles
Lien Sale Unit MS E143
PO Box 932317
Sacramento, CA 94232-3170

Lien Sale Process

Step	Process	
1	Lienholder submits an Application for Lien Sale Authorization (REG 656) and the lien sale authorization fee to DMV. Refer to the Fees appendix, Appendix 1F, for fee information.	
2	DMV notifies by certified mail the owners and interested parties of the lien sale and gives them the opportunity to stop the sale. (Owners and interested parties have 10 days to oppose the sale.)	
	If the sale is...	***then DMV sends...***
	opposed	lienholder a denial letter. Lienholder may pursue a court judgment to satisfy the lien. Procedure to obtain a court judgment is described in this chapter.
	not opposed	authorization to the lienholder
3	At least 20 days prior to the sale the lienholder sends a Notice of Pending Lien Sale (REG 280) to the owner(s) of record, any interested parties, and the department.	
4	At least five days (not more than 20 days) prior to the sale, not counting the day of sale, the lienholder must advertise the sale in a newspaper. If there is no newspaper of general circulation published in the county the notice of sale must be posted in three of the most public places in the town where the vehicle is located and at the place where the vehicle is to be sold. This notice must be posted for 10 consecutive days prior to the date of sale.	
5	The lienholder must have the vehicle available for inspection at least one hour before the sale.	

Correction DMV notifies, not lienholder

Step	Process
6	Lienholder conducts sale in a businesslike fashion. Sealed bids are **not** allowed.
7	After the sale the lienholder must: • Keep the vehicle for a 10-day redemption period (the registered or legal owner may redeem the vehicle by paying all costs and expenses). • Remove and destroy the license plates. • Within five days of the sale, submit a completed Notice of Release of Liability (REG 138) to the department. If there is no buyer, the lienholder completes the REG 168 as both seller and buyer.

NOTE: All notices shall specify the make, year model, vehicle identification number (and engine number for motorcycle), license number, and state of registration, if available **and** the date, exact time, and place of sale.

22.035 Lien Sale Documentation Requirements for High Value Vehicles Over $4,000 (Civil Code §3071)

The following must be submitted to DMV:

- A completed/signed Application for Title or Registration (REG 343) **or** a Report of Vehicle to be Dismantled (REG 42), as appropriate.
- The Certification of Lien Sale for Vehicle Valued over $4,000 (REG 168) completed by lienholder or his/her agent, showing proper authorization to conduct sale. If there is no buyer at the lien sale, the lienholder completes the REG 168 as the buyer and the seller.
- The postal receipts **must be** attached (bulk postal receipts are acceptable).

NOTE: If a declaration of opposition (part of the REG 668) was submitted, the application must also include a certified copy of court judgment entered in favor of the lienholder **or** a release of interest from the opposer.

- A vehicle verification (completed on the back of the REG 343), if the DMV does not have a record for the vehicle.
- Bills of sale, as needed, to establish the complete chain of ownership.
- Other documents, as need, such as a Vehicle/Vessel Transfer and Reassignment Form (REG 262) with the odometer mileage disclosure.
- A smog certification, if appropriate.
- The registration fees due, if the vehicle is being registered.

NOTE: The 10-day redemption period applies towards the 20-day calculation for payment of fees.

22.035 Lien Sale Documentation Requirements for High Value Vehicles Over $4,000, continued

The proceeds of the sale **must** be used to pay the lien and the cost of keeping and selling the vehicle. The cost of selling **must** be the actual cost and **cannot** exceed $100. Within 15 days of the sale date, the lienholder **must** forward any remainder to:

Department of Motor Vehicles
Lien Sale Unit MS E143
PO Box 932317
Sacramento, CA 94232-3170

22.040 Obtaining Court Judgment When Declaration of Opposition is Submitted

The department will cancel the lien sale or the authorization requested by the lienholder (or its agent) in possession of the vehicle if it receives a declaration of opposition (part of the REG 668 form).

In such cases, the only recourse for the lienholder is to pursue the matter in court. The lienholder is required to file a court action within 30 days of the department's notice and serve notice of the court date and action to the party that opposed the sale. The department has no statutory authority to authorize the lien sale.

After a declaration of opposition has been filed, the department will accept an application for registration if the court awards the lienholder a monetary judgment, and the judgment is not paid within five days of the judgment becoming final, the lien sale may continue if the lienholder still has possession of the vehicle.

22.045 Lien Sale Procedure for Vehicles Valued at $4,000 or Less (Civil Code §3072)

Step	Process
1	The lienholder is required to obtain a DMV printout within 30 days of the date the lien arose (date the registered owner was billed for services or when public agency impounded the vehicle). Requests must be on a form approved by the department.
2	The lienholder sends a Notice of Pending Lien Sale and Declaration of Opposition (REG 668) at least 31 days, but not more than 41 days, prior to the sale date to: • The registered **and** the legal owners. • Known interested parties. • DMV.
3	The owners and interested parties have 10 days to oppose the sale.
4	If the department receives a declaration of opposition, notification must be sent within 16 days to the lienholder. Lienholder may pursue a court judgment to satisfy this lien. The procedures for a court judgment are discussed in this chapter.

Step	Process
5	At least 10 days prior to the sale, the lienholder must post a notice of the pending sale at the sale location.
6	The vehicle must be available for inspection at least one hour before the sale.
7	The lienholder conducts the sale in a business-like fashion. Sealed bids are not allowed.
8	There is no redemption period. The buyer may take immediate possession of the vehicle.

NOTE: All notices shall specify all of the make, year model, vehicle identification number (and engine number for motorcycle), license number, and state of registration, if available **and** the date, exact time, and place of sale.

22.050 Lien Sale Clearance Requirements for Low Value Vehicles, $4,000 or Less (Civil Code §3072)

The following must be submitted to DMV:

- An Application for Title or Registration (REG 343) completed and signed by the buyer **or** a Report of Vehicle to be Dismantled (REG 42), as appropriate.
- Certification of Lien Sale for Vehicles Valued at $4,000 or Less (REG 168A) completed by lienholder or agent, showing proper authorization to conduct sale.

NOTE: If there is no buyer at the lien sale, the lienholder completes the REG 168 as the buyer and the seller.

- The DMV printout and postal receipts **must** be attached to the REG 168A. Bulk postal receipts are acceptable.
- A vehicle verification (completed on the back of the REG 343), if the DMV does not have a record for the vehicle.
- Bills of sale, as needed, to complete chain of ownership.
- Other documents, as needed, such as a Vehicle/Vessel Transfer and Reassignment Form (REG 262) with the odometer mileage disclosure.
- A smog certification, if appropriate.
- The registration fees due, if the vehicle is being registered.

NOTE: If a declaration of opposition was submitted, the application must also include either a certified copy of the court judgment entered in favor of the lienholder **or** a release of interest from the opposer.

22.050 Lien Sale Clearance Requirements for Low Value Vehicles, $4,000 or Less, continued

The proceeds of the sale **must** be used to pay the lien and the cost of keeping and selling the vehicle. The cost of selling **must** be the actual cost and **cannot** exceed $70. within 5 days of the sale date, the lienholder **must** forward any remainder to:

Department of Motor Vehicles
Lien Sale Unit MS E143
PO Box 932317
Sacramento, CA 94232-3170

Odometer Mileage Reporting

23.000 Mandatory Reporting of Odometer Mileage

Odometer disclosure and acknowledgment **are required** on applications for original registration and/or transfer of the registered owner of automobiles, motorcycles, or commercial vehicles with an unladen weight of 8,500 pounds or less (16,000 pounds gross vehicle weight or less) that is nine years old or newer.

To determine if the vehicle year model is exempt from the odometer mileage reporting requirement, deduct 10 years from the current calendar year. For example, in 2004, 1994 and older model year vehicles are exempt from the requirement.

23.005 Reporting Exceptions

Although the department encourages and accepts odometer mileage readings for all motor vehicles, odometer disclosure and acknowledgment **are not** required for:

- Vehicles 10 model years old or older.
- Commercial vehicles with unladen weight of 8,501 pounds or more (16,001 pounds or more gross vehicle weight).
- Vehicles sold directly by the manufacturer to any agency of the United States until resold by the agency.
- New vehicles transferred prior to first retail sale (dealer to dealer prior to retail sale).
- Vehicles being reported as dismantled (junked).
- Unrecovered stolen vehicles being transferred to the insurance company.
- Low speed vehicles (LSV) as defined in VC §385.5. (Federal regulations require LSVs to have a speedometer, but not an odometer.) Refer to Section 2.115 for additional information.
- Vehicles originally manufactured primarily for off-highway use (without an odometer) which are being converted to on-highway registration. Vehicles manufactured primarily for off-highway use are generally manufactured without an odometer and are not required to install an odometer to be registered for on-highway use. An odometer disclosure is required if the vehicle was manufactured with an odometer.

23.010 Odometer Disclosure

The odometer disclosure is completed on one of the following forms as determined by the type of application:

Registered Owner Transfers—Odometer disclosure must be on the complying title, if submitted, **or** a Vehicle/Vessel Transfer and Reassignment Form (REG 262).

Original Registration Applications—Odometer disclosure is completed on the following forms, as determined by the type of application:

- Application for Registration of New Vehicle (REG 397).
- Application for Title or Registration (REG 343) with no change of ownership.
- Complying out-of-state title with change of ownership.
- Vehicle/Vessel Transfer and Reassignment Form (REG 262) with change of ownership on a noncomplying out-of-state title.
- Out-of-State Odometer Disclosure Statement.
- Out-of-State Secure Power of Attorney.

23.015 Document Features

All states are required to provide a place for odometer disclosure on complying titles or complying forms. The odometer disclosure should contain:

- The complete vehicle description (make, year model, body type, and vehicle identification number).
- The date of sale.
- Reference to federal and state law with the following or similar wording:

  Federal and state law requires that you state the mileage upon transfer of ownership; failure to complete or providing a false statement may result in fines and/or imprisonment.
- The numeric odometer mileage reading that appears on the vehicle's odometer and, if applicable, an indication that the reading is not the actual mileage or exceeds mechanical limits.
- The transferor's/seller's printed name, current address, and signature.
- The transferee's/buyer's printed name, current address, and signature.

California odometer disclosure statements contain a perjury statement which **is not** required on other state, auto auction, or Government Surplus Auction (GSA) forms.

NOTE: An out-of-state title is complying if it contains the document features outlined above **and** provides an odometer disclosure statement for the seller to report the mileage reading and an odometer reading acknowledgment by the buyer.

23.020 Disclosure Requirements

Original Seller's and Buyer's Signatures—Odometer disclosure requires **original** signatures by the seller(s) and buyer(s). Signatures by power of attorney **are not** acceptable. In the case of multiple sellers and/or buyers (*or, and, /,* or *and/or* between the owner names), the original signature of one seller and one buyer is sufficient.

Handprinted Name(s) Required—The printed name and signature of an individual buyer or seller must be completed by hand in ink. Endorsements by a business may show a hand-printed, typewritten, or computer-generated business name, but the countersignature of the authorized agent **must be** completed by hand and in ink. The name(s) **cannot** be typewritten or computer-generated **except** on an Application for Registration of New Vehicle (REG 397).

Copy of Disclosure Required—The **original** copy of the odometer disclosure **must** be submitted to the department with the titling documents; a photocopy is **not** acceptable. Federal and state laws require the person completing the odometer mileage reading disclosure and acknowledgment to give all parties (a copy or photocopy of the completed disclosure form).

NOTE: When disclosure is on a complying title, provide a photocopy of the front and back of that title. The names of the prior owners **must** show and **cannot** be covered.

23.025 Vehicle/Vessel Transfer and Reassignment Form (REG 262)

The Vehicle/Vessel Transfer and Reassignment Form (REG 262) is used for odometer mileage disclosure when:

- The title is a non-complying title.
- An Application for Duplicate Title (REG 227) is required.
- The title is unavailable at the time of transfer.
- There is an error or alteration in the odometer disclosure section of a complying title or the Application for Registration of New Vehicle (REG 397).
- There are multiple transfers. Dealer transactions are returned for in-between buyer odometer disclosures.

Sections 3 and 5 on the REG 262 **must** be completed for odometer disclosure. Federal regulations specify that the information be completed in ink, **not** pencil.

Section 1: Vehicle/Vessel Identification—The complete vehicle identification number (VIN) must be shown or the department will return an application.

Section 3: Odometer Disclosure Statement—Is completed at the time of sale by the seller disclosing the odometer mileage. Any errors/alterations void the odometer disclosure and a new REG 262 is required. However, it should be submitted as part of the application if the bill of sale (Section 2) or power of attorney (Section 4) was completed for the transaction.

23.025 Vehicle/Vessel Transfer and Reassignment Form (REG 262), continued

Section 5: Buyer and Seller Information—Is completed by the buyer and seller as follows:

- A business name may be completed by hand in ink, typewritten, or computer-generated. The authorized agent's countersignature must be completed by hand in ink.
- The printed name(s) and signature(s) of the buyer and/or seller must be completed by hand in ink.

The department will return forms not completed correctly.

Requests for Forms—To order a supply of the Vehicle/Vessel Transfer and Reassignment Form (REG 262), send a written request to:

Department of Motor Vehicles
Forms and Accountable Items Section MS G202
PO Box 932382
Sacramento, CA 94232-3820

NOTE: A field office manager or designee may be able to fill a request for 25 or less forms if the office has a sufficient supply of the form.

23.030 Out-of-State Secure Power of Attorney

California **does not** produce or use the secure power of attorney (SPOA), but the department will accept an SPOA submitted with an application when:

- The title **is not** available at the time of sale.
- A vehicle owner was out of state at the time of the sale and used an SPOA provided by the other jurisdiction.

The SPOA form is designed primarily to disclose the odometer mileage reading, but can be used to appoint an attorney-in-fact to release/endorse the title when the form is required for odometer mileage disclosure. Any authorized employee of a business appointed as the attorney-in-fact on the SPOA may countersign and exercise the attorney-in-fact privilege.

If a multiple transfer application contains an SPOA for one of the transfers, subsequent odometer disclosures should be on the Vehicle/Vessel Transfer and Reassignment Form (REG 262). Submit the SPOA and REG 262 forms with the application.

NOTE: An out-of-state secure power of attorney (SPOA) may be submitted for odometer disclosure if a lienholder had possession of a nonresident title when a change of registered ownership took place. The SPOA may be from a different state than the nonresident title.

The *State of Origin* copy of an SPOA must be returned to the state that published the form and whose name may appear on the face of the form.

23.035 Certificates of Title

Several versions of a California title exist:

Complying Pink with Blue Border Title (REV. 10/02)—The department began issuing this version in December 2002. The (new) features are:

- The front of the title is pink with a blue border and a white opaque state seal and the back of the title is blue.
- If photocopied, "VOID" appears on this title.
- The vehicle history is prominently displayed within a red box in the upper right corner of the certificate.

Complying Rainbow Title—The department discontinued issuance of this title except on vessels as of January 28, 2003. The complying rainbow title features are:

- An odometer disclosure statement on the front side for the registered owner to report the mileage.
- Language in the certification above the new buyer's signature acknowledging the mileage reported.
- A signature line in the dealer's section on the reverse side for the new buyer to acknowledge the odometer reading.

Revisions of this title provide additional space for signatures and/or disclosure:

- The 7/94 revision has Line 1c for the new buyer to sign acknowledging the mileage reported by the seller.
- The 12/94 revision has a separate section for odometer mileage disclosure by the seller and acknowledgement by the buyer.

Noncomplying Rainbow Title—This title has **only** an odometer disclosure statement on the face of the title for the registered owner to report the mileage. There is no language or signature lines for acknowledging the mileage reported.

Noncomplying Certificate of Ownership (aka "pink slip")—The noncomplying Certificate of Ownership has boxes on the side of the face of the certificate for the odometer mileage.

The face of a California Certificate of Title issued on or after April 18, 1994, for a vehicle on which odometer information was recorded contains the following:

- Mileage (MI) or Kilometers (KM)
- Date of Transaction (MM/DD/CCYY)
- Odometer Mileage Reading and a Code Explanation:
  - — Actual Mileage (Actual mileage for the vehicle.)
  - — Exceeds Mechanical Limits (The odometer has reached the highest numbers mechanically available and has started renumbering at 1– has "rolled over.")
  - — Not Actual Mileage (The odometer is broken or was replaced.)

23.040 Transfers

Use the following guidelines on registered owner transfers.

If the titling document is...	*then the odometer mileage reading...*
a complying California title	**for dealer sales—**The buyer must sign line 9a or 9b as the new registered owner **and** in the *Dealer Only* section as the buyer acknowledging the odometer mileage reported. If the dealer odometer disclosure section has been completed and additional disclosure is required, a separate Vehicle/Vessel Transfer and Reassignment Form (REG 262) must be completed and signed. **for private party sales—**By the registered owner on the front of the title. The buyer endorses the reverse side of the title, line 9a or 9b, acknowledging that same mileage. Refer to Section 23.035 for information.
a complying out-of-state title (for goldenrod conversion)	must be in the designated section(s) on the title. (The location may vary.)
a noncomplying title	must be completed on a Vehicle/Vessel Transfer and Reassignment Form (REG 262). The
a California title that is unavailable at the time of sale	must be completed on a Vehicle/Vessel Transfer and Reassignment Form (REG 262). • The seller and the buyer **must** complete the **same** REG 262. On dealer transactions, the dealer is the seller and the buyer is the new registered owner. • The **original** copy of the REG 262 **must** be submitted with the transfer application.
an Application for Duplicate Title (REG 227)	must be completed on a Vehicle/Vessel Transfer and Reassignment Form (REG 262).
submitted with a multiple transfer application	is required for **each** transfer. A **separate** Vehicle/Vessel Transfer and Reassignment Form (REG 262) signed by the buyer **and** the seller for each transfer is required.

NOTE: The **original copy** of the Vehicle/Vessel Transfer and Reassignment Form (REG 262) **must** be submitted to the department with the transfer application.

23.045 Zero Miles Reported

Due to DMV programming constraints, a new vehicle showing “0” (zero miles) as the odometer mileage will be issued a title which displays “1” as the odometer mileage.

23.050 Auto Auctions

An auto auction **must** retain the original copy of its sales invoice. A carbon copy of the invoice is acceptable for disclosure of odometer mileage.

An auto auction may maintain its copy of the odometer mileage disclosure statement electronically, on an invoice that has a complying disclosure statement, or on a photocopy of the Vehicle/Vessel Transfer and Reassignment Form (REG 262).

23.055 Repossessed Vehicles

The odometer mileage reading for a repossessed vehicle **must be** reported by the legal owner/lienholder of record (repossessor). If the title has a separate odometer disclosure section, the legal owner/lienholder may complete and sign that section to effect disclosure. If the title does not have a separate signature line for disclosure, the odometer mileage must be reported on a Vehicle/Vessel Transfer and Reassignment Form (REG 262).

23.060 Leased Vehicles

The lessor, **not** the lessee, **is** the registered owner of a leased vehicle and **must** acknowledge the odometer mileage reading when the vehicle is purchased. Odometer disclosure **is not** required for a change of lessee *when the lessor remains the same*.

The lessor may authorize an agent to disclose odometer mileage readings. This agent may be the lessee or an employee of a dealership or financial institution. The authorization may be submitted with the application or kept on file with the dealership or financial institution.

NOTE: When an employee of the dealership is the appointed agent, that same employee **may not** also sign for the dealer on that transaction.

23.065 Odometer Replacement or Conversion

When a vehicle's odometer has been replaced or converted from kilometers to miles, the odometer disclosure cannot reflect the "actual mileage" unless the party who replaced the odometer completes a Statement of Facts (REG 256) to be submitted with the application. The REG 256 **must** contain **all** of the following information:

- The date the odometer was replaced.
- The kilometer reading at the time of replacement (old reading).
- The mileage reading at the time of replacement (new reading).
- The conversion ratio used to change kilometers into miles. The National Highway Safety Administration (NHTSA) has established the kilometer conversion to miles ratio at 62%. For example, to convert 10,000 kilometers to miles, multiply the kilometers by 62% (.62) = 6,200 actual miles.

If a REG 256 **is not or cannot** be provided, the odometer mileage **must be** shown as "Not Actual Mileage."

23.070 Original Applications

Apply the following to original registration applications.

For an...	*the odometer mileage disclosure must be made...*
Application for Registration of New Vehicle (REG 397)	on the REG 397 in the odometer disclosure section.
Application for Title or Registration (REG 343) with a **change** of registered owner **NOTE:** A Manufacturer's Statement of Origin issued, or endorsed, to the buyer is a transfer and requires odometer mileage disclosure.	• on the **complying** out-of-state title **or** • if an out-of-state **noncomplying** title is submitted, on a Vehicle/Vessel Transfer and Reassignment Form (REG 262) **or** an out-of-state disclosure statement. **NOTE:** When disclosure is on an out-of-state secure power of attorney, it must be transferred to the title by the attorney-in-fact.
Application for Title or Registration (REG 343) with **no change** of registered owner	on the REG 343 **or** a Vehicle/Vessel Transfer and Reassignment Form (REG 262), **or** an out-of-state odometer disclosure statement.

23.075 Errors Made in Reporting Odometer Mileage

Apply the following to odometer mileage disclosure errors:

If the disclosure error is...	*then…*
on the Application for Registration of New Vehicle (REG 397) on the Application for Title or Registration (REG 343) on a complying title	• the odometer disclosure **must be** on a Vehicle/Vessel Transfer and Reassignment Form (REG 262) **and** • a Statement of Facts (REG 256) explaining the reason for the separate disclosure form **must** be submitted with the application.
on a Vehicle/Vessel Transfer and Reassignment Form (REG 262)	a new Vehicle/Vessel Transfer and Reassignment Form (REG 262) is required. **NOTE:** Line through the odometer section if the bill of sale or power of attorney was completed and needed.
discovered after a California Certificate of Title is issued/ received	• the title must be returned to DMV with a vehicle verification showing the current mileage **and** • a Statement of Facts (REG 256) showing what information is in error **must** be submitted with the application.

NOTE: The use of a highlighting pen **is** considered an error by the department. Refer to Section 23.085.

23.080 Rollbacks and Unwinds

A Vehicle/Vessel Transfer and Reassignment Form (REG 262) may be used for odometer mileage disclosure on a "rollback" or "unwind."

If acknowledgment of the odometer mileage **cannot** be obtained from the first retail customer on an "unwind," complete a Statement of Facts (REG 256) explaining the circumstances and submit it with the application.

23.085 Using Highlighting Pens on Registration Forms

Do not use highlighting pens on any registration documents submitted to the department. Applications with highlighted information are returned for correction.

If a highlighting pen is used in the odometer disclosure section, the disclosure **is not** acceptable and a Vehicle/Vessel Transfer and Reassignment Form (REG 262) signed by the seller and the buyer is required.

Refer to Section 1.115 for additional information regarding correction requirements.

Refunds

24.000 General Information (VC §§42230 – 42235, R&TC §10901)

If the department collects any fee and/or penalty in error or in excess of the actual fees due, the individual who paid the fees may submit an Application for Refund (ADM 399) to the department (at the address shown on the application).

The ADM 399 **must** identify the payment **and** state why that payment was excessive or erroneous.

NOTE: A refund request **must be** submitted **within three years** from the date of payment of the fee/penalty or the request **is not** honored.

24.005 Refund Application Supporting Documentation

Submit any documentation of payments claimed with the ADM 399 to assist the refund process. This may be photocopies of the front and back of a canceled check payable to DMV or receipts issued by the DMV. For double payments, submit photocopies of the front and back of both checks.

