



ADR CA EVR
SLBP Training Documentation
Advanced Transactions

Second Line Business Partner Requirements (SLBP)

JUNK AND SALVAGE

Insurance companies usually declare vehicles as Total Loss Salvages. An individual not going through an insurance company may declare a vehicle as being **Junked**. An example of a **Junked Vehicle** is an old clunker sitting in the yard for years that never got fixed. They can call someone like Pick/Pull to come pick it up and leave them a Junk receipt.

Both **Total Loss Salvages** and **Junked Vehicles** can be registered; however, salvage vehicles are processed as transfers and use the salvage title, and must be put on Planned Non-Op (PNO) before the registration period ends. If the salvaged vehicle is not put on a PNO, when it is revived, all penalties and fees must be paid. Junked vehicles are registered as originals and DMV marks them as **Prior History Junk**.

SALVAGE TRANSFERS

DEFINITIONS

TOTAL LOSS SALVAGE VEHICLE

A vehicle that has been wrecked, destroyed, or damaged to the extent that the owner or insurance company considers it uneconomical to repair, so the vehicle is not repaired for the owner. In this case, a **Salvage Certificate** is issued as the ownership document. This certificate can only be issued in the name of the registered owner or the insurance company.

NON-REPAIRABLE VEHICLE

Non-repairable Vehicle Certificates are issued to vehicles that have no resale value except as a source of parts or scrap metal. When a vehicle has been declared non-repairable, ownership of the vehicle may be transferred twice on a Non-repairable Vehicle Certificate. When a **Non-repairable Vehicle Certificate** is issued, it becomes the ownership certificate for the Non-repairable Vehicle. Once this certificate is issued, the vehicle cannot be titled or re-registered for use in California.

Non-repairable must meet one of the following criteria:

- Is irreversibly designated by the owner solely as a source of part or scrap metal
- Is completely stripped (surgical strip) when recovered from theft
- Is a completely burned vehicle

You must apply for a Salvage Certificate or Non-repairable Vehicle Certificate within 10 days after a total loss settlement if you retain the vehicle as a portion of the settlement.



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

- There is a discrepancy in registered owner or legal owner information
- A record is not found
- The record status shows **Junk**, a **VLT stop**, or a status that prohibits the application from being cleared
- A Special or Environmental License plate is shown on the VR database

DOCUMENTS REQUIRED

Requirements for Obtaining a Salvage Certificate or Non-repairable Vehicle Certificate

- An Application for Salvage Certificate or Non-repairable Vehicle Certificate (**REG 488C**) completed and signed by the owner of the vehicle
- Proof of Ownership: This is usually the Certificate of Title from California or another state. The title must be signed by the owner(s) and any lienholders when the Salvage Certificate is being issued to the insurance company
NOTE: A properly completed and endorsed Application for Duplicate or Paperless Title (REG 227) may be used as proof of ownership when the California Certificate of Title is missing. The lienholder's release, if any, must be notarized. If an out-of-state title is missing, a duplicate title must be obtained from the state that issued the out-of-state title.
- A Vehicle Verification (**REG 31**) completed by an authorized DMV employee, law enforcement, or a licensed vehicle verifier is required when a title from another state is submitted as proof of ownership
- Any bill(s) of sale needed to complete the chain of ownership
- Odometer disclosure on the Certificate of Title or on a Vehicle/Vessel Transfer and Reassignment Form (**REG 262**) is required for motor vehicles 10 model years old or newer
- The license plates must be surrendered or section three of the Application for Salvage Certificate or Non-repairable Vehicle Certificate (**REG 488C**) must be completed to show what has happened to the plates
- Salvage Certificate or Non-repairable Vehicle Certificate fee

Key things to remember in the salvage program

- Can only be transferred to the registered owner of record or their insurance company
- If declaring a Non-Repairable reason, the vehicle can never be revived in California and a Non-repairable Vehicle Certificate is issued
- License plates must be surrendered to the DMV

