

Interstate Carrier Program Express Terms
Title 13, Division 1, Chapter 1
Article 3.6 – Vehicle Industry and Business Enterprises

§ 226.00 Definitions

(a) “Interstate Carrier Program” is the program established by the department to allow Interstate Carrier Program partners to provide electronic International Registration Plan vehicle registration services.

(b) “Interstate Carrier Program partner” is a person or entity that meets the requirements of section 226.02 and has been issued an Interstate Carrier Partner permit by the department.

(c) “Business owner” means the sole owner, partner (except for limited partner), limited liability company members, or private and public corporation shareholders with 10% or more interest in the corporation.

(d) “Designated employee” means any employee who has been identified by an Interstate Carrier Program applicant/partner.

(e) “Accountable Inventory” is the International Registration Plan apportioned license plates and the International Registration Plan apportioned year stickers that have been assigned a unique serial number by the department. Accountable Inventory is at all times the property of the department.

(f) “Controlled Inventory” is the Commercial Vehicle Registration Act weight decals and the Commercial Vehicle Registration Act year stickers and plate month stickers. Controlled Inventory is at all times the property of the department.

(g) “Business Records”, for the purposes of this article, means International Registration Plan vehicle registration documents, correspondence between the Interstate Carrier Program partner and the department’s Interstate Carrier Program administrator, and all completed departmental forms and reports related to the partnership between the department and the Interstate Carrier Program partner.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.02 Interstate Carrier Program Partner Application Requirements

(a) An applicant applying to participate in the department’s Interstate Carrier Program must be one of the following:

(1) A vehicle leasing company or vehicle rental company that processes International Registration Plan vehicle registrations for their own business purposes.

(2) A Registration Service as defined in Vehicle Code section 505.2 holding a valid registration service license issued by the department.

- (3) A Motor Carrier Association as defined in Vehicle Code section 1685.1 (b).
- (b) An applicant shall complete, sign and submit an Interstate Carrier Program Application form, REG 202 I (NEW 11/2017), which is hereby incorporated by reference, to the department's Interstate Carrier Program Administrator.
- (c) An applicant shall pay a non-refundable application fee of \$349.
- (d) An applicant shall submit a completed and signed Interstate Carrier Program (ICP) Security Agreement form, REG 216 I, (NEW 11/2017), which is hereby incorporated by reference.
- (e) An applicant shall submit a copy of the completed and signed Request for Live Scan Service form, DMV 8016, (REV. 11/2011), which is hereby incorporated by reference, for each business owner and each designated employee.
- (f) An applicant shall submit a color photocopy of each of their business owner's and each of their designated employee's valid driver's license or identification card issued by the department.
- (g) An applicant shall submit a copy of their valid Occupational License for Registration Services, if applicable.
- (h) An applicant shall submit a Statement of Personal History - Owner Interstate Carrier Program (ICP) form, REG 2060 I, (NEW 11/2017), hereby incorporated by reference, for each business owner.
- (i) An applicant shall submit a Statement of Personal History - Employee Interstate Carrier Program (ICP) form, REG 206 I, (NEW 11/2017), hereby incorporated by reference, for each designated employee.
- (j) An applicant shall submit a completed and signed Information Security and Disclosure Statement Firm form, EXEC 201X, (REV. 3/2003), which is hereby incorporated by reference, and for each of their designated employees, a completed and signed Information Security and Disclosure Statement Public/Private Partnerships Employee form, EXEC 200X, (REV. 3/2003), which is hereby incorporated by reference.
- (k) An applicant shall submit a completed and signed Electronic Fund Transfer Authorization Form California Department of Motor Vehicles (CADMV) and Interstate Carrier Program (ICP) form, REG 214 I, (NEW 11/2017), which is hereby incorporated by reference.
- (l) An applicant shall submit an Interstate Carrier Program Surety Bond form, REG 208 I, (NEW 11/2017), which is hereby incorporated by reference.
- (m) An application shall be valid for one year following the date of submission to the department. If the applicant fails to fulfill the requirements specified in this section within the one year, the application shall expire and a new application and application fee must be submitted.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.04 Financial Security Requirements

(a) An Interstate Carrier Program partner shall maintain a surety bond in the amount of \$50,000 for the term of the Interstate Carrier Program permit and for the three years following its expiration.

