Vehicle Industry News
VIN 2019–20
Revised Report of Sale Forms

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Issue Date: November 22, 2019

New Information

The following report of sale (ROS) forms have been revised:

- Report of Sale—Used Vehicle (REG 51, REV. 9/2019).
- Application for Registration of New Vehicle (REG 397, REV. 9/2019).
- Application for Registration of Multiple New Vehicles (REG 397A, REV. 9/2019).

Changes to REG 51 (See Attachment A)

Front page:

- DATE OPERATED (MO/DAY/YR) and COST fields have been switched.
- LICENSE NUMBER field has been revised to read LICENSE PLATE NUMBER.
- REMINDERS TO PERSONS PREPARING THIS REPORT section has the following changes:
  —Number 3 was removed.
  —The old number 4 is the new number 3, and has been revised.
- USED VEHICLE DEALER NOTICE/TEMPORARY IDENTIFICATION section has been moved to the last page (Customer Copy) with the following change:
  —TEMPORARY LICENSE PLATE NUMBER field has been revised to read TEMPORARY OR PERMANENT LICENSE PLATE NUMBER.

Second page:

- ADMINISTRATIVE SERVICE FEE NOTIFICATION section has been moved to the bottom of the second page (Dealer Copy).
- USED VEHICLE PURCHASER'S TEMPORARY OPERATING COPY section, which includes NOTICE TO PURCHASER, has been moved to the third page (Customer Copy).
- DATE OPERATED (MO/DAY/YR) and COST fields have been switched.
- LICENSE NUMBER field has been revised to read LICENSE PLATE NUMBER.
- REMINDERS TO PERSONS PREPARING THIS REPORT section has the following changes:
  —Number 3 was removed.
  —The old number 4 is the new number 3, and has been revised.
- Dealer Copy has been added to the bottom of this page.

Third page:

- USED VEHICLE DEALER NOTICE/TEMPORARY IDENTIFICATION section has been moved to this page.
- USED VEHICLE PURCHASER'S TEMPORARY OPERATING COPY section, which includes NOTICE TO PURCHASER, has been moved to this page.

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Changes to REG 397 (See Attachment B)

Front page:

- NEW VEHICLE DEALER NOTICE TEMPORARY IDENTIFICATION section has been moved to the fifth page.
- DMV Copy has been added to the bottom of this page.
- ADMINISTRATIVE SERVICE FEE NOTIFICATION section has been moved from the second page to the bottom of this page.

Second page:

- ADMINISTRATIVE SERVICE FEE NOTIFICATION section has been moved to the bottom of the front page.
- A new REMINDERS TO PERSONS PREPARING THIS REPORT section has been added to the top of this page.
- NEW VEHICLE PURCHASER'S TEMPORARY OPERATING COPY section, which includes NOTICE TO PURCHASER, has been moved to the fifth page.
- DMV Copy has been added to the bottom of this page.

Third page:

- ADMINISTRATIVE SERVICE FEE NOTIFICATION section has been moved from the fourth page to the bottom of this page.
- Dealer Copy has been added to the bottom of this page.

Fourth page:

- ADMINISTRATIVE SERVICE FEE NOTIFICATION section has been moved to the bottom of the third page.
- A new section titled REMINDERS TO PERSONS PREPARING THIS REPORT has been added to the top of this page.
- Dealer Copy has been added to the bottom of this page.

Fifth page:

- NEW VEHICLE DEALER NOTICE/TEMPORARY IDENTIFICATION section has been moved to this page.
- NEW VEHICLE PURCHASER'S TEMPORARY OPERATING COPY section, which includes NOTICE TO PURCHASER, has been moved to this page.

Changes to REG 397A (See Attachment C)

Front page:

- A box has been added on the top right of the page designated for the ROS number.

Additional Changes for All ROS Forms

- YEAR/MODEL field has been split into two separate fields, creating a field for vehicle model.

> **NOTE:** Vehicle model information was added for dealer use **only** and will not be collected in the vehicle registration database.

- PRIVACY NOTICE: DO NOT MAIL TO DMV (banner) has been updated with verbiage.
  —The last bullet point section has been reformatted to list the Department of Motor Vehicles (DMV) address in a single line.

Additional Changes for All ROS Forms, *continued*

- The words Section and Sections have been replaced by symbols § and §§ respectively.
- Vertical lines/borders within the BUSINESS, RESIDENCE, MAILING, DEALER, and LESSEE ADDRESS fields have been removed.

Procedures

Continue to accept both the old revision (REV. 1/2019) and new revision (REV. 9/2019) of ROS forms until further notice.

Background

The REG 51, REG 397, and REG 397A forms have been revised to add a vehicle model field, emphasize important information regarding the attachment of the temporary license plates, and streamline the forms.

References

Vehicle Industry Registration Procedures Manual §§6.025 and 8.010

Distribution

Notification that this memo is available online at **dmv.ca.gov** under Publications was made via California DMV's Automated Email Alert System in November 2019.

Contact

Call the DMV Customer Communications Section at (916) 657-6560 for further clarification of this memo.

