

FORM SPECIFICATION
VEHICLE INDUSTRY REGISTRATION PROCEDURES

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Form Specifications

29.000 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).
- Licenses and special certificates (photo and temporary, in any form used to reproduce driver licenses).
- *Driver License or Identification Card Application* (DL 44).
- *Commercial Driver License Application* (DL 44C)

29.005 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.

29.005 General Guidelines for Bulk Forms, *continued*

- The department's Inventory Control Operations (ICO) in Sacramento will fill a six-month supply of a form (based on your usage) as long as it does not deplete DMV's stock.
- Requests for bulk forms are generally processed *within 21 working days* of receipt of the request. You will be advised if forms are not currently available.

Ordering Bulk Forms

- Submit your request in writing on business letterhead to the address shown below and include a **telephone number** and a **street address** for delivery (not a PO box).
- Specify each requested form(s) by form number or form title and the quantity needed.

Department of Motor Vehicles
Materials Management Section
Inventory Control Operations
4201 Sierra Point Drive, Suite 112
Sacramento, CA 95834-7900

- The written request may also be faxed. FAX Number: (916) 928-7900.
- DMV will process your request and notify you if the forms are not available. You may call (916) 928-7901 if you have a question on your order.

29.010 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 (1/4) inch blank margin on all sides of the form.
- Necessary indices or markings for microfilm processing

29.010 Reproducing Department Forms, *continued*.

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.
- Bar-coding.

NOTE: If the form is photocopied, the items mentioned above do not need to be removed. The photocopy must be the exact size of the form and must be legible.

29.015 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.

29.020 Forms Available on the Internet

Many forms are available on the DMV website. They can be found at **www.dmv.ca.gov**.