

## *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, dealer’s agent, licensed registration service, 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. If it does not match the replacement plates will be mailed directly to the registered owner by the department.

### **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 duplicate/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.

Applications submitted by anyone **other than** a dealer, dealer's agent, licensed registration service, 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. If it does not match the replacement plates will be mailed directly to the registered owner by the department.

**26.037 Duplicate/Substitute Plate Application Forms**

	<i>Plate</i>
Application for Replacement Plates, Stickers, Documents (REG 156)	Auto Commercial Trailer Motorcycle Permanent Trailer Identification (PTI) Disabled Person Disabled Veteran Exempt Foreign Organization Off-Highway Vehicle Identification
Special Interest License Plate Application (REG 17)	Arts Coastal (Whale Tail) Collegiate Firefighter Environmental Ex-Prisoner of War Kids Lake Tahoe Livery Memorial Olympic Training Center Veterans Yosemite
Special License Plate Application (REG 17A)	Amateur Radio Antique Motorcycle Congressional Medal of Honor Historical Vehicle Honorary Consul Horseless Carriage Legion of Valor Pearl Harbor Survivor Press Photographer Purple Heart Recipient
Application for Special Equipment Identification Plate (REG 88)	Special Equipment Identification
Motorized Bicycle Instructions/Application (REG 230)	Motorized Bicycle (Moped)

**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.