The department may also request any and/or all of the following to be submitted:

- The registration card and/or sticker for the registration year fees in question.
- A Notice of Release of Liability (REG 138) with the name and address of the purchaser and the date of sale.
- A Nonresident Military Exemption Statement (REG 5045) completed by the nonresident military owner.
- The Certificate of Title issued for the vehicle/vessel for which the fees are being refunded if a change or vehicle/vessel description correction is involved.
- A Statement of Facts (REG 256) from the registered owner authorizing the department to issue the refund to another person.

24.010 Refund of Vehicle License Fees for a Nonresident Military Owner

The vehicle license fee (VLF) paid on a vehicle registered to a nonresident military (NRM) person whose duty station is/was located in California at the time the fees were paid may be refunded. The requirements are:

- A completed Application for Refund (ADM 399) which **includes**:
  - — the registration year(s) for which a refund is requested.
  - — the NRM's out-of-state residence address (city and state).
  - — the NRM's duty station at the time the fees were paid.
- The registration card and Certificate of Title (if issued) **must also be** submitted if the VLF paid for the **current** registration year is being requested. (The department will issue a new certificates with the "NRM" notation.)

24.015 Refund of Registration Fees for a Vehicle Delivered Out of State

Dealers may request a refund of fees paid for a vehicle delivered out of state by submitting a completed Application for Refund (ADM 399) **and**:

- The Certificate of Title, registration card, and **unused** license plates and stickers.
- A Statement of Facts (REG 256) explaining the customer's operating copy of the Application for Registration of New Vehicle (REG 397) or Report of Sale–Used Vehicle (REG 51) was submitted to the department at the time of sale **and** how the vehicle was moved from the dealership and delivered to the buyer.

NOTE: Fees **cannot** be refunded if the vehicle was delivered to the buyer using the California license plates **or** the operating copy of the REG 397 or REG 51.

If the California Certificate of Title was surrendered to another state to obtain registration in that state, the department will retain the fee required for a Title Only and the PNO filing fee.

24.020 Refund of Registration Fees for a New Vehicle Not Delivered or Driven

Dealers may request a refund of fees paid to register a new vehicle that **is not** delivered to, **or** driven from the dealer's premises, by the prospective buyer. Submit a completed Application for Refund (ADM 399) **and**:

- The Certificate of Title, registration card, operating copy of the Application for Registration of New Vehicle (REG 397), and the license plates and stickers.
- A Statement of Facts–Incorrectly Reported Vehicle (REG 477) with Part II completed.

NOTE: A regular Statement of Facts (REG 256) can be completed for refund of a PNO fee paid in lieu of registration fees.

24.025 Refund of Other Fees

If fees were paid for...	*then...*
duplicate/replacement certificates, plates, or stickers **and** the originals were subsequently found	a refund **is not** due. The items were voluntarily requested.
use tax in error or in excess of the amount actually due	contact the Board of Equalization regarding a refund. A refund **cannot** be issued by DMV.
parking fees to DMV **and** the parking agency	contact the parking agency for a refund. A refund **cannot** be issued by DMV.
a vehicle reclassed in error or based on the wrong purchase price	the owner must submit a completed Application for Refund (ADM 399), the Certificate of Title, and a Statement of Facts (REG 256) showing the correct price for the vehicle. **NOTE:** Any excess use tax paid as a result of the incorrect price **must be** requested separately from the Board of Equalization.

24.030 Refund of Renewal Fees

If renewal fees were paid...	*then...*
before the vehicle was sold or transferred to another owner	a refund **is not** due, because the fees **were not** collected by the department in error.
and **after** the renewal date, the vehicle: • was wrecked, junked, salvaged, or stolen • left California	a refund **is not** due, because the fees **were not** collected by the department in error. The vehicle was operated during the registration period for which the fees were paid.
after the vehicle was sold or transferred to another owner	a refund may be issued if the registration card and **unused** sticker are submitted with the completed Application for Refund (ADM 399).
and **before** the renewal date, the vehicle: • was wrecked, junked, salvaged, or stolen • left California	
in error and the vehicle was not operated during the entire registration period	a refund **is not** due, because the fees **were not** collected by the department in error. **NOTE:** A Certificate of Planned Non-Operation (PNO–REG 102) should have been filed in lieu of paying the renewal fees.

If renewal fees were paid...	*then...*
in error and **before** the effective date of the renewed registration, the owner decides the vehicle will not be operated **NOTE:** A PNO may be filed for a nonoperated vehicle up to 90 days following the registration expiration date, but a late penalty is due.	a Certificate of Planned Non-Operation (REG 102), the registration card, and the unused sticker **must be** submitted with the completed Application for Refund (ADM 399). **NOTE:** The PNO fee and any penalty due if filed late is deducted from the refund amount.

24.035 Apportioned/IRP Vehicle Refunds

If registration fees were paid...	*then...*
after the effective date of apportioned/IRP registration	a refund may be issued when the following is submitted to the department: • An Application for Refund (ADM 399) which includes the apportioned/IRP license number and date it was issued. • The registration card and unused sticker.
prior to the effective date of apportioned/IRP registration	the Application for Refund (ADM 399) must be sent to the DMV IRP Unit in Sacramento Headquarters to determine if a refund is in order.

Permits and Decals

25.000 No-Fee Special Moving Permit (VC §4002)

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.

This permit may be issued:

- For movement of an unregistered vehicle with Planned Non-Operation (PNO) status on file.
- In place of a Transporter Permit as provided in VC §11716. See Section 25.025.
- To move or operate a vehicle **not** previously registered from a dealer's, distributor's, or manufacturer's place of business to a place where essential parts of the vehicle are to be altered or supplied.
- To move a vehicle which **is not** required to be registered or have a PNO status from one place of storage to another.

NOTE: Vehicles seized by a repossessor can be included in this category, if it is determined how and where the vehicle is moved.

- To move a vehicle to or from a garage or repair shop for the purpose of repairs or alteration.
- To move or operate a vehicle for the purpose of dismantling or wrecking and permanent removal from the highways.
- 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.
  - — weighing the vehicle.
- If construction of the vehicle has not been completed.

25.000 No-Fee Special Moving Permit, continued

This permit **cannot** be issued if:

- Fees are due.
- The vehicle registration for a vehicle subject to PNO requirements has expired and a PNO **is not** on file.
- The vehicle has been impounded and fees are due.

NOTE: The permit may be issued if all fees due are paid after impoundment.

25.005 One Trip Permit (VC §4003)

A One Trip Permit (REG 402) is available from the department for movement of any vehicle **except** a crane. The permit **must be** obtained prior to any movement of the vehicle that would require it to be registered. The permit is valid for movement of:

1. An unladen vehicle for one continuous trip from a place:
   — within California to another place within or outside of California;
   — outside of California to a place within California.
2. A vehicle for one round trip from one place to another for the purpose of participating as a vehicular float or display in a lawful parade or exhibition. The total round trip **cannot** exceed 100 miles and **must be** completed within 60 days.

NOTE: A motor vehicle may tow another unladen vehicle if both vehicles carry a One Trip Permit.

Permitted Uses of the One Trip Permit—A One Trip Permit may be used for:

- Moving an **unladen** commercial motor vehicle for one of the purposes specified above, with another vehicle mounted "piggyback" style on it so that **either** the front or rear wheels of the mounted vehicle rest upon the ground and support a portion of the weight of the mounted vehicle. A permit **is** required for the mounted vehicle if it **is not** properly registered.

NOTE: The vehicle **is laden** if none of the mounted vehicle's wheels are resting on the ground and **cannot be** operated with a One Trip Permit.

- Operation of a trailer coach (as specified in 1 and 2 above), which is:
  — owned by nonresident military personnel.
  — part of a dealer's inventory.
  — purchased by a nonresident who is taking it out of California.

NOTE: A nonresident may bring an unregistered trailer coach into California on a One Trip Permit, but registration becomes due when it arrives at its destination unless it is exempt from registration.

25.005 One Trip Permit (VC §4003)

Forbidden Uses of the One Trip Permit—A One Trip Permit **cannot** be used for:

- Operation of a loaded commercial vehicle unless the vehicle is being moved to participate in a parade or display.
- Travel by a circuitous or indirect route. The trip **must be** made by the most direct route.
- Movement of a trailer coach owned by a California resident since presence of the trailer in California requires registration.
- Any movement of a crane (VC §4003) or any vehicle requiring an oversize permit issued by Department of Transportation (VC §35780).

25.010 Temporary Operating Permit (VC §4156)

The department issues a Temporary Operating Permit (REG 19) on a completed transaction when the license plates and stickers will be issued from Sacramento Headquarters.

A 30-day Temporary Operating Permit may be issued on a one time basis for an **incomplete** application under the following circumstances:

- An application for registration of a nonresident vehicle.
- When the vehicle must be referred to the California Highway Patrol (CHP) for inspection/or assignment of the vehicle identification number (VIN).
- For registration of a vehicle subject to Federal Heavy Vehicle Use Tax (FHVUT).

NOTE: A commercial vehicle owner having difficulty filing the FHVUT may be issued a one-time 60-day permit if the registration expiration date is July 31.

- To motorists who have paid all the registration fees due and are having difficulty obtaining the smog certification. The motorist must present the department:
  - — a Bureau of Automotive Repair (BAR) referee inspection appointment card.
  - — documented proof of needed smog parts on order for the owner.
  - — proof of failed smog inspection results such as a vehicle inspection record.
- For a vehicle impounded **after** the registration fees have been paid.
- When the DMV office manager or designee determines it is appropriate.

An RDF receipt **is not** a permit. It **does not** convey authority to drive, move, or leave a vehicle standing.

25.015 Laden Commercial Trailer—One Trip Permit (VC §4003.5)

A manufacturer or dealer may purchase a One Trip Permit (REG 43) from any DMV office. The permit is valid for movement of a laden new (never registered in any state) or used, not currently registered commercial trailer or semi-trailer by a manufacturer, dealer, or carrier located in a state having a reciprocity agreement with California.

The permit must be completed prior to operation on a highway and must be carried on the trailer to which it applies. The manufacturer or dealer who was issued the permit may allow a third party to move or operate the vehicle.

The permit **shall not** be granted more than once without the sale and registration of the trailer or semi-trailer.

25.020 Temporary Nonresident Commercial Registration (VC §4004)

A nonresident commercial motor vehicle registered in a foreign jurisdiction that has reciprocity with California may, in lieu of regular registration, secure temporary California registration for a period of **not** to exceed 90 days.

The privilege of securing and using a 90-day temporary registration **shall not** extend to:

- Vehicles based in California and operated by a person having an established place of business in California. A vehicle shall be considered to be based in California if it is primarily operated or dispatched from, or garaged, serviced, or maintained at, a site with a California address.
- Vehicles last registered in Mexico or the Canadian Provinces of Newfoundland or Saskatchewan.

EXCEPTION: Saskatchewan base-plated charter buses may operate in California on a Commercial Trip Permit.

The requirements for 90-day temporary registration are:

- A completed Application for Nonresident Commercial Registration (REG 471).
- The fuel tax permit number (issued by the Board of Equalization) **if** powered by diesel fuel.
- Fees assessed at the rate of one quarter (3 months) of **each** of the full-year fees (weight fee, registration fee, and vehicle license fee).

NOTE: Any trailer or semitrailer identified in paragraph (1) of subdivision (a) of VC §5014.1 that enters the state without a currently valid license plate issued by California or another jurisdiction **shall** be immediately subject to full Permanent Trailer Identification (PTI) fees.

If a vehicle in California for more than 20 days, but the fees have been due for less than 20 days, a Statement of Facts (REG 256) explaining why fees were not due previously **is required**.

25.025 Operation Without Registration Permit (VC §11716)

A manufacturer, remanufacturer, transporter, distributor, or dealer, in the course of business, may use a No-Fee Special Moving Permit (REG 172) to move an unregistered vehicle from a vessel, railroad depot, or warehouse to a warehouse or salesroom. The permit **must** be obtained from DMV **prior** to movement of the vehicle.

25.030 Nonresident Commercial Vehicle Trip Permit (VC §§4004 and 9260)

A Nonresident Commercial Vehicle Trip Permit (REG 41) may be purchased for operation of a nonresident commercial motor vehicle registered in a state having a reciprocity agreement with California if the vehicle is to be operated so as to otherwise require California registration. The permit:

- Must be purchased prior to any operation that requires payment of California fees.
- Is valid for four consecutive days.
- Is valid for laden operation on a interstate or intrastate basis.

Blank permits may be purchased in volume from any DMV office. The original copy of the permit **must be** carried in a receptacle outside the vehicle. The fuel tax permit number for a vehicle powered by a fuel other than gasoline **must be** entered on the trip permit prior to use or it is not valid. The duplicate copy is the customer copy (prorate operators must retain this copy for a period of four years).

The privilege of securing and using a trip permits shall **not** extend to:

- Vehicles based in California and operated by a person having an established place of business in California. A vehicle shall be considered to be based in California if it is primarily operated or dispatched from, or garaged, serviced, or maintained at, a site with a California address.
- Vehicles last registered in Mexico or the Canadian Provinces of Newfoundland or Saskatchewan.

EXCEPTION: Saskatchewan base-plated charter buses may operate in California on a Nonresident Commercial Vehicle Trip Permit (REG 41).

Any trailer or semitrailer identified in VC §5014.1(a,1) that enters the state without a currently valid license plate issued by California or another jurisdiction is immediately subject to full Permanent Trailer Identification (PTI) Program fees.

25.035 Temporary Registration for Exempt School Bus (VC §§5010 and 9266)

The lessor of a motor vehicle leased to a school district for use as a school bus (as defined in VC §545) that temporarily reverts to the possession and control of the lessor and subsequently becomes subject to registration may secure a temporary permit to operate the vehicle for one or more calendar months as an alternative to regular registration. The exempt plates will continue to be displayed on the vehicle.

The fees are based on either the Vehicle License Fee (VLF) classification shown on the exempt registration card **or** the vehicle's original cost **or** its current cost/value, whichever is available.

The requirements are:

- An Application for Temporary Permit—Privately Owned School Bus (REG 123) with all information needed to properly identify the exempt vehicle (use the information on the current Registration Card). Enter the Exempt plate number and expiration date at the top of the application.
- A Statement for Securing Commercial Registration (REG 590).
- A weight certificate.
- Fees computed at the rate of 10% of the annual fee for each calendar month or fraction of a month. The fees **are not** prorated for any fraction of a calendar month.

25.040 Temporary Registration for Privately-Owned School Bus (VC §9102.5)

A Privately-Owned School Bus (PSB) may be issued temporary registration (in addition to the PSB registration) for operation of that would otherwise cause regular registration fees to be due. The temporary registration **must** be obtained prior to any commercial operation or the bus becomes subject to regular commercial registration for a 12-month period. The requirements are:

- An Application for Temporary Permit—Privately Owned School Bus (REG 123). Obtain the necessary information from the current Registration Card.
- Weight fees are due if the vehicle will be used to transport persons or property for compensation or profit. A weight certificate is required if the weight **is not** shown on the Registration Card.
- Fees computed at the rate of 10% of the annual fee for each calendar month or fraction of a month. The fees **are not** prorated for a fraction of a calendar month.

NOTE: The PSB registration remains valid until the end of the registration year.

25.045 Nonresident Daily Commuter Permit (VC §§6700.25 and 6700.3)

A ***nonresident daily commuter*** is an Arizona, Nevada, or Oregon resident who enters and leaves California on a daily basis for the purpose of employment and whose vehicle is principally garaged out of this state. Anyone having an established place of business in California **does not** qualify. (VC 435.5)

A nonresident daily commuter must obtain a Nonresident Daily Commuter Permit (REG 150) from the department to operate a vehicle in California without California registration. The permit is valid for two years or a portion thereof.

The vehicle **must be:**

- A passenger vehicle **or** a two-axle commercial vehicle (commonly referred to as a pickup truck) with an unladen weight of 8,000 pounds or less.
- Currently registered in the owner's home state.

NOTE: A van registered as a passenger vehicle in the foreign state qualifies, but a van registered as a commercial vehicle **does not** qualify.

The vehicle **cannot be:**

- Operated in California for more than 35 air miles from the border at any point.
- Used in the course of a business in this state.
- Used to transport property other than personal property.

Application Requirements—The requirements for issuance of the permit are a completed Application for Nonresident Daily Commuter Indicia (REG 150) and the Nonresident Daily Commuter permit fee (refer to the Fees Appendix, Appendix 1F, for fees).

NOTE: Leased Vehicles—If the vehicle is leased and the commuter's name is **not** shown on the out-of-state registration, a copy of the lease agreement **must** be submitted with the application.

Renewals—Nonresident Commuter Permits may be renewed up to 60 days in advance of the permit expiration date. A new application and fee **must be** submitted.

25.050 Foreign Resident In-Transit Permit (VC §6700.1, and R/TC §6366.2)

A Foreign Resident In-Transit Permit (REG 34) may be issued to a foreign visitor who pre-arranges purchase of a **new** American-made **passenger** vehicle from a California dealer before entering the United States. The permit **is not** available for commercial vehicles. The foreign visitor **must** provide a passport or visa as proof of foreign residency.

The permit allows the foreign resident to operate the vehicle in California for up to 30 days without payment of registration fees or sales tax. The vehicle must be removed from the United States or delivered to a carrier prior to the expiration of the permit. The permit **is not** renewable. Full California registration fees and California sales tax are due for a vehicle operated beyond the 30-day permit period.

25.050 Foreign Resident In-Transit Permit, continued

All of the following **must be** submitted to the department **before** the vehicle is operated:

- A completed Application for Registration of New Vehicle (REG 397).
- A completed Application for Foreign Resident In-Transit Permit (REG 34).
- The buyer's temporary operating copy of the REG 397.
- The foreign resident in-transit permit fee.

NOTE: Refunds **are not** issued if the visitor fails to buy or pick up the vehicle.

Give the buyer the:

- Manufacturer's Statement of Origin.
- Foreign Resident In-Transit Permit.
- Receipt for the fee paid.

IMPORTANT: Be sure the buyer is aware that full fees and California sales tax are due if the vehicle is operated beyond the 30-day permit period.

25.055 California Use Fuel Tax Trip Permit (BOE 123)

A temporary California Use Fuel Tax Trip Permit (BOE 123) may be purchased from the department in lieu of obtaining the regular Board of Equalization fuel tax permit required for operation of nonresident commercial vehicles powered by a fuel other than gasoline. BOE 123 permits may be issued to California resident users and interstate users. A fee is due for **each** permit.

The original copy of the permit must be carried in the vehicle and the pink copy must be mailed to:

State Board of Equalization
PO Box 942879
Sacramento, CA 94279-0001

25.060 Clean Air Vehicle Decals (VC §§5205.5 and 21655.9)

The owners of vehicles meeting Super Ultra-Low Emission Vehicle (SULEV) standard or Zero Emission Vehicle (ZEV) standard, as indicated on the vehicle emission label, may obtain Clean Air Vehicle Decals from the department which allow the vehicle to be used in California's High Occupancy Vehicle (carpool or diamond) lanes when driven by a single occupant.

SULEVs and ZEVs **must** meet Federal Inherently-Low Emission Vehicle (ILEV) emission standards and the vehicle's motive power **must** be E-Electric, P-Liquid Petroleum Gas (LPG), or N-Compressed Natural Gas (CNG).

Hybrid (Q motive power) vehicles, which use both gas and electricity, **do not** meet Federal ILEV emission standards and **do not** qualify for the decal.

25.060 Clean Air Vehicle Decals, continued

A set of three decals and a Clean Air Decal Certificate, which **must** be carried in the vehicle as proof of decal ownership, are issued for the vehicle.

Issuance Requirements—A completed Application for Clean Air Vehicle Decals (REG 1000) **and** the clean air vehicle decal fee are required for issuance of decals. One REG 1000 may be submitted for a fleet of like vehicles. It must indicate the application is for a fleet and a list identifying all of the vehicles **must be** attached.

Replacement Requirements—A completed Application for Clean Air Vehicle Decals (REG 1000), showing the applicant's old decal number, ("UL" followed by six numbers) **and** a clean air vehicle decal fee are required to replace lost, stolen, or mutilated Clean Air Vehicle decals.

All Clean Air Vehicle decals applications (original and replacement), including those made in conjunction with a registration application, **must be mailed** to:

Department of Motor Vehicles
Special Processing Unit MS D238
PO Box 932345
Sacramento, CA 94232-3450

Applications **cannot** be processed in local DMV offices.

NOTE: Prior to December 31, 2003, Clean Air Vehicle decals were available to vehicles meeting the Ultra-Low Emission Vehicle (ULEV) standard. Decals assigned to ULEVs remain valid and may be replaced by substitute decals if they become damaged or lost.

25.065 Zero Emissions Vehicle (ZEV) Parking Decal

The owners of Zero Emission Vehicles (ZEV) are eligible for a distinctive decal issued for parking and fueling of electric vehicles in designated parking spaces. The decal must be placed on the driver's side rear window or the back bumper of the vehicle. It is two inches square, white with green lettering and a green car graphic, and contains a black decal number.

A completed Application for Zero Emissions Vehicle (ZEV) Parking Decal (REG 4048) **and** the ZEV parking decal fee **must be mailed** to:

Department of Motor Vehicles
Special Processing Unit MS D238
PO Box 932345
Sacramento, CA 94232-3450

Applications **cannot** be processed in local DMV offices.

25.070 Motorcycle Transportation Permit (VC §§38088 and 38232)

A special Motorcycle Transportation Permit may be obtained for the purpose of transporting a racing motorcycle to and from racing events. The transportation permit is nonrenewable, nontransferable, and becomes invalid when the motorcycle for which it was issued is sold or dismantled.

- A Certificate of Title **cannot** be issued in conjunction with a Motorcycle Transportation Permit.
- Evidence of ownership and/or a vehicle verification are not required for issuance of a Motorcycle Transportation Permit.

The requirements for issuance are:

- A completed Application for Special Motorcycle Transportation Permit (REG 712).
- The vehicle identification number (VIN).
- The motorcycle transportation permit fee. Refer to the Fees Appendix, Appendix 1F.

Duplicates and Substitutes

26.000 Nonreceipt of Documents, Plates, and/or Stickers (VC §4457)

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.

NOTE: The department asks that legal owners/lienholders allow at least 30 days from the date the Certificate of Title was issued before requesting a duplicate.

26.005 Application for Plates, Stickers, Documents

The Application for Plates, Stickers, Documents (REG 156) must be submitted to the department for replacement of lost, stolen, mutilated, or illegible plates, stickers, registration documents, and parking placards.

The dealer may complete the REG 156 when replacements are requested in conjunction with a dealer transfer transaction. Otherwise, the REG 156 **must be** completed by the vehicle owner.

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 **other than** a dealer, dismantler, insurer/ insurer's agent, or salvage pool, the department **must** verify the owner's address and identity as shown on the REG 156 against the department's records **before** issuing replacement plates.

26.010 Duplicate Registration Card Only (VC §§4457 and 9265)

When the vehicle registration card is lost, stolen, mutilated, or illegible, the registered owner must complete an Application for 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.

26.015 Notarized Signature of Lienholder Required (VC §5752)

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.

EXCEPTION (VC §5752b): 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: If the insurance company sells the vehicle using the REG 227, the lienholder's release signature **must be** notarized.

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.) Notarization may be:

- Next to the legal owner's/lienholder's release signature on the REG 227, **or**
- On a separate sheet of paper attached to the REG 227, **or**
- 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 (REG 166).

The department will return the application if the legal owner/lienholder release signature **is not** notarized as required.

26.020 Application for Duplicate Title and Transfer of Ownership (VC §§4459, 5752, and 5911)

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:

- 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.
- The odometer mileage disclosure is completed on a Vehicle/Vessel Transfer and Reassignment Form (REG 262).
- A duplicate title fee is due.