(b) The Interstate Carrier Program partner shall notify the department's Interstate Carrier Program Administrator of a change in bond status no more than one business day after the effective date.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.06 Interstate Carrier Program Permit and Permit Authority

(a) The Interstate Carrier Program Permit, REG 200 I, (NEW 11/2017), which is hereby incorporated by reference, shall be valid for 36 months and displayed in the Interstate Carrier Program partner's business within view of customers.

(b) The Interstate Carrier Program permit expiration date will be the same for the primary office and subsequent branches offices.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.08 Cause for Refusal to Approve Application and/or Issue a Permit

The department may refuse an Interstate Carrier Program permit application for any of the following:

(a) The failure of an applicant to establish its honesty, integrity, good character and reputation to the satisfaction of the department is good cause for the department to refuse to approve an Interstate Carrier Program application and/or issue a permit.

(b) The failure of an applicant to establish the honesty, integrity, good character and reputation of any of its owners and/or employees to the satisfaction of the department is good cause for the department to refuse to approve an Interstate Carrier Program application and/or issue a permit.

(c) The failure of an Interstate Carrier Program applicant to comply with the information security requirements identified in the Interstate Carrier Program (ICP) Security Agreement form, REG 216 I, (NEW 11/2017), is good cause for the department to refuse to approve the application or issue a permit.

(d) The information provided on the Statement of Personal History - Owner Interstate Carrier Program (ICP) form, REG 2060 I, (NEW 11/2017), the Statement of Personal History - Employee Interstate Carrier Program (ICP) form, REG 206 I, (NEW 11/2017), and the results from the Request for Live Scan form, DMV 8016, (REV. 11/2011), may be the basis for

approval or rejection of an Interstate Carrier Program partner, Interstate Carrier Program owner(s), or designated employee.

(e) An Interstate Carrier Program permit applicant shall not be issued a permit if the applicant or any of his/her employees:

(1) Has been convicted of a felony or a crime, or committed an act or engaged in conduct involving moral turpitude that is substantially related to the function of an Interstate Carrier Program partner.

(2) Is the holder of an Occupational License issued by the department that is on probation, suspended, revoked, or in pending litigation.

(3) Is the managerial employee of an Occupational Licensee licensed by the department that is on probation, suspended, revoked, or pending litigation.

(4) Is or has been a commercial requestor or one of its owners that is on probation, suspended, revoked or involved in pending litigation or an ongoing investigation.

(5) Has used a false name, made any false statements, or concealed any material fact in any Interstate Carrier Program permit application or statement of personal history.

(6) Is in violation of section 25 of the Vehicle Code as an Occupational Licensee.

(7) Has engaged in or permitted a designated employee to engage in fraudulent practices or acts, with reference to clients, members of the public, or the department.

(8) Was a department employee who resigned or was dismissed by the department for cause related to honesty, integrity, good character, or reputation within the last 10 years.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.10 Review for Criminal History

(a) In reaching a decision for approval or disapproval of an Interstate Carrier Program permit application, the department's Interstate Carrier Program Administrator or the department's designee shall review and consider the criminal history information provided by the California Attorney General pursuant to Penal Code section 111.05 (b)(10). The department's Interstate Carrier Program Administrator or department's designee shall also consider the recommendation of the Licensing Operations Division's Occupation Licensing Branch Chief or his/her designee.

(b) Deviation from the department designee or Licensing Operations Division's recommendation is appropriate when the Director or his/her designee determines that the facts warrant such a deviation, for example, the presence of mitigating factors.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.16 Electronic Fund Transfer

(a) An Interstate Carrier Program partner shall comply with all terms and conditions of the Electronic Fund Transfer Authorization Form California Department of Motor Vehicles (CADMV) and Interstate Carrier Program (ICP) form, REG 214 I, (NEW 11/2017), that provides for payments to the department of the fees collected by the Interstate Carrier Program partner and due to the department.

(b) When the department is notified by the financial institution, designated on the Electronic Fund Transfer Authorization Form California Department of Motor Vehicles (CADMV) and Interstate Carrier Program (ICP) form, REG 214 I, (NEW 11/2017), of insufficient funds or closed account status, the department shall suspend interface access until payment of all monies due.

(1) When the Interstate Carrier Program partner is notified by the department of its insufficient funds or closed account status, the Interstate Carrier Program partner shall submit reimbursement for all returned items by overnighting guaranteed funds on the same day. The reimbursement shall include the exact amount of the electronic billing and a \$30 returned item charge.

