Effective: Immediately

New Information

This memo supersedes VIN 2017-29 Revised Verification of Vehicle (REG 31) Form memo to clarify Section 9 and the Emission Label Test Group or Engine Family Number field of the REG 31 (REV. 9/2017) form (see Attachment A).

Changes to the REG 31

Front page:

- **Vehicle Description**—on the top right of the form, a box was added for off-highway vehicles (OHV) to indicate whether the emissions are complying or noncomplying.

- **Section 6—Secondary Vehicle Identification Number (VIN)**—the secondary VIN section was removed. 1970 and newer model year vehicles (except OHVs) must have two points of verification. The U.S. Federal Certification Label is the only acceptable secondary point of verification for 1970 and newer vehicles and serves two purposes:
  - As a secondary verification of the public VIN.
  - To indicate the vehicle complies with U.S. Federal Motor Vehicle Safety Standards (US FMVSS).

  **NOTE:** Only the California Highway Patrol (CHP) may search for an alternative VIN other than the U.S. Federal Certification Label. If the vehicle is street legal, but the applicant is applying for OHV registration, the vehicle must have U.S. Federal Certification and emission labels applicable to the street legal model year. The U.S. Federal Certification Label is not required for 1969 or older year model vehicles.

- **Section 9—Emission Label Indicates**—the section heading was updated to include that an emissions label is required for:
  - 1968 and newer model year passenger vehicles and light duty trucks.
  - 1978 and newer model year motorcycles.
  - 1980 and newer model year heavy-duty original equipment manufacturer (OEM) diesel vehicles.
  - 2003 and newer model year OHVs.

- **Emission Label Test Group or Engine Family Number**—below Section 9 (next to Remarks) a box was added. The Emission Label Test Group or Engine Family Number is optional for most vehicles. However, it must be completed for the vehicle types and model years listed in Section 9 for:
  - On-road motorcycles.
  - OHV conversions to on-road vehicles.
  - On-road vehicles with less than a 17-digit VIN.
  - Vehicles with an odometer reading of less than 7,500 miles.

Emission Label Test Group or Engine Family Number is located on emission labels and:

- Test Group is most common for automobiles.
- Engine Family is most common for motorcycles and OHVs.
- Test Group and Engine Family may show as Group, ENG, Family, or Emission Family.
- Motorcycle emission labels may be on the frame or under the seat or box compartment.
Changes to the REG 31, continued

**NOTE:** Do not indicate the evaporative (EVAP) or permeation (PERM) family numbers, which are also present on emission labels. Test Group and Engine Family Numbers always have a decimal point (EXAMPLE: EFMXT03.73DP). EVAP and PERM family numbers do not have a decimal point (EXAMPLE: EFMXR0265NBV) (see Attachment B).

- **Remarks**—below Section 9, if a “See Remarks” box is checked on the REG 31, a remark must be entered in this section with enough information and detail for it to be understood. **EXAMPLE:** “document faded; unable to read VIN” versus only writing “VIN” with no other explanation.

**Back page:**
- **Body Type Model (BTM) Codes**—in the Commercial column of this section, “Cargo Cutaway” BTM was changed to “Box/Cargo Cutaway” BTM. A box truck, also known as a “cutaway,” is a commercial vehicle that has a cab and fully enclosed separate rectangular-shaped box for storage/cargo with a rear-facing door for loading and unloading.

**Additional Information**

Control arms connect the vehicle’s front suspension to the frame. Control arms are considered axles for vehicle verification purposes. For example, a regular four-wheel pickup will have control arms in the front and a straight axle in the rear, which makes it a two-axle vehicle.

**Procedures**

Effective January 1, 2018, only accept the REG 31 (REV. 9/2017) unless the REG 31 (REV. 2/2016) was completed on or before December 31, 2017, and submitted to the Department of Motor Vehicles (DMV) on or before March 31, 2018.

Order revised REG 31 (REV. 9/2017) forms using normal supply channels. Upon receipt of the revised REG 31 (REV. 9/2017) forms, recycle existing stock of prior versions following current procedures. A blanket shipment will not be sent.

In the future, the REG 31 will be revised to include the clarified information. However, it will not be printed until the current supply of the REG 31 (REV. 9/2017) is depleted.

**Background**

DMV received many calls regarding the revised REG 31, which prompted a memo to clarify DMV policy.

**References**

*Vehicle Industry Registration Procedures Manual*, Chapters 1 and 15

Attachments (2)
# Verification of Vehicle
**NOT TO BE COMPLETED BY APPLICANT**

To be acceptable by DMV, this form must be legible, hand printed in black or blue ink, and completed in full by an authorized representative of the California licensed vehicle verifier, authorized auto club employee, or peace officer who has been properly trained to perform vehicle verifications, while physically inspecting the vehicle and verified restrictions.