26.025 Duplicate Title Requests for Dealer Sales to Auto Auctions (VC §§4459, 5752, and 5911)

Because some California auto auctions will not accept a vehicle when the dealer's documentation includes a duplicate title application or a title with multiple owner reassignments, dealers may apply for titles on inventory vehicles held for sale to auto auctions. Applications **cannot** be submitted in person to DMV Sacramento Headquarters **and** this procedure **cannot** be used under any other circumstances. Submit the following to a DMV field office:

- A completed Application for Duplicate Title (REG 227). Complete the "Dealer Only" **and** "New Registered Owner" sections with the dealer name and number.
- Any documents required to establish a complete chain of ownership to the dealer.
- The odometer mileage disclosure on a Vehicle/Vessel Transfer and Reassignment Form (REG 262).
- A Statement of Facts (REG 256) stating: "This inventory vehicle was transferred to us on the attached Application for Duplicate Title which reflects multiple (registered owner transfers *or* dealer assignments) and it will be resold to an auto auction."
- **All** fees due. Use tax **is not** due.
- A smog certification **is not** required.

26.030 Duplicate Certificate of Title Lost After Released by the Lienholder (VC §§5752 and 5911)

An Application for Duplicate Title (REG 227) **must** include the lienholder's release signature on it **or** a Lien Satisfied (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 Section 26.015. The person who lost the title must complete the "Missing Title Statement of Facts" portion of the REG 227.

26.035 Duplicate/Substitute Plates (VC §§4457, 4458, and 4466)

The correct substitute plate application and fee must be submitted in addition to any other requirements for the transaction when replacement plates are needed.

NOTE: A dealer **cannot** apply for replacements **after** ownership is transferred to the buyer. The owner of record must complete the application.

When someone other than the registered owner of the vehicle submits the application for replacement plates, the plates will be mailed directly to the registered owner by the department.

Duplicate plates are issued for:

- Amateur Radio
- American Ex-Prisoner of War

26.035 Duplicate/Substitute Plates, continued

Duplicate plates, continued:

- Arts Council (ELP)
- Citizens Band Radio
- Collegiate (ELP)
- Disabled Veteran
- ELP
- Exempt
- Firefighter (ELP)
- Kids (ELP)
- Lake Tahoe (ELP)
- Legislative (fee-paid)
- Livery (ELP)
- Olympic Training Center (ELP)
- Veteran (ELP)
- Whale Tail (ELP)
- Yosemite (ELP)

Substitute plates are issued for:

- Antique Motorcycle
- Arts Council (sequential)
- Collegiate (sequential)
- Congressional Medal of Honor
- Disabled Person
- Firefighter (sequential)
- Foreign Organization (TECO)
- Historical Vehicle
- Honorary Consul
- Horseless Carriage
- Kids (sequential)
- Lake Tahoe (sequential)
- Legion of Valor
- Livery (sequential)
- Livery (sequential)
- Moped

26.035 Duplicate/Substitute Plates, continued

Substitute plates, continued:

- Olympic Training Center (sequential)
- Pearl Harbor Survivor
- Press Photographer
- Purple Heart
- Special Equipment
- Veteran (sequential)
- Whale Tail (sequential)
- Yosemite (sequential)

26.040 Substitute Sticker Only (VC §§4457 and 4458)

Year Sticker—An Application for 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 DMV database.

26.045 Substitute Plates/Stickers for Permanent Fleet Vehicles (VC §§4457 and 4458)

An Application for Plates, Stickers, Documents (REG 156) must be submitted to the department for issuance of substitute plates and/or a substitute sticker to a motor vehicle registered under the Permanent Fleet Registration (PFR) program. (The PFR registration card **is not** picked up by DMV when a substitute sticker is issued.)

Offices with PFR sticker inventory will issue plates and a PFR year sticker if current registration can be verified. Offices without PFR sticker inventory will issue plates and a (regular) year sticker **and** the PFR sticker will be issued from the IRP Unit in Sacramento Headquarters.

26.050 Replacement Disabled Person Parking Placard (VC §22511.55)

An Application for Plates, Stickers, Documents (REG 156) must be submitted to obtain a replacement placard if the original placard is lost, stolen, or mutilated. A mutilated placard **must be** surrendered with the application.

26.055 Duplicate Placard Identification Card

A placard owner may obtain a duplicate of a lost, stolen, mutilated, or illegible Placard ID card for “no fee” by submitting an Application for Plates, Stickers, Documents (REG 156) which shows the disposition of the original ID card. A mutilated ID card **must be** surrendered upon application for a replacement.

26.060 Substitute Moped Plate and/or Duplicate ID Card (VC §5035)

If a moped plate and/or ID card are lost, stolen, mutilated or, illegible, the owner may obtain replacements by completing and submitting an Application for Motorized Bicycle, Side B, (REG 230) and submitting it with the replacement fee(s) to the address shown on the REG 230.

26.065 Substitute Special Equipment (SE) Plate/Sticker and/or Duplicate ID Card (VC §9261)

A completed Special Equipment (SE) Identification Plate (REG 88) and the replacement fee(s) must be submitted to the department to obtain replacements for a lost, stolen, mutilated, or illegible SE plate, sticker, and/or ID card. A duplicate ID card fee **is not** due in conjunction with renewal or an application for a substitute plate.

Chapter 27
Handbook of Registration Procedures

Form Specifications

27.000 Forms—Policy

The DMV's policy regarding forms is to:

- Make forms available to customers.
- Permit customers to procure forms from a private vendor as long as the vendor uses the most recent revision of the form.
- Permit customers to computer-generate forms (except dot matrix printing) in the DMV approved format with prior approval of the Forms and Accountable Items (FAIS) Manager. The address for the FAIS manager is:

  Department of Motor Vehicles
  Forms and Accountable Items MS G202
  2570 24th Street
  Sacramento, CA 95818

DMV also allows forms, other than those exclusions shown below, to be photocopied (white forms with black lettering only). Typeset or offset printing, including laser printing, is acceptable. Dot matrix printing is not acceptable. Photocopies of signatures **are not** acceptable.

Exclusions—The following forms **cannot** be reproduced:

- The Vehicle/Vessel Transfer and Reassignment Form (REG 262).
- Accountable or controlled forms with serial press numbers.
- Certificates (for example, ownership, registration card, driver education).
- Publications including manuals, inserts and information, or instruction sheets.
- Licenses and special certificates (photo and temporary, in any form used to reproduce driver licenses).
- Driver license applications (DL 44).

27.005 General Guidelines for Bulk Forms

Local DMV offices and DMV headquarters units will provide a maximum of 25 copies of a particular form if it does not deplete their supply. If a form cannot be supplied, you will be sent one copy of the form so that you may secure a supply by other means.

NOTE: Many DMV forms are available and can be downloaded from the DMV Web Site, *www.dmv.ca.gov*.

The department's Inventory Control Operations (ICO) in Sacramento will fill a six-month supply of a form (based on your usage) if it does not deplete DMV's stock.

Requests for bulk forms are generally processed within twenty-one working days of receipt of the request. You will be advised if forms are not currently available.

NOTE: You may refer to the department's *Procedures for Ordering DMV Forms in Bulk* Fast Facts (FFDMV1) for information.

Ordering Bulk Forms—Submit your request on letterhead, indicate form(s) by form number or form title, quantity needed, street address for delivery (not a PO box) and telephone number in writing to the address shown below.

Department of Motor Vehicles
Materials Management Section
Inventory Control Operations
4201 Sierra Point Drive, Suite 112
Sacramento, CA 95834-7900

FAX Number: (916) 928-7900

You may call (916) 928-7901 if you have a question on your order.

27.010 Reproducing Department Forms

All reproduced forms **must** contain the same information as the original, be legible, and match the original form. It is your responsibility to check with the DMV regarding the latest revision of the form. The following must be reproduced exactly.

- Size of the finished form.
- Format (precise placement of text, graphics, and margins).
- Content (latest revision).
- Number of pages or sides.
- Overall legibility must be equivalent or better.
- Typeset font size.
- Type face (Helvetica or equivalent).
- Paper weight and color (of paper and ink).
- Form number and revision date.
- One-fourth inch blank margin on all sides of the form.

27.010 Reproducing Department Forms, continued

- Necessary indices or markings for microfilm processing.

NOTE: Prior approval from FAIS is suggested before reproducing departmental forms. FAIS can be contacted at (916) 657-7836.

Additional Information—You may not reproduce the following:

- The DMV logo.
- The California State Seal.
- Any reference to the Office of State Publishing (OSP) **or** a 7-digit number at the bottom right hand corner of the form.
- Barcoding

27.015 Acceptance of Reproduced Forms by the Department

The department continually reviews the forms submitted for acceptability. Any form that **does not** conform to the above guidelines may be returned to you with a request for the appropriate form.

Electronic Lien and Title Program

28.000 Introduction

The Electronic Lien and Title Program (ELT) is a voluntary program for lienholders which provides an electronic ownership record in lieu of a paper title. Under the ELT program, DMV suppresses the printing of paper title certificates for participating lienholders, but a (paper) registration card is issued to the registered owner.

28.005 ELT Lienholder Names and Address Listing Updates

New ELT participants are added to the program quarterly and an updated list of all ELT lienholder names and addresses is published and distributed to vehicle industry members in a Vehicle Industry News (VIN) Memo.

28.010 Recording ELT Information on Applications

Lienholders participating in the ELT program are assigned specific name and address abbreviations which **must be** used on applications. DMV programs recognize ELT lienholders by lienholder name and address. Therefore, ELT lienholder information **must always** be entered on the application **exactly as shown in the latest ELT listing** issued by the department.

ELT lienholder are also assigned an ELT# which **must be** shown in the appropriate field near the new lienholder information field on all registration forms and/or the back of the Certificate of Title.

If an ELT lienholder's name and address do not match exactly a paper title is issued in error and must then be returned to DMV for correction. This delays the issuance of a title record to the lienholder and may delay subsequent transfers of that title.

28.015 Electronic Transactions by ELT Lienholders

ELT lienholders may initiate various transactions to ELT vehicle/vessel records. Changes are transmitted electronically to Sacramento Headquarters by the ELT lienholder and the information is then processed as explained below.

When the...	***then the DMV...***
lien is satisfied by a dealer (upon trade-in for example)	issues and mails a paper title to the dealer showing the dealer as the "legal owner."

When the...	*then the DMV...*
lien/contract is purchased by a nonparticipating lienholder	issues and mails a paper title to the new lienholder.
lien/contract is purchased by another ELT lienholder	creates and transmits a new ELT record to the new ELT lienholder.
lien is satisfied by the registered owner or record.	issues and mails a sole-owner paper title to the registered owner.
ELT lienholder requires a paper title	issues and mails a paper title to the ELT lienholder.

The average time to receive a paper title from an electronic transaction is eight days. Existing record status such as pending Report of Deposit of Fees (RDF) or suspense transactions prevent issuance of the title in the automated process. These are processed manually by the department.

28.020 ELT Transfers

Paper documents **must be** submitted in order to transfer ownership to a new registered owner when the ELT lienholder is retaining legal ownership of the vehicle. The ELT lienholder **must** delete the existing ELT record from its automated file before submitting the transfer application. A properly endorsed Paperless Title Certification (REG 227) is required. The transfer is processed as shown in Chapter 6. A new ELT record will be created after Sacramento Headquarters has compared the keyed ELT to the ELT file.

28.025 ELT Corrections

The properly endorsed Paperless Title Certification (REG 227) must be obtained from the lienholder for name and body type corrections/changes.

28.030 Duplicate ELT Procedure

An ELT lienholder may request a duplicate ELT record if the original **is not** received. The ELT lienholder must submit a completed Application for Paperless Title Certification (REG 227) indicating “Duplicate Title” and “Paperless Title Certification” (Sections 1 through 3) **and** a Statement of Facts (REG 256) explaining the ELT record was not received. A fee **is not** required for the duplicate.

Permanent Trailer Identification Program (PTI)

29.000 Introduction

The Commercial Vehicle Registration Act of 2001 (CVRA) changed the way the department registers most trailers (and commercial vehicles). Under the CVRA, most trailers are **not** registered on an annual basis, but are registered under the Permanent Trailer Identification (PTI) program and renewed every five years.

- Partial Year Registration (PYR) is **not** available for trailers.
- Permanent Fleet Registration (PFR) is **not** available for trailers.
- Trailers **cannot** be registered under the International Registration Plan (IRP)
- The department will issue a (new) PTI plate, if requested, and/or the PTI identification card (in lieu of a registration card). PTI owners may retain the trailer plate or special interest plate on the PTI trailer **or** place personalized plates on a PTI trailer. (Renewal fees will include any special plate fees due.)

29.005 Dealer License Required

A dealer's license is required to sell new or used trailers.

29.010 Trailers Excluded from the Permanent Trailer Identification Program

The following trailers are excluded from the Permanent Trailer Identification (PTI) program and are subject to annual registration as usual:

- Park trailers (body type CCHPT)
- Park trailer boats (body type CCHPTBT)
- Trailer coaches (body type CCH)
- Coach boat trailers (body type CCHBT)

NOTE: Converter gears and auxiliary dollies may be in the PTI program, but it is not required.

29.015 Permanent Trailer Identification (PTI) Registration Requirements

All document requirements for original registration are the same **except**:

- A weight certificate is **not** required for PTI applications. The vehicle owner, lessee, or the dealer selling the trailer may certify to the trailer's unladen weight on the Application for Registration of New Vehicle (REG 397) or a Statement of Facts (REG 256).
- The nonresident service fee is **not** due for nonresident trailers registered as PTI.
- A completed Permanent Trailer Identification Certification (REG 4017) is required for trailers registered in the PTI program.
- The PTI Fee may be posted for any PTI trailer entering this state that is not licensed, registered, titled, or issued identification, and which is to be placed into dealer inventory to be sold **or**
- A Nonresident Commercial Vehicle Trip Permit (REG 41) may be purchased.

NOTE: Posting the PTI fee or purchasing a trip permit allows the trailer to enter the state without the dealer obtaining PTI registration in the dealer's name. PTI registration in the dealer's name would prevent sale of the trailer as a new trailer.

29.020 Permanent Trailer Identification (PTI) Titling Options

A Certificate of Title is not automatically issued to PTI trailers unless there is a legal owner/lienholder, in which case a title (or ELT record) is issued. The sole owner (no legal owner/lienholder) must request issuance of a paper Certificate of Title by completing and signing the Permanent Trailer Identification Certification (REG 4017). **Reference:** Section 29.030.

29.025 Transfer of Ownership

The current transfer requirements remain the same for PTI trailers **except**:

- A Permanent Trailer Identification Certification (REG 4017) must be completed and submitted for transfer of ownership if a paper title was not issued (excluding ELTs). A duplicate title fee is **not** due.

NOTE: If a PTI paper title was issued, but is lost, stolen, or mutilated, an Application for Duplicate Title (REG 227) must be submitted and a Duplicate Title Fee is due.

- The PTI paper title fee and a transfer fee are due in addition to any other fees due.

29.030 Permanent Trailer Identification Certification (REG 4017)

The Permanent Trailer Identification Certification (REG 4017) is a two-sided form used for trailers registered in the Permanent Trailer Identification (PTI) Program.

Side A is completed and signed by sole owners requesting a paper title.

Side B is an application for:

- Transfer of ownership for a PTI trailer if a paper title was not issued (excluding ELTs). The transfer may be a registered owner transfer or a release of security interest (lienholder) only.
- Adding a legal owner/lienholder.

Bonds and Certifications

30.000 Certifications

Titles—A photocopy of the title document **is not** acceptable for registration/transfer.

Manufacturer's Certificate/Statement of Origin (MCO/MSO)—The original or a duplicate copy issued by the manufacturer may be accepted.

Court Documents—The original, a certified copy, or a photocopy of a court document may be accepted.

Other Documents—The following support documents may be accepted in lieu of the original.

- A photocopy or FAX of a form may be accepted in lieu of the original provided the information and the signature on the form **are original**.

EXCEPTION: Repetitive information, such as same year model, make, and model, may be a copy when multiple applications are submitted. Critical information such as the last digits of the vehicle identification number and signatures **must be** original.

- A handwritten/typed copy of a document **must** bear a certification that the document is a true copy to be acceptable.

30.005 Notarized Documents by Officers of the U.S. Armed Forces (CC §1183.5)

Commissioned officers on active duty with the armed forces may perform all notary public acts for any person, or his/her spouse, serving in or with the armed forces of the United States, wherever they may be. This includes:

U.S. Army or Air Force—Any officer approved by the Judge Advocate General.

U.S. Navy or Coast Guard—Any commanding officer or executive officer of a ship, shore station, or establishment, and any officer at or above the rank of lieutenant, senior grade.

U.S. Marine Corps—Any officer at or above the rank of captain.

30.010 Bond or Undertaking—Prerequisite (VC §§4157, 9923, and 9924)

When regular evidence of ownership **is not** obtainable, the department may accept a Statement of Facts (REG 256) or a bond to support the issuance of a California vehicle Certificate of Title or vessel Certificate of Ownership. Determination of which document is required is based on the value of the vehicle or vessel. The Statement of Facts (REG 256) and the bond are conditioned to protect the department, the applicant, and any future owner against loss resulting from any defect in, or undisclosed claim upon, ownership of the vehicle or vessel.

30.015 Diligent Effort Process

Evidence of a diligent effort to acquire the necessary evidence of ownership and any supporting documents required **must be** presented when the value of the vehicle is $5,000 or more or the value of the vessel is $2,000 or more.

Evidence of the diligent effort is a certified letter returned to the sender unclaimed and unopened. If a certified letter is sent and delivered, but a response is not received by the sender, the postal receipt acknowledging receipt of the letter by the addressee may be accepted.

If the value of the...	***then...***
vehicle is $5,000 or more vessel is $2,000 or more	• the diligent effort process **must be** used **and** • a bond **is** required. The owner **must** complete a Statement of Facts (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 from the seller **and** why it was not obtainable. • how, when, and from whom the vehicle or vessel was acquired. • the current value of the vehicle or vessel. **NOTE:** The diligent effort satisfies the requirements for any supporting documents required for the transaction including the seller's odometer disclosure.

If the value of the...	*then...*
vehicle is $4,999 or less	the diligent effort process **is not** required.
vessel is $1,999 or less	Any documentation that establishes ownership of the described vehicle is acceptable. If the chain of ownership is incomplete, the **new owner must** complete a Statement of Facts (REG 256) stating: • from whom the vehicle or vessel was acquired. • the current value of the vehicle or vessel. • the vehicle or vessel is free of any liens not indicated on the application. **IMPORTANT:** A dealer, dismantler, or registration service **cannot** complete the REG 256.

30.020 Unavailable Legal Owners

When all efforts to contact a legal owner/lienholder of a vehicle in order to obtain a release of interest or lien satisfied have been exhausted, a Motor Vehicle Bond may be accepted in lieu of the release by the legal owner/lienholder using the following procedures. The **bond is required regardless of the value** of the vehicle.

Legal Owner is an Individual—When an individual is shown as the legal owner of record and that individual cannot be located for a release or lien satisfied, then the requirements are:

- A Statement of Facts (REG 256) completed by the applicant stating the current retail value of the vehicle.
- Evidence of the applicant's attempt to obtain the legal owner's release in the form of a certified letter returned to the sender, unclaimed and unopened.

NOTE: If the letter was delivered, but a response was not received, the postal receipt acknowledging receipt of the letter by the addressee is acceptable.

- A Motor Vehicle Bond for the value of the vehicle.
- All fees due.

Legal Owner is a Dealer Out of Business (as determined by the department's records)—When a dealer is shown as the legal owner/lienholder of record and that dealer **cannot** be located for a release or lien satisfied, because the dealer is out of business (DOB), the requirements are:

- The department will determine if the dealer is out of business (DOB) and, if so, provide the applicant with the (DOB) owner's name and telephone number, shown on the record.

  This procedure **cannot** be used if the department's records **do not** indicate dealer out of business and a release or lien satisfied from the dealer is required.

30.020 Unavailable Legal Owners, continued

Legal Owner is a Dealer Out of Business, continued

- The applicant **must** obtain a release on the title or a lien satisfied from the DOB owner.

If...	***then...***
the DOB owner **cannot** be located by the applicant	evidence of the applicant's attempt to obtain the owner's release or lien satisfied in the form of a certified letter returned to the sender, unclaimed and unopened, **must be** submitted.
the letter was delivered, but a response was **not** received	the postal receipt acknowledging receipt of the letter by the addressee **must be** submitted.

- The applicant **must** complete a Statement of Facts (REG 256) stating the current retail value of the vehicle. The REG 256 **cannot** be completed by a dealer or employee of a registration service.
- A Motor Vehicle Bond for the value of the vehicle **must** be submitted.
- Any fees due **must** be submitted.

Legal Owner is a Bank or a Financial or Lending Institution—When the bank or financial/lending institution shown as the legal owner/lienholder of record **cannot** be located for a release or lien satisfied, then:

- The applicant **must** complete a Statement of Facts (REG 256) stating the current retail value of the vehicle.
- Evidence of the applicant's attempt to obtain the legal owner's release or lien satisfied in the form of a certified letter returned to the sender, unclaimed and unopened, **must** be submitted.

NOTE: If the letter was delivered, but a response was not received, the postal receipt acknowledging receipt of the letter by the addressee is acceptable evidence.

- Any fees due **must** be submitted.

The department will research the application to determine whether or not a financial institution or a successor exists and will advise the applicant of any additional requirements.

30.025 Bond Forms (VC §§4157 and 9923)

The following applies when a bond is required in order to complete the registration of a vehicle or vessel.

- The bond **must be** for an amount equal to the market value of the vehicle/vessel. The market value is based on the midpoint value between the wholesale and retail values shown in a current reference guide.
- A Statement of Facts (REG 256) completed by the applicant/owner stating the reason for submitting a bond **must** be submitted with the application. (The bond may be submitted by the applicant or another person.)

NOTE: A bond with the signature and notary acknowledgment of the surety preprinted **is** acceptable. The signature and acknowledgment of the principal **must** be original signatures. The department **does not** print or supply bond forms.

Vehicles—A Motor Vehicle Bond is acceptable for any vehicle, including a vehicle from another state or country when regular evidence of ownership is unobtainable. This includes an application to convert a non-title (goldenrod) registration. A Foreign Vehicle Ownership Bond **is not** mandatory for vehicles from another state or country, but **is** acceptable.

Vessels—A Motor Vehicle Bond with a rider attached covering the vessel is acceptable.

30.030 Cash Deposit In Lieu of a Bond

An owner may deposit cash, a cashier's check, a certified check, a bank money order, a traveler's check, or a personal check in lieu of submitting a bond. The cash deposit, etc. is not automatically returned to the depositor. The depositor may submit An Application for Refund (ADM 399) to the department **after** three years have elapsed.

30.035 Certificate of Deposit or Letter of Credit In Lieu of a Bond

Certificate of Deposit—In lieu of cash or a bond, an owner/applicant may post a Certificate of Deposit **equal to** the sum of money of the bond requested or the vehicle's retail value. This allows the owner to earn interest on the deposit during the time it is held.

A Statement of Facts (REG 256) completed by the depositor that provides the vehicle/vessel make and identification number (VIN/HIN) and states the deposit is for the vehicle described **must** be attached to the Certificate of Deposit. The Certificate of Deposit **must**:

- Show the name of the depositor (may be other than the registered owner).
- Be payable to the Department of Motor Vehicles.
- Be either a multiple maturity Certificate of Deposit for one year, renewed automatically, **or** for a full three year period.