(c) The Interstate Carrier Program partner shall notify the department's Interstate Carrier Program Administrator of a change in the bank account from which funds are drawn from, by submitting a completed Electronic Fund Transfer Authorization Form California Department of Motor Vehicles (CADMV) and Interstate Carrier Program (ICP) form, REG 214 I, (NEW 11/2017), no less than 60 calendar days prior to the effective date of the change.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.18 Use and Retention of Information

(a) The Interstate Carrier Program partner shall not use any information received from a customer or the department for any purpose other than the purposes authorized by this article and is prohibited from using information from the department for personal reasons, including making personal inquiries or processing personal transactions for friends or relatives.

(b) All information shall be treated as confidential or restricted and shall retain the protections provided by Vehicle Code sections 1808.21, 1808.45, 1808.46, and 1808.47.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1, 1808.21, 1808.45, 1808.46, and 1808.47 Vehicle Code.

§ 226.20 Renewal of Permit

(a) The Interstate Carrier Program partner shall initiate and complete the renewal process. An Interstate Carrier Program partner renewal applicant shall submit prior to 30 days of the permit expiration date the following to the department's Interstate Carrier Program Administrator:

(1) A completed and signed Interstate Carrier Program Renewal Application form, REG 203 I, (NEW 11/2017), which is hereby incorporated by reference.

(2) A renewal fee of \$269.

(3) A copy of the Interstate Carrier Program partner's valid Occupational License, if a registration service.

(4) A completed and signed Interstate Carrier Program (ICP) Security Agreement form, REG 216 I, (NEW 11/2017).

(5) A completed and signed Request for Live Scan Service form, DMV 8016 (REV. 11/2011), for each owner and designated employee. The DMV 8016 (REV. 11/2011), shall be completed no more than 60 days prior to the expiration of the permit term.

(b) The approval of an Interstate Carrier Program partner's renewal will be determined by evaluating the partner's performance in the program, error rate, and compliance with the minimum transaction requirement as required in section 226.32.

(c) The Interstate Carrier Program partner shall not process any transactions after the expiration of their Interstate Carrier Program permit.

(d) International Registration Plan System access shall be suspended without the completion and approval of the Interstate Carrier Program renewal application the next business day after the expiration of the permit.

(e) The Interstate Carrier Program partner shall be terminated if the renewal is not completed 30 days after the expiration date of the Interstate Carrier Program permit.

(1) Applications received after that date shall be required to comply with the original application requirements as specified in section 226.02 in this article.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.22 Interstate Carrier Program Partner Responsibilities – Inventory Requirements

(a) The Interstate Carrier Program partner shall be solely responsible for accountable and controlled inventory under their control.

(b) Accountable and controlled inventory shall be placed in secured areas and be accessible to and distributed only by a designated employee and remain secured at all times as specified in these regulations.

(c) The Interstate Carrier Program partner shall have on hand no more than three months' supply of accountable inventory at any one time. Three months' supply is based on historical data for inventory usage.

(d) The Interstate Carrier Program partner shall complete and submit the Interstate Carrier Program (ICP) Inventory Order form, REG 215 I, (NEW 11/2017), which is hereby incorporated by reference, to request a supply of accountable and controlled inventory from the department.

(e) The Interstate Carrier Program partner shall allow 30 calendar days for an inventory order to be processed.

(f) The Interstate Carrier Program partner shall conduct a quarterly inventory, per office of unassigned accountable and controlled inventory, and complete and submit the Interstate Carrier Program (ICP) Quarterly Inventory Report form, REG 210 I, (NEW 11/2017), which is hereby incorporated by reference.

(g) An Interstate Carrier Program partner shall submit a completed Interstate Carrier Program Inventory Contact form, REG 213 I, (NEW 11/2017), which is hereby incorporated by reference, designating any employee authorized to order inventory.

(h) The Interstate Carrier Program partner shall email the department's Interstate Carrier Program Administrator at RODICPAdministrators@dmv.ca.gov prior to any changes to staff authorized to order inventory.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.24 Interstate Carrier Program Changes

(a) The Interstate Carrier Program partner shall notify the department's Interstate Carrier Program Administrator, of a change in a designated employee and/or office contact information by completing, signing and submitting the Interstate Carrier Program Employee Listing form, REG 209 I, (NEW 11/2017), which is hereby incorporated by reference, no more than one business day after the effective date.