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### License Plate on Vehicle
- [ ] None
- [ ] Dealer
- [ ] Temporary Permit

### Vehicle Description
- [ ] VIN
- [ ] NONE
- [ ] Dude
- [ ] Temporary Permit

### VIN Location
- [ ] Visible through windshield
- [ ] Door Frame/Door Post
- [ ] Not visible
- [ ] Not applicable
- [ ] Adhesive
- [ ] Rosette rivets
- [ ] Not visible
- [ ] Round rivets
- [ ] Screws
- [ ] Other

### VIN/Engine Number (lf motorcycle, make both VIN and engine eng. boxed)
- [ ] Appears okay
- [ ] Illegible/Damaged
- [ ] Cannot locate*
- [ ] Assigned by F/O
- [ ] None—Newly built
- [ ] Read
- [ ] Missing
- [ ] See Remarks

### US Federal Certification Label Status:
- [ ] Agrees with VIN
- [ ] Missing/None*
- [ ] Pre-1970
- [ ] Name of vehicle importer (enter name of importer in "REMARKS"
- [ ] Vehicle complies with safety standards of a country other than US
- [ ] Vehicle complies with federal requirement of Low-Speed Vehicle (LSV)

### Odometer Mileage Reading
- [ ] Miles
- [ ] Kilometers
- [ ] 5-digit odometer
- [ ] 6-digit odometer
- [ ] Digital display

### Supporting Ownership Document (If none, check this box)
- [ ] VIN on vehicle was physically compared to:
  - [ ] Certificate of Title
  - [ ] MSO/CO
  - [ ] Salvage Certificate
  - [ ] US Government SF 97-1
  - [ ] Registration Card

### Condition
- [ ] Agrees with VIN
- [ ] Disagrees with VIN

### Emission Label Indicators:
- [ ] Applies to vehicles 1988 and newer model years, except motorcycles—1979 and earlier model years, heavy-duty original equipment manufacturer (DIET Diesel Engines), 1998 and newer model years, OSHA (Devices and Equipment"
- [ ] Vehicle meets US EPA standards only
- [ ] Vehicle meets US EPA standards and California standards only
- [ ] Vehicle meets California standards only
- [ ] Vehicle is Exempt (Former Military Vehicle—OHV Use Only)
- [ ] Vehicle meets California standards for Off Highway Vehicles (OHV)
- [ ] Vehicle meets California standards for on-road and OHV (Dual Sport M/C)
- [ ] Vehicle displacement less than 50 cc (cubic centimeters)
- [ ] SORE Label (OHV-TCS Referral)
- [ ] See Remarks
- [ ] None

### Remarks

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I certify that today I physically examined the vehicle described above and I find the description of the vehicle to be as indicated.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

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**Statement of Facts — Identification Number or Engine Number Error**

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I further certify that I am the owner of the above described vehicle and had no knowledge of the difference in the identification or engine number on the vehicle and title documents.

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**Vehicle Owner’s Signature**

**Printed Name**

**Date**

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**REG-31 (REV-9/2017)**
**ARTICLE 1: BODY TYPE MODEL (BTM) CODES**

**DESCRIPTION**

1. **Automobile (AT)**
   - **Description**: BTM
   - **Description**: BTM

2. **Commercial (CM)**
   - **Description**: BTM
   - **Description**: BTM

3. **Motorcycle (MT)**
   - **Description**: BTM
   - **Description**: BTM

**IMPORTANT NOTES**

- **Instructions**: Refer to Vehicle Vendors License Handbook (OL 207), available at dvmsr.gov. Additional verification forms are available at all DVM offices and at all DMV offices. The most current version of this form must be used.

- **Permitted verifications for vehicle owners**: (1) Nonresidents, (2) any vehicle or trailer, excluding motorcycles, with supporting ownership documents for which there is no California (CA) record. The VIN must appear on the included supporting ownership document. A Certificate of Title may be required. For vehicles with a Certificate of Title, the Manufacturers Certificate of Title or Statement of Origin (RMCSO), or US Government Standard Form (SF), 97-4, or Registration Card. All other vehicle verifications or verifications with supporting ownership documents must be referred to the DMV or CHF for verification.