Attachments (3)

Attachment A
Front

STATE OF CALIFORNIA
DMV
DEPARTMENT OF MOTOR VEHICLES
A Public Service Agency

REPORT OF SALE—USED VEHICLE

FOR DEPARTMENT USE ONLY _____
CASHIER DATE LINE STAMP

DATE SOLD *(MO./DAY/YR.)*	DATE OPERATED *(MO./DAY/YR.)*	COST	NRM/IND	TEMPORARY LICENSE PLATE NUMBER

MAKE	YEAR	MODEL	BODY TYPE	MOTIVE POWER	NUMBER OF AXLES	**UNLADEN WEIGHT**

VEHICLE IDENTIFICATION NUMBER	MOTORCYCLE ENGINE NUMBER OR ADDITIONAL IDENTIFICATION NUMBER

LAST REGISTERED IN STATE OF	YEAR REGISTERED	LICENSE PLATE NUMBER	GVWR (*PICKUPS ONLY*)

IF REVIVED JUNK OR SALVAGE—DISMANTLER NOTICE OF ACQUISITION NUMBER	COUNTY OF RESIDENCE

SOLD TO: PRINT TRUE FULL NAME AS IT APPEARS ON THE DRIVER LICENSE OR ID CARD IN THE ORDER SHOWN BELOW	DRIVER LICENSE/ID CARD NO.
(1) LAST FIRST MIDDLE SUFFIX	
☐ AND ☐ OR (2)	DRIVER LICENSE/ID CARD NO.
BUSINESS OR RESIDENCE ADDRESS APT./STE. NO. CITY	STATE ZIP CODE
MAILING ADDRESS—*IF DIFFERENT FROM ABOVE* OR LOCATION (*FOR TRAILER COACH/VESSEL*) APT./STE. NO. CITY	STATE ZIP CODE

DEALER'S NAME	SIGNATURE OF AUTHORIZED AGENT
ADDRESS CITY	STATE ZIP CODE
DEALER'S NUMBER	SALESPERSON'S NUMBER (*IF OWNER, WRITE "OWNER"*)
SIGNATURE OF PURCHASER(S)	
(1) **X**	(2) **X**

REMINDERS TO PERSONS PREPARING THIS REPORT

1. Purchaser(s) **must** sign Report of Sale.
2. Make sure Used Vehicle Dealer Notice/Temporary Identification is affixed to the vehicle before delivery.
3. Vehicles must have two license plates affixed (except motorcycles and trailers). If one or both license plates are damaged or missing, temporary license plates (TLPs) must be issued. TLPs must be securely attached to the vehicle using all four perforations in the corners of the TLP paper before the vehicle leaves the dealership. TLPs must be affixed to the vehicle in a manner that will prevent swinging and flapping.

— DMV Copy —

STATE OF CALIFORNIA DMV DEPARTMENT OF MOTOR VEHICLES
A Public Service Agency

REPORT OF SALE—USED VEHICLE

FOR DEPARTMENT USE ONLY _____
CASHIER DATE LINE STAMP

DATE SOLD *(MO./DAY/YR.)*	DATE OPERATED *(MO./DAY/YR.)*	COST	NRM/IND	TEMPORARY LICENSE PLATE NUMBER

MAKE	YEAR	MODEL	BODY TYPE	MOTIVE POWER	NUMBER OF AXLES	**UNLADEN WEIGHT**

VEHICLE IDENTIFICATION NUMBER	MOTORCYCLE ENGINE NUMBER OR ADDITIONAL IDENTIFICATION NUMBER

LAST REGISTERED IN STATE OF	YEAR REGISTERED	LICENSE PLATE NUMBER	GVWR (*PICKUPS ONLY*)

IF REVIVED JUNK OR SALVAGE—DISMANTLER NOTICE OF ACQUISITION NUMBER	COUNTY OF RESIDENCE

SOLD TO: PRINT TRUE FULL NAME AS IT APPEARS ON THE DRIVER LICENSE OR ID CARD IN THE ORDER SHOWN BELOW	DRIVER LICENSE/ID CARD NO.
(1) LAST FIRST MIDDLE SUFFIX	
☐ AND ☐ OR (2)	DRIVER LICENSE/ID CARD NO.
BUSINESS OR RESIDENCE ADDRESS APT./STE. NO. CITY	STATE ZIP CODE
MAILING ADDRESS—*IF DIFFERENT FROM ABOVE* OR LOCATION (*FOR TRAILER COACH/VESSEL*) APT./STE. NO. CITY	STATE ZIP CODE

DEALER'S NAME	SIGNATURE OF AUTHORIZED AGENT
ADDRESS CITY	STATE ZIP CODE
DEALER'S NUMBER	SALESPERSON'S NUMBER (*IF OWNER, WRITE "OWNER"*)
SIGNATURE OF PURCHASER(S)	
(1) **X**	(2) **X**

REMINDERS TO PERSONS PREPARING THIS REPORT

1. Purchaser(s) **must** sign Report of Sale.
2. Make sure Used Vehicle Dealer Notice/Temporary Identification is affixed to the vehicle before delivery.
3. Vehicles must have two license plates affixed (except motorcycles and trailers). If one or both license plates are damaged or missing, temporary license plates (TLPs) must be issued. TLPs must be securely attached to the vehicle using all four perforations in the corners of the TLP paper before the vehicle leaves the dealership. TLPs must be affixed to the vehicle in a manner that will prevent swinging and flapping.