(b) An Interstate Carrier Program partner shall notify the department's Interstate Carrier Program Administrator, by completing, signing and submitting the Interstate Carrier Program Application for Changes form, REG 201 I, (NEW 11/2017), which is hereby incorporated by reference, within the timeframes identified for the changes listed in this section.

(1) Adding a designated employee. An Interstate Carrier Program partner shall not permit any employee to access the International Registration Plan System, inventory, and data unless the Interstate Carrier Program partner has completed the application process and has received written approval from the department's Interstate Carrier Program Administrator.

- (2) Deleting a designated employee no more than one business day after the date the employee is no longer employed by the business, or no longer requires access to the International Registration Plan System, inventory, and data.
- (3) Terminating a designated employee for cause related to honesty, integrity, good character and reputation shall be made no more than one business day after the termination date.
- (4) Closing an office no less than 30 days prior to the closure of the office.
- (5) Adding a branch office no less than 60 days prior to the addition of the branch office.
- (6) Relocation of the primary and/or branch office no less than 60 days prior to the address change.
- (7) Changing the business, corporate, Doing Business As (DBA) or Limited Liability Company (LLC) name no more than one business day after the effective date of the name change.
- (8) Changing the controlling directors and/or officers of no more than one business day after the effective date of the change.
- (9) Changing type of company ownership no more than one business day after the effective date of change.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.26 Registration Requirements

The Interstate Carrier Program partner shall be responsible for requiring its designated employee to adhere to the following:

- (a) All appropriate DMV data received is printed on the day the transaction is completed.
- (b) The Interstate Carrier Program partner shall submit a request to the department to cancel any International Registration Plan vehicle registration documents improperly issued on the same day the transaction was processed.
- (c) All required department International Registration Plan vehicle registration documents and supporting paper documentation is sent to the department by the next business day via “trackable” mail at the Interstate Carrier Program partner’s expense.
- (d) All voided or damaged copies of International Registration Plan vehicle registration documents and supporting paper documentation shall be shredded and made not useable for its intended purpose no later than the close of the business day the documents were printed.

(e) All registration documents lost in the mail shall be reconstructed within 30 calendar days from the date of completion by the Interstate Carrier Program partner.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.30 Information Security Requirements

(a) The Interstate Carrier Program partner shall notify the department's Interstate Carrier Program Administrator, of a change in method of compliance with the Interstate Carrier Program (ICP) Security Agreement form, REG 216 I, (NEW 11/2017), and/or approved floor plan, no less than 60 days prior to the effective date of the change.

(b) The Interstate Carrier Program partner and its designated employee shall comply with the Information Practices Act of 1977 (section 1798 et seq. of the Civil Code), the Public Records Act (section 6250 of the Government Code), section 1808.21 and 1808.47 of the Vehicle Code, sections 11015.5 and 11019.9 of the Government Code and any and all related statutes pertaining to information security.

(c) In the event of a security breach, the Interstate Carrier Program partner must provide, at its own expense, notification to any person or agency to whom a record pertaining personal information has been disclosed as required under Civil Code section 1798.29. The Interstate Carrier Program partner shall also provide credit monitoring services to affected individuals or entities for a period of one year from the date of the breach.

(1) Evidence of compliance shall be a written letter sent by trackable mail to the affected individuals/entities with a copy to the department.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.32 Transaction Requirements

(a) The Interstate Carrier Program partner shall ensure the designated employee has been trained prior to accessing the department's International Registration Plan system.

(b) The Interstate Carrier Program partner shall process International Registration Plan vehicle registration transactions as instructed during the International Registration Plan system training.

(c) The Interstate Carrier Program partner shall access the department's database only between the hours of 6:00am and 6:00pm Pacific Time Monday through Friday, excluding California State holidays and furloughs.

(d) The Interstate Carrier Program partner shall maintain a three percent or less monthly processing error rate per office. The error percentage shall be based on the total number of transactions with errors divided by the total number of transactions processed each month.

(e) The Interstate Carrier Program partner shall maintain at least 100 transactions per year per office.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.38 Retention of Business Records

(a) Each Interstate Carrier Program partner shall maintain all business records related to the International Registration Plan. The records shall be retained for the term of the Interstate Carrier Program permit in which they pertain, for four years following the termination or expiration of the Interstate Carrier Program permit and during any ongoing audit, examination, and/or investigation whichever is longer.

(b) Upon the department's request, all business records shall be immediately made available during normal business hours to the department's representative.