30.035 Certificate of Deposit or Letter of Credit In Lieu of a Bond, continued

Letter of Credit—In lieu of a bond, an owner/applicant may post a Letter of Credit **equal to** the sum of money of the bond requested or the retail value of the vehicle. The Letter of Credit **must**:

- Show the applicant's name and address.
- Name the Department of Motor Vehicles as the beneficiary.
- Identify the vehicle by make and identification number (VIN).

The Certificate of Deposit or Letter of Credit **is not** automatically returned to the depositor at the end of three years. The depositor **must** request return of it at the end of three years by writing to:

Department of Motor Vehicles
Registration Processing Units
PO Box 942869
Sacramento, CA 94269-0001

30.040 "Assignment as Security" In Lieu of a Bond

In lieu of a bond, an owner/applicant may post an "Assignment as Security" **equal to** the sum of money of the bond requested or the retail value of the vehicle.

A Statement of Facts (REG 256) completed by the depositor which shows the vehicle/vessel make and identification number (VIN/HIN) and states the deposit is for the vehicle/vessel described **must** be attached to the Assignment as Security. The "Assignment as Security" **must**:

- Be accompanied by the account passbook.
- Include the name of the person posting the assignment (assignor) **and** his/her signature.
- Be assigned to the Department of Motor Vehicles (assignee).
- Show the name and address of the financial firm holding the deposit **and** be endorsed (signed) by the firm.
- Show the effective date.
- Be for a term of three years **or**, when there is no provision for the term of the "Assignment," remain valid until surrendered by the department (assignee).

At the end of the three-year period, the applicant **must** submit a written request for return of the Assignment as Security and the passbook to:

Department of Motor Vehicles
Registration Processing Units
PO Box 942869
Sacramento, CA 94269-0001

30.045 Value of Bonds and Requirement for a Bond

In general, a bond may be required to support the issuance of a California title when regular evidence of ownership **is not** obtainable, as follows:

If the value of the...	*then a bond...*
vehicle is $5,000 or more	**is** required regardless of the age of the vehicle/vessel.
vessel is $2,000 or more	
vehicle is $4,999 or less	**is not** required. The department will accept a Statement of Facts (REG 256) **from the owner** which explains the circumstances, states the value of the vehicle/vessel, and indicates there are no liens or encumbrances on the vehicle or vessel.
vessel is $1,999 or less	

Specially Constructed Vehicles (SPCNS)—A bond **is** required for any SPCNS built from an altered vehicle, or component parts of such a vehicle, registered or formerly registered here or in any state **or** built from materials **not** previously part of another vehicle (wheels and tires excluded) to which an assigned VIN plate is issued.

EXCEPTION: A bond is **not** required if the documents submitted as evidence of ownership identify a **verified** VIN on the vehicle **or** the value of the completed vehicle, or of major component parts (engine, frame, transmission, body) for which bills of sale cannot be obtained, is $4,999 or less.

Satisfactory evidence of ownership for the materials used in constructing the vehicle **must** be submitted as part of the application.

Other Vehicles—A bond **is** required when regular supporting evidence of ownership **is not** presented for any other vehicle to which an assigned VIN plate is issued **unless** the value of the vehicle is $4,999 or less **or** the documents identify a **verified** VIN on the vehicle. The value of the vehicle is determined by the department as follows:

If the applicant purchased the vehicle...	*then the bond amount is based on the...*
within 60 days of the date of the application	cost price of the vehicle to the applicant.
61 or more days prior to the date of application	value midpoint between the wholesale and retail values shown in a current valuation book.

30.050 Bond Amount for a Salvage Vehicle

A bond **must be** used when regular certificates of title are not available for a vehicle reported sold as salvage under VC §11515. The bond amount **must be** for the amount of the payoff to the insured **plus** the amount paid by the salvage buyer. For example, if the payoff to the insured is $2,100 and the amount paid by the salvage buyer is $275, the bond amount must be $2,375.

Chapter 31
Handbook of Registration Procedures

Collection and Payment of Fees and Penalties

31.000 Introduction

This chapter discusses collection of fees. Refer to the Fees appendix, Appendix 1F, included with this handbook for fee amounts.

31.005 Dealer Responsibility for Fee Collection

Dealers and lessor-retailers are responsible for collecting the proper fees from their customers and itemizing the fee amounts to be paid by the buyer. (CC §2982[a,2])

Buyers **cannot** be charged more than the amount required to complete the registration transaction. Buyers may be charged all fees due the department including fees for duplicates/substitutes and late penalties **unless** those penalties accrued through **no fault** of the buyer. Most fees paid by a dealer to avoid penalties may be charged to the buyer.

NOTE: Administrative Service Fees **cannot** be charged to the buyer.

31.010 Dealer's Document Preparation Service Fee (VC §11713.1))

Dealers may charge buyers a document preparation service fee **not** to exceed $45. This fee is not required or collected by the department and it is unlawful to represent this charge as a governmental fee.

31.015 Smog Certification Fee (VC §11713.1 and H&SC §44060)

Dealers may charge buyers a fee **not** to exceed $50 for emission testing *plus* the actual fee charged for issuance of the smog certification.

31.020 Vehicle License Fee (R&TC §§10751–10753)

A Vehicle License Fee (VLF) equal to 2% of the current market value of the vehicle is due upon original registration and registration renewal of a vehicle subject to registration upon the highways of this state.

31.020 Vehicle License Fee, continued

The "current market value" is determined based on the buyer's cost of the vehicle as shown on the registration documents. The cost price:

- **includes** the full purchase price of the vehicle. **Do not** deduct the value or cost reduction represented by a trade-in or exchange of a vehicle.
- **does not** include any tax, smog certification costs, documentary preparation fees, license fees, and/or finance charges.

NOTE: The market value for a new or nonresident vehicle registered to the dealer is based on the cost price to the dealer.

Additional Information—The following are assessed a modified vehicle license fee (VLF) or are exempt from the VLF.

- **Alternative Fuel Vehicles (AFV)—** Refer to Section 2.035 for information.
- **California Indian Tribes/Tribal Members Vehicles—**Refer to Section 2.090 for information.
- **Federally-Recognized Indian Tribe Vehicles (VC §9104.5 and R&TC §10781.1)—**Refer to Section 2.095 for information.
- **Historical Vehicles (VC §5004 and R&TC §10753.5)—**Refer to Section 14.120 for information.
- **Nonresident Military (NRM) Personnel Vehicles—**Refer to Section 2.110 for information.
- **Specialized Transportation Vehicles—**Refer to Section 2.085 for information.

31.025 Vehicle License Fee Reduction (Offset) (VC §§9551.1, 9554.1, and R&TC §10754)

Automobiles, trucks, trailers, and motorcycles subject to **regular** registration fees receive an annual reduction in the Vehicle License Fee (VLF) due. The VLF offset for registration fees due:

- on or after July 1, 2001, is 67.5%.
- between January 1, 2000 and June 30, 2001, is 35%.

The VLF offset **does not** apply to vehicles **not** assessed VLF and vehicles assessed a fixed VLF. This includes vehicles assigned Congressional Medal of Honor, Disabled Veteran, Ex-POW, Horseless Carriage, Historical Vehicle, or Exempt plates as well as mopeds, specialized transportation vehicles, privately-owned school buses, special equipment, and vehicles owned by nonresident military personnel and Indian tribes and/or tribal members.

31.030 Vehicle License Fee Classification

The department assigns a two-letter vehicle license fee (VLF) classification based on the cost price of the vehicle to the buyer. The assigned VLF classification and the year first sold **or** the asterisk year (*YR), if present, are used to determine the annual VLF amount while the vehicle is owned by the buyer.

Asterisk Year Assigned—An asterisk year (*YR) is assigned when a different year than the year first sold must be used to determine the VLF. The *YR starts a new VLF depreciation schedule for the vehicle and is assigned:

- When a nonresident vehicle is registered to someone other than the original buyer of the vehicle when it was new.
- When an alteration, addition, or modification of a California-registered vehicle places it in a different VLF classification.
- When a California-registered vehicle is transferred to a new owner.

EXCEPTIONS: An asterisk year is not assigned on:

- Transfer of a leased vehicle from the lessor to the lessee.
- Transfer of a repossessed vehicle to the repossessor.
- Transfers between certain family members who are exempt from use tax.
- Transfer of a vehicle to the insurance company after a total loss settlement.
- Vehicles being junked.

New Commercial Vehicles—Include the federal excise tax (FET) in the cost price upon the first retail sale of a truck or truck chassis with a Gross Vehicle Weight (GVW) of 33,001 pounds or more or a trailer or trailer chassis with a GVW of 26,001 pounds or more. The FET is not included for sales or use tax purposes.

When an incomplete new commercial vehicle to be altered or modified before registration is sold and delivered to the buyer, enter the cost of the cab and chassis or chassis only on the Application for Registration of New Vehicle (REG 397) as explained in Section 2.145.

31.035 Vehicle License Fee Rate Table (REG 360)

The department publishes the Vehicle License Fee Rate Table (REG 360) which lists the VLF classifications and the corresponding fees. You may obtain a copy of the REG 360 by submitting a written request to:

Department of Motor Vehicles
Forms and Accountable Items Section MS G202
PO Box 932382
Sacramento, CA 94232-3820

31.040 Determining the Vehicle License Fee Amount

Use the Vehicle License Fee Rate Table (REG 360) to determine the VLF due.

Original Registration Applications—Upon the first retail sale of new vehicle vehicle or initial registration of a nonresident vehicle:

- Locate the cost price of the vehicle in the far left column under "Cost."
- Locate the two-letter alpha class in the adjacent column. **For example:** $3479 is within the bracket $3400 – $3599.99 and is assigned the VLF Class "AW."

Full-year VLF is due on all original registration applications, registration renewals, and transfers.

Prorated VLF is due on a transfer from nonresident military (NRM) ownership to regular registration. VLF prorated from the month of transfer by the NRM owner through the vehicle expiration date is due from the buyer. Prorate the fee using the "Monthly Prorated Vehicle License Fees" side of the VLF Rate Table as follows:

- Determine what the full-year VLF amount is **and** locate that amount under the 12th month column.
- Prorate that fee for the specific number of months by counting (from right to left) the number of months required.

NOTE: Do not prorate the VLF due on an application for partial-year registration (PYR) of a new commercial vehicle. Only the weight fee is prorated for the number of months the vehicle will be operated.

31.045 Payment of Fees (VC §§5902.5 and 9550)

All fees required to be paid for registration of a vehicle must be paid within 20 days of the date the fees became due or the fees are subject to a late penalty. (VC §9550)

Any application presented within 30 days of the registration expiration date **must** include the registration renewal fees in addition to any other fees due. (VC §5902.5)

31.050 Computation of Fees and Penalties (VC §9559)

No single fee or penalty shall be less than $1. When any registration fee, weight fee, or penalty computation results in a fraction of a dollar and the odd-cents amount is:

- $0.49 or less, round down the full dollar ($ 22.35 = $ 22).
- $0.50 to $0.99, the fee increases to the next full dollar ($ 22.60 = $ 23).

31.055 Penalties (VC §§9552–9554.5 and 9561 and R&TC §10854)

A late penalty is assessed whenever fees **are** due and **not** paid as required. The penalty is assessed at a rate based on the extent of the delinquency.

Exceptions—A penalty **is not** assessed in the following situations:

- When the fees for an application for original California registration of a new vehicle are paid within 20 days of the date fees become due.
- When a California dealer or lessor-retailer submits the fees and application for registration or transfer of a used vehicle within 30 days from the date of sale. (VC §9553c,1) This **includes** nonresident vehicles and vehicles on which the registration expires while in the dealer inventory.
- When a transferee acquires a vehicle and the registration subsequently expires, **and** the transferee pays the renewal fees within 20 days from the transfer date.
- When a legal owner or its agent repossesses a vehicle **and all** renewal fees due are paid within 60 days of the repossession date.
- When a repossessed vehicle is sold through a motor vehicle auction dealer **and all** renewal fees due are paid within 60 days of sale at auction.
- When a garage or storage facility keeper establishes a lien against a vehicle and the registration expires while in the garage/storage facility keeper's possession.
- When a Certificate of Non-Operation (REG 102) is acceptable **and** renewal fees are paid on or before the date of first operation of the vehicle.
- When the registration expiration date or the last penalty-free date falls on a Saturday, Sunday, or state holiday, **and** the fees are paid on the next business day.

31.060 Determination of Penalty Due Dates

Use the Table of Penalty Dates appendix, Appendix 1D, to determine if registration or transfer penalties are due. When determining if a transfer penalty is due, the date of transfer is considered to be the day the transferee receives the properly endorsed Certificate of Title from the previous owner.

When computing any penalty period, always use the same formula reflected in the Table of Penalty Dates and **do not** count the first day.

IMPORTANT: The penalty-free period is extended to include the next business day when the last penalty-free day is a Saturday, Sunday, or state holiday.

Dealer violations may also be determined. Locate the date of sale in Column 1 and:

- **New Vehicles—**Column 4 (20 days) and Column 6 (40 days).
- **Used Vehicles—**Column 5 (30 days) and Column 7 (50 days)

NOTE: When the title for a vehicle is held by DMV on the actual date of sale, the 20-day period starts the date the Certificate of Title is issued by DMV.

31.065 Calculating Penalties

The statutes regarding penalty assessment changed January 1, 2003.

The penalty structure for renewal or original registration **fees due on or after January 1, 2003,** separates the registration fee from the vehicle license fee (VLF) and any weight fee due. A flat penalty is assessed on the registration fee and the penalty on the VLF and weight fee is a percentage of their total.

Original Applications—On late original applications with a **January 1, 2003**, or later "fee due date" or "date of first operation," calculate the penalties as follows: :

If the payment is late:	***the penalty will be the sum of:***
one year or less	$30 registration fee penalty. 40% of the VLF due for that year. 40% of the weight fee due for that year, if any.
more than one year to (and including) two years	$50 registration fee penalty. 80% of the VLF due for that year. 80% of the weight fee due for that year, if any.
more than two years	$100 registration fee penalty. 160% of the VLF due for that year. 160% of the weight fee due for that year, if any.

Renewal Applications—On late renewal applications with a January 1, 2003, or later expiration date, calculate the penalties as follows

If the payment is late:	***the penalty is the sum of:***
1 to 10 days*****	$10 registration fee penalty. 10% of the VLF due for that year. 10% of the weight Fee due for that year, if any.
11 to 30 days*****	$15 registration fee penalty 20% of the VLF due for that year. 20% of the weight fee due for that year, if any.
31 days to (and including) one year*****	$30 registration fee penalty. 60% of the VLF due for that year. 60% of the weight fee, due for that year, if any.
more than one year to (and including) two years	$50 registration fee penalty. 80% of the VLF due for that year. 80% of the weight fee due for that year, if any.
more than two years	$100 registration fee penalty. 160% of the VLF due for that year. 160% of the weight fee due for that year, if any.

**NOTE: ***The 10% and 20% penalty rates apply only to vehicles with PNO status or continuously registered (in other words, just expired).

31.065 Calculating Penalties, continued.

PNO Penalties (VC §4604.5)—A Planned Non-Operation (PNO–REG102) may be filed up to 90 days after the registration expiration date if the vehicle was not operated in any manner, but appropriate late penalties are due as shown above in addition to the PNO filing fee. Refer to Section 1.045 for PNO information.

The penalty structure for renewal or original registration **fees due on or before December 31, 2002**, is a percentage of the combined registration fee, vehicle license fee (VLF), and weight fee, if any, as follows:

If the payment is late:	***then the penalty rate is:***
1 to 10 days	10%
11 to 30 days	20%
31 days to (and including) one year	60%
more than one year to (and including) two years	80%
more than two years	160%

**NOTE: ***The 10% and 20% penalty rates apply only to vehicles with PNO status or continuously registered (in other words, just expired).

Certificate of Non-Operation (CNO–REG 102)—A CNO generally **is not** accepted for waiver of penalties and **does not** affect the penalty rate. Refer to Section 1.040 for CNO information

Transfers—A transfer penalty is charged on the 31st day after the date of sale. On multiple transfers, penalty is charged exclusively for the last transfer.

NOTE: Applications presented within 30 days of the registration expiration date **must** include the renewal fees.

31.070 Waiver of Fees and/or Penalties (VC §9562)

The conditions under which fees and/or penalties may be waived are specific as explained in this section.

Transfer Applications

Penalties only may be waived upon payment of the registration fees due when the department determines that the penalties accrued **prior to** the date the transferee (including a dealer) purchased the vehicle **and** the transferee was not aware that the fees for the current or prior registration years were unpaid and due. (VC §9562a)

Registration fees and penalties may be waived **only** when the department determines that the registration fees became due **prior to** the transferee's (including a dealer) purchase date **and** the transferee was not aware that the fees were unpaid and due. The license plate assigned to the vehicle **must display** a valid year sticker issued by the department that matches the year for which the transferee is requesting a waiver of fees and penalties. (VC §9562c)

31.070 Waiver of Fees and/or Penalties, continued

A Statement of Facts (REG 256) stating the sticker number on the license plate and that the transferee was not aware the fees were unpaid and due **must be** submitted with the application.

Other Applications

Penalties only may be waived upon payment of the registration fees due when the department determines that the penalties accrued through no fault or intent of the owner. (VC §9562b)

Registration fees and penalties may be waived **only** when the department determines the registration fees became due **prior to** the applicant's purchase/transfer date **and** the license plate assigned to the vehicle displays a current validation sticker which matches the year for which fees are in question. The transfer fee and any other fees due **must be** paid. If a current validation sticker is not displayed on the license plate, all registration fees due **must be** paid and **only** the penalties may be waived.

A Statement of Facts (REG 256) stating the sticker number on the license plate and that the applicant/dealer was not aware of any unpaid fees and penalties **must be** submitted with the application.

Waiver of Penalties on Vehicles Sold at Wholesale Auction (VC §9561.5)—The department shall waive any penalties due for late payment of registration renewal fees on a vehicle if all of the following criteria are met:

- The vehicle is sold through a dealer conducting a wholesale motor vehicle auction as provided in *Vehicle Code* §4456(b).
- Immediately prior to the sale the vehicle was registered as a leased vehicle.
- Delivery of the vehicle to the dealer conducting the wholesale motor vehicle auction is not later than 25 days after the termination of the lease.
- The date of termination of the lease and the date of delivery to the auction is reported on the application for registration or transfer and registration. This may be done on a Statement of Facts (REG 256) submitted with the application.

Stolen or Embezzled Vehicles (VC §4605; R&TC §10858)—Fees or penalties **shall not** accrue as a result of operation of the stolen/embezzled vehicle. The department may waive the renewal fees and penalties as follows:

- When the stolen or embezzled vehicle is subsequently recovered by the owner **and** the vehicle **was not** operated between the date the registration expired and the theft/embezzlement date. The current renewal fees become due upon return of the stolen/embezzled vehicle to the owner's possession and those fees or a PNO must be filed within 20 days of that date. A Stolen or Embezzled Vehicle Certification (REG 256A) must be submitted with the application.

31.070 Waiver of Fees and/or Penalties, continued

Stolen or Embezzled Vehicles, continued

- When an application for "title only" of an unrecovered stolen or embezzled **new** (unregistered) vehicle is presented.
- When an application for a "transfer only" of an unrecovered stolen or embezzled **used** vehicle is presented.

31.075 Certificate of Non-Operation

The Certificate of Non-Operation (CNO–REG 102) for a vehicle may be signed by the vehicle owner **or** the person in possession of the vehicle and/or who has knowledge of the vehicle's non-operation. A CNO **cannot be** signed by power of attorney and **cannot be** used when the vehicle **is** required to be currently registered or have a PNO status on record.

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.

EXCEPTION: The CNO ending date for a PYR vehicle may be up to 30 days beyond date the fees are paid ("Date Fees Received").

A CNO **is acceptable** for:

- Vehicles exempt from the PNO requirements.
- Qualified PYR vehicles.
- Vehicles deleted from apportioned registration.
- Registration of vehicles no longer on department's database (unavailable records).

A CNO **is required** for:

- Commercial vehicles going from PNO status to registered status when the date of operation is a future date. The CNO date can be up to 75 days beyond the Date Fees Received.
- PYR vehicles applying for PNO status. The CNO date can be up to 30 days beyond the "Date Fees Received" for PYR vehicles.

31.075 Certificate of Non-Operation, continued

A CNO **is not** required:

- From the owner who traded the vehicle to the dealer.
- For a vehicle held in the dealer's inventory or transferred between dealers if the application contains evidence that the registration was valid when sold by the registered owner to the dealer. Evidence of valid registration could be the date of release on the title or bill of sale prior to the registration expiration date.
- For a vehicle moved out of state on a trailer or with a moving permit, but **not** registered in another state, that returns to California in a subsequent registration year. A Statement of Facts (REG 256) with the dates the vehicle left and returned to California must be part of the application. Fees **must be** paid prior to the entry into California unless the vehicle reenters on a trailer or with a permit.
- For a vehicle moved out-of-state on a trailer or with a moving permit, but **not** registered in another state, that returns to California in the same registration year.

Trailer Coaches—A CNO **cannot be** used for a trailer coach, **unless** it was:

- unoccupied and held as part of a dealer's or manufacturer's inventory for sale.
- moved in conformance with the *Vehicle Code* provisions relating to dealers, manufacturers, or transporters. (VC §§11715 and 11716)
- destroyed by fire, flood, or other disaster.
- located outside of California.
- owned by a member of a military service and located on a military installation.
- owned by an Indian while parked off-road on a Federal Indian Reservation or Rancheria.
- located in a federal enclave (Cabrillo National Monument [except the area within Point Iowa traffic circle], Fort Point National Historic Site, Lassen Volcanic National Park, Sequoia Kings Canyon National Park, or Yosemite National Park.).

NOTE: Vehicles towed on a highway by a tow vehicle pursuant to a court order or order of a peace officer are exempt from registration and license fees. (VC §4000) The sheriff, marshall, or peace officer who authorized the movement must complete a statement giving the authority for movement. This statement may be on the Certificate of Non-Operation (REG 102) or on a Statement of Facts (REG 256).

31.080 Certificate of Planned Non-Operation (VC §§4604, 4604.5, and R&TC §10856)

The vehicle owner is responsible for either filing a Certificate of Planned Non-Operation (PNO–REG 102) when his/her vehicle is not to be operated **or** renewing the registration. A PNO **must** be filed by midnight of the registration expiration date to avoid a PNO late penalty, but may be filed as early as 60 days prior to the current registration date.

A new PNO **is not** required to be filed each year, but renewal fees **must be** paid on or prior to the date of first operation to avoid a penalty.

NOTE: Vessels and trailer coaches **must be** currently registered at all times regardless of use.

The PNO may be filed up to 90 days after the registration expiration date if the vehicle has **not** been operated in any manner, but a late PNO penalty is due in addition to the PNO fee.

PNO Exceptions (VC §4604[d])—PNO requirements **do not** apply to vehicles:

- which expire while in a dealer's, lessor-retailer's, or manufacturer's inventory **or** while being held pending a lien sale by a garage keeper or towing service operator. (Refer to **Dealer, Lessor-Retailer, Manufacturer Inventory Vehicles** or **Lien Sale Vehicles** in this section.)
- registered as part of an apportioned fleet **or** on a partial-year registration (PYR) basis.
- of historic interest/value as described in VC §§5004, 5004.5, 5004.6, or 5051. (Refer to **Historical Interest Vehicles** in this section.)
- identified as Special Equipment.
- which are stolen and unrecovered.
- registered out of state.

Apportioned Registration (IRP) Vehicles—IRP vehicles are subject to PNO **only** if deleted from the fleet and subsequently registered in California on a full-year or PYR basis. A CNO from the date of deletion is acceptable.