ADMINISTRATIVE SERVICE FEE NOTIFICATION

Pursuant to *California Vehicle Code* (CVC) §§4456 and 4456.1, in order to avoid Administrative Service Fees (ASF): 1) Submit application/fees in proper form to Business Partner Automation (BPA) Agent or DMV within **30 days** of date of sale; 2) clear application within **50 days** from date of sale or **30 days** of the date BPA Agent or DMV first returned application, whichever is later. Refer to CVC §§4456 and 4456.1 for ASF assessment. Note: Mandatory BPA participants may only submit applications to a DMV office if they cannot be cleared electronically.

— Dealer Copy —

CUSTOMER COPY — DO NOT MAIL TO DMV
PRIVACY NOTICE

- Information provided to the Department of Motor Vehicles' (DMV) Registration Operations Division as memorialized on this form is subject to the limitations in the Information Practices Act (Civil Code 1798 et seq.), the Driver's Privacy Protection Act (18 U.S.C. 2721-2725), the *California Vehicle Code* (CVC) and other applicable state and federal laws and regulations.
- Personal information is collected under authority of the CVC, Divisions 3, 3.4, 3.6, and 4. The principal purposes within DMV for which this information is used are for the issuance of temporary and permanent license plates (when applicable) and issuance of vehicle title and registration.
- All information on this form is mandatory except where noted. Failure to provide the requested information is cause for refusal to issue or cancellation of a motor vehicle registration and/or title.
- DMV may verify the information and documents you provide with other governmental agencies.
- DMV shares your information with other governmental agencies, courts, law enforcement, and commercial entities as authorized by law. For more information regarding specific CVC Sections or how DMV shares your information, please see "How Information is Protected or Disclosed" available on the DMV website at ***dmv.ca.gov***.
- You may obtain a copy of your vehicle registration record at ***dmv.ca.gov*** or at any DMV field office during regular office hours. To make an appointment to visit a DMV field office during regular business hours, call (800) 777-0133. To access your personal information in DMV records, or to request correction/amendment of your record, please see "IPA Guidelines" on the DMV website at ***dmv.ca.gov***.
- DMV's Privacy Policy is located at ***dmv.ca.gov*** under the "Privacy Policy" link at the bottom of the webpage.
- Questions regarding this Notice and regarding any system of records, location of records and the categories of any persons who use the information in those records should be addressed to: Department of Motor Vehicles, ATTN: Chief Privacy Officer – MS F127, PO Box 932328, Sacramento, CA 94232-3280.

REG 51 (REV. 9/2019) **UH** — ***FOR CUSTOMER*** — ***Cut Here***

STATE OF CALIFORNIA DMV DEPARTMENT OF MOTOR VEHICLES
A Public Service Agency

USED VEHICLE DEALER NOTICE/TEMPORARY IDENTIFICATION

(Must be affixed to the vehicle before delivery to the purchaser)

MAKE	YEAR	MODEL	BODY TYPE	VEHICLE IDENTIFICATION NUMBER

DEALER'S NUMBER	SALESPERSON'S NUMBER	TEMPORARY OR PERMANENT LICENSE PLATE NUMBER	DATE SOLD *(MO./DAY/YR.)*

SOLD TO: PRINT TRUE FULL NAME(S)

(1) (2)

BUSINESS OR RESIDENCE ADDRESS | APT./STE. NO. | CITY | STATE | ZIP CODE

NOTE: UPON TRANSFER OR SALE, DEALER MUST ENTER ODOMETER READING HERE: ☐☐☐ , ☐☐☐

IMPORTANT! ENTER BOTH DEALER'S AND SALESPERSON'S NUMBERS. This is a notice of purchase of vehicle. Do not use as an application for registration or title.

REG 51 (REV. 9/2019) **UH** ***Fold Here***

USED VEHICLE PURCHASER'S TEMPORARY OPERATING COPY

Pursuant to *California Vehicle Code* §4456, a vehicle displaying a copy of its Report of Sale (this document), and temporary license plates, may be operated without permanent license plates or registration card until either of the following, whichever occurs **first**: (1) the license plates and registration card are received by the purchaser; or (2) a 90-day period, commencing with the date of sale of the vehicle, has expired.

NOTICE TO PURCHASER

This is only a temporary identification and presupposes timely application for registration by the dealer. Once you receive your registration card and permanent license plates, remove this temporary operating copy and temporary license plates. (**Note**: Please allow 60 days for the dealer or lessor-retailer and the department to process your application; then if you have not received your registration card and the license plates assigned to this vehicle, contact your local Department of Motor Vehicles for assistance.)