CUSTOMER RECEIPT COPY

REG EXP: 11/08/2013

MAKE	YR MODEL	YR 1ST SOLD	VLF CLASS	TYPE VEH	TYPE LIC	LICENSE NUMBER
FORD	2006	2006	CY	120	11	2BPA149
BODY TYPE MODEL	MP	MO			VEHICLE ID NUMBER	
2H	G	UY			1ZVBT21C9W5244148	
TYPE VEHICLE USE	DATE ISSUED	CC/ALCO	DT FEE RECVD	PIC		
AUTOMOBILE	11/15/13	30	11/15/13	O		

PR EXP DATE: 11/08/2013

REGISTERED OWNER
ANOTHER TEST ID 1
123 BAD CODE ROAD

AMOUNT PAID
\$ 18.00

AMOUNT DUE	AMOUNT RECVD
\$ 18.00	CASH : CHCK : 18.00 CRDT :

ORANGE
CA 92868

LIENHOLDER

NONREPAIRABLE: COMPLETE BURN

N10 V06 BF 0001800 0007 CS N10 111513 11 2BPA149 148



NONREPAIRABLE CERTIFICATE (R)

TL: 11 LIC: 2BPA149

MAKE	YR MODEL	YR 1ST SOLD	VLF CLASS	TYPE VEH	EXP DT: 11/08/2013
FORD	2006	2006	CY	120	
BODY TYPE MODEL	MP	MO			VEHICLE ID NUMBER
2H	G	UY			1ZVBT21C9W5244148
TYPE VEHICLE USE	DATE ISSUED	CC/ALCO	DT FEE RECVD	PIC	
AUTOMOBILE	11/15/13	30	11/15/13	O	

PR EXP DATE: 11/08/2013

REGISTERED OWNER
ANOTHER TEST ID 1
123 BAD CODE ROAD

AMOUNT PAID
\$ 18.00

AMOUNT DUE	AMOUNT RECVD
\$ 18.00	CASH : CHCK : 18.00 CRDT :

ORANGE
CA 92868

484 18.00

LIENHOLDER

NONREPAIRABLE: B
N10 111513 N10 111513 11 2BPA149 148
V06 BF 0007 0001800 CS

CUSTOMER RECEIPT COPY

REG EXP: 09/08/2012

MAKE	YR MODEL	YR 1ST SOLD	VLF CLASS	*YR	TYPE VEH	TYPE LIC	LICENSE NUMBER
MAZD	2002	0000	CH	2003	170	11	5DKK961
BODY TYPE MODEL	MP	MO					VEHICLE ID NUMBER
4D	G	TU					JM1BJ225021606888
TYPE VEHICLE USE		DATE ISSUED	CC/ALCO	DT FEE RECVD	PIC		
AUTOMOBILE		07/03/12	60	07/03/12	V		

PR EXP DATE: 09/08/2012

REGISTERED OWNER
 FARMERS INSURANCE EXCHANGE
 3847 TAUSSIG RD

AMOUNT PAID
 \$ 18.00

AMOUNT DUE	AMOUNT RECVD
\$ 18.00	CASH :
	CHCK : 18.00
	CRDT :

BRIDGETON
 MO 63044

LIENHOLDER

N00 V73 MC 0001800 0002 CS N00 070312 11 5DKK961 888



SALVAGE CERTIFICATE

TL: 11 LIC: 5DKK961

MAKE	YR MODEL	YR 1ST SOLD	VLF CLASS	*YR	TYPE VEH	TYPE LIC	LICENSE NUMBER
MAZD	2002	0000	CH	2003	170	11	5DKK961
BODY TYPE MODEL	MP	MO					VEHICLE ID NUMBER
4D	G	TU					JM1BJ225021606888
TYPE VEHICLE USE		DATE ISSUED	CC/ALCO	DT FEE RECVD	PIC		
AUTOMOBILE		07/03/12	60	07/03/12	V		

PR EXP DATE: 09/08/2012

REGISTERED OWNER
 FARMERS INSURANCE EXCHANGE
 3847 TAUSSIG RD

AMOUNT PAID
 \$ 18.00

AMOUNT DUE	AMOUNT RECVD
\$ 18.00	CASH :
	CHCK : 18.00
	CRDT :

BRIDGETON
 MO 63044

411 18.00

LIENHOLDER

ODOM RDG/CODE
 000125256 A

N00 070312 N00 070312 11 5DKK961 888
 V73 MC 0002 0001800 CS

STATE OF CALIFORNIA

03/02/2011

96924 MI

SALVAGE CERTIFICATE

ACTUAL MILEAGE

VEHICLE HISTORY

[Redacted box]