(c) The Interstate Carrier Program partner shall retain the business records at the Interstate Carrier Program partner's place of business.

(d) The business records required to be maintained by the Interstate Carrier Program partner pursuant to these Interstate Carrier Program regulations under Article 3.6 are records of the department.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.40 Audit Requirements

(a) The department may conduct audits of the Interstate Carrier Program partner's activities including but not limited to practices and finances even if the Interstate Carrier Program partner's permit is terminated, suspended, or expired.

(b) The Interstate Carrier Program partner shall make available to the department, at the Interstate Carrier Program partner's principal place of business during normal business hours, all of its records and reports required to be retained, immediately upon a request from the department.

(c) The Interstate Carrier Program partner shall make available its owners, managers, business representatives and employees to the department during any and all audits.

(d) The Interstate Carrier Program partner shall pay the reasonable amount of the salary and other compensation paid to department staff and reasonable expenses for travel, meals, and lodging for the department staff incurred during the audit within 30 calendar days of receipt of an invoice from the department.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.42 Investigation and Review

(a) The department may exercise any and all authority available to it under any provisions of law, civil, criminal and administrative, to administer and enforce this article, including but not limited to, examining and investigating the Interstate Carrier Program partner's books and records, and charging and collecting the reasonable costs for these activities. Any civil, criminal, and administrative authority and remedies to the department may be sought and employed in any combination deemed advisable by the department to enforce the provisions of this article. Nothing in this section shall be construed to impair or impede the department's authority under any other provision of law.

(b) The State may examine or investigate an Interstate Carrier Program partner's activities under Vehicle Code section 1685.1, these regulations, and any permit issued to the partner even if the permit is terminated, suspended, or expired. The examination or investigation may relate to any matter, including but not limited to procedures, operations and finances relating to the Interstate Carrier Program partner activities. The Interstate Carrier Program partner shall make available to the department all of its records and reports relating to the conduct of the activity, whether hard copy, or stored in electronic media. Failure by an Interstate Carrier Program partner to comply with the provisions of this section shall be cause for immediate termination of that Interstate Carrier Program partner's permit, if applicable.

(c) Whenever the department examines or investigates any Interstate Carrier Program partner, that Interstate Carrier Program partner shall pay, within 30 calendar days after receipt of an invoice from the Department, the reasonable costs incurred by the department for the performance of the examination or investigation, including but not limited to:

(1) The reasonable amount of the salary and other compensation paid to the department staff making the examination or investigation.

(2) The reasonable expenses for travel, meals and lodging of the staff making the examination or investigation.

(3) The reasonable amount of any other expenses, including overhead.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.44 Interstate Carrier Program Permit Suspension

(a) The Department may suspend an Interstate Carrier Program Permit at any time without notice for any cause listed below:

(1) The fraudulent submission and processing of International Registration Plan vehicle registration applications.

(2) Insufficient Electronic Funds Transfer funds or closed accounts for the payment of department transaction fees.

(3) Failure to notify the department's Interstate Carrier Program Administrator of any changes within the timeframes specified in this article.

(4) Lapse or cancellation of the Surety Bond.

(5) Occupational License has expired, been suspended, or terminated.

(6) Adverse audit findings.

(7) Error rates that exceed the acceptable monthly percentage rate of three percent in any three months of a six-month period.

(8) Incidents of accountable inventory that is issued out of sequence, issued in error, voided/damaged and not reported to the department, and/or missing three times in any consecutive three month period.

(9) Incomplete, inaccurate, missing, or late reports.

(b) If the Interstate Carrier Program Permit is suspended, regardless of the reason for the suspension, an Interstate Carrier Program partner shall immediately discontinue accessing the department's International Registration Plan System and discontinue the issuance of any and all inventory.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.46 Interstate Carrier Program Permit Termination

(a) The department may terminate an Interstate Carrier Program permit at any time without notice for any cause listed below:

(1) Three (3) incidents of insufficient Electronic Funds Transfer funds or closed account for the payment of DMV transaction fees within a one year time period.

(2) Lapse or cancellation of the Surety Bond.

(3) Adverse audit findings.

(4) Error rates that exceed the acceptable monthly percentage rate of three percent in any three months of a six-month period.

(5) Incidents of accountable inventory that is issued out of sequence, issued in error, voided/damaged and not reported to the department, and/or missing three times in any consecutive three month period.