REG 51 (REV. 9/2019) **UH**

Attachment B
Front

A Public Service Agency

APPLICATION FOR REGISTRATION OF NEW VEHICLE

FOR DEPARTMENT USE ONLY _____ CASHIER DATE LINE STAMP

DATE FIRST SOLD AS A NEW VEHICLE *(MM/DD/YYYY)*	DATE FIRST OPERATED *(MM/DD/YYYY)*	NRM/IND	TEMPORARY LICENSE PLATE NUMBER

MAKE	YEAR	MODEL	BODY TYPE	MOTIVE POWER	NUMBER OF AXLES	UNLADEN WEIGHT

VEHICLE IDENTIFICATION NUMBER	M/C ENGINE NUMBER OR ADDITIONAL IDENTIFICATION NUMBER	OHV/MOTORCYCLE DEALERS ONLY ☐ On-Highway ☐ Off-Highway

FOR CAMP TRAILERS AND TRAILER COACHES	LENGTH IN INCHES	WIDTH IN INCHES	GVWR *(PICKUPS ONLY)*	COUNTY OF RESIDENCE

SOLD TO: PRINT TRUE FULL NAME AS IT APPEARS ON THE DRIVER LICENSE OR ID CARD IN THE ORDER SHOWN BELOW

(1) *LAST* *FIRST* *MIDDLE* *SUFFIX*

☐ AND
☐ OR (2)

EQUIPMENT NUMBER

DRIVER LICENSE/ID CARD NO.

DRIVER LICENSE/ID CARD NO.

BUSINESS OR RESIDENCE ADDRESS — APT. /STE. NO. — CITY — STATE — ZIP CODE

MAILING ADDRESS—*IF DIFFERENT FROM ABOVE* (OR LOCATION IF TRAILER COACH) — APT. /STE. NO. — CITY — STATE — ZIP CODE

LIENHOLDER OR LEGAL OWNER—*PRINT TRUE FULL NAME (IF NONE, MUST PRINT "NONE" AND INITIAL)*

ELECTRONIC LIENHOLDER ID. #
ELT#

BUSINESS OR RESIDENCE ADDRESS — APT. /STE. NO. — CITY — STATE — ZIP CODE

LESSEE ADDRESS—REQUIRED WHEN DIFFERENT FROM REGISTERED OWNER ABOVE — APT. /STE. NO. — CITY — STATE — ZIP CODE

If a passenger vehicle, will it be used for hire or to provide a service of transporting passengers in conjunction with a business?
☐ Yes ☐ No

APPLICANT'S CERTIFICATION: ***I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.***

DATE	BUYER'S SIGNATURE(S)	
	(1) X	(2) X

CERTIFICATE OF COST—The dealer signing the certification certifies under penalty of perjury under the laws of the State of California that the cost of the vehicle entered in the Certificate of Cost includes the cost of any equipment that is physically attached to the vehicle, plus any trade-in allowances (exclude state or local taxes, insurance and finance charges).

	DATE PURCHASED/ACQUIRED	COST
A — Cost of vehicle purchased as a: ☐ Complete vehicle ☐ Chassis only ☐ Cab and chassis		
B — Cost of trailer coach including all permanently attached items (wall to wall carpeting, factory air conditioning, built-in appliances, etc.).		

ODOMETER DISCLOSURE STATEMENT

Federal and state law requires that you state the mileage upon transfer of ownership. Failure to complete or making a false statement may result in fines and/or imprisonment.

The odometer reading is ☐☐☐,☐☐☐ (**no tenths**) miles, and to the best of my knowledge reflects the **ACTUAL** mileage ***unless one of the following statements is checked.***

WARNING — ☐ Is **NOT** the actual mileage. ☐ Mileage **EXCEEDS** the odometer mechanical limits.

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

DEALER'S NUMBER

DATE	SIGNATURE OF SELLER OR COMPANY AGENT	HAND PRINTED SELLER'S FULL NAME/COMPANY AGENT	ADDRESS
DATE	SIGNATURE OF BUYER OR COMPANY AGENT	HAND PRINTED BUYER'S FULL NAME/COMPANY AGENT	ADDRESS

ADMINISTRATIVE SERVICE FEE NOTIFICATION

Pursuant to *California Vehicle Code* (CVC) §§4456 and 4456.1, in order to avoid Administrative Service Fees (ASF): 1) Submit application/fees in proper form to Business Partner Automation (BPA) Agent or DMV within **20 days** of date of sale; 2) clear application within **40 days** from date of sale or **20 days** of the date BPA Agent or DMV first returned application, whichever is later. Refer to CVC §§4456 and 4456.1 for ASF assessment. Note: Mandatory BPA participants may only submit applications to a DMV office if they cannot be cleared electronically.

— DMV Copy —

REMINDERS TO PERSONS PREPARING THIS REPORT

1. Purchaser(s) must sign Report of Sale.
2. Make sure New Vehicle Dealer Notice/Temporary Identification is affixed to the vehicle before delivery.
3. Vehicles must have two license plates affixed (except motorcycles and trailers). If one or both license plates are damaged or missing, temporary license plates (TLPs) must be issued. TLPs must be securely attached to the vehicle using all four perforations in the corners of the TLP paper before the vehicle leaves the dealership. TLPs must be affixed to the vehicle in a manner that will prevent swinging and flapping.

STATEMENT OF SELLER FOR AUTOMOBILES, MOTORCYCLES, COMMERCIAL AND OFF-HIGHWAY VEHICLES

A dealer **cannot** advertise for sale, sell, or purchase for resale any **new** vehicle of a line-make for which the dealer **does not** hold a franchise. [CVC §11713.1 (f) (1)]
The undersigned dealer certifies to the best of his/her knowledge and belief that:

. . . . All statements made in this application are true and correct.