VEHICLE ID NUMBER

YR
MODEL

MAKE

PLATE NUMBER

BODY TYPE MODEL

UNLADEN
AX WEIGHT

FUEL

TRANSFER DATE

FEES PAID

REGISTRATION
EXPIRATION DATE

YR 1ST
SOLD

CLASS

YR

MO

EQUIPMT/TRUST NUMBER

ISSUE DATE

MOTORCYCLE ENGINE NUMBER

ODOMETER DATE

ODOMETER READING

REGISTERED OWNER(S)

THIS SALVAGE CERTIFICATE IS EVIDENCE THAT TITLING DOCUMENTS FOR THIS VEHICLE HAVE BEEN SURRENDERED TO THE DEPARTMENT OF MOTOR VEHICLES.

WARNING:

The vehicle described herein has been declared a total loss salvage vehicle per CVC 11515 and may not be registered without a vehicle identification number (VIN) inspection per CVC 5505 and a brake and light inspection. In addition a certification of compliance (smog) may be required.

To transfer ownership of this vehicle the seller and buyer must complete the reassignment on the back of this certificate.

CVC 11515 requires the seller and any subsequent sellers that transfer ownership of a total loss vehicle pursuant to a properly endorsed salvage certificate to disclose to the purchaser at, or prior to, the time of sale that the vehicle has been declared a total loss salvage vehicle.

000031



SALVAGE

7026245

REG. 489 (REV. 7/07)

VOID WITHOUT BEAR WATERMARK. HOLD TO LIGHT TO VIEW.

VOID WITHOUT BEAR WATERMARK. HOLD TO LIGHT TO VIEW.

KEEP IN A SAFE PLACE - VOID IF ALTERED



JUNKING A VEHICLE

Individuals not licensed as dismantlers can **junk** and/or dismantle a vehicle.

Junking a vehicle ends the registration.

- A PNO is not required to be filed after the vehicle is junked
- Fees are not due unless the vehicle is subsequently revived and operated on the roads
- A junk receipt is issued when a vehicle is reported junked by an individual and must be retained in case the vehicle is revived or sold

DOCUMENTS REQUIRED

- **Evidence of ownership for the vehicle**

In some cases, the vehicle may not have been transferred or registered in the applicant's name. In such cases, the applicant must present the documents needed to record the applicant as the vehicle owner. This could be one of the following:

- The California Certificate of Title properly endorsed for transfer
- A Salvage Certificate properly endorsed for transfer

- **Bills of sale, as needed, to complete the chain of ownership**

Bills of sale may be accepted in lieu of signatures on the title.

If the applicant **cannot** obtain the required evidence of ownership, a motor vehicle bond is required for applications for vehicles with any of the following conditions:

- Valued at **\$5,000 or more**
- Nontitle (goldenrod) registration
- Lacking the legal owner/lienholder's release
- Submitted by a dealer, dismantler, or registration service

If the applicant **cannot** obtain the required evidence of ownership on a vehicle with a value **less than \$5,000**, and the vehicle does not meet any of the above conditions, then the applicant must submit:

- Proof that a diligent effort was made to obtain evidence of ownership documents with a **Statement of Facts (REG 256)** with an explanation of the circumstances
- Acceptable evidence such as a signed receipt for the certified letter demanding the titling documents or the sealed envelope containing the letter of demand returned unclaimed by the postal authorities

Non-revivable Junk Certificate Requirements (Dismantlers Only)

A vehicle may be declared as a **Non-revivable Junk** due to the following circumstances:

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

Revived Salvage/Junk

If the vehicle is to be identified as a Non-revivable Junk in the VR database, then a **Dismantler's Notice of Acquisition form (REG 42)** is required, **AND** a **Public Agency Authorization to Dispose of a Vehicle to a Scrap Iron Processor or Dismantler Valued at \$300 or Less form (REG 462)**

