Revised Verification of Vehicle (REG 31) Form

Effective: October 1, 2016

New Information

The Verification of Vehicle (REG 31) form has been revised (sample attached) and is available at www.dmv.ca.gov.

Prior versions of the REG 31 (REV. 1/2012) will not be accepted unless the REG 31 was completed on or before September 30, 2016.

Changes to the REG 31

The revised form has the following additions:

Front Page

- **CATEGORY**—was added on the front page for the verifier to indicate the appropriate category to prevent type license errors (e.g., commercial utility versus automobile utility which are both body type model [BTM] UT). It must be the actual BTM the verifier physically inspected and not the category or type license the applicant is requesting. **EXAMPLE:** A vehicle is a street-legal motorcycle, but the applicant is applying for off-highway vehicle (OHV) registration, the verifier must check the Motorcycle (Street) box.

- **Section 5—Model Year Determined From:** has a 10th Digit of VIN (1980 & Newer) box. The manufacturer’s designated year model must be entered as determined by the 10th digit of the vehicle identification number (VIN).

- **Section 6—(1970 AND SUBSEQUENT YEAR MODELS—NOT REQUIRED FOR OHVs)** was added to **US Federal Certification Label Indicates** to alert verifiers that any vehicle 1969 and older will not have the label and to look for a different source for the secondary VIN. If there is only one VIN, refer the vehicle to California Highway Patrol (CHP).

  **NOTE:** If CHP locates a secondary VIN, CHP may write “Secondary VIN obtained by confidential means” in the REMARKS section of the REG 31. CHP is the only entity authorized; all other verifiers, including other law enforcement agencies, must disclose the secondary VIN type and location on the REG 31.

- **Section 7—Supporting Documents:** (i.e., Certificate of Title, Manufacturers Statement or Certificate of Origin (MSO/MCO), Salvage Certificate, Registration Card). The section now has check boxes and the document type presented must be checked. If none of the documents are presented, the “None of the above” box must be checked.

- **Section 8—Emission Label Indicates:** (PASSENGER/LIGHT DUTY VEHICLES – 1966 AND NEWER YEAR MODELS, MOTORCYCLES – 1978 AND NEWER YEAR MODELS) was added to alert verifiers that the applicable year’s emission labels apply.
Changes to the REG 31, continued

Back Page
- The back of the form contains three new BTM codes: Extended Cargo Van (EC), Sports Pickup (SP), and Recreational Off-Road (RO).
- **IMPORTANT NOTES** section—each note begins with a topic. Two new topics were added:
  —Truck Tractors--includes a statement that truck tractors with living quarters are BTM “DS” or “TR,” unless the living quarters permanently prevent the truck tractor from towing or drawing other vehicles (*California Code of Regulations* §150.08).
  —Pickups-Mounted--many states register pickups as autos; therefore, a reminder was added for the verifier to advise owners that removal of the structure that allows the pickup-mounted (PM) status will require commercial registration and weight fees to be due.
- **VEHICLE MODEL YEAR** section—the chart was organized by VIN digit and includes year models 1980 through 2039.
- **MOTIVE POWER (FUEL) CODES** section—two additional codes were added (F—Flex Fuel and R—Hydrogen).

Procedures
Order the revised REG 31 (REV. 2/2016) using existing procedures available online at [www.dmv.ca.gov](http://www.dmv.ca.gov). Upon receipt of the revised REG 31 (REV. 2/2016), recycle existing stock of prior versions following current procedures.

Distribution
Notification that this memo is available online, at [www.dmv.ca.gov](http://www.dmv.ca.gov) under Publications was made via California DMV’s Automated Email Alert System in August 2016.

References
*Vehicle Industry Registration Procedures Manual*, Chapter 7 and §12.025

Background
The REG 31 form was revised to add additional fields and information to assist the verifier and personnel preparing and keying vehicle registration applications.

Contact Required
Call the DMV Customer Communications Section, at (916) 657-6560 for further clarification of this memo. Upon request, this document can be produced in Braille or large print.

RICO RUBIONO, Deputy Director
Communication Programs Division

Attachment
# VERIFICATION OF VEHICLE

**NOT TO BE COMPLETED BY APPLICANT**

To be acceptable by DMV, this form must be legible, handwritten, in black or blue ink, signed, and written in Type 1 (black or blue ink) or Type 2 (red or black ink) font, and must be completed by the California licensed vehicle owner. The vehicle owner must have been properly trained to perform vehicle verifications, while physically inspecting complete and assembled vehicles. See reverse for additional information and verification restrictions.