. . . . The described vehicle is in compliance with all provisions of the CVC and the department regulations adopted pursuant to the CVC, applicable to the type of registration for which application is made, unless the vehicle is to be wrecked or dismantled.

. . . . The undersigned hereby certifies, under penalty of perjury, that he/she is an authorized representative of the dealer and that the described vehicle, prior to its being offered for sale and prior to sale:

- Had valid and appropriate California Emissions Label affixed to the vehicle or engine pursuant to Title 13, *California Code of Regulations* (CCR), Chapter 1, Article 2, §1965, or Title 13, CCR, Chapter 9, Article 3, §2413, and is in compliance with CVC §24007(b)(1).
- Was prepared in accordance with the manufacturer's pre-delivery instructions and that no alterations, adjustments or modifications have been made that may affect the emissions control ***unless the alterations, adjustments, or modifications were authorized by a California Air Resources Board (CARB) Executive Order.***
- If this new vehicle was purchased from an auto auction, it must be in compliance with all statements and certifications in this document and must be factory-equipped with an emission system approved by CARB. (Health and Safety Code (H&S) §§43150 - 43156)
- If designated a highway-legal motorcycle with an engine having less than 50 cubic centimeter displacement, it was emissions certified for highway use by the United States Environmental Protection Agency.
- If an off-highway vehicle (OHV), it was certified emissions compliant by CARB, labeled by the manufacturer for sale and use in California, and will be issued a green sticker by Department of Motor Vehicles (DMV). If an OHV certified as NOT emissions compliant by CARB, it was coded with a "3" or a "C" in the eighth (8th) position of the Vehicle Identification Number, and will be issued a red sticker by DMV.

CERTIFICATION OF UNLADEN WEIGHT OF VEHICLE (FOR COMMERCIAL MOTOR VEHICLES ONLY)

The unladen weight of a vehicle shall be determined in accordance with CVC §§660 and 661 as set forth on the Report of Sale instructions. (For PTI trailers, provide estimated unladen weight on front of form.)

Dealers may certify the unladen weight for new commercial vehicles weighing up to 8,000 pounds unladen, over 10,001 pounds unladen, and for all trailers. A weight certificate is required for any two-axle or three-axle commercial vehicle between 8,001 and 10,000 pounds unladen.

The dealer or his/her authorized agent signing the dealer's certification hereon certifies that the unladen weight of the described vehicle is _____ pounds, including optional equipment and accessories.

DEALER'S CERTIFICATION

The undersigned dealer, in signing this document, certifies acknowledgement of an agreement of the Statement of Seller shown above and Certificate of Cost on reverse side. The dealer or his/her authorized agent further certifies that he/she has a valid franchise on file with the department, in Sacramento, to sell this new vehicle.

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

DEALER'S NAME *(PRINT)*		DEALER'S NUMBER
ADDRESS		
CITY	STATE	ZIP CODE
SALESPERSON'S NAME *(PRINT)*		SALESPERSON'S NUMBER
DATE	SIGNATURE OF AUTHORIZED AGENT X	
NAME OF AUTHORIZED AGENT *(PRINT)*		DEALER'S TELEPHONE NUMBER

— DMV Copy —

A Public Service Agency

APPLICATION FOR REGISTRATION OF NEW VEHICLE

FOR DEPARTMENT USE ONLY _____ CASHIER DATE LINE STAMP

DATE FIRST SOLD AS A NEW VEHICLE *(MM/DD/YYYY)*	DATE FIRST OPERATED *(MM/DD/YYYY)*	NRM/IND	TEMPORARY LICENSE PLATE NUMBER

MAKE	YEAR	MODEL	BODY TYPE	MOTIVE POWER	NUMBER OF AXLES	**UNLADEN WEIGHT**

VEHICLE IDENTIFICATION NUMBER	M/C ENGINE NUMBER OR ADDITIONAL IDENTIFICATION NUMBER	OHV/MOTORCYCLE DEALERS ONLY ☐ On-Highway ☐ Off-Highway

FOR CAMP TRAILERS AND TRAILER COACHES	LENGTH IN INCHES	WIDTH IN INCHES	GVWR *(PICKUPS ONLY)*	COUNTY OF RESIDENCE

SOLD TO: PRINT TRUE FULL NAME AS IT APPEARS ON THE DRIVER LICENSE OR ID CARD IN THE ORDER SHOWN BELOW	EQUIPMENT NUMBER	DRIVER LICENSE/ID CARD NO.
(1)		
☐ AND ☐ OR (2) *LAST* *FIRST* *MIDDLE* *SUFFIX*		DRIVER LICENSE/ID CARD NO.