Dealer, Lessor-Retailer, Manufacturer Inventory Vehicles (VC §4604)—A PNO (or Certificate of Non-Operation [CNO]) is not required for a vehicle or trailer coach when the registration expires while being held in the inventory of a dealer, lessor-retailer, or manufacturer **or** when transferred between dealers, if the application contains evidence that the registration was valid when the registered owner sold the vehicle/trailer coach to the dealer, lessor-retailer, or manufacturer. Acceptable evidence could be the date of release on the title, power of attorney, or bill of sale dated prior to the last expiration date.

NOTE: Vehicles on consignment, including those consigned to an auctioneer, **are not** exempt from PNO requirements.

31.080 Certificate of Planned Non-Operation, continued

Penalties continue to accrue on vehicles that enter a dealer's inventory with expired registration. The penalty **is not** frozen at the penalty rate due at time the vehicle entered the dealer's inventory unless the fees and penalties due are posted during that penalty rate period. The fees for a vehicle that expires while in a dealer's inventory are due upon sale of the vehicle and **must be** paid within 30 days to avoid penalties. If sold more than once, fees are due within 30 days of the first sale date.

Dishonored Checks—The PNO application is canceled if the PNO fee is paid by dishonored check and the applicant **must** register the vehicle or file a new PNO. If a new PNO is submitted

- **prior to** the vehicle's registration expiration date, only the PNO fee is due.
- **within 90 days after** the expiration date, the PNO fee and PNO penalty are due.
- **91 or more days after** the expiration date, the vehicle **must be** registered and full-year fees and penalties are due.

Historical Interest Vehicles (VC §§5004, 5004.5, and 5051)—PNO requirements **do not** apply to a historical vehicle as defined in the *California Vehicle Code* sections referenced, which are **not being operated**.

Lien Sale Vehicles (VC §4604)—A PNO or a CNO **are not** required for a vehicle on which the registration expires while being held pending a lien sale by the keeper of a garage or the operator of a towing service.

Unavailable Records—A vehicle verification is required before a PNO application can be accepted for a vehicle for which there is no record in the department's database (unavailable records), **unless** a California title in the applicant's name is presented.

Vehicles Registered Under the Partial Year Registration (PYR) Program (VC §9706[d])—The PNO for a vehicle last registered PYR and **not** operated in the following year **must be** filed by December 31 of that following year.

County Fees – Appendix 1A

C.C.	COUNTY	USE TAX		TRAFFIC	SAFE	AIR QUALITY		SMOG		AUTO THEFT/DUI	ABANDON VEH	FINGERPRINT	C.C.
		DATE	%	FEE $4-DATE	****FEE $1-DATE	DATE	AMT	DATE	%	****FEE $1-DATE	****FEE $1-DATE	****FEE $1-DATE	
01	ALAMEDA	07/01/04	8.75%	—	11/30/88	04/30/05	$6	03/19/84	100%	06/01/92	06/01/93	01/01/99	01
02	ALPINE	01/01/02	7.25%	—	—	—	—	—	—	—	—	**04/01/06**	02
03	AMADOR	01/01/02	7.25%	—	—	01/01/03	$2	—	—	—	05/01/93	—	03
04	BUTTE	01/01/02	7.25%	—	—	04/01/96	$4	04/23/91	100%	10/01/93*	08/01/03	—	04
05	CALAVERAS	01/01/02	7.25%	—	—	—	—	—	—	—	08/01/93	—	05
06	COLUSA	01/01/02	7.25%	—	—	04/30/05	$6	11/21/91	100%	11/01/95*	—	01/01/99	06
07	CONTRA COSTA**	01/01/02	8.25%	—	11/30/88	04/30/05	$6	03/19/84	100%	06/01/94	05/01/92	01/01/99	07
08	DEL NORTE	01/01/02	7.25%	—	01/01/94	04/30/05	$4	—	—	—	06/01/97	—	08
09	EL DORADO**	01/01/02	7.25%	—	10/31/00	10/01/94	$4	11/21/91	PARTIAL	07/01/93*	05/01/92	01/01/99	09
10	FRESNO**	04/01/05	7.975%	—	—	04/30/05	$7	01/01/85	100%	07/01/92	07/01/04	01/01/99	10
11	GLENN	01/01/02	7.25%	—	10/01/95	04/01/98	$4	04/23/91	100%	—	04/01/04	08/01/99	11
12	HUMBOLDT**	01/01/02	7.25%	—	05/01/94	04/30/05	$4	—	—	12/01/91	05/01/92	07/01/99	12
13	IMPERIAL**	01/01/02	7.75%	—	11/01/92	04/30/05	$6	—	—	06/01/92	04/01/03	—	13
14	INYO	01/01/02	7.75%	—	—	—	—	—	—	—	—	01/01/99	14
15	KERN	01/01/02	7.25%	—	10/31/88	04/30/05	$4/$7	03/19/84	100%	08/01/93	—	01/01/99	15
16	KINGS	01/01/02	7.25%	—	—	04/30/05	$7	11/21/91	100%	12/01/93*	06/01/97	11/01/99	16
17	LAKE**	01/01/02	7.25%	—	01/01/94	—	—	—	—	02/01/96*	05/01/92	—	17
18	LASSEN	01/01/02	7.25%	—	—	—	—	—	—	03/01/94*	—	04/30/05	18
19	LOS ANGELES**	01/01/02	8.25%	—	07/31/88	10/01/05	$7/$6	08/21/90	100%	01/01/93	—	01/01/99	19
20	MADERA	10/01/05	7.25%	—	—	04/30/05	$7	11/21/91	100%	04/01/93	10/01/05	—	20
21	MARIN	04/01/05	7.75%	—	08/01/92	04/30/05	$6	03/19/84	100%	04/01/92	05/01/92	01/01/99	21
22	MARIPOSA	04/01/05	7.75%	—	—	—	—	—	—	—	—	—	22
23	MENDOCINO**	01/01/02	7.25%	—	05/01/95	**04/01/06**	**$6**	—	—	11/01/93*	05/01/92	12/01/05	23
24	MERCED**	01/01/02	7.25%	—	07/01/96	04/30/05	$7	03/19/84	100%	07/01/93	—	**07/01/06**	24
25	MODOC	01/01/02	7.25%	—	—	—	—	—	—	—	—	—	25
26	MONO	01/01/02	7.25%	—	—	—	—	—	—	—	—	01/01/99	26
27	MONTEREY**	01/01/02	7.25%	—	12/01/97	04/30/05	$6	02/27/91	100%	11/01/93	05/01/92	01/01/99	27
28	NAPA	01/01/02	7.75%	—	08/01/92	04/30/05	$6	03/19/84	100%	11/01/01*	06/01/96	07/01/99	28
29	NEVADA**	01/01/02	7.375%	—	—	04/01/00	$4	11/21/91	100%	09/01/93*	05/01/92	—	29
30	ORANGE	01/01/02	7.75%	—	08/31/86	04/30/05	$7	03/19/84	100%	07/01/93	05/01/92	01/01/99	30
31	PLACER	01/01/02	7.25%	—	—	04/30/05	$6	03/19/84	PARTIAL	—	—	—	31

* Denotes participation in the DUI program.
** See Appendix 1A-3 for City Fees.
**** *As of 12/31/01* CVRA vehicles add $2 for a total of $3.

All fees in this document are subject to statutory change. Although we strive to make the information as timely and complete as possible, no representation or warranty is made that the information contained in this document reflects current information.

County Fees – Appendix 1A

C.C.	COUNTY	USE TAX		TRAFFIC	SAFE	AIR QUALITY		SMOG		AUTO THEFT/DUI	ABANDON VEH	FINGERPRINT	C.C.
		DATE	%	FEE $4-DATE	****FEE $1-DATE	DATE	AMT	DATE	%	****FEE $1-DATE	****FEE $1-DATE	****FEE $1-DATE	
32	PLUMAS	01/01/02	7.25%	—	—	04/01/91	$2	—	—	11/01/93*	—	—	32
33	RIVERSIDE	01/01/02	7.75%	—	03/31/87	04/30/05	$7/$4	03/19/84	PARTIAL	12/01/91	06/01/94	01/01/99	33
34	SACRAMENTO	01/01/02	7.75%	—	05/01/92	04/30/05	$6	03/19/84	100%	12/01/91	05/01/92	01/01/99	34
35	SAN BENITO**	01/01/02	7.25%	—	05/01/99	04/30/05	$6	04/01/92	100%	**10/01/05**	06/01/94	01/01/99	35
36	SAN BERNARDINO**	01/01/02	7.75%	—	01/01/87	04/30/05	$7/$4	03/19/84	PARTIAL	10/01/95	—	01/01/99	36
37	SAN DIEGO**	01/01/02	7.75%	—	06/30/86	04/01/91	$2	03/19/84	PARTIAL	07/01/92	05/01/92	11/01/02	37
38	SAN FRANCISCO	01/01/02	8.50%	—	09/01/93	04/30/05	$6	03/19/84	100%	12/01/91	06/01/93	01/01/99	38
39	SAN JOAQUIN**	01/01/02	7.75%	—	05/01/92	04/30/05	$7	03/19/84	100%	07/01/92	05/01/02	01/01/99	39
40	SAN LUIS OBISPO	01/01/02	7.25%	—	06/01/97	10/01/05	$6	03/19/84	100%	04/01/93	—	12/01/05	40
41	SAN MATEO	01/01/02	8.25%	07/01/05	01/31/89	04/30/05	$6	03/19/84	100%	08/01/94	06/01/93	01/01/99	41
42	SANTA BARBARA	01/01/02	7.75%	—	11/30/87	04/30/05	$6	03/19/84	100%	10/01/92	—	01/01/99	42
43	SANTA CLARA	01/01/02	8.25%	—	11/30/88	04/30/05	$6	03/19/84	100%	03/01/93	05/01/92	01/01/99	43
44	SANTA CRUZ**	01/01/02	8.00%	—	03/31/88	04/30/05	$6	03/19/84	100%	11/01/92	05/01/92	01/01/99	44
45	SHASTA	01/01/02	7.25%	—	—	04/01/94	$3	11/21/91	100%	04/01/94*	05/01/92	01/01/05	45
46	SIERRA	01/01/02	7.25%	—	—	04/01/91	$2	—	—	—	—	—	46
47	SISKIYOU	01/01/02	7.25%	—	—	—	—	—	—	12/01/93*	—	06/01/99	47
48	SOLANO	01/01/02	7.375%	—	10/31/89	04/30/05	$6/$6	04/23/91	100%	11/01/93	05/01/92	01/01/99	48
49	SONOMA**	04/01/05	7.75%	—	11/30/88	04/30/05	$6/$6	03/19/84	PARTIAL	12/01/92	07/01/95	01/01/99	49
50	STANISLAUS	01/01/02	7.375%	—	—	04/30/05	$7	03/19/84	100%	04/01/92	05/01//92	01/01/99	50
51	SUTTER	01/01/02	7.25%	—	01/01/95	04/01/92	$4	11/21/91	100%	—	—	—	51
52	TEHAMA	01/01/02	7.25%	—	—	04/01/92	$4	11/21/91	100%	—	04/01/05	—	52
53	TRINITY	01/01/02	7.25%	—	—	04/30/05	$4	—	—	11/01/02	05/01/92	01/01/06	53
54	TULARE**	01/01/02	7.25%	—	—	04/30/05	$7	03/19/84	100%	11/01/94	05/01/92	12/01/05	54
55	TUOLUMNE**	01/01/02	7.25%	—	—	10/01/05	$4	—	—	02/01/94*	07/01/95	01/01/99	55
56	VENTURA	01/01/02	7.25%	—	02/28/87	**04/01/06**	**$6**	08/21/90	100%	12/01/91	—	04/01/03	56
57	YOLO**	01/01/02	7.25%	—	05/01/92	04/30/05	$6	04/23/91	100%	06/01/93	—	01/01/99	57
58	YUBA	01/01/02	7.25%	—	05/01/92	04/01/92	$4	11/21/91	100%	07/01/93	05/01/92	—	58
60	OUT-OF-STATE												60

* Denotes participation in the DUI program.
** See Appendix 1A-3 for City Fees.
**** *As of 12/31/01* CVRA vehicles add $2 for a total of $3.

REVISED (MAR 2006)

City Fees – Appendix 1A

CITY	USE TAX		ZIP CODE	COUNTY CODE	COUNTY
	DATE	%			
AVALON	01/01/02	8.75%	90704	19	LOS ANGELES
CALEXICO	**04/01/06**	—	**DISCONTINUED**	**13**	**IMPERIAL**
CAPITOLA	04/01/05	8.25%	95010	44	SANTA CRUZ
CLEARLAKE	01/01/02	7.75%	95422	17	LAKE
CLOVIS	01/01/02	8.175%	93611-13	10	FRESNO
DAVIS	07/01/04	7.75%	95616-18	57	YOLO
DINUBA	**04/01/06**	**8%**	**93618**	**54**	**TULARE**
EL CAJON	04/01/05	8.25%	92019-22 and 92090	37	SAN DIEGO
FARMERSVILLE	04/01/05	7.75%	93223	54	TULARE
FT. BRAGG	01/01/05	7.75%	95437	23	MENDOCINO
LAKEPORT	04/01/05	7.75%	95453	17	LAKE
LOS BANOS	04/01/05	7.75%	93635	24	MERCED
MERCED	**04/01/06**	**7.75%**	**95340, 95348**	**24**	**MERCED**
MONTCLAIR	04/01/05	8%	91763	36	SAN BERNARDINO
PLACERVILLE	01/01/02	7.50%	95667	09	EL DORADO
PORTERVILLE	**04/01/06**	**7.75%**	**93257**	**54**	**TULARE**
PT. ARENA	04/01/04	7.75%	95468	23	MENDOCINO
RICHMOND	04/01/05	8.75%	94530, 94801-08, 94820, 94850, 94875	07	CONTRA COSTA
SALINAS	**04/01/06**	**7.75%**	**93901, 93905-08**	**27**	**MONTEREY**
SAN JUAN BAUTISTA	04/01/05	8%	95045	35	SAN BENITO
SAN RAFAEL	**04/01/06**	**8.25%**	**94901, 94903**	**21**	**MARIN**
SAND CITY	04/01/05	7.75%	93955	27	MONTEREY
SANTA CRUZ	07/01/04	8.25%	95060-67	44	SANTA CRUZ
SANTA ROSA	04/01/05	8%	95401-09	49	SONOMA
SCOTTS VALLEY	**04/01/06**	**8.50%**	**95066**	**44**	**SANTA CRUZ**
SEBASTOPOL	04/01/05	8%	95472-73	49	SONOMA
SONORA	01/01/05	7.75%	95370, 95373	55	TUOLUMNE
SOUTH LAKE TAHOE	04/01/05	7.75%	96150-52, 96154-58	09	EL DORADO
STOCKTON	04/01/05	8%	95201-13, 95215, 95219, 95267, 95269, 95296-97	39	SAN JOAQUIN
TRINIDAD	10/01/04	8.25%	95570	12	HUMBOLDT
TRUCKEE	01/01/02	7.875%	96160-62	29	NEVADA
TULARE	**04/01/06**	**7.75%**	**93274**	**54**	**TULARE**
UKIAH	10/01/05	7.75%	95482	23	MENDOCINO
VISALIA	07/01/04	7.5%	93277-79, 93290-92	54	TULARE
WEST SACRAMENTO	04/01/03	7.75%	95605, 95691	57	YOLO
WILLITS	10/01/03	7.75%	95429, 95490	23	MENDOCINO
WOODLAND	01/01/02	7.75%	95695, 95776	57	YOLO

Air Quality Partial Counties – Appendix 1B

Kern (15)	**Los Angeles (19)**			
APCD 7/1/00-$4	Antelope Valley APCD 4/1/98-$6	South Coast AQMD 4/1/98-$7		
93205	93532	90001-81	90840	91399
93238	93534-36	90082-91	90842	91401-13
93240	93539	90093-97	90844-48	91416
93283	93543-44	90099	90853	91423
93255	93550-53	90101-03	90888	91426
93285	93563	90174	91001	91436
93501-02	93584	90185	91003	91470
93504-05	93586	90189	91006-07	91482
93516	93590-91	90201-02	91009-12	91495-97
93518-19	93599	90209-13	91016-17	91499
93523-24		90220-24	91020-21	91501-10
93527-28		90230-33	91023-25	91521-23
93531		90239-42	91030-31	91526
93548		90245	91040-43	91601-12
93554-56		90247-51	91046	91614-18
93560-61		90254-55	91050-51	91702
93581-82		90260-67	91066	91706
93596		90270	91077	91711
		90272	91101-10	91714-16
Kern (15)		90274-75	91114-18	91722-24
San Joaquin Valley		90277-78	91121	91731-35
APCD		90280	91123-26	91740-41
10/1/92-$6		90290-96	91129	91744-50
93203-04		90296	91131	91754-56
93206		90301-13	91175	91759
93215-17		90397-98	91182	91765-73
93220-21		90401-11	91184-89	91775-76
93224-26		90501-10	91191	91778
93241		90601-10	91201-10	91780
93243		90612	91214	91788-93
93249-52		90631	91221-22	91795
93263		90637-40	91224-26	91797
93268		90650-52	91301-13	91799
93276		90659-62	91316	91801-04
93280		90662	91321-22	91841
93287		90665	91324-31	91896
93300-09		90670-71	91333-35	91899
93311-13		90701-04	91337	92621
93380-89		90706-07	91340-46	93243
93399		90710-17	91350-57	93510
93431		90723	91361-65	
		90731-34	91367	
		90744-49	91371-72	
		90755	91376	
		90801-10	91380-88	
		90813-15	91390	
		90822	91392-96	
		90831-35		

Abbreviations: APCD = Air Pollution Control District
AQMD = Air Quality Management District

Air Quality Partial Counties – Appendix 1B

Riverside (33)	**San Bernardino (36)**		**Solano (48)**	**Sonoma (49)**
Mojave Dessert AQMD 4/1/92-$4	Mojave Dessert AQMD 4/1/92-$4	South Coast AQMD 4/1/92-$7	Yolo/Solano AQMD 4/1/92- $6	North Sonoma County APCD 4/1/92 $8
92225-26	92242	90708-10	94571	94922-23
92272	92252	91701	95620	95412
	92256	91708-10	95625	95415
Riverside (33)	92267-68	91729-30	95687-88	95419
South Coast AQMD 4/1/92-$7	92277-78	91737	95696	95421
	92280	91739		95425
	92284-86	91743	**Solano (48)**	95430
91718-20	92301	91758-59	Bay Area AQMD 4/1/93-$6	95436
91752	92304	91761-64		95441
91760	92307-12	91784-86		95446
92201-03	92319	91798	94510	95448
92210-11	92323	92305	94512	95450
92220	92327	92313-18	94533	95462
92223	92332	92321-22	94535	95465
92230	92338	92324-26	94585	95471
92234-36	92340	92333-37	94589	95480
92239-41	92342	92339	94590-92	95486
92253-55	92345	92341		95497
92258	92347	92346		
92260-64	92351	92350		**Sonoma (49)**
92270	92356-57	92352		Bay Area AQMD 4/1/93-$6
92274	92363-66	92354		
92276	92368	92357-59		
92282	92371-72	92369		94926-28
92292	92392-94	92373-78		94931
92320	92395	92382		94951-55
92381	92397-98	92385-86		94972
92501-09	93558	92391		94975
92513-19	93562	92399		94999
92521-22	93592	92401-18		95401-09
92530-32		92420		95416
92536		92423-24		95431
92539		92427		95433
92543-46				95439
92548-49				95442
92551-57				95444
92561-64				95452
92567				95472-73
92570-72				95476
92581-87				95487
92589				95492
92590-93				
92595-96				
92599				
92860				
92878-83				

Abbreviations: APCD = Air Pollution Control District
AQMD = Air Quality Management District

Partial Biennial Smog Counties Zip Codes-Appendix 1C

EL DORADO (09)	RIVERSIDE (33)-CONT.	SAN BERNARDINO (36)	SAN DIEGO (37)-CONT.
95613-14	92247-48	91701	91932-33
95619	92253-55	91708-10	91935
95623	92258	91729-30	91941-47
95633-36	92260-64	91737	91950-51
95643	92270	91739	91976-79
95651	92274	91743	92003
95656	92276	91758-59	92007-11
95664	92282	91761-64	92013-14
95667	92292	91784-86	92018-30
95672	92302-03	91798	92033
95682	92306	92252	92037-40
95684	92313	92256	92046
95709	92320	92268	92049
95720-21	92324	92277-78	92051-58
95725-27	92330-31	92284-86	92061
95735	92337	92301	92064-65
95762	92343-44	92304-05	92067-69
	92348-49	92307-12	92071-75
PLACER (31)	92353	92313-19	92078-79
95602-04	92355	92321-22	92081-85
95631	92360-62	92324-27	92088
95648	92367	92329	92090-93
95650	92370	92333-42	92100-40
95658	92373	92344-47	92142-45
95661	92380-81	92350	92147
95663	92383	92352	92149-50
95677-78	92387-88	92354	92152-55
95681	92390	92356-59	92158-99
95701	92395-96	92365	**SONOMA (49)**
95703	92399	92368-69	94515
95713-15	92501-23	92371-78	94926-28
95717	92530-32	92382	94931
95722	92536	92385-86	94951-55
95736	92539	92391-92	94972
95746-47	92543-46	92394-95	94975
95765	92548-49	92397-99	94999
96161	92551-57	92400-18	95401-09
	92561-64	92420	95416
RIVERSIDE (33)	92567	92423-24	95431
91718-20	92570-72	92427	95433
91752	92581-87	93558	95439
91760	92589-93	93562	95442
92201-03	92595-96	93592	95444
92210-11	92599		95452
92220	92860	**SAN DIEGO (37)**	95472-73
92223	92877-83	91901-03	95476
92230		91908-15	95487
92234-36		91917	95492
92240-41		91921	

Table of Penalty Dates – Appendix 1D

Using the Table of Penalty Dates

Use the Table of Penalty Dates to determine if registration or transfer penalties are due. When determining if a transfer penalty is due, the date of transfer is considered to be the day the transferee receives the properly endorsed Certificate of Title from the previous owner.

The table may also be used to determine:

- Timely submission of dealer transactions **and/or** Certificates of Planned Non-Operation (PNO). See **Dealer Violations** below for additional information.
- The 15-day holding period for inspection of direct import vehicles. The mail date is counted as the first day of the 15-day period. Applications for registration **cannot** be accepted prior to this date.
- The 90th day on an Application for Temporary Commercial Registration (REG 471).

When computing any penalty period, always use the same formula reflected in the Table of Penalty Dates and **do not** count the first day.

IMPORTANT: The penalty-free period is extended to include the next business day when the last penalty-free day is a Saturday, Sunday, or state holiday.

Dealer Violations—Locate the date of sale in Column 1 and:

- **New Vehicles—**Column 4 (20 days) and Column 6 (40 days).
- **Used Vehicles—**Column 5 (30 days) and Column 7 (50 days).

NOTE: If the title for the vehicle was held by DMV on the actual date of sale, compute the 20-day period from the date the Certificate of Title is issued by DMV.

In situations where the title is not received by the dealer within 20 days of the issue date, the office manager or designee shall determine if extenuating circumstances existed to account for the delay and, if so, grant the dealer up to an additional 20 days from the date of issue without assessing an over 20- or over 40-day ASF.