**WARNING:** Any missing sections, alterations, cross-outs, or erasures (even when filled in) will void this form and a new verification must be completed. Mark all areas/sections which do not apply as Non-Applicable (N/A) and do not leave blank. All numbered sections (1-8) below must have at least one box checked in each section. The vehicle may also be subject to verification by the California Highway Patrol (CHP).

<table>
<thead>
<tr>
<th>LICENSE PLATE ON VEHICLE</th>
<th>LICENSE PLATE NUMBER</th>
<th>STATE</th>
<th>EXPIRATION DATE</th>
<th>NUMBER OF AXLES</th>
<th>MOTIVE POWER (FUEL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Dealer</td>
<td>Temporary Permit</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**VEHICLE IDENTIFICATION NUMBER (VIN):**

<table>
<thead>
<tr>
<th>Category</th>
<th>Vehicle Type</th>
<th>Model Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial</td>
<td>PT Trailer</td>
<td>2010</td>
</tr>
<tr>
<td>Recreational</td>
<td>Trailer Coach</td>
<td>Model Year 2010</td>
</tr>
<tr>
<td>Off-Highway</td>
<td>Motorcycle (Street)</td>
<td>Model Year 2010</td>
</tr>
</tbody>
</table>

**ENGINE NUMBER (MOTORCYCLE ONLY) OR VIN NUMBER (UNITS WITH MIGHTY-80 ENGINE BOX):**

**VIN Location:**

- Visible through windshield
- Body—Left (driver side)
- Body—Right
- Engine compartment
- Other:

**2) Attached by:**

- Not visible
- Adhesive
- Rosette rivets
- Round rivets
- Screws
- Other:

**3) Type:**

- Metal plate
- Label
- Stamped on body
- Stamped on frame
- Other:

**4) VIN/Engine Number:**

<table>
<thead>
<tr>
<th>VIN ENG</th>
<th>VIN ENG</th>
<th>VIN ENG</th>
<th>VIN ENG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appears okay</td>
<td>Illegible/Damaged</td>
<td>Cannot locate</td>
<td>Assigned by I/O</td>
</tr>
<tr>
<td>Altered/Tampered</td>
<td>Missing</td>
<td>None</td>
<td>Newly built</td>
</tr>
</tbody>
</table>

**US Federal Certification Label Status:**

<table>
<thead>
<tr>
<th>Agrees with VIN</th>
<th>Missing</th>
<th>Disagrees with VIN</th>
<th>None</th>
<th>Illegible/Damaged</th>
<th>N/A (OHV/AS)</th>
<th>Altered/Tampered</th>
<th>See REMARKS</th>
<th>Compliance with Low-Speed Vehicle (LSV) requirements</th>
</tr>
</thead>
</table>

**US Federal Certification Label Indications:**

<table>
<thead>
<tr>
<th>10 digit of VIN (1980 &amp; Newer)</th>
<th>NAT/BNIC Book/Manual</th>
<th>Other—See REMARKS</th>
</tr>
</thead>
</table>

**Secondary VIN (ONLY IF FEDERAL LABEL MISREADABLE/HOLOGRAM (PRIMARY VIN MUST STILL BE PRESENT). IF DISAGREES, ALTERED, OR NO SECONDARY VIN REFER TO CHP):**

- NHTSA Stickers (MUST have 2) — List Locations in REMARKS
- Other Alternate VIN — List Type and Location in REMARKS

**ODOMETER MILEAGE READING (NOT REQUIRED FOR OHV/AS):**

- Miles
- Kilometers
- 5-digit odometer
- 6-digit odometer

**7) Supporting Documents:**

- Yes
- No

**8) Emission Label Indicators:**

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle meets US EPA standards only</td>
<td>California standards for On-Highway Vehicles (OHV)</td>
</tr>
<tr>
<td>Vehicle meets US EPA standards and California standards only</td>
<td>California standards for Off-Highway Vehicles (OHV)</td>
</tr>
<tr>
<td>Vehicle meets California standards only</td>
<td>California standards for On-Highway Vehicles (OHV) (Dual Sport M/C)</td>
</tr>
</tbody>
</table>

**REMARKS:**

- For ETV VANS/AD (DESERTED VEHICLE, e.g., Pt, Abbr. 5/16/80/604)

**STATED PROCESS - REFER TO CHP**

- Door Replaced
- Air Bag Missing

**VERIFIER NAME:**

<table>
<thead>
<tr>
<th>Title/Registration License Number</th>
</tr>
</thead>
</table>