BUSINESS OR RESIDENCE ADDRESS	APT. /STE. NO.	CITY	STATE	ZIP CODE

MAILING ADDRESS—*IF DIFFERENT FROM ABOVE* (OR LOCATION IF TRAILER COACH)	APT. /STE. NO.	CITY	STATE	ZIP CODE

LIENHOLDER OR LEGAL OWNER—*PRINT TRUE FULL NAME (IF NONE, MUST PRINT "NONE" AND INITIAL)*	ELECTRONIC LIENHOLDER ID. #
	ELT#

BUSINESS OR RESIDENCE ADDRESS	APT. /STE. NO.	CITY	STATE	ZIP CODE

LESSEE ADDRESS—REQUIRED WHEN DIFFERENT FROM REGISTERED OWNER ABOVE	APT. /STE. NO.	CITY	STATE	ZIP CODE

If a passenger vehicle, will it be used for hire or to provide a service of transporting passengers in conjunction with a business?
☐ Yes ☐ No

APPLICANT'S CERTIFICATION: ***I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.***

DATE	BUYER'S SIGNATURE(S)	
	(1) X	(2) X

CERTIFICATE OF COST—The dealer signing the certification certifies under penalty of perjury under the laws of the State of California that the cost of the vehicle entered in the Certificate of Cost includes the cost of any equipment that is physically attached to the vehicle, plus any trade-in allowances (exclude state or local taxes, insurance and finance charges).

	DATE PURCHASED/ACQUIRED	COST
A — Cost of vehicle purchased as a: ☐ Complete vehicle ☐ Chassis only ☐ Cab and chassis		
B — Cost of trailer coach including all permanently attached items (wall to wall carpeting, factory air conditioning, built-in appliances, etc.).		

ODOMETER DISCLOSURE STATEMENT

Federal and state law requires that you state the mileage upon transfer of ownership. Failure to complete or making a false statement may result in fines and/or imprisonment.

The odometer reading is ☐☐☐,☐☐☐ (**no tenths**) miles, and to the best of my knowledge reflects the **ACTUAL** mileage ***unless one of the following statements is checked.***

WARNING — ☐ Is **NOT** the actual mileage. ☐ Mileage **EXCEEDS** the odometer mechanical limits.

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

DEALER'S NUMBER

DATE	SIGNATURE OF SELLER OR COMPANY AGENT	HAND PRINTED SELLER'S FULL NAME/COMPANY AGENT	ADDRESS
DATE	SIGNATURE OF BUYER OR COMPANY AGENT	HAND PRINTED BUYER'S FULL NAME/COMPANY AGENT	ADDRESS

ADMINISTRATIVE SERVICE FEE NOTIFICATION

Pursuant to *California Vehicle Code* (CVC) §§4456 and 4456.1, in order to avoid Administrative Service Fees (ASF): 1) Submit application/fees in proper form to Business Partner Automation (BPA) Agent or DMV within **20 days** of date of sale; 2) clear application within **40 days** from date of sale or **20 days** of the date BPA Agent or DMV first returned application, whichever is later. Refer to CVC §§4456 and 4456.1 for ASF assessment. Note: Mandatory BPA participants may only submit applications to a DMV office if they cannot be cleared electronically.

— Dealer Copy —

REMINDERS TO PERSONS PREPARING THIS REPORT

1. Purchaser(s) must sign Report of Sale.
2. Make sure New Vehicle Dealer Notice/Temporary Identification is affixed to the vehicle before delivery.
3. Vehicles must have two license plates affixed (except motorcycles and trailers). If one or both license plates are damaged or missing, temporary license plates (TLPs) must be issued. TLPs must be securely attached to the vehicle using all four perforations in the corners of the TLP paper before the vehicle leaves the dealership. TLPs must be affixed to the vehicle in a manner that will prevent swinging and flapping.

STATEMENT OF SELLER FOR AUTOMOBILES, MOTORCYCLES, COMMERCIAL AND OFF-HIGHWAY VEHICLES

A dealer **cannot** advertise for sale, sell, or purchase for resale any **new** vehicle of a line-make for which the dealer **does not** hold a franchise. [CVC §11713.1 (f) (1)]
The undersigned dealer certifies to the best of his/her knowledge and belief that:

. . . . All statements made in this application are true and correct.

. . . . The described vehicle is in compliance with all provisions of the CVC and the department regulations adopted pursuant to the CVC, applicable to the type of registration for which application is made, unless the vehicle is to be wrecked or dismantled.

. . . . The undersigned hereby certifies, under penalty of perjury, that he/she is an authorized representative of the dealer and that the described vehicle, prior to its being offered for sale and prior to sale:

- Had valid and appropriate California Emissions Label affixed to the vehicle or engine pursuant to Title 13, *California Code of Regulations* (CCR), Chapter 1, Article 2, §1965, or Title 13, CCR, Chapter 9, Article 3, §2413, and is in compliance with CVC §24007(b)(1).
- Was prepared in accordance with the manufacturer's pre-delivery instructions and that no alterations, adjustments or modifications have been made that may affect the emissions control ***unless the alterations, adjustments, or modifications were authorized by a California Air Resources Board (CARB) Executive Order.***
- If this new vehicle was purchased from an auto auction, it must be in compliance with all statements and certifications in this document and must be factory-equipped with an emission system approved by CARB. (Health and Safety Code (H&S) §§43150 - 43156)
- If designated a highway-legal motorcycle with an engine having less than 50 cubic centimeter displacement, it was emissions certified for highway use by the United States Environmental Protection Agency.
- If an off-highway vehicle (OHV), it was certified emissions compliant by CARB, labeled by the manufacturer for sale and use in California, and will be issued a green sticker by Department of Motor Vehicles (DMV). If an OHV certified as NOT emissions compliant by CARB, it was coded with a "3" or a "C" in the eighth (8th) position of the Vehicle Identification Number, and will be issued a red sticker by DMV.