- **Prohibited verifications for vehicle owners**: (1) Vehicles whose US Federal Certification Label (Safety Label) disagrees with the VIN, or is illegible, damaged, tampered, altered, missing, or removed (e.g., direct input from a vehicle, or from a different VIN), or does not match the documents. (2) Vehicles salvaged or revised jointly verified vehicles. (3) VSNST (structured vehicle identification number) vehicles. (4) Vehicles with a vehicle identification number registered in a CA, but not available to the required's database. (5) Vehicles with documents from a foreign country. (6) Motorcycles with engine changes.

**VNM Model Year**: Pursuant to federal law, a 17-digit VIN that passes check digit is required on all 1985 and newer model year vehicles, and all 1985 and newer model year trucks. The model year of 1985 and newer model year vehicles is shown in the 10th digit of the VIN. Do not use the Federal Certification Label as the primary source for the VIN. AB 1981 and newer model year vehicles with less than a 17-digit VIN must be referred to CHF for verification. When inspection of a VIN reveals evidence of tampering, alteration or obliteration of the number, immediately notify the nearest DMV investigation section.

**Specially Constructed Vehicles (SPSCNS)** (CVC §590) - Enter "0000" for the model year (SPSCNS are not manufactured vehicles and do not have a model year). **Recreational Vehicle** (such as a Corta, Montana, or Coral), or **Corporate** built from a kit and assembled or built for private use and not for resale, must be registered as a SPSN. **Fifth Wheel RVs** are built by a licensed manufacturer (CVC §572) or manufacturer (CVC §576). The SPSN must be registered under the name of the manufacturer or manufacturer, not the name of the vehicle it replicates.

- **Trailer (excl. Horses) with Highway Habitation**: (CVC §590.2) - (Fifth Wheel, Travel, and Toy Haulers are Coach (CVC §572) or CARRIERS (CVC §576). Fifth Wheel RVs do not exceed 48' (9L) or 60' (10W). All other CPCS do not exceed 48' (9L) or 60' (10W). CPCS do not exceed 16' (5L) or 18' (5W).)

- **Motorhomes**: do not exceed 48' (9L) or 60' (10W).

- **Truck Tractors** with living quarters are BTM "O" or "T", while living quarters permanently represent the truck trailer towing or driving other vehicles (CVC §1508).

**Pickups (PKs)** - The Gross Vehicle Weight Rating (GVWR) is based on the US Federal Certification Label (CVC §560.5). **Fifth Wheels** (CVC §576) built by a licensed manufacturer (CVC §572) or manufacturer (CVC §576). The following multi-designated vehicles are PKs: Cadillac Escalade EXT, Chevrolet Avalanche, Ford Explorer Sport Trac, Hummer H2 SUT, and Hummer H3. (CVC §1508).

**Pickup-Mounted (CVC §543, 542, 561)**: To have BTM "PK", the pickup must be permanently attached to a primary vehicle, such as a coach, tractor or similar mounted structure, and provide facilities for highway habitation or camping purposes.

- **Above owner of the removal of the structure will require removal and weight ratings to be used.**

**Motorcycles**: Only a verification form completed by an authorized DVM employee is acceptable on an applicable motorcycle registration of any motor vehicle currently registered or titled with type code "M" (both only).

- **Used motorcycles** (including motorcycles manufactured for on-highway use registered on highway only or mobile home, with unchangeable records, or documents from a foreign country must be inspected by CHF.

**OHV*: The year of manufacture and registered weight and power after use cannot be converted for on-highway use, unless it is manufactured for dual purposes.**

**Golf Carts (CVC §345)** are motor vehicles designed to carry golf equipment, and carry no more than 2 persons, including the driver, and have at least 3 wheels in contact with the ground, and weigh no more than 1,100 lbs., including, and not exceed a speed of 10 MPH.**

**MOTIVE FUEL (FUEL CODES)**

- **B - Butane**
- **G - Gasoline**
- **D - Diesel**
- **P - Propane**
- **E - Electric**
- **M - Methanol**
- **H - Hydrogen**

**Vehicles (CVC §202)**:

- **Vehicles**: are motor vehicles designed to carry golf equipment, and carry no more than 2 persons, including the driver, and have at least 3 wheels in contact with the ground, and weigh no more than 1,100 lbs., including, and not exceed a speed of 10 MPH.**

**REFERENCE**

- DVM-1 (REV 3/1)
Attachment B

Ford Motor Company
VEHICLE EMISSION CONTROL INFORMATION

Conforms to regulations: 2014 MY FFV
U.S. EPA: T2B4 LDT3          Fuel: Gasoline/Ethanol
OBD: CA II                   
California: Certified for sale ULEV II qualified
OBD: CA II                   Fuel: Gasoline/Ethanol
TWC/SFI/HO2S/AFS             No adjustments needed.
3.7L Group: EFMXT03.73DP     
Evap: EFMXR0265NBV

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