

# Occupational Licensing Industry News

## OLIN 2017-01

### Revised OL 607A for Registration Services

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#### 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](http://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.