CUSTOMER RECEIPT COPY

MAKE	YR MODEL	YR 1ST SOLD	VLF CLASS	TYPE VEH	REG EXP:	02/18/2014
FORD	2011	2011	DQ	120	TYPE LIC	11
					LICENSE NUMBER	2BPA084
BODY TYPE MODEL	MP	MO			VEHICLE ID NUMBER	1FALP4049JX100084
CP	G	UY				
TYPE VEHICLE USE		DATE ISSUED	CC/ALCO	DT FEE RECVD	PIC	
AUTOMOBILE		11/15/13	19	11/15/13	0	

PR EXP DATE: 02/18/2014

REGISTERED OWNER
 THERESA PADILLA/
 JOHN DOE/
 JANE DOE
 18 CENTERPOINTE DRIVE
 LONG BEACH
 CA 90801

AMOUNT PAID
\$NFEE

AMOUNT DUE	AMOUNT RECVD
\$ NONE	CASH :
	CHCK :
	CRDT :

LIENHOLDER

JUNKED

L00 V06 BF 0000000 0002 CS L00 111513 11 2BPA084 084



JUNKED

REVIVABLE

TL: 11 LIC: 2BPA084

MAKE	YR MODEL	YR 1ST SOLD	VLF CLASS	TYPE VEH	EXP DT:	02/18/2014
FORD	2011	2011	DQ	120		
BODY TYPE MODEL	MP	MO			VEHICLE ID NUMBER	1FALP4049JX100084
CP	G	UY				
TYPE VEHICLE USE		DATE ISSUED	CC/ALCO	DT FEE RECVD	PIC	
AUTOMOBILE		11/15/13	19	11/15/13	0	

PR EXP DATE: 02/18/2014

REGISTERED OWNER
 THERESA PADILLA/
 JOHN DOE/
 JANE DOE
 18 CENTERPOINTE DRIVE
 LONG BEACH
 CA 90801

AMOUNT PAID
\$NFEE

P*	AMOUNT DUE	AMOUNT RECVD
P*	\$ NONE	CASH :
P*		CHCK :
		CRDT :

LIENHOLDER

L00 111513 L00 111513 11 2BPA084 084
V06 BF 0002 0000000 CS



Revived Salvage/Junk

DOCUMENTS REQUIRED

- A completed **Application for Title or Registration (REG 343)**
- The California Salvage Certificate or the out of state salvage certificate or the out of state title with a completed Application for Salvage Certificate or **Non-repairable Vehicle Certificate (REG 488C)** or junk receipt
- A Used Vehicle Report of Sale, if applicable
- A **Used Vehicle Certification (REG 496)**, if applicable
- A **Statement of Facts (REG 256)** from the insurer or buyer stating the vehicle was never registered in California (non-resident only)
- A **Declaration of Gross Vehicle Weight/Combined Gross Vehicle Weight (REG 4008) (GVW/CGVW)** for a commercial vehicle over 6,001 pounds unladen, except pick-up trucks
- A vehicle verification inspection by the California DMV or California Highway Patrol (CHP) if the vehicle was referred to the CHP for inspection (**Inspection Certificate CHP 97C**)
- CHP Vehicle Verification Inspections
If referred to the CHP, the following requirements apply:
 - Make an appointment. The CHP conducts inspections by appointment only.
 - Bring the bills of sale for any parts, and proof of ownership to the CHP inspection appointment
NOTE: A nonrefundable inspection fee will be collected by DMV at the time the registration application is presented
 - Vehicles manufactured with a supplemental restraint system (air bags) must be equipped with working air bags that meet applicable federal motor vehicle safety standards and conform to the manufacturer's specifications
- A weight certificate for a commercial vehicle weighing less than 10,001 pounds unladen
- If the vehicle is operated over 10,000 pounds GVW, the estimated weight may be shown on a **Statement of Statement of Facts (REG 256)**
- Official brake and light adjustment certificates
NOTE: When an official brake and light station that inspects specific vehicles, such as motorcycles and large commercial vehicles, is not located within a reasonable distance, a Statement of Facts (REG 256) from a repair shop attesting that the brakes and lights are in proper working order may be accepted. Brake and light certificates are not required from trailers with a GVW under 3,000 pounds.
- A smog certificate, if appropriate
- An **Odometer Disclosure Statement (REG 262)** if applicable
- All fees due, including the prior history fee. For vehicles with valid registration on the date of loss, fees become due upon the first known operation after the sale date shown on the Salvage Certificate. Fees must be paid within 20 days of the date of first operation to avoid penalties