(6) Failure to meet the minimum transaction requirement as specified in section 226.32.

(7) Incomplete, inaccurate, missing, or late reports.

(8) Failure to possess a valid Occupational License for Registration Services (if applicable) in good standing.

(9) Fraudulent submission and processing of International Registration Plan vehicle registration applications.

(10) The failure of an Interstate Carrier Program partner to comply with the information security requirements identified in the Interstate Carrier Program (ICP) Security Agreement form, REG 216 I, (NEW 11/2017).

(b) The department may terminate an Interstate Carrier Program partner's permit without cause upon 30 days written notification to an Interstate Carrier Program permit holder.

(c) If an Interstate Carrier Program partner's permit is terminated, regardless of the reason for termination, an Interstate Carrier Program partner shall immediately discontinue accessing the department's International Registration Plan System and discontinue the issuance of any and all inventory.

(d) The department reserves the right to conduct an inventory reconciliation of the remaining accountable and controlled inventory.

(1) The Interstate Carrier Program partner shall allow the department immediate access during normal business hours to the office to physically remove any unassigned department accountable and controlled inventory.

(2) The Interstate Carrier Program partner shall allow the department immediate access during normal business hours to the office to physically remove all unprocessed transactions and records created in the performance of this article.

(3) The Interstate Carrier Program partner shall allow the department immediate access during normal business hours to the office to physically remove the Interstate Carrier Program Permit.

(4) The Interstate Carrier Program partner's records and practices related to the International Registration Plan vehicle registration transactions shall be subject to audit by the department or its representatives for a period of four (4) years following the termination of the permit. As permitted by state and federal law, the department shall safeguard the Interstate Carrier Program partner's records and practices as being proprietary to the Interstate Carrier Program partner.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.48 Voluntary Closure of Interstate Carrier Program business

An Interstate Carrier Program partner shall comply with the following to close a site location within 30 days of cancellation or expiration of the Interstate Carrier Program permit:

(a) The Interstate Carrier Program partner shall complete and submit to the department an Interstate Carrier Program (ICP) Quarterly Inventory Report form, REG 210 I, (NEW 11/2017) by recording all of the unassigned accountable and controlled inventory on the form.

(b) The Interstate Carrier Program partner shall allow the department to conduct an inventory reconciliation of the remaining accountable and controlled inventory.

(c) The Interstate Carrier Program partner shall allow the department immediate access during normal business hours to the office to physically remove any unassigned department accountable and controlled inventory.

(d) The Interstate Carrier Program partner shall allow the department immediate access during normal business hours to the office to physically remove all unprocessed transactions and records created in the performance of this article.

(e) The Interstate Carrier Program partner shall allow the department immediate access during normal business hours to the office to physically remove the Interstate Carrier Program Permit form, REG 200 1, (NEW 11/2017).

(f) The Interstate Carrier Program partner's records and practices related to the International Registration Plan vehicle registration transactions shall be subject to audit by the department or its representatives for a period of four (4) years following the cancellation of the permit. As permitted by state and federal law, the department shall safeguard the Interstate Carrier Program partner's records and practices as being proprietary to the Interstate Carrier Program partner.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.50 Training Requirements

(a) The Interstate Carrier Program partner shall attend the department's International Registration Plan System training at the partner's expense.

(b) The Interstate Carrier Program partner shall submit a completed and signed Acceptable Use Statement form, DMV 350, (REV. 8/2017), hereby incorporated by reference, during attendance at the department's International Registration Plan System training.

(c) The Interstate Carrier Program partner shall train their designated employee to perform all services and tasks associated with the Interstate Carrier Program.

(d) The Interstate Carrier Program partner shall not develop procedures in conflict with the training provided by the department.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.52 Reporting Requirements

The Interstate Carrier Program partner shall be responsible for maintaining the following reports:

(a) Interstate Carrier Program Daily Transaction Summary Sheet (DTS) form, REG 212 I, (NEW 11/2017), which is hereby incorporated by reference, (current at all times and sent daily to the International Registration Plan Operations Unit via email to RODICPOperations@dmv.ca.gov)

(b) Interstate Carrier Program (ICP) Quarterly Inventory Report form, REG 210 I, (NEW 11/2017). All Interstate Carrier Program (ICP) Inventory Order forms, REG 215 I, (New 11/2017) and Notice of Transfer of Accountable or Controlled Items forms, ADM 518, (