Table of Penalty Dates – Appendix 1D

Non-Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	***Col. 2 10 Days***	***Col 3 15 Days***	***Col 4 20 Days***	***Col. 5 30 Days***	***Col. 6 40 Days***	***Col. 7 50 Days***	***Col. 8 60 Days***	***Col. 9 90 Days***
Jan/01	Jan/11	Jan/16	Jan/21	Jan/31	Feb/10	Feb/20	Mar/02	Apr/01
02	12	17	22	Feb/01	11	21	03	02
03	13	18	23	02	12	22	04	03
04	14	19	24	03	13	23	05	04
05	15	20	25	04	14	24	06	05
06	16	21	26	05	15	25	07	06
07	17	22	27	06	16	26	08	07
08	18	23	28	07	17	27	09	08
09	19	24	29	08	18	28	10	09
10	20	25	30	09	19	Mar/01	11	10
11	21	26	31	10	20	02	12	11
12	22	27	Feb/01	11	21	03	13	12
13	23	28	02	12	22	04	14	13
14	24	29	03	13	23	05	15	14
15	25	30	04	14	24	06	16	15
16	26	31	05	15	25	07	17	16
17	27	Feb/01	06	16	26	08	18	17
18	28	02	07	17	27	09	19	18
19	29	03	08	18	28	10	20	19
20	30	04	09	19	Mar/01	11	21	20
21	31	05	10	20	02	12	22	21
22	Feb/01	06	11	21	03	13	23	22
23	02	07	12	22	04	14	24	23
24	03	08	13	23	05	15	25	24
25	04	09	14	24	06	16	26	25
Jan/26	Feb/05	Feb/10	Feb/15	Feb/25	Mar/07	Mar/17	Mar/27	Apr/26
27	06	11	16	26	08	18	28	27
28	07	12	17	27	09	19	29	28

Table of Penalty Dates – Appendix 1D

Non-Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
29	08	13	18	28	10	20	30	29
30	09	14	19	Mar/01	11	21	31	30
31	10	15	20	02	12	22	Apr/01	May/01
Feb/01	11	16	21	03	13	23	02	02
02	12	17	22	04	14	24	03	03
03	13	18	23	05	15	25	04	04
04	14	19	24	06	16	26	05	05
05	15	20	25	07	17	27	06	06
06	16	21	26	08	18	28	07	07
07	17	22	27	09	19	29	08	08
08	18	23	28	10	20	30	09	09
09	19	24	Mar/01	11	21	31	10	10
10	20	25	02	12	22	01	11	11
11	21	26	03	13	23	02	12	12
12	22	27	04	14	24	03	13	13
13	23	28	05	15	25	04	14	14
14	24	Mar/01	06	16	26	05	15	15
15	25	02	07	17	27	06	16	16
16	26	03	08	18	28	07	17	17
17	27	04	09	19	29	08	18	18
18	28	05	10	20	30	09	19	19
19	Mar/01	06	11	21	31	10	20	20
20	02	07	12	22	Apr/01	11	21	21
21	03	08	13	23	02	12	22	22
Feb/22	Mar/04	Mar/09	Mar/14	Mar/24	Apr/03	Apr/13	Apr/23	May/23
23	05	10	15	25	04	14	24	24
24	06	11	16	26	05	15	25	25
25	07	12	17	27	06	16	26	26
26	08	13	18	28	07	17	27	27

Table of Penalty Dates – Appendix 1D

Non-Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
27	09	14	19	29	08	18	28	28
28	10	15	20	30	09	19	29	29
Mar/01	11	16	21	31	10	20	30	30
02	12	17	22	Apr/01	11	21	May/01	31
03	13	18	23	02	12	22	02	Jun/01
04	14	19	24	03	13	23	03	02
05	15	20	25	04	14	24	04	03
06	16	21	26	05	15	25	05	04
07	17	22	27	06	16	26	06	05
08	18	23	28	07	17	27	07	06
09	19	24	29	08	18	28	08	07
10	20	25	30	09	19	29	09	08
11	21	26	31	10	20	30	10	09
12	22	27	Apr/01	11	21	May/01	11	10
13	23	28	02	12	22	02	12	11
14	24	29	03	13	23	03	13	12
15	25	30	04	14	24	04	14	13
16	26	31	05	15	25	05	15	14
17	27	Apr/01	06	16	26	06	16	15
18	28	02	07	17	27	07	17	16
19	29	03	08	18	28	08	18	17
20	30	04	09	19	29	09	19	18
21	Mar/31	Apr/05	Apr/10	Apr/20	Apr/30	May/10	May/20	Jun/19
22	Apr/01	06	11	21	May/01	11	21	20
23	02	07	12	22	02	12	22	21
24	03	08	13	23	03	13	23	22
25	04	09	14	24	04	14	24	23
26	05	10	15	25	05	15	25	24
27	06	11	16	26	06	16	26	25

Table of Penalty Dates – Appendix 1D

Non-Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	***Col. 2 10 Days***	***Col 3 15 Days***	***Col 4 20 Days***	***Col. 5 30 Days***	***Col. 6 40 Days***	***Col. 7 50 Days***	***Col. 8 60 Days***	***Col. 9 90 Days***
28	07	12	17	27	07	17	27	26
29	08	13	18	28	08	18	28	27
30	09	14	19	29	09	19	29	28
31	10	15	20	30	10	20	30	29
Apr/01	11	16	21	01	11	21	31	30
02	12	17	22	02	12	22	Jun/01	Jul/01
03	13	18	23	03	13	23	02	02
04	14	19	24	04	14	24	03	03
05	15	20	25	05	15	25	04	04
06	16	21	26	06	16	26	05	05
07	17	22	27	07	17	27	06	06
08	18	23	28	08	18	28	07	07
09	19	24	29	09	19	29	08	08
10	20	25	30	10	20	30	09	09
11	21	26	May/01	11	21	31	10	10
12	22	27	02	12	22	Jun/01	11	11
13	23	28	03	13	23	02	12	12
14	24	29	04	14	24	03	13	13
15	25	30	05	15	25	04	14	14
16	26	May/01	06	16	26	05	15	15
Apr/17	Apr/27	May/02	May/07	May/17	May/27	Jun/06	Jun/16	Jul/16
18	28	03	08	18	28	07	17	17
19	29	04	09	19	29	08	18	18
20	30	05	10	20	30	09	19	19
21	May/01	06	11	21	31	10	20	20
22	02	07	12	22	Jun/01	11	21	21
23	03	08	13	23	02	12	22	22
24	04	10	14	24	03	13	23	23
25	05	10	15	25	04	14	24	24

Table of Penalty Dates – Appendix 1D

Non-Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
26	06	11	16	26	05	15	25	25
27	07	12	17	27	06	16	26	26
28	08	13	18	28	07	17	27	27
29	09	14	19	29	08	18	28	28
30	10	15	20	30	09	19	29	29
May/01	11	16	21	31	10	20	30	30
02	12	17	22	Jun/01	11	21	Jul/01	31
03	13	18	23	02	12	22	02	Aug/01
04	14	19	24	03	13	23	03	02
05	15	20	25	04	14	24	04	03
06	16	21	26	05	15	25	05	04
07	17	22	27	06	16	26	06	05
08	18	23	28	07	17	27	07	06
09	19	24	29	08	18	28	08	07
10	20	25	30	09	19	29	09	08
11	21	26	31	10	20	30	10	09
12	22	27	Jun/01	11	21	Jul/01	11	10
13	23	28	02	12	22	02	12	11
May/14	May/24	Jun/29	Jun/03	Jun/13	Jun/23	Jul/03	Jul/13	Aug/12
15	25	30	04	14	24	04	14	13
16	26	31	05	15	25	05	15	14
17	27	Jun/01	06	16	26	06	16	15
18	28	02	07	17	27	07	17	16
19	29	03	08	18	28	08	18	17
20	30	14	09	19	29	09	19	18
21	31	15	10	20	30	10	20	19
22	Jun/01	16	11	21	Jul/01	11	21	20
23	02	17	12	22	02	12	22	21
24	03	18	13	23	03	13	23	22

Table of Penalty Dates – Appendix 1D

Non-Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
25	04	19	14	24	04	14	24	23
26	05	20	15	25	05	15	25	24
27	06	21	16	26	06	16	26	25
28	07	22	17	27	07	17	27	26
29	08	23	18	28	08	18	28	27
30	09	14	19	29	09	19	29	28
31	10	15	20	30	10	20	30	29
Jun/01	11	16	21	Jul/01	11	21	31	30
02	12	17	22	02	12	22	Aug/01	31
03	13	18	23	03	13	23	02	Sep/01
04	14	19	24	04	14	24	03	02
05	15	20	25	05	15	25	04	03
06	16	21	26	06	16	26	05	04
07	17	22	27	07	17	27	06	05
08	18	23	28	08	18	28	07	06
09	19	24	29	09	19	29	08	07
Jun/10	Jun/20	Jun/25	Jun/30	Jul/10	Jul/20	Jul/30	Aug/09	Sep/08
11	21	26	Jul/01	11	21	31	10	09
12	22	27	02	12	22	Aug/01	11	10
13	23	28	03	13	23	02	12	11
14	24	29	04	14	24	03	13	12
15	25	30	05	15	25	04	14	13
16	26	Jul/01	06	16	26	05	15	14
17	27	02	07	17	27	06	16	15
18	28	03	08	18	28	07	17	16
19	29	04	09	19	29	08	18	17
20	30	05	10	20	30	09	19	18
21	Jul/01	06	11	21	31	10	20	19
22	02	07	12	22	Aug/01	11	21	20

Table of Penalty Dates – Appendix 1D

Non-Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
23	03	08	13	23	02	12	22	21
24	04	09	14	24	03	13	23	22
25	05	10	15	25	04	14	24	23
26	06	11	16	26	05	15	25	24
27	07	12	17	27	06	16	26	25
28	08	13	18	28	07	17	27	26
29	09	14	19	29	08	18	28	27
30	10	15	20	30	09	19	29	28
Jul/01	11	16	21	31	10	20	30	29
02	12	17	22	Aug/01	11	21	31	30
03	13	18	23	02	12	22	Sep/01	Oct/01
04	14	19	24	03	13	23	02	02
05	15	20	25	04	14	24	03	03
06	16	21	26	05	15	25	04	04
Jul/07	Jul/17	Jul/22	Jul/27	Aug/06	Aug/16	Aug/26	Sep/05	Oct/05
08	18	23	28	07	17	27	06	06
09	19	24	29	08	18	28	07	07
10	20	25	30	09	19	29	08	08
11	21	26	31	10	20	30	09	09
12	22	27	Aug/01	11	21	31	10	10
13	23	28	02	12	22	Sep/01	11	11
14	24	29	03	13	23	02	12	12
15	25	30	04	14	24	03	13	13
16	26	31	05	15	25	04	14	14
17	27	Aug/01	06	16	26	05	15	15
18	28	02	07	17	27	06	16	16
19	29	03	08	18	28	07	17	17
20	30	04	09	19	29	08	18	18
21	31	05	10	20	30	09	19	19

Table of Penalty Dates – Appendix 1D

Non-Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
22	Aug/01	06	11	21	31	10	20	20
23	02	07	12	22	Sep/01	11	21	21
24	03	08	13	23	02	12	22	22
25	04	09	14	24	03	13	23	23
26	05	10	15	25	04	14	24	24
27	06	11	16	26	05	15	25	25
28	07	12	17	27	06	16	26	26
29	08	13	18	28	07	17	27	27
30	09	14	19	29	08	18	28	28
31	10	15	20	30	09	19	29	29
Aug/01	11	16	21	31	10	20	30	30
02	12	18	22	Sep/01	11	21	Oct/01	31
Aug/03	Aug/13	Aug/18	Aug/23	Sep/02	Sep/12	Sep/22	Oct/02	Nov/01
04	14	19	24	03	13	23	03	02
05	15	20	25	04	14	24	04	03
06	16	21	26	05	15	25	05	04
07	17	22	27	06	16	26	06	05
08	18	23	28	07	17	27	07	06
09	19	24	29	08	18	28	08	07
10	20	25	30	09	19	29	09	08
11	21	26	31	10	20	30	10	09
12	22	27	Sep/01	11	21	Oct/01	11	10
13	23	28	02	12	22	02	12	11
14	24	29	03	13	23	03	13	12
15	25	30	04	14	24	04	14	13
16	26	31	05	15	25	05	15	14
17	27	Sep/01	06	16	26	06	16	15
18	28	02	07	17	27	07	17	16
19	29	03	08	18	28	08	18	17

Table of Penalty Dates – Appendix 1D

Non-Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
20	30	04	09	19	29	09	19	18
21	31	05	10	20	30	10	20	19
22	Sep/01	06	11	21	Oct/01	11	21	20
23	02	07	12	22	02	12	22	21
24	03	08	13	23	03	13	23	22
25	04	09	14	24	04	14	24	23
26	05	10	15	25	05	15	25	24
27	06	11	16	26	06	16	26	25
28	07	12	17	27	07	17	27	26
29	08	13	18	28	08	18	28	27
Aug/30	Sep/09	Sep/14	Sep/19	Sep/29	Oct/09	Oct/19	Oct/29	Nov/28
31	10	15	20	30	10	20	30	29
Sep/01	11	16	21	Oct/01	11	21	31	30
02	12	17	22	02	12	22	Nov/01	Dec/01
03	13	18	23	03	13	23	02	02
04	14	19	24	04	14	24	03	03
05	15	20	25	05	15	25	04	04
06	16	21	26	06	16	26	05	05
07	17	22	27	07	17	27	06	06
08	18	23	28	08	18	28	07	07
09	19	24	29	09	19	29	08	08
10	20	25	30	10	20	30	09	09
11	21	26	Oct/01	11	21	31	10	10
12	22	27	02	12	22	Nov/01	11	11
13	23	28	03	13	23	02	12	12
14	24	29	04	14	24	03	13	13
15	25	30	05	15	25	04	14	14
16	26	Oct/01	06	16	26	05	15	15
17	27	02	07	17	27	06	16	16

Table of Penalty Dates – Appendix 1D

Non-Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
18	28	03	08	18	28	07	17	17
19	29	04	09	19	29	08	18	18
20	30	05	10	20	30	09	19	19
21	Oct/01	06	11	21	31	10	20	20
22	02	07	12	22	Nov/01	11	21	21
23	03	08	13	23	02	12	22	22
24	04	09	14	24	03	13	23	23
25	05	10	15	25	04	14	24	24
Sep/26	Oct/06	Oct/11	Oct/16	Oct/26	Nov/05	Nov/15	Nov/25	Dec/25
27	07	12	17	27	06	16	26	26
28	08	13	18	28	07	17	27	27
29	09	14	19	29	08	18	28	28
30	10	15	20	30	09	19	29	29
Oct/01	11	16	21	31	10	20	30	30
02	12	17	22	Nov/01	11	21	Dec/01	31
03	13	18	23	02	12	22	02	Jan/01
04	14	19	24	03	13	23	03	02
05	15	20	25	04	14	24	04	03
06	16	21	26	05	15	25	05	04
07	17	22	27	06	16	26	06	05
08	18	23	28	07	17	27	07	06
09	19	24	29	08	18	28	08	07
10	20	25	30	09	19	29	09	08
11	21	26	31	10	20	30	10	09
12	22	27	Nov/01	11	21	Dec/01	11	10
13	23	28	02	12	22	02	12	11
14	24	29	03	13	23	03	13	12
15	25	30	04	14	24	04	14	13
16	26	31	05	15	25	05	15	14

Table of Penalty Dates – Appendix 1D

Non-Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
17	27	Nov/01	06	16	26	06	16	15
18	28	02	07	17	27	07	17	16
19	29	03	08	18	28	08	18	17
20	30	04	09	19	29	09	19	18
21	31	05	10	20	30	10	20	19
22	Nov/01	06	11	21	Dec/01	11	21	20
Oct/23	Nov/02	Nov/07	Nov/12	Nov/22	Dec/02	Dec/12	Dec/22	Jan/21
24	03	08	13	23	03	13	23	22
25	04	09	14	24	04	14	24	23
26	05	10	15	25	05	15	25	24
27	06	11	16	26	06	16	26	25
28	07	12	17	27	07	17	27	26
29	08	13	18	28	08	18	28	27
30	09	14	19	29	09	19	29	28
31	10	15	20	30	10	20	30	29
Nov/01	11	16	21	Dec/01	11	21	31	30
02	12	17	22	02	12	22	Jan/01	31
03	13	18	23	03	13	23	02	Feb/01
04	14	19	24	04	14	24	03	02
05	15	20	25	05	15	25	04	03
06	16	21	26	06	16	26	05	04
07	17	22	27	07	17	27	06	05
08	18	23	28	08	18	28	07	06
09	19	24	29	09	19	29	08	07
10	20	26	30	10	20	30	09	08
11	21	26	Dec/01	11	21	31	10	09
12	22	27	02	12	22	01	11	10
13	23	28	03	13	23	02	12	11
14	24	29	04	14	24	03	13	12

Table of Penalty Dates – Appendix 1D

Non-Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
15	25	30	05	15	25	04	14	13
16	26	Dec/01	06	16	26	05	15	14
17	27	02	07	17	27	06	16	15
18	28	03	08	18	28	07	17	16
Nov/19	Nov/29	Dec/04	Dec/09	Dec/19	Dec/29	Jan/08	Jan/18	Feb/17
20	30	05	10	20	30	09	19	18
21	Dec/01	06	11	21	31	10	20	19
22	02	07	12	22	Jan/01	11	21	20
23	03	08	13	23	02	12	22	21
24	04	09	14	24	03	13	23	22
25	05	10	15	25	04	14	24	23
26	06	11	16	26	05	15	25	24
27	07	12	17	27	06	16	26	25
28	08	13	18	28	07	17	27	26
29	09	14	19	29	08	18	28	27
30	10	15	20	30	09	19	29	28
Dec/01	11	16	21	31	10	20	30	Mar/01
02	12	17	22	Jan/01	11	21	31	02
03	13	18	23	02	12	22	Feb/01	03
04	14	19	24	03	13	23	02	04
05	15	20	25	04	14	24	03	05
06	16	21	26	05	15	25	04	06
07	17	22	27	06	16	26	05	07
08	18	23	28	07	17	27	06	08
09	19	24	29	08	18	28	07	09
10	20	25	30	09	19	29	08	10
11	21	26	31	10	20	30	09	11
12	22	27	Jan/01	11	21	31	10	12
13	23	28	02	12	22	Feb/01	11	13

Table of Penalty Dates – Appendix 1D

Non-Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	***Col. 2 10 Days***	***Col 3 15 Days***	***Col 4 20 Days***	***Col. 5 30 Days***	***Col. 6 40 Days***	***Col. 7 50 Days***	***Col. 8 60 Days***	***Col. 9 90 Days***
14	24	29	03	13	23	02	12	14
15	25	30	04	14	24	03	13	15
Dec/16	Dec/26	Dec/31	Jan/05	Jan/15	Jan/25	Feb/04	Feb/14	Mar/16
17	27	Jan/01	06	16	26	05	15	17
18	28	02	07	17	27	06	16	18
19	29	03	08	18	28	07	17	19
20	30	04	09	19	29	08	18	20
21	31	05	10	20	30	09	19	21
22	Jan/01	06	11	21	31	10	20	22
23	02	07	12	22	Feb/01	11	21	23
24	03	08	13	23	02	12	22	24
25	04	09	14	24	03	13	23	25
26	05	10	15	25	04	14	24	26
27	06	11	16	26	05	15	25	27
28	07	12	17	27	06	16	26	28
29	08	13	18	28	07	17	27	29
30	09	14	19	29	08	18	28	30
31	10	15	20	30	09	19	Mar/01	31

Table of Penalty Dates – Appendix 1D

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Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
Jan/01	Jan/11	Jan/16	Jan/21	Jan/31	Feb/10	Feb/20	Mar/01	Mar/31
02	12	17	22	Feb/01	11	21	02	Apr/01
03	13	18	23	02	12	22	03	02
04	14	19	24	03	13	23	04	03
05	15	20	25	04	14	24	05	04
06	16	21	26	05	15	25	06	05
07	17	22	27	06	16	26	07	06
08	18	23	28	07	17	27	08	07
09	19	24	29	08	18	28	09	08
10	20	25	30	09	19	29	10	09
11	21	26	31	10	20	Mar/01	11	10
12	22	27	Feb/01	11	21	02	12	11
13	23	28	02	12	22	03	13	12
14	24	29	03	13	23	04	14	13
15	25	30	04	14	24	05	15	14
16	26	31	05	15	25	06	16	15
17	27	Feb/01	06	16	26	07	17	16
18	28	02	07	17	27	08	18	17
19	29	03	08	18	28	09	19	18
20	30	04	09	19	29	10	20	19
21	31	05	10	20	Mar/01	11	21	20
Jan/22	Feb/01	Feb/06	Feb/11	Feb/21	Mar/02	Mar/12	Mar/22	Apr/21
23	02	07	12	22	03	13	23	22
24	03	08	13	23	04	14	24	23
25	04	09	14	24	05	15	25	24
26	05	10	15	25	06	16	26	25
27	06	11	16	26	07	17	27	26
28	07	12	17	27	08	18	28	27

Table of Penalty Dates – Appendix 1D

Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
29	08	13	18	28	09	19	29	28
30	09	14	19	29	10	20	30	29
31	10	15	20	Mar/01	11	21	31	30
Feb/01	11	16	21	02	12	22	Apr/01	May/01
02	12	17	22	03	13	23	02	02
03	13	18	23	04	14	24	03	03
04	14	19	24	05	15	25	04	04
05	15	20	25	06	16	26	05	05
06	16	21	26	07	17	27	06	06
07	17	22	27	08	18	28	07	07
08	18	23	28	09	19	29	08	08
09	19	24	29	10	20	30	09	09
10	20	25	Mar/01	11	21	31	10	10
11	21	26	02	12	22	Apr/01	11	11
12	22	27	03	13	23	02	12	12
13	23	28	04	14	24	03	13	13
14	24	29	05	15	25	04	14	14
15	25	Mar/01	06	16	26	05	15	15
16	26	02	07	17	27	06	16	16
17	27	04	08	18	28	07	17	17
Feb/18	Feb/28	Mar/04	Mar/09	Mar/19	Mar/29	Apr/08	Apr/18	May/18
19	29	05	10	20	30	09	19	19
20	Mar/01	06	11	21	31	10	20	20
21	02	07	12	22	Apr/01	11	21	21
22	03	08	13	23	02	12	22	22
23	04	09	14	24	03	13	23	23
24	05	10	15	25	04	14	24	24
25	06	11	16	26	05	15	25	25
26	07	12	17	27	06	16	26	26

Table of Penalty Dates – Appendix 1D

Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
27	08	13	18	28	07	17	27	27
28	09	14	19	29	08	18	28	28
29	10	15	20	30	09	19	29	29
Mar/01	11	16	21	31	10	20	30	30
02	12	17	22	Apr/01	11	21	May/01	31
03	13	18	23	02	12	22	02	Jun/01
04	14	19	24	03	13	23	03	02
05	15	20	25	04	14	24	04	03
06	16	21	26	05	15	25	05	04
07	17	22	27	06	16	26	06	05
08	18	23	28	07	17	27	07	06
09	19	24	29	08	18	28	08	07
10	20	25	30	09	19	29	09	08
11	21	26	31	10	20	30	10	09
12	22	27	01	11	21	01	11	10
13	23	28	02	12	22	02	12	11
14	24	29	03	13	23	03	13	12
15	25	30	04	14	24	04	14	13
Mar/16	Mar/26	Mar/31	Apr/05	Apr/15	Apr/25	May/05	May/15	Jun/14
17	27	Apr/01	06	16	26	06	16	15
18	28	02	07	17	27	07	17	16
19	29	03	08	18	28	08	18	17
20	30	04	09	19	29	09	19	18
21	31	05	10	20	30	10	20	19
22	Apr/01	06	11	21	May/01	11	21	20
23	02	07	12	22	02	12	22	21
24	03	08	13	23	03	13	23	22
25	04	09	14	24	04	14	24	23
26	05	10	15	25	05	15	25	24