**ADDRESS:**

| CITY | STATE |

**PHYSICALLY VERIFIED AT:**

| CITY | STATE |

**Certifying Agency:**

| NAME | LICENSE NUMBER |

**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.**

**STATED PROCESS — 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 titling documents.

**VEHICLE OWNER’S SIGNATURE:**

| PRINTED NAME |

| DATE |

**REV. 3/1 (REV. 2005)**
### BODY TYPE MODEL (BTM) CODES

<table>
<thead>
<tr>
<th>AUTOMOBILE</th>
<th>DESCRIPTION</th>
<th>BTM</th>
<th>COMMERCIAL</th>
<th>DESCRIPTION</th>
<th>BTM</th>
<th>MOTORCYCLE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| Agricultural Water Well String Rig | BR | Ambulance | AM | Description: **Ambulance**
| Amphibian | AP | Armored (CHP VU Req.) | AR | Additional permit from CHP required for travel outside California.
| Boats | BU | Bus | BU | Embarkation Equipment (BE) or Container (CC).
| Car | CA | Crane (GEF) | CR | Crane (GEF) or Crane (KENNEDY).
| Van | VA | Crane (KENNEDY) | KR | Crane (KENNEDY) or Crane (RISE).
| Coach (C) | CC | Coach (C2) | CB | Coach (C2) or Coach (C3).
| Convertible | CV | Convertible | CV | Convertible.
| Coupe | CP | Coupe 2 DR | CP | Coupe 2 DR.
| Coupe 3 DR | CP | Coupe 3 DR | CP | Coupe 3 DR.
| Station Wagon | SW | Station Wagon | SW | Station Wagon.
| Suburban/Carry All (O) | LL | Suburban/Carry All (O) | LL | Suburban/Carry All (O) or Carry All (O).
| Travel All (O) | TL | Travel All (O) | TL | Travel All (O) or Travel All (O).
| Utility | UT | Utility | UT | Utility.
| Van | VC | Van | VN | Van.
| Wagon/Sedan Utility 4 DR | WU | Wagon/Sedan Utility 4 DR | WU | Wagon/Sedan Utility 4 DR.
| Van-All Other (Must be described) | VA | Van-All Other (Must be described) | VA | Van-All Other (Must be described) or Van-All Other (Must be described).

* BTM can also be used for commercial vehicles.

### IMPORTANT NOTES

- **Permitted vehicle classifications:**
  - Nonresidential vehicles.
  - Any vehicle or trailer, excluding the motorized vehicles, with supporting documents for which no California record.
  - All other permit vehicles must be referred to DMV or CHP for inspection.

- **Prohibited vehicle classifications:**
  - Original applications for automobiles, motorcycles, and commercial vehicles with an unladen weight of 9,000 pounds or less have been available since 1989.
  - Revised salvage or revised junk vehicles.
  - Specialty manufactured (SPCMC) vehicles.

- **VIN Verification:**
  - Pursuant to federal law, a 17-digit VIN that passes check digit is required on all 1996 and newer model motor vehicles, and all 1996 and newer model motorcycles.
  - The model year of 1996 and newer vehicles is recorded in the 10th digit of the VIN.

- **Trailers:**
  - Trailers (Except Horse) with a maximum capacity of 5,500 pounds or less.

- **Motorhomes:**
  - Motorhomes do not exceed 45’ (13.72 m) or 8’ 6” (2.59 m) high.

- **Truck Trailers:**
  - Truck Trailers with living quarters are BTM “DS” or “TR”.

- **Permitting:**
  - The permit process is available online at the California Vehicle Permit Program website.

- **PICKUP-MOUNTED:**
  - Pickup trucks are subject to the same requirements as trucks with living quarters.

- **MOTORCYCLES:**
  - Motorcycle registration is required for all motorcycles currently registered or DMV-licensed.

- **Golf Carts:**
  - Golf carts are subject to the same requirements as motorcycles.

- **Digital photographs:**
  - Digital photographs of the vehicle must be included with the application.

### MOTEUR POWER (FUEL) CODES

- **Butane:** Gasoline
- **D-Diesel:** Methanol
- **E-Electric:** Natural Gas
- **F-Flex:** Hydrogen

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**Related:**

- [California Vehicle License Handbooks](https://www.dmv.ca.gov)
- [DMV Information](https://www.dmv.ca.gov)
- [State of California](https://www.ca.gov)
- [Federal Motor Carrier Safety Administration](https://www.fmcsa.dot.gov)
- [California Code of Regulations](https://www.regulations.gov)
- [California State Parks](https://www.copr.ca.gov)
- [California Department of Transportation](https://www.dot.ca.gov)