CERTIFICATION OF UNLADEN WEIGHT OF VEHICLE (FOR COMMERCIAL MOTOR VEHICLES ONLY)

The unladen weight of a vehicle shall be determined in accordance with CVC §§660 and 661 as set forth on the Report of Sale instructions. (For PTI trailers, provide estimated unladen weight on front of form.)

Dealers may certify the unladen weight for new commercial vehicles weighing up to 8,000 pounds unladen, over 10,001 pounds unladen, and for all trailers. A weight certificate is required for any two-axle or three-axle commercial vehicle between 8,001 and 10,000 pounds unladen.

The dealer or his/her authorized agent signing the dealer's certification hereon certifies that the unladen weight of the described vehicle is _____ pounds, including optional equipment and accessories.

DEALER'S CERTIFICATION

The undersigned dealer, in signing this document, certifies acknowledgement of an agreement of the Statement of Seller shown above and Certificate of Cost on reverse side. The dealer or his/her authorized agent further certifies that he/she has a valid franchise on file with the department, in Sacramento, to sell this new vehicle.

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

DEALER'S NAME *(PRINT)*		DEALER'S NUMBER
ADDRESS		
CITY	STATE	ZIP CODE
SALESPERSON'S NAME *(PRINT)*		SALESPERSON'S NUMBER
DATE	SIGNATURE OF AUTHORIZED AGENT X	
NAME OF AUTHORIZED AGENT *(PRINT)*		DEALER'S TELEPHONE NUMBER

— Dealer Copy —

CUSTOMER COPY — DO NOT MAIL TO DMV
PRIVACY NOTICE

- Information provided to the Department of Motor Vehicles' (DMV) Registration Operations Division as memorialized on this form is subject to the limitations in the Information Practices Act (Civil Code 1798 et seq.), the Driver's Privacy Protection Act (18 U.S.C. 2721-2725), the *California Vehicle Code* (CVC) and other applicable state and federal laws and regulations.
- Personal information is collected under authority of the CVC, Divisions 3, 3.4, 3.6, and 4. The principal purposes within DMV for which this information is used are for the issuance of temporary and permanent license plates (when applicable) and issuance of vehicle title and registration.
- All information on this form is mandatory except where noted. Failure to provide the requested information is cause for refusal to issue or cancellation of a motor vehicle registration and/or title.
- DMV may verify the information and documents you provide with other governmental agencies.
- DMV shares your information with other governmental agencies, courts, law enforcement, and commercial entities as authorized by law. For more information regarding specific CVC Sections or how DMV shares your information, please see "How Information is Protected or Disclosed" available on the DMV website at ***dmv.ca.gov***.
- You may obtain a copy of your vehicle registration record at ***dmv.ca.gov*** or at any DMV field office during regular office hours. To make an appointment to visit a DMV field office during regular business hours, call (800) 777-0133. To access your personal information in DMV records, or to request correction/amendment of your record, please see "IPA Guidelines" on the DMV website at ***dmv.ca.gov***.
- DMV's Privacy Policy is located at ***dmv.ca.gov*** under the "Privacy Policy" link at the bottom of the webpage.
- Questions regarding this Notice and regarding any system of records, location of records and the categories of any persons who use the information in those records should be addressed to: Department of Motor Vehicles, ATTN: Chief Privacy Officer – MS F127, PO Box 932328, Sacramento, CA 94232-3280.

REG 397 (REV. 9/2019) **UH** — ***FOR CUSTOMER*** — ***Cut Here***

A Public Service Agency

NEW VEHICLE DEALER NOTICE TEMPORARY IDENTIFICATION
(Must be affixed to the vehicle before delivery to the purchaser)

MAKE	YEAR	MODEL	BODY TYPE	VEHICLE IDENTIFICATION NUMBER

DEALER'S NUMBER	SALESPERSON'S NUMBER	TEMPORARY LICENSE PLATE NUMBER	DATE FIRST SOLD AS A NEW VEHICLE *(MM/DD/YYYY)*

SOLD TO: PRINT TRUE FULL NAME*(S)*

ADDRESS

NOTE: UPON TRANSFER OR SALE, DEALER MUST ENTER ODOMETER READING HERE: ☐☐☐,☐☐☐

IMPORTANT! ENTER BOTH DEALER'S AND SALESPERSON'S NUMBERS. This is a notice of purchase of vehicle. Do not use as an application for registration or title.

REG 397 (REV. 9/2019) **UH** ***Fold Here***

NEW VEHICLE PURCHASER'S TEMPORARY OPERATING COPY

Pursuant to California Vehicle Code §4456, a vehicle displaying a copy of its Report of Sale (this document), and temporary license plates, may be operated without permanent license plates or registration card until either of the following, whichever occurs **first**: (1) the license plates and registration card are received by the purchaser; or (2) a 90-day period, commencing with the date of sale of the vehicle, has expired.

NOTICE TO PURCHASER

This is only a temporary identification and presupposes timely application for registration by the dealer. Once you receive your registration card and permanent license plates, remove this temporary operating copy and temporary license plates. (**Note**: Please allow 60 days for the dealer or lessor-retailer and the department to process your application; then, if you have not received your registration card and the license plates assigned to this vehicle, contact your local Department of Motor Vehicles for assistance.)