Transfer Legal Owner

Signature Requirements for Legal Owner/Lienholder Transfers

<i>Transaction</i>	<i>Requirements</i>
<p>change of legal owner/lien holder. Registered owner(s) remains the same NOTE: The registered owner's signature is not required on the title.</p>	<ul style="list-style-type: none"> • Line 2 of the Certificate of Title signed/endorsed by the legal owner/lienholder of record. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Section 5 of the <i>Application for Duplicate Title</i> (REG 227) signed and endorsed by the legal owner/lienholder, including notarization. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • <i>A Lien Satisfied</i> (REG 166). <ul style="list-style-type: none"> ◦ When a REG 166 is used to release the legal owner/lienholder's interest, make the notation "L/S ATT" on Line 2. ◦ A REG 166 must be notarized if submitted with a REG 227 (only), <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • Name and address of the new legal owner/lienholder entered on the back of the title, or the word "None" if there is no new legal owner/lienholder. <ul style="list-style-type: none"> ◦ Initial the entry. <p>NOTE: The signature of the registered owner is not required. See NOTE under chart below. Refer to Section 11.220 for change of legal owner/lienholder in conjunction with a goldenrod conversion.</p>
<p>sole owner(s) adding a legal owner/lienholder name</p>	<ul style="list-style-type: none"> • Signature of the sole owner(s) on Line 2 of the Certificate of Title. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Signature of the sole owner(s) on Section 5 of the <i>Application for Duplicate Title</i> (REG 227) (notarization not required). <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • Name and address of the new legal owner/lienholder on the back of the title. <ul style="list-style-type: none"> ◦ Initial the entry.



Nonresident Transfers

DEFINITION

A Nonresident Vehicle is any vehicle that was last registered outside the State of California. Anyone who brings a vehicle into California, or purchases a nonresident vehicle while in California, should be aware of the registration requirements.

Allowed Transactions

- Out of state title AND out of state registration card with a change of ownership (key in nonresident program)
- Out of state title AND out of state registration card, retained in owner's name (key in nonresident program)
- Out of state registration card without a title must be retained in the registered owner's name and transaction must be keyed just like the out of state registration card.

NOTE: this makes it a goldenrod and you must answer no to surrender of out of state title on the registration tab-(key in nonresident program)

- Out of state title with a California registration (goldenrod) with a change of ownership (key in transfer program)

Prohibited Transactions

- Out of state title with a California registration card retained in the owner's name- this is a goldenrod conversion and must be sent to the DMV
- Out of state registration card without a title and with a change of ownership – **this transfer cannot happen.**
DMV requires the title from the other state to be surrendered when there is a change of ownership. The **REG 227** Duplicate title form cannot be used for a duplicate title from another state; it is for a California titled vehicle only. They must obtain a hard title from the issuing state

Contact EVR Support by clicking → evrsupport@mvr.com for NMVTIS Program

NOTE: If the title has been lost, stolen, or destroyed, a title must be obtained from the state that issued your out-of-state title. You should submit an application with the appropriate fees for California registration while awaiting the title to avoid late penalties. Out-of-state DMV addresses are available at www.dmv.ca.gov, or call 1 (800) 777-0133.

How to Register a Vehicle from Out-of-State (Nonresident Vehicle)

DOCUMENTS REQUIRED

- Application for Title or Registration (**REG 343**)
- Out-of-state Registration Certificate
- Verification of Vehicle (**REG 31**)
- Appropriate Fees
- Smog Certification



Weight certificate (commercial only)

If printed on the title, Weight certificates are not required for the following states:

- Kansas
- Florida
- Texas
- New Mexico
- Washington

ADDITIONAL DOCUMENTS OFTEN NEEDED

- Out-of-State Title (**always needed if there is a change of ownership**)
- Vehicle/Vessel Transfer and Reassignment Form - Bill of Sale, Odometer Disclosure, and Power of Attorney (**REG 262**)
- Lien Satisfied Statement (**REG 166**)
- Declaration of Gross Vehicle/Combined Gross Vehicle Weight (**REG 4008**)
- Statement of Facts (**REG 256**)
- Report of Sales (Dealer transactions only)

SPECIAL CIRCUMSTANCES FOR VEHICLES WITH LESS THAN 7500 MILES

California law prohibits California residents or businesses from importing and/or registering a new vehicle with less than 7,500 miles at the time of purchase unless it meets California emission standards. If you acquire a 49-State vehicle (manufactured for all states except California) from another state or country, you may not be able to register your vehicle in California.

