Issue Date: March 21, 2017

New Information

The Field Office Registration Service Employee Listing (OL 607A, REV. 11/2012) form has been revised and renamed, Industry Customer Employee Listing (FO 607A, REV. 02/2017) form.

Prior versions of the OL 607A with the 11/2012 revision date will be accepted until further notice.

Changes to the OL 607A (Now FO 607A)

The revised form has the following additions:

- Instructions for completing the form.
- An optional business email address field, which provides the Department of Motor Vehicles (DMV) an alternate method of communication.
- A quick response (QR) code.

**NOTE:** In order for the QR code to generate, the FO 607A must be opened and completed in Adobe Reader.

Procedures

Registration Services:

- May continue to submit typed or handwritten forms. However, electronic completion of the form expedites data entry and ensures accuracy.
- Must complete all data fields for each employee so the employee is eligible to submit work.

**REMINDER:** In addition to the form being required every six months, a new listing is required whenever there is an addition or within 10 business days of a deletion of an employee who submits registration transactions.

Background

Pursuant to *California Code of Regulations* §330.20, registration services are responsible for delivering their FO 607A to the industry location where the registration service submits their transactions to ensure their registration transactions are not declined.

Distribution

Notification that this memo is available at www.dmv.ca.gov/portal/dmv/detail/pubs/olin/olin was made via California DMV’s Automated Email Alert System March 2017 to the following:

- Registration Services

References

*California Code of Regulations* §330.20
OLIN 2012-11 Revised OL 607 and OL 607A Forms for Registration Services

Contact

Questions regarding this memo may be directed to Occupational Licensing Operations at (916) 229-3126.