REG 397 (REV. 9/2019) **UH**

Attachment C
Front

STATE OF CALIFORNIA
DMV
DEPARTMENT OF MOTOR VEHICLES
A Public Service Agency

APPLICATION FOR REGISTRATION OF MULTIPLE NEW VEHICLES

MAKE	BODY TYPE	YEAR	MODEL	MOTIVE POWER	NO. OF AXLES	UNLADEN WEIGHT

DATE FIRST SOLD	DATE FIRST OPERATED	COUNTY WHERE VEHICLES ARE BASED
MO. / DAY / YR.	MO. / DAY / YR.	

CERTIFICATE OF COST PER UNIT PURCHASED AS COMPLETE VEHICLE

DATE PURCHASED: COST: $

OHV/MOTORCYCLE DEALERS ONLY ☐ On-Highway ☐ Off-Highway

REGISTERED OWNER (1) *(LAST)* *(FIRST)* *(MIDDLE)* CALIF. DL/ID CARD NO. (IF APPLICABLE)

(2) *(LAST)* *(FIRST)* *(MIDDLE)* CALIF. DL/ID CARD NO. (IF APPLICABLE)

ADDRESS *(CITY)* *(STATE)* *(ZIP CODE)*

LEGAL OWNER OR LIENHOLDER (1) *(LAST)* *(FIRST)* ELECTRONIC LIENHOLDER ID. ELT#

(2) *(LAST)* *(FIRST)* *(MIDDLE)*

ADDRESS *(CITY)* *(STATE)* *(ZIP CODE)*

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

DATE	SIGNATURE OF PURCHASER BY AUTHORIZED AGENT	PRINTED NAME
	X	

VEHICLES TO BE REGISTERED

VEHICLE IDENTIFICATION #	EQUIPMENT #	ODOMETER	VEHICLE IDENTIFICATION #	EQUIPMENT #	ODOMETER

FEDERAL LAW REQUIRES THAT YOU STATE THE MILEAGE UPON TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

The odometer reading shown above is the actual mileage for each vehicle unless the following is checked:

☐ **WARNING—ODOMETER DISCREPANCY.** The mileage is not the actual mileage and should not be relied upon.

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

DATE	SIGNATURE OF DEALER	HAND PRINTED NAME OF AGENT
	X	

I acknowledge the odometer readings entered on this document.

DATE	SIGNATURE OF BUYER	HAND PRINTED NAME
	X	

REG 397A (REV. 9/2019) **UH**

ADMINISTRATIVE SERVICE FEE NOTIFICATION

In order to avoid an Administrative Service Fee of $25 per vehicle, this application for these vehicles must be returned to the Department of Motor Vehicles in proper form on or before _____ . Refer to *California Vehicle Code* (CVC) §§4456 and 4456.1 for Administrative Service Fee assessment.

CERTIFICATE BY SELLER

The undersigned dealer and its authorized agent certifies that the vehicles listed on the Report of Sale are identical in make, body type, year model, smog equipment, motive power, unladen weight, number of axles, cost value, registered owner and legal owner.

These vehicles will not be operated without license plates and stickers.

The dealer and its authorized agent also certifies that the odometer readings shown on the Report of Sale are true and correct.

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

DATE	DEALER NAME	BY *(AUTHORIZED AGENT)*	DEALER NUMBER

STATEMENT OF SELLER FOR AUTOMOBILES, MOTORCYCLES, COMMERCIAL AND OFF-HIGHWAY VEHICLES

The undersigned dealer certifies to the best of his/her knowledge and belief that:

. . . . All statements made in this application are true and correct.

. . . . The described vehicles are in compliance with all provisions of the CVC and the department regulations adopted pursuant to the CVC, applicable to the type of registration for which application is made, unless the vehicles are to be wrecked or dismantled.

. . . . The undersigned hereby certifies, under penalty of perjury, that he/she is an authorized representative of the dealer and that the described vehicles, prior to being offered for sale and prior to sale:

- Had valid and appropriate California Emissions Label affixed to the vehicles or engines pursuant to Title 13, *California Code of Regulations* (CCR), Chapter 1, Article 2, §1965, or Title 13, CCR, Chapter 9, Article 3, §2413, and are in compliance with CVC §24007(b)(1).
- Were prepared in accordance with the manufacturer's pre-delivery instructions and that no alterations, adjustments or modifications have been made that may affect the emissions control ***unless the alterations, adjustments, or modifications were authorized by a California Air Resources Board (CARB) Executive Order.***
- If designated highway-legal motorcycles with engines having less than 50 cubic centimeter displacement, they were emissions certified for highway use by the United States Environmental Protection Agency.
- If off-highway vehicles, they were certified emissions compliant by CARB, labeled by the manufacturer for sale and use in California, and will be issued a green sticker by Department of Motor Vehicles (DMV).
- If off-highway vehicles certified as NOT emissions compliant by CARB, they were coded with a "3" or a "C" in the eighth (8th) position of the Vehicle Identification Number, and will be issued a red sticker by DMV.

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DEALER'S NAME	BY	DEALER NUMBER

ADDRESS

CITY	STATE	ZIP CODE

SALESPERSON'S NAME (PRINT)	SALESPERSON'S NUMBER

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