This information is found on the VIN Verification **REG 31**, Section 8 (see below). To title a vehicle with less than 7500 miles in California, the Emission Label must indicate that it meets one of these two conditions:

- Vehicle meets US EPA standards and California standards
- Or**
- Vehicle meets California standards only

8) Emission Label Indicates:	
<input type="checkbox"/> Vehicle meets US EPA standards only	<input type="checkbox"/> Vehicle meets California standards for Off Highway Vehicles (OHV)
<input type="checkbox"/> Vehicle meets US EPA standards and California standards	<input type="checkbox"/> Vehicle meets California standards for on-road and OHV (Dual Sport M/C)
<input type="checkbox"/> Vehicle meets California standards only	<input type="checkbox"/> Engine displacement less than 50 cc (cubic centimeters)
	<input type="checkbox"/> SORE Label (OHV-TCS Ref.) <input type="checkbox"/> See REMARKS <input type="checkbox"/> None

If **Vehicle meets US EPA standards only (49- State vehicle)** is checked, they must meet one of the exemptions listed below. To register a 49-state vehicle with less than 7,500 miles or a new direct import vehicle less than two years old upon date of entry and not equipped to meet federal or California emission standards, the applicant must certify to one of the following exemptions on a Statement of Facts-New, Nonresident, or Imported Vehicle (**REG 256F**):

- They inherited the vehicle or were awarded the vehicle in a divorce, dissolution, or legal separation
- They purchased the vehicle to replace a California-registered vehicle, which was damaged or became inoperative beyond reasonable repair, or was stolen while they were out of state
- When they acquired the vehicle, they were a resident of, or on active military duty in, another state where the vehicle was last registered



- If you are moving to California from another state, you may register a new 49 state vehicle if it was first registered by you in your home state. When applying for vehicle registration in California, you must provide evidence that the vehicle was registered in your name in the other state.
- The vehicle's displacement is less than 50 cubic centimeters. **(Marked on REG 31)**

When fees are due

Fees must be paid within 20 days of entry or residency to avoid penalties. Any vehicle owned by a California resident must be registered within 20 days of entry into California unless a special permit was obtained. Nonresidents whose vehicles are properly registered to them in their home state or jurisdiction may operate their vehicles in California until they:

- Accept gainful employment in California.
- Claim a homeowner's exemption in California.
- Rent or lease a residence in California.
- Intend to live or be located here on a permanent basis (for example, acquire a California driver license; acquire other licenses not ordinarily extended to a nonresident, registered to vote).
- Enroll in an institution of higher learning as a California resident or enroll their dependents in school (K-12).

NOTE: Nonresident military personnel stationed in California or their spouses may operate their vehicles with valid out-of-state license plates from their home state or the state where the military person was last stationed.

USE TAX

Use Tax must be collected for a nonresident vehicle being brought into California within the last 365 days. If an applicant paid sales tax in the other state, submit a Statement of Facts (REG 256) with proof of the sales tax paid to the other state.

NOTE: The difference between the amount of tax due in California and the amount paid to the other state must be submitted with the application.

Customers requesting an exemption must contact the Board of Equalization for a Certificate of Use Tax Clearance (**BOE 111** or **BOE 111B**).

To give the Use Tax credit, first send the transaction over with Use Tax due. Subtract the amount of Use Tax paid from the amount of Use Tax due that shows on the fee screen.

Select the back button and key the difference due in the prior Use Tax box; this will change the **Use Tax Indicator** to exempt.

Use Tax Indicator	Exempt	Date Fee Due		Use Class	None
Dealer Number	None	Garage County	SELECT	Prior History	None
Fuel Type	Gasoline	Stock #		Prior Use Tax	200

This will charge your client only the difference in sales tax due to California.