Table of Penalty Dates – Appendix 1D

Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	***Col. 2 10 Days***	***Col 3 15 Days***	***Col 4 20 Days***	***Col. 5 30 Days***	***Col. 6 40 Days***	***Col. 7 50 Days***	***Col. 8 60 Days***	***Col. 9 90 Days***
27	06	11	16	26	06	16	26	25
28	07	12	17	27	07	17	27	26
29	08	13	18	28	08	18	28	27
30	09	14	19	29	09	19	29	28
31	10	15	20	30	10	20	30	29
Apr/01	11	16	21	May/01	11	21	31	30
02	12	17	22	02	12	22	Jun/01	Jul/01
03	13	18	23	03	13	23	02	02
04	14	19	24	04	14	24	03	03
05	15	20	25	05	15	25	04	04
06	16	21	26	06	16	26	05	05
07	17	22	27	07	17	27	06	06
08	18	23	28	08	18	28	07	07
09	19	24	29	09	19	29	08	08
10	20	25	30	10	20	30	09	09
11	21	26	May/01	11	21	31	10	10
Apr/12	Apr/22	Apr/27	May/02	May/12	May/22	Jun/01	Jun/11	Jun/11
13	23	28	03	13	23	02	12	12
14	24	29	04	14	24	03	13	13
15	25	30	05	15	25	04	14	14
16	26	May/01	06	16	26	05	15	15
17	27	02	07	17	27	06	16	16
18	28	03	08	18	28	07	17	17
19	29	04	09	19	29	08	18	18
20	30	05	10	20	30	09	19	19
21	May/01	06	11	21	31	10	20	20
22	02	07	12	22	Jun/01	11	21	21
23	03	08	13	23	02	12	22	22
24	04	09	14	24	03	13	23	23

Table of Penalty Dates – Appendix 1D

Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
25	05	10	15	25	04	14	24	24
26	06	11	16	26	05	15	25	25
27	07	12	17	27	06	16	26	26
28	08	13	18	28	07	17	27	27
29	09	14	19	29	08	18	28	28
30	10	15	20	30	09	19	29	29
May/01	11	16	21	31	10	20	30	30
02	12	17	22	Jun/01	11	21	Jul/01	31
03	13	18	23	02	12	22	02	Aug/01
04	14	19	24	03	13	23	03	02
05	15	20	25	04	14	24	04	03
06	16	21	26	05	15	25	05	04
07	17	22	27	06	16	26	06	05
08	18	23	28	07	17	27	07	06
May/09	May/19	May/24	May/29	Jun/08	Jun/18	Jun/28	Jul/08	Aug/07
10	20	25	30	09	19	29	09	08
11	21	26	31	10	20	30	10	09
12	22	27	Jun/01	11	21	Jul/01	11	10
13	23	28	02	12	22	02	12	11
14	24	29	03	13	23	03	13	12
15	25	30	04	14	24	04	14	13
16	26	31	05	15	25	05	15	14
17	27	Jun/01	06	16	26	06	16	15
18	28	02	07	17	27	07	17	16
19	29	03	08	18	28	08	18	17
20	30	04	09	19	29	09	19	18
21	31	05	10	20	30	10	20	19
22	Jun/01	06	11	21	Jul/01	11	21	20
23	02	07	12	22	02	12	22	21

Table of Penalty Dates – Appendix 1D

Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
24	03	08	13	23	03	13	23	22
25	04	09	14	24	04	14	24	23
26	05	10	15	25	05	15	25	24
27	06	12	16	26	06	16	26	25
28	07	12	17	27	07	17	27	26
29	08	13	18	28	08	18	28	27
30	09	14	19	29	09	19	29	28
31	10	15	20	30	10	20	30	29
Jun/01	11	16	21	Jul/01	11	21	31	30
02	12	17	22	02	12	22	Aug/01	31
03	13	18	23	03	13	23	02	Sep/01
04	14	19	24	04	14	24	03	02
Jun/05	Jun/15	Jun/20	Jun/25	Jul/05	Jul/15	Jul/25	Aug/04	Sep/03
06	16	21	26	06	16	26	05	04
07	17	22	27	07	17	27	06	05
08	18	23	28	08	18	28	07	06
09	19	24	29	09	19	29	08	07
10	20	25	30	10	20	30	09	08
11	21	26	Jul/01	11	21	31	10	09
12	22	27	02	12	22	Aug/01	11	10
13	23	28	03	13	23	02	12	11
14	24	29	04	14	24	03	13	12
15	25	30	05	15	25	04	14	13
16	26	Jul/01	06	16	26	05	15	14
17	27	02	07	17	27	06	16	15
18	28	03	08	18	28	07	17	16
19	29	04	09	19	29	08	18	17
20	30	05	10	20	30	09	19	18
21	Jul/01	06	11	21	31	10	20	19

Table of Penalty Dates – Appendix 1D

Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
22	02	07	12	22	Aug/01	11	21	20
23	03	08	13	23	02	12	22	21
24	04	09	14	24	03	13	23	22
25	05	10	15	25	04	14	24	23
26	06	11	16	26	05	15	25	24
27	07	12	17	27	06	16	26	25
28	08	13	18	28	07	17	27	26
29	09	14	19	29	08	18	28	27
30	10	15	20	30	09	19	29	28
Jul/01	11	16	21	31	10	20	30	29
Jul/02	Jul/12	Jul/17	Jul/22	Aug/01	Aug/11	Aug/21	Aug/31	Sep/30
03	13	18	23	02	12	22	Sep/01	Oct/01
04	14	19	24	03	13	23	02	02
05	15	20	25	04	14	24	03	03
06	16	21	26	05	15	25	04	04
07	17	22	27	06	16	26	05	05
08	18	23	28	07	17	27	06	06
09	19	24	29	08	18	28	07	07
10	20	25	30	09	19	29	08	08
11	21	26	31	10	20	30	09	09
12	22	27	Aug/01	11	21	31	10	10
13	23	28	02	12	22	Sep/01	11	11
14	24	29	03	13	23	02	12	12
15	25	30	04	14	24	03	13	13
16	26	31	05	15	25	04	14	14
17	27	Aug/01	06	16	26	05	15	15
18	28	02	07	17	27	06	16	16
19	29	03	08	18	28	07	17	17
20	30	04	09	19	29	08	18	18

Table of Penalty Dates – Appendix 1D

Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
21	31	05	10	20	30	09	19	19
22	Aug/01	06	11	21	31	10	20	20
23	02	07	12	22	Sep/01	11	21	21
24	03	08	13	23	02	12	22	22
25	04	09	14	24	03	13	23	23
26	05	10	15	25	04	14	24	24
27	06	11	16	26	05	15	25	25
28	07	12	17	27	06	16	26	26
Jul/29	Aug/08	Aug/13	Aug/18	Aug/28	Sep/07	Sep/17	Sep/27	Oct/27
30	09	14	19	29	08	18	28	28
31	10	15	20	30	09	19	29	29
Aug/01	11	16	21	31	10	20	30	30
02	12	17	22	Sep/01	11	21	Oct/01	31
03	13	18	23	02	12	22	02	Nov/01
04	14	19	24	03	13	23	03	02
05	15	20	25	04	14	24	04	03
06	16	21	26	05	15	25	05	04
07	17	22	27	06	16	26	06	05
08	18	23	28	07	17	27	07	06
09	19	24	29	08	18	28	08	07
10	20	25	30	09	19	29	09	08
11	21	26	31	10	20	30	10	09
12	22	27	Sep/01	11	21	Oct/01	11	10
13	23	28	02	12	22	02	12	11
14	24	29	03	13	23	03	13	12
15	25	30	04	14	24	04	14	13
16	26	31	05	15	25	05	15	14
17	27	Sep/01	06	16	26	06	16	15
18	28	02	07	17	27	07	17	16

Table of Penalty Dates – Appendix 1D

Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	***Col. 2 10 Days***	***Col 3 15 Days***	***Col 4 20 Days***	***Col. 5 30 Days***	***Col. 6 40 Days***	***Col. 7 50 Days***	***Col. 8 60 Days***	***Col. 9 90 Days***
19	29	03	08	18	28	08	18	17
20	30	04	09	19	29	09	19	18
21	31	05	10	20	30	10	20	19
22	Sep/01	06	11	21	Oct/01	11	21	20
23	02	07	12	22	02	12	22	21
24	03	08	13	23	03	13	23	22
Aug/25	Sep/04	Sep/09	Sep/14	Sep/24	Oct/04	Oct/14	Oct/24	Nov/23
26	05	10	15	25	05	15	25	24
27	06	11	16	26	06	16	26	25
28	07	12	17	27	07	17	27	26
29	08	13	18	28	08	18	28	27
30	09	14	19	29	09	19	29	28
31	10	15	20	30	10	20	30	29
Sep/01	11	16	21	Oct/01	11	21	31	30
02	12	17	22	02	12	22	Nov/01	Dec/01
03	13	18	23	03	13	23	02	02
04	14	20	24	04	14	24	03	03
05	15	20	25	05	15	25	04	04
06	16	21	26	06	16	26	05	05
07	17	22	27	07	17	27	06	06
08	18	23	28	08	18	28	07	07
09	19	24	29	09	19	29	08	08
10	20	25	30	10	20	30	09	09
11	21	26	Oct/01	11	21	31	10	10
12	22	27	02	12	22	Nov/01	11	11
13	23	28	03	13	23	02	12	12
14	24	29	04	14	24	03	13	13
15	25	30	05	15	25	04	14	14
16	26	Oct/01	06	16	26	05	15	15

Table of Penalty Dates – Appendix 1D

Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
17	27	02	07	17	27	06	16	16
18	28	03	08	18	28	07	17	17
19	29	04	09	19	29	08	18	18
20	30	05	10	20	30	09	19	19
Sep/21	Oct/01	Oct/06	Oct/11	Oct/21	Oct/31	Nov/10	Nov/20	Dec/20
22	02	07	12	22	Nov/01	11	21	21
23	03	08	13	23	02	12	22	22
24	04	09	14	24	03	13	23	23
25	05	10	15	25	04	14	24	24
26	06	11	16	26	05	15	25	25
27	07	12	17	27	06	16	26	26
28	08	13	18	28	07	17	27	27
29	09	14	19	29	08	18	28	28
30	10	15	20	30	09	19	29	29
Oct/01	11	16	21	31	10	20	30	30
02	12	17	22	Nov/01	11	21	Dec/01	31
03	13	18	23	02	12	22	02	Jan/01
04	14	19	24	03	13	23	03	02
05	15	20	25	04	14	24	04	03
06	16	21	26	05	15	25	05	04
07	17	22	27	06	16	26	06	05
08	18	23	28	07	17	27	07	06
09	19	24	29	08	18	28	08	07
10	20	25	30	09	19	29	09	08
11	21	26	31	10	20	30	10	09
12	22	27	Nov/01	11	21	Dec/01	11	10
13	23	28	02	12	22	02	12	11
14	24	29	03	13	23	03	13	12
15	25	30	04	14	24	04	14	13

Table of Penalty Dates – Appendix 1D

Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
16	26	31	05	15	25	05	15	14
17	27	Nov/01	06	16	26	06	16	15
Oct/18	Oct/28	Nov/02	Nov/07	Nov/17	Nov/27	Dec/07	Dec/17	Jan/16
19	29	03	08	18	28	08	18	17
20	30	04	09	19	29	09	19	18
21	31	05	10	20	30	10	20	19
22	Nov/01	06	11	21	Dec/01	11	21	20
23	02	07	12	22	02	12	22	21
24	03	08	13	23	03	13	23	22
25	04	09	14	24	04	14	24	23
26	05	10	15	25	05	15	25	24
27	06	11	16	26	06	16	26	25
28	07	12	17	27	07	17	27	26
29	08	13	18	28	08	18	28	27
30	09	14	19	29	09	19	29	28
31	10	15	20	30	10	20	30	29
Nov/01	11	16	21	Dec/01	11	21	31	30
02	12	17	22	02	12	22	Jan/01	31
03	13	18	23	03	13	23	02	Feb/01
04	14	19	24	04	14	24	03	02
05	15	20	25	05	15	25	04	03
06	16	21	26	06	16	26	05	04
07	17	22	27	07	17	27	06	05
08	18	23	28	08	18	28	07	06
09	19	24	29	09	19	29	08	07
10	20	25	30	10	20	30	09	08
11	21	26	Dec/01	11	21	31	10	09
12	22	27	02	12	22	Jan/01	11	10
13	23	28	03	13	23	02	12	11

Table of Penalty Dates – Appendix 1D

Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	*Col. 2 10 Days*	*Col 3 15 Days*	*Col 4 20 Days*	*Col. 5 30 Days*	*Col. 6 40 Days*	*Col. 7 50 Days*	*Col. 8 60 Days*	*Col. 9 90 Days*
Nov/14	Nov/24	Nov/29	Dec/04	Dec/14	Dec/24	Jan/03	Jan/13	Feb/12
15	25	30	05	15	25	04	14	13
16	26	Dec/01	06	16	26	05	15	14
17	27	02	07	17	27	06	16	15
18	28	03	08	18	28	07	17	16
19	29	04	09	19	29	08	18	17
20	30	05	10	20	30	09	19	18
21	Dec/01	06	11	21	31	10	20	19
22	02	07	12	22	Jan/01	11	21	20
23	03	08	13	23	02	12	22	21
24	04	09	14	24	03	13	23	22
25	05	10	15	25	04	14	24	23
26	06	11	16	26	05	15	25	24
27	07	12	17	27	06	16	26	25
28	08	13	18	28	07	17	27	26
29	09	14	19	29	08	18	28	27
30	10	15	20	30	09	19	29	28
Dec/01	11	16	21	31	10	20	30	Mar/01
02	12	17	22	Jan/01	11	21	31	02
03	13	18	23	02	12	22	Feb/01	03
04	14	19	24	03	13	23	02	04
05	15	20	25	04	14	24	03	05
06	16	21	26	05	15	25	04	06
07	17	22	27	06	16	26	05	07
08	18	23	28	07	17	27	06	08
09	19	24	29	08	18	28	07	09
10	20	25	30	09	19	29	08	10
Dec/11	Dec/21	Dec/26	Dec/31	Jan/10	Jan/20	Jan/30	Feb/09	Mar/11
12	22	27	Jan/01	11	21	31	10	12

Table of Penalty Dates – Appendix 1D

Leap Year Dates

Col. 1 Date of: Sale, 1st Operation, or Transfer	***Col. 2 10 Days***	***Col 3 15 Days***	***Col 4 20 Days***	***Col. 5 30 Days***	***Col. 6 40 Days***	***Col. 7 50 Days***	***Col. 8 60 Days***	***Col. 9 90 Days***
13	23	29	02	12	22	Feb/01	11	13
14	24	29	03	13	23	02	12	14
15	25	30	04	14	24	03	13	15
16	26	31	05	15	25	04	14	16
17	27	Jan/01	06	16	26	05	15	17
18	28	02	07	17	27	06	16	18
19	29	03	08	18	28	07	17	19
20	30	04	09	19	29	08	18	20
21	31	05	10	20	30	09	19	/21
22	Jan/01	06	11	21	31	10	20	22
23	02	07	12	22	Feb/01	11	21	23
24	03	08	13	23	02	12	22	24
25	04	09	14	24	03	13	23	25
26	05	10	15	25	04	14	24	26
27	06	11	16	26	05	15	25	27
28	07	12	17	27	06	16	26	28
29	08	13	18	28	07	17	27	29
30	09	14	19	29	08	18	28	30
31	10	15	20	30	09	19	Mar/01	31

California License Plate Data (1914 – 1962) – Appendix 1E

This chart has information on the license plates issued between 1914 and 1962. Refer to the *California License Plates and Proof of Current Registration* (REG 36) for information on license plates issued since 1963.

Year	***Background Color***	***Characters Color***	***Comments***
1914	Brick Red	White	N/A
1915	Yellow	Black	
1916 – 1919	White	Blue	During these years, California issued symbols affixed to the license plates as evidence of registration. In 1916, the symbol was the figure of a bear; in 1917, a poppy; in 1918, the Liberty Bell; and in 1919, a star.
1920	Black	White	N/A
1921	Yellow	Black	
1922	White	Blue	
1923	Black	White	
1924	Green	White	
1925	Yellow	Black	
1926	Blue	White	
1927	Maroon	White	
1928	Blue	Yellow	
1929	Black	Orange	
1930	Orange	Black	
1931	Black	Orange	
1932	Orange	Black	
1933	Black	Orange	
1934	Orange	Black	
1935	Black	Orange	
1936	Orange	Black	
1937	Black	Orange	
1938	Lemon Yellow	Black	
1939	Blue	Yellow	Contained “California World’s Fair”
1940	Orange	Black	N/A

California License Plate Data (1914 – 1962) – Appendix 1E

Year	*Background Color*	*Characters Color*	*Comments*
1941 – 1944	Black	Yellow	A steel strip painted yellow with black numerals was also used in conjunction with the 1941 plates. A metal lithographed tab, white background with red letter "V" was used with 1941 and 1942 plates. A windshield sticker was used with 1941 and 1942 plates.
1945	Black	White	One plate only.
1946			Metal lithographed tab, chrome yellow background with black numerals "46" for use with the 1945 plate.
1947	Yellow	Black	N/A
1948			Aluminum tab, natural background with the red numerals "48" for use on upper right-hand corner of 1947 plates.
1949			Aluminum tab, natural background with black numerals "49" for use on upper right-hand corner of 1947 plates.
1950			Aluminum tab, natural background with red numerals "50" for use on upper right-hand corner of 1947 plates.
1951	Black	Yellow	N/A
1952			Steel tab, chrome yellow background with black numerals "52" for use on lower right-hand corner of 1951 plates.
1953			Steel tab, white background with black numerals "53" for use on lower right-hand corner of 1951 plates.
1954			Steel tab, one only, red background with white numerals "54" for use on lower right-hand corner of rear 1951 plate.
1955			Steel tab, one only, pearl grey background with black numerals "55" for use on lower right-hand corner of rear 1951 plate.

California License Plate Data (1914 – 1962) – Appendix 1E

Year	***Background Color***	***Characters Color***	***Comments***	
			Sticker Background Color	***Sticker Character Color***
1956	Chrome Yellow	Black	No sticker issued.	
1957			Red	Black
1958			Green	White
1959			White	Black
1960	Chrome Yellow	Black	Blue-Grey	Silver
1961			Red	Silver
1962			White	Green

Fees – Appendix 1F

§.0100 Dealer Administrative Service Fees (ASF) (VC §4456.1)

Action	*Fee*
Failure to submit: • dealer notice portion of report of sale document to DMV within five calendar days after, but not including, the date of sale. • the application and fees due to DMV within 20 days of the date of sale for a new vehicle or within **30** days for a used vehicle.	$ 5
Failure to clear an application **within**: **new vehicles—40** days of the date of sale or 20 days of the date DMV first returned the application, whichever is later. **used vehicles—50** days of the date of sale or **30** days from the date DMV first returned the application, whichever is later.	$ 25

§.0200 Duplicates/Substitutes (Except OHV and Vessel) (VC §9265)

Type of Application	*Fee*
• Certificate of Title	$ 16
• Moped ID Card	$ 16
• Moped Plate	$ 16
• Nonrepairable Vehicle Certificate	$ 16
• Plates (regular series)	$ 16
• Registration Card	$ 16
• Sticker	$ 16
• Salvage Certificate	$ 16
• Special Equipment (SE) Identification Card	$ 16

Fees – Appendix 1F

§.0205 Information Requests (VC §1811)

Type of Request	*Fee*
• Electronic Requests by license, identification, or CF number	$ 2
• Manual Requests (includes walk-in, mail-in, and telephone inquiries)	$ 5
• History Fee for a single calendar year —Automated History (per year) —Nonautomated History (per year) —Photocopy (per year)	 $ 5 $ 20 $ 20

§.0210 International Registration Plan (IRP) Fees

IRP vehicles are assessed the following fees in addition to the usual registration fee amounts assessed on other types of vehicles.