DO NOT change the Use Tax indicator from Exempt to Use Tax is Due; this will charge you client full California sales tax AND the amount you put in the prior Use Tax field.

Remember you must provide proof that sales tax was paid in another state or full Use Tax is due.

Retention of Ownership

DOCUMENTS REQUIRED

The following is required to register an out-of-state (nonresident) vehicle that is being retained by the owner (no change of ownership):

- **An Application for Title or Registration (REG 343)** signed by all registered owners as they appear on the out-of-state registration and/or title. Enter the name and address of all registered owners and any lienholder (legal owner), and complete the questions on the application.
- **Last issued out-of-state title** is not required if there is **no** change of registered owner and a California title is not requested. ***If the out-of-state title is not surrendered, the California registration card issued will say nontransferable and a California title will not be issued.*** (See example of the goldenrod registration card below)
- **Out-of-State Registration Certificate** (one of the following)
 - Last issued registration certificate or renewal notice for the current year, **or**
 - A letter from the last registration jurisdiction verifying the registration period
- **Verification of Vehicle (REG 31)** the vehicle must be inspected by an authorized DMV employee, law enforcement officer, or a licensed vehicle verifier.
- **Smog certification** a valid smog certification is required for a nonresident vehicle. The smog certification must have been obtained within the last 90 days for an individual
- **Weight certificate** for pickup trucks with unladen weight of 10,000 lbs. or less

Example of a Goldenrod Registration Card

REGISTRATION CARD VALID FROM: 03/02/2010 TO: 03/02/2011

MAKE	YR MODEL	YR 1ST SOLD	VLP CLASS	*YR	TYPE VER	TYPE LIC	LICENSE NUMBER
CHEV	1994	0000	AH	2004	17S	91	
BODY TYPE MODEL	MP	NO	VEHICLE ID NUMBER				
SV	G	RT					
TYPE VEHICLE USE	DATE ISSUED	CC/ALCO	DT FEE RCVD	PIC	STICKER ISSUED		
AUTOMOBILE	06/02/10	36	06/02/10	9	Z5533164		
REGISTERED OWNER	PR EXP DATE: 03/02/2010		AMOUNT PAID		AMOUNT RCVD		
			\$ 285.00		285.00 CASH : 285.00 CHECK : 0.00 CREDIT :		
LIENHOLDER	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> NO TITLE ISSUED/VEHICLE NOT TRANSFERABLE** CONTACT DMV FOR CA TITLE INFO** </div>						

H00 V43 AF 0028500 0002 CS H00 060210 91



Change of Ownership

The following is required for a change of ownership:

- **Last issued out-of-state title** signed by the seller(s) and any lienholders. If you do not have the title, a duplicate must be requested from the state of record.

EVIDENCE OF OWNERSHIP

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

DOCUMENTS REQUIRED

The following must be submitted as proof of ownership for a nonresident vehicle if the ownership of the vehicle is changing, or if a California title is being requested.

- **Original Certificate of Title** in the owner's name or properly endorsed for transfer by the owner/seller with bills of sale necessary to establish the chain of ownership
 - A bill of sale is acceptable in lieu of the seller's signature on the title
 - The title must show no lien holder, or include the lienholder's release
 - A lien satisfied is acceptable in lieu of the lienholder's release on the title
- **Vehicle/Vessel Transfer and Reassignment Form (REG 262)**, if the person from whom you are buying the vehicle is not the registered owner
- **Odometer disclosure** for a change of ownership, the odometer mileage disclosure may be completed on any one of the following:
 - A complying title document **or**
 - A Vehicle/Vessel Transfer and Reassignment form (**REG 262**) **or**
 - Other odometer disclosure document that meets the odometer requirements

NOTE: If no change of ownership is occurring, the odometer mileage is shown on the Application for Title and Registration (REG 343), Section 3.

- **Weight certificate**

A California public weigh master's certificate of the vehicle's unladen or empty weight is required for trucks and pickups. This certificate can be obtained from many moving and storage companies for a nominal fee.

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

- Two-axle or three-axle trucks weighing 10,001 pounds or more. The estimated weight is required
 - Autos
 - Trailers
 - Motorcycles
- **Verification of Vehicle (REG 31)** the vehicle must be inspected by an authorized DMV employee, law enforcement officer, or a licensed vehicle verifier.