Type	*Fee*
• Application Fee (assessed on each original, renewal, or supplemental application; not assessed on corrections, substitute plates, or duplicate cab card applications)	$ 1
• Backing Plate Fee (includes postage)	$ 3
• Unladen Weight Permit (REG 4030)	$ 30
• Indicia Fee (assessed on each vehicle for issuance of any apportioned credentials, including wires of operating authority)	$ 2
• Replacement Cab Card Fee	$ 7

§.0215 Miscellaneous Fees and Service Fees

Type	*Fee*
• California Highway Patrol (CHP) Fee (VC §§9250.8 & 9250.13)	$ 9
• CHP CVRA Fees (VC §§9250.8 & 9250.13)	$ 23
• Cargo Theft Interdiction Program Fee (VC §9400.1)	$ 3
• Clean Air Vehicle Stickers (original or replacement) (VC §5205.5)	$ 8
• County Fees (VC §§9250.2, 9250.7, and 9250.10–9850.17) Refer to Appendix 1A for participating counties and fee amounts.	Vary by county
• CVRA Fee (VC §9400.1) — For fees due on or after 01/01/2004. (Refer to §.0410) — For fees due on or before 12/31/2003 (Refer to §.0410)	 $122 $ 82
• CVRA Weight Decal ***and/or*** Sticker (original or replacement)	$ 3
• Dishonored Check (DC) Service Fee (GC §6157)	$ 30
• Engine Change Fee (VC §9267)	$ 2
• Historical Vessel Plaque (VC §9853.5)	$ 20

Fees – Appendix 1F

Type	*Fee*
• Investigation Service Fee (for failure to surrender certificates to the department before dismantling a vehicle.) (VC §9263)	$ 15
• Lien Sale Authorization Fee (CC §3071)	$ 5
• Motorcycle Cross Index Fee (all original applications) (VC §9268)	$ 1
• Motorcycle Safety Fee (all originals and renewals) (VC §2935)	$ 2
• Nonresident Service Fee (VC §9252)	$ 16
• Nonresident Reregistration Fee (in the same registration year) (VC §9252)	$ 16
• Nonrepairable Vehicle Certificate (original or duplicate) (VC §11515.2)	$ 16
• Partial Year Registration (PYR) Application Fee (VC §9702)	$ 16
• Photocopy (of record) Fee (VC §§1810 & 1811)	$ 20
• Planned Non-Operation (PNO) Fee (all vehicles/ OHV) (VC §4604)	$ 16
• Prejudgment Attachment Filing Fee (CCP §488.385b) • Prejudgment Attachment Certificate Fee (CCP §488.385c)	$ 16 $ 16
• Prior History Fee (VC §9255.1)	$ 2
• Reflectorized License Plate (RLP) Fee (VC §4850) **NOTE:** This fee **is not** collected on: — Arts ELP duplicate plates — Arts sequential substitute plates — American Ex-Prisoner of War duplicate plates	$ 1
• Repossession Fee (VC §9255)	$ 15
• Return of Nonresident License Plates Fee (VC §4302)	$ 1
• Salvage Certificate (original or duplicate) (VC §§9265 and 11515)	$ 16
• Salvaged and Dismantled Vehicles Inspection Fee (VC §9255.2)	$ 50
• Smog Abatement Fee (H&SC §44060[d,1])	$ 12
• Smog Transfer Fee (VC §4000.1)	$ 8
• Specials, 72-hour Expedite Processing Fee (VC §9270)	$ 15
• Title Only Fee (VC §9254)	$ 16
• Total Loss Vehicle Partial VLF Refund Service Fee (R&TC §10902)	$ 16
• Transfer Fee (VC §9255)	$ 15
• Transfer Penalty (VC §9554)	$ 15
• Transfer on Death (TOD) Beneficiary (VC §§4150.7 and 9852.7)	$ 10
• Weight Fee Credit Service Fee (VC §9408)	$ 2

Type	*Fee*
• Window Decal for vehicles with wheelchair lift or carrier (VC §5201)	No Fee
• Zero Emissions Vehicle (ZEV) Parking Decal (VC §22511)	$ 17

§.0220 Mopeds (VC §5036)

Type of Application	*Fee*
• Duplicate ID Card (VC §9265)	$ 16
• Original Moped Identification	$ 16
• Substitute Plate	$ 16
• Transfer	$ 16

§.0225 Off-Highway Vehicles (VC §§ 38225–38225.5, 38230, 38246, 38250, 38255, 38260, and 38265)

Type of Application	*Fee*
• Duplicate Certificate (ownership or identification/registration)	$ 16
• Original Off-Highway Vehicle (OHV) Application — Penalty	$ 25 $ 13
• Renewal — Penalty	$ 25 $ 13
• Substitute Plate and/or Sticker	$ 16
• Transfer — Penalty	$ 16 $ 16
• Transportation Permit (Motorcycle—VC §38232)	$ 16

§.0230 Permanent Trailer Identification (PTI) Program

Type of Transaction	*Fee*	
• Originals and Conversions (VC §5014.1e)	$ 20	
• Duplicate ID Card (VC §5014.1f)	$ 7	
• Duplicate Title (permitted only if paper title was issued) (VC §9265)	$ 16	
• Electronic Lien and Title (ELT) Record (VC §9264)	$ 16	
• Paper Title (VC §9264)	$ 16	
• Service Fee for renewal (due every five years) (VC §5014.1i)	$ 10	
• Substitute Plate (VC §5014.1f)	$ 7	Correction
• Transfer (VC §5014.1d)	$ 7	

Fees – Appendix 1F

§.0235 Permits and Decals

Type of Permit	*Fee*
• California Fuel Tax Trip Permit (BOE 123)	$ 30
• Clean Air Vehicle Decals (original or replacement)	$ 8
• CVRA Weight Decal ***and/or*** Sticker (original or replacement)	$ 3
• Foreign Resident In-Transit Permit (VC §6700.1 & R&TC §6366.2)	$ 60
• Unladen Weight Permit (REG 4030) (for IRP vehicles and/or vehicles deleted from IRP)	$ 30
• Motorcycle Transportation Permit (VC §38232)	$ 16
• Nonresident Commercial Vehicle Trip Permit (REG 41–power unit)	$ 45
• Nonresident Daily Commuter Permit (VC §§6700.25 & 6700.3)	$ 16
• One Trip Permit (REG 402) (VC §9258)	$ 16
• Zero Emissions Vehicle (ZEV) Parking Decal (VC §22511)	$ 17

§.0240 Privately-Owned School Bus (PSB) (VC §9102.5)§

Type of Transaction	*Fee*
Original or Renewal	$ 16

§.0245 Registration Fee (VC §9250.1)

Type of Transaction	*Fee*
Original registration and registration renewals	$ 31
Registration Fee penalty for *original* applications:	
• Late one year or less	$ 30
• Late more than one year to (and including) two years	$ 50
• Late more than two years	$100
Registration Fee penalty for *renewal* applications:	
• Late one to 10 days	$ 10
• Late 11 to 30 days	$ 15
• Late 31 days to (and including) one year	$ 30
• Late more than one year to (and including) two years	$ 50
• Late more than two years	$100

§.0250 Seizure and Sale (VC §9801)

Type of Action	*Fee*
Vehicle seized and sold to satisfy the department's lien	up to $250

Fees – Appendix 1F

§.0255 Special Equipment Plates

- Special Construction Equipment, Special Mobile Equipment, Cemetery Equipment, Farm Vehicles, Logging Vehicles, and Implements of Husbandry (VC §§5014 and 9261)

Type of Transaction	*Fee*
• Original	$ 16
• Renewal (every five years [2005, 2010, 2015, etc.])	$ 16
• Substitute (plate or ID card) (VC §9265)	$ 16
• Transfer	$ 16

- Truck Tractor Cotton Module Mover SE Plate (VC §§36012 and 36101)

Type of Transaction	*Fee*
• Original (Registration and CHP Fees plus Original SE Fee)	$ 56
• Annual Renewal (Registration and CHP Fees due every year **except** when SE renewal is due.)	$ 40
• SE Renewal (Registration and CHP Fees plus SE Renewal Fee–due every five years [2005, 2010, 2015, etc.])	$ 56

§.0260 Special Interest License Plates and Fees

Amateur Radio Station (VC §5005)	*Fee*
• Original	$ 21
• Duplicate (VC §9265)	$ 16
• Reassignment	$ 12

American Ex-POW (VC §§5101.5 and 9105)	*Fee*
• Original	No Fee
• Duplicate (VC §9265)	$ 16
• Retention (VC §5106c)	No Fee

Antique Motorcycle (VC §5004.5)	*Fee*
• Original	$ 15
• Substitute (VC §9265)	$ 16

Fees – Appendix 1F

Arts Council (VC §5074)	***Fee***
Sequential	
• Original	$ 50
• Renewal	$ 40
• Substitute (VC §9265)	$ 16
• Reassignment	$ 15
• Retention	No Fee
Environmental	
• Original	$ 90
• Renewal	$ 70
• Duplicate	$ 30
• Reassignment	$ 45
• Conversion	$ 90
• Retention	$ 30

Bicentennial Bill of Rights (VC §5101.9e)	***Fee***
Reassignment of previously issued plate (only permitted transaction)	$ 15

California Memorial (VC 5066§)	***Fee***
Sequential	
• Original	$ 50
• Renewal	$ 40
• Substitute	$ 35
• Reassignment	$ 15
• Retention	$ 40
Environmental	
• Original	$ 90
• Renewal	$ 70
• Duplicate	$ 65
• Reassignment	$ 45
• Conversion	$ 90
• Retention	$ 70

Fees – Appendix 1F

Citizens Band Radio (VC §5020)	***Fee***
Original plates are no longer issued. The permitted transactions are:	
• Renewal	$ 15
• Duplicate (VC §9265)	$ 16
• Reassignment	$ 20

Congressional Medal of Honor (CMOH) (VC §§5101.6 and 9105)	***Fee***
• Original, Renewal, or Reassignment	No Fee
• Duplicate (VC §9265)	$ 16

Collegiate (VC §5024)	***Fee***
Sequential	
• Original	$ 50
• Renewal	$ 40
• Substitute	$ 35
• Reassignment	$ 15
• Retention	No Fee
Environmental	
• Original	$ 90
• Renewal	$ 70
• Duplicate	$ 65
• Reassignment	$ 45
• Conversion	$ 90
• Retention	$ 30

Disabled Person Parking Placard (VC §§22511.55 and 22511.59)	***Fee***
• Permanent (original, replacement, or travel [temporary] placard)	No Fee
• Renewal	No Fee
• Temporary (**except** if issued for travel to a permanent placard owner)	$ 6
• Window Decal for vehicle with wheelchair lift or carrier	No Fee

Fees – Appendix 1F

Disabled Person Plates (VC §§5007 and 9105)	***Fee***
• Original, Renewal, or Reassignment	No Fee
• Substitute (VC §9265)	$ 16
• Window Decal for vehicle with wheelchair lift or carrier	No Fee

Disabled Veteran (VC §§5007 and 9105)	***Fee***
• Original, Renewal, Reassignment	No Fee
• Duplicate (VC §9265)	$ 16
• Window Decal for vehicle with wheelchair lift or carrier	No Fee

Environmental (ELP) (VC §§5101, 5106 and 5108)	***Fee***
• Original	$ 41
• Renewal	$ 30
• Duplicate/Substitute	$ 31
• Reassignment	$ 30
• Retention	$ 30

Firefighter (VC §5080)	***Fee***
Sequential	
• Original	$ 35
• Renewal	$ 20
• Substitute	$ 35
• Reassignment	$ 15
• Retention	No Fee
Environmental	
• Original	$ 75
• Renewal	$ 50
• Duplicate	$ 65
• Reassignment	$ 45
• Conversion	$ 75
• Retention	$ 30

Fees – Appendix 1F

Foreign Organization (Issued to TECO) (VC §5006.5)	***Fee***
• Original	No Fee
• Substitute (VC §9265)	$ 16

Historical Vehicle or Horseless Carriage (VC §5004)	***Fee***
• Original	$ 25
• Substitute (VC §9265)	$ 16

Honorary Consul (VC §5006)	***Fee***
• Original	$ 40
• Renewal	$ 25
• Substitute	$ 30
• Reassignment	$ 20
• Retention	$ 25

Kids (VC §5072)	***Fee***
Sequential	
• Original	$ 20
• Renewal	$ 15
• Substitute	$ 20
• Reassignment	$ 15
• Retention	No Fee
Environmental	
• Original	$ 50
• Renewal	$ 40
• Duplicate	$ 35
• Reassignment	$ 15
• Conversion	$ 50
• Retention	$ 25

Fees – Appendix 1F

Lake Tahoe Conservancy (VC §5075)	***Fee***
Sequential	
• Original	$ 50
• Renewal	$ 40
• Substitute	$ 35
• Reassignment	$ 15
• Retention	No Fee
Environmental	
• Original	$ 90
• Renewal	$ 70
• Duplicate	$ 65
• Reassignment	$ 45
• Conversion	$ 90
• Retention (VC §5106c)	$ 30

Legion of Valor (VC §5101.4)	***Fee***
• Original	No Fee
• Substitute Plates (VC §9265)	$ 16
• Substitute Decal (identifies type of medal)	No Fee
• Reassignment	No Fee

Legislative (Fee Paid) (VC §5002.8)	***Fee***
• Original	$ 12
• Substitute (VC §9265)	$ 16
• Reassignment	$ 10

Fees – Appendix 1F

Livery (VC §§5011.5, 5011.6, and 5011.9; PUC §5371.4h)	***Fee***
Sequential	No Fee
Environmental	
• Original	$ 41
• Renewal	$ 30
• Duplicate	$ 31
• Reassignment	$ 30
• Conversion	$ 41
• Retention	$ 30

Olympic Games (VC §5022)	***Fee***
Reassignment of previously issued plates (only transaction permitted)	$ 12

Olympic Training Center (VC §5023)	***Fee***
Sequential	
• Original	$ 50
• Renewal	$ 30
• Substitute	$ 35
• Reassignment	$ 15
• Retention	No Fee
Environmental	
• Original	$ 50
• Renewal	$ 60
• Duplicate	$ 35
• Reassignment	$ 25
• Conversion	$ 50
• Retention	$ 30

Pearl Harbor Survivor (VC §5101.3)	***Fee***
• Original	No Fee
• Substitute (VC §9265)	$ 16
• Reassignment	No Fee

Fees – Appendix 1F

Press Photographer (VC §5008)	***Fee***
• Original	$ **21**
• Reassignment	$ 12

Purple Heart (VC §5101.8)	***Fee***
• Original	No Fee
• Substitute (VC §9265)	$ 16
• Reassignment	No Fee

Veteran Organizations (VC §5068)	***Fee***
Sequential	
• Original	$ 30
• Renewal	$ 30
• Substitute Plate	$ 35
• Replacement Decal	$ 10
• Reassignment	$ 15
• Retention	No Fee
Environmental	
• Original	$ 40
• Renewal	$ 30
• Duplicate Plate	$ 35
• Replacement Decal	$ 10
• Reassignment	$ 15
• Conversion	$ 40
• Retention	$ 25

Fees – Appendix 1F

Whale Tail (California Coastal Commission) (VC §5067)	***Fee***
Sequential	
• Original	$ 50
• Renewal	$ 40
• Substitute	$ 35
• Reassignment	$ 15
• Retention	$ 40
Environmental	
• Original	$ 90
• Renewal	$ 70
• Duplicate	$ 65
• Reassignment	$ 45
• Conversion	$ 90
• Retention	$ 70

Year of Manufacture (YOM) (VC §5004.5)	***Fee***
• Original	$ 35
• Renewal	$ 10
• Reassignment	$ 12
• Retention	$ 20

Yosemite (VC §5064)	*Fee*
Sequential	
• Original	$ 50
• Renewal	$ 40
• Substitute	$ 35
• Reassignment	$ 15
• Retention	No Fee
Environmental	
• Original	$ 90
• Renewal	$ 70
• Duplicate	$ 65
• Reassignment	$ 45
• Conversion	$ 65
• Retention	$ 30

§.0265 Vehicle License Fee (VLF) (R&TC §§10751, 10752, and 10753.5)

A VLF is imposed on vehicles subject to registration under the *California Vehicle Code* based on the market value of the vehicle as determined by the department. The VLF is prorated if the assignment/reassignment of a registration year results in a registration year of less than 12 months. (R&TC §10755)

Historical Vehicles Vehicle License Fee (R&TC §10753.5)—Vehicles of historic value/interest, which are issued Horseless Carriage or Historical Vehicle plates, are subject to an annual $2 VLF.

§.0300 Vessels (VC §§9852.7, 9853, 9853.5, 9855, and 9860 through 9863)

Type of Transaction	*Fee*
• Original Application (other than nonresidents)	
— submitted in an even-numbered year. ($9 + $10)	**$ 19**
— submitted in an odd-numbered year. ($9 + $20)	**$ 29**
• Penalty (50% of the fees)	
— for fees due in an even-numbered year.	**$ 10**
— for fees due in an odd-numbered year.	**$ 15**
• Nonresident Application	$ 37
— Penalty	$ 19
• Duplicate	$ 15

Type of Transaction	*Fee*
• Renewal (biennially) — Penalty	**$ 20** **$ 10**
• Repossession	$ 15
• Transfer — Penalty	$ 15 $ 8
• Transfer on Death (TOD) Beneficiary	$ 10
• Historical Vessel Plaque	$ 20

§.0400 Weight Fee (VC §9400)

A weight fee based on the vehicle's unladen weight and number of axles is imposed on commercial vehicles (trucks, pickups, and some trailers).

§.0405 Weight Fees for Commercial Vehicles with Declared Gross Vehicle Weight 10,000 Lbs. or Less (Effective 01/01/2002) (VC §9400)

The weight fees in this section shall be paid in addition to any other registration fees for the registration of any commercial vehicle that operates with unladen weight.

Weight fees for pickup trucks and electric vehicles **are** calculated under this section.

Whenever a camper is temporarily attached to a motor vehicle designed to transport property, the motor vehicle **shall** be subject to the fees in this section. The camper shall be deemed to be a load and the fees **shall** be based on the unladen weight of the motor vehicle without the camper.

Electric Vehicles designed, used, or maintained as described:

Unladen Weight	*Fee*
0 – 5999	$ 87
6000 – 9999	$266
10000 or more	$358

Motor Vehicles with No More Than Two Axles

Unladen Weight	*Code*	*Fee*
0 – 1999	A	$ 8
2000 – 2999	B	$ 8
3000 – 4000	C	$ 24
4001 – 5000	D	$ 80
5001 – 6000	E	$154

Unladen Weight	*Code*	*Fee*
6001 – 7000	F	$204
7001 – 8000	G	$257
8001 – 9000	H	$308
9001 – 10000	J	$360

§.0405 Weight Fees for Commercial Vehicles with Declared Gross Vehicle Weight 10,000 Lbs. or Less (Effective 01/01/2002) (VC §9400), continued

Motor Vehicles with Three or More Axles

Unladen Weight	*Code*	*Fee*
0 – 1999	A	No Fee
2000 – 3000	B	$ 43
3001 – 4000	C	$ 77
4001 – 5000	D	$154
5001 – 6000	E	$231

Unladen Weight	*Code*	*Fee*
5001 – 6000	E	$231
6001 – 7000	F	$308
7001 – 8000	G	$385
8001 – 9000	H	$462
9001 – 10000	J	$539

Prorated Unladen Weight Fee Multiples

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
$ 8	$ 7	$ 7	$ 6	$ 5	$ 5	$ 4	$ 3	$ 3	$ 2	$ 1	$ 1
$ 24	$ 22	$ 20	$ 18	$ 16	$ 14	$ 12	$ 10	$ 8	$ 6	$ 4	$ 2
$ 43	$ 39	$ 36	$ 32	$ 29	$ 25	$ 22	$ 18	$ 14	$ 11	$ 7	$ 4
$ 77	$ 71	$ 64	$ 58	$ 51	$ 45	$ 39	$ 32	$ 26	$ 19	$ 13	$ 6
$ 80	$ 73	$ 67	$ 60	$ 53	$ 47	$ 40	$ 33	$ 27	$ 20	$ 13	$ 7
$ 87	$ 80	$ 72	$ 65	$ 58	$ 51	$ 43	$ 36	$ 29	$ 22	$ 14	$ 7
$154	$114	$128	$116	$103	$ 90	$ 77	$ 64	$ 51	$ 39	$ 26	$ 13
$204	$187	$170	$153	$136	$118	$102	$ 85	$ 68	$ 51	$ 34	$ 17
$231	$212	$193	$173	$154	$135	$116	$ 96	$ 77	$ 58	$ 39	$ 19
$257	$236	$214	$193	$171	$150	$128	$107	$ 86	$ 64	$ 43	$ 21
$266	$244	$222	$199	$177	$155	$133	$111	$ 89	$ 66	$ 44	$ 22
$308	$282	$257	$231	$205	$180	$154	$128	$103	$ 77	$ 51	$ 26
$358	$328	$298	$268	$239	$209	$179	$149	$119	$ 89	$ 60	$ 30
$360	$330	$300	$270	$240	$210	$180	$150	$120	$ 90	$ 60	$ 30
$385	$353	$321	$289	$257	$225	$193	$160	$128	$ 96	$ 64	$ 32
$462	$424	$385	$347	$308	$270	$231	$193	$154	$116	$ 77	$ 39
$539	$494	$449	$404	$359	$314	$270	$225	$180	$135	$ 90	$ 45

§.0410 Weight Fees for Commercial Motor Vehicles with Declared Gross Vehicle Weight Over 10,000 lbs. (VC §9400.1)

CVRA Fees—CVRA fees are due to register commercial motor vehicles operated either singly or in combination with a declared gross vehicle weight of 10,001 pounds or more. In addition to the CVRA fees, registration fee, and vehicle license fee, these vehicles are subject to:

- The CVRA motor vehicle fee. **Do not** prorate this fee.
  - — The CVRA fee for fees due on or after 01/01/2004 is $122.
  - — The CVRA fee for fees due on or before 12/31/2003 is $82.
- The Cargo Theft Inderdiction Program fee of $3 fee. **Do not** prorate this fee.
- The CHP CVRA fees of $23. (**Reference:** §.0215).

CVRA Fees—The fees shown below include the CVRA motor vehicle fee.

Gross Vehicle Weight Range	*12/31/03 or prior expiration date*	*01/01/2004 and after expiration date*
10,001–15,000	$ 257	$ 332
15,001–20,000	$ 353	$ 447
20,001–26,000	$ 435	$ 546
26,001–30,000	$ 552	$ 586
30,001–35,000	$ 648	$ 801
35,001–40,000	$ 761	$ 937
40,001–45,000	$ 837	$1,028
45,001–50,000	$ 948	$1,161
50,001–54,999	$1,039	$1,270
55,000–60,000	$1,173	$1,431
60,001–65,000	$1,282	$1,562
65,001–70,000	$1,398	$1,701
70,001–75,000	$1,650	$2,004
75,001–80,000	$1,700	$2,064

§.0410 Weight Fees for Commercial Motor Vehicles with Declared Gross Vehicle Weight Over 10,000 lbs. (VC §9400.1), continued

Prorated CVRA Fee Multiples for Fees due on or after 01/01/2004—The JAN column reflects the full-year weight fee and the $122 CVRA motor vehicle fee. However, the FEB through DEC columns reflect the prorated amount **after** deducting the $122 CVRA motor vehicle fee from the full year fee (the CVRA fee **cannot** be prorated). **Add** the $122 to the prorated fee.

JAN	*FEB*	*MAR*	*APR*	*MAY*	*JUN*	*JUL*	*AUG*	*SEP*	*OCT*	*NOV*	*DEC*
$332	$193	$175	$158	$140	$123	$105	$ 88	$ 70	$ 53	$ 35	$ 18
$447	$298	$271	$244	$217	$190	$163	$135	$108	$ 81	$ 54	$ 27
$546	$389	$353	$318	$283	$247	$212	$177	$141	$106	$ 71	$ 35
$586	$425	$387	$348	$309	$271	$232	$193	$155	$116	$ 77	$ 39
$801	$622	$566	$509	$453	$396	$340	$283	$226	$170	$113	$ 57
$937	$747	$679	$611	$543	$475	$408	$340	$272	$204	$136	$ 68
$1028	$831	$755	$680	$604	$529	$453	$378	$302	$227	$151	$ 76
$1161	$952	$866	$779	$693	$606	$520	$433	$346	$260	$173	$ 87
$1270	$1052	$957	$861	$765	$670	$574	$478	$383	$287	$191	$ 96
$1431	$1200	$1091	$982	$873	$764	$655	$545	$436	$327	$218	$109
$1562	$1320	$1200	$1080	$960	$840	$720	$600	$480	$360	$240	$120
$1701	$1447	$1316	$1184	$1053	$921	$790	$658	$526	$395	$263	$132
$2004	$1725	$1568	$1412	$1255	$1098	$941	$784	$627	$471	$314	$157
$2064	$1780	$1618	$1457	$1295	$1133	$971	$809	$647	$486	$324	$162

§.0410 Weight Fees for Commercial Motor Vehicles with Declared Gross Vehicle Weight Over 10,000 lbs. (VC §9400.1), continued

Prorated CVRA Fee Multiples for Fees due on or before 12/31/2003—The JAN column reflects the full-year weight fee and the $82 CVRA motor vehicle fee. However, the FEB through DEC columns reflect the prorated amount **after** deducting the $82 CVRA motor vehicle fee from the full year fee (the CVRA fee **cannot** be prorated). **Add** the $82 to the prorated fee.

JAN	*FEB*	*MAR*	*APR*	*MAY*	*JUN*	*JUL*	*AUG*	*SEP*	*OCT*	*NOV*	*DEC*
$257	$160	$146	$131	$117	$102	$ 88	$ 73	$ 58	$ 44	$ 29	$ 15
$353	$248	$226	$203	$181	$158	$136	$113	$ 90	$ 68	$ 45	$ 23
$435	$324	$294	$265	$235	$206	$177	$147	$118	$ 88	$ 59	$ 29
$552	$431	$392	$353	$313	$274	$235	$196	$157	$118	$ 78	$ 39
$648	$519	$472	$425	$377	$330	$283	$236	$189	$142	$ 94	$ 47
$761	$622	$566	$509	$453	$396	$340	$283	$226	$170	$113	$57
$837	$692	$629	$566	$503	$440	$378	$315	$252	$189	$126	$63
$948	$794	$722	$650	$577	$505	$433	$361	$289	$217	$144	$72
$1039	$877	$798	$718	$638	$558	$479	$399	$319	$239	$160	$80
$1173	$1000	$909	$818	$727	$636	$546	$455	$364	$273	$182	$91
$1282	$1100	$1000	$900	$800	$700	$600	$500	$400	$300	$200	$100
$1398	$1206	$1097	$987	$877	$768	$658	$548	$439	$329	$219	$110
$1650	$1437	$1307	$1176	$1045	$915	$784	$653	$523	$392	$261	$131
$1700	$1483	$1348	$1214	$1079	$944	$809	$674	$539	$405	$270	$135