SMOG CERTIFICATION

A valid smog certification is required for a nonresident vehicle. The smog certification must have been obtained within the last 90 days for an individual or within the last two years for a dealer, if the vehicle has been in dealer inventory.

- Smog exemptions for newer vehicles (models fewer than six-years-old) are not applicable for non-resident vehicles. A smog certification is required.
- Smog certification is **not** required if the vehicle is powered by electricity.
- Transfer smog exemptions, such as transfers between qualified relatives, are not applicable for nonresident vehicles.

APPLICATION FOR TITLE OR REGISTRATION (REG 343)

Signed by all registered owners as they appear on the out-of-state registration and/or title, enter the name and address of all the registered owners and any lienholder (legal owner), and complete the questions on the application. (See instruction chart below)

USE TAX

Use Tax must be collected for a nonresident vehicle based on purchase price or value of the vehicle. If an applicant paid sales tax in the other state, submit a **Statement of Facts (REG 256)** with proof of the sales tax paid to the other state.

NOTE: The difference between the amount of tax due in California and the amount paid to the other state must be submitted with the application.

Customers requesting an exemption must contact the Board of Equalization for a **Certificate of Use Tax Clearance (BOE 111 or BOE 111B)**.

Miscellaneous Nonresident Requirements

REPORT OF SALE- USED VEHICLE (FOR DEALER SALE ONLY)

Report of Sale–Used Vehicle (REG 51) must be completed for all California dealer retail sales and submitted with the nonresident application. See Chapter 8, Report of Sale-Used Vehicles for additional information.

Only one co-owner signature is required on the **REG 51**.

REASSIGNMENT OF SPECIAL PLATES

The new owner can assign a special plate to the vehicle by completing a **Special License Plate application (REG 17A)** indicating from which vehicle the special plates were removed.

Additional fees may be required depending on the type of special plate being reassigned. See Chapter 21, Special Plates for additional information.

VLF EXEMPTION

- Non Resident Military (**REG 5045**)
- Indian Reservation (**REG 256A**)
- Special Transportation Vehicle Exemptions (**REG 345**)

INSURANCE REQUIREMENTS

Providing proof of insurance is not required for nonresident vehicle applications. The owner will be required to have insurance reported within 30 days of receiving a registration card for the vehicle or the registration will be cancelled.



Personalized Plates

Personalized Plate function is available in the New Vehicle and Transfer programs only. (More functionality is coming.) To access the Personalized Plate function, follow the steps shown below.

1. Click **Personalized Plate Information**. The section will expand with the text fields displayed.

A screenshot of a web form titled "Personalized Plate Information". The title is highlighted with a red box. Below the title is a "Notes:" field with a scroll bar. At the bottom of the form are four buttons: "Save", "Create New", "Send", and "Reset".

2. Enter the following information in the appropriate fields:

- Plate Number
- Plate Owner's Name (One of the registered owners must be the plate owner.)
- Select Personalized or Non Personalized (regular formatted plate)

A screenshot of the "Personalized Plate Information" form. The fields are: "Personalized Plate Number" (text input), "Plate Owner's Name" (text input), "Is the Plate Number" (radio buttons for "Personalized" and "Non Personalized (Sequential Number)"), "Plate Type" (dropdown menu with "SELECT" selected), and "Was this plate moved from another vehicle?" (radio buttons for "Yes" and "No").

3. Select one of the options from the Plate Type drop-down menu.

A screenshot of the "Personalized Plate Information" form with the "Plate Type" dropdown menu open. The menu lists the following options: "SELECT", "ARTS COUNCIL", "CALIFORNIA MEMORIAL", "COASTAL COMMISSION (WHALE TALE)", "COLLEGIATE (UCLA)", "FIREFIGHTERS", "KIDS", "LAKE TAHOE", "OLYMPIC GAMES", "OLYMPIC TRAINING CENTER", "PERSONALIZED PLATES -REGULAR", "PURPLE HEART", "VETERANS ORGANIZATIONS", and "YOSEMITE". The "COASTAL COMMISSION (WHALE TALE)" option is highlighted in blue.

4. Select **Yes** or **No** to indication whether or not the plate is being removed from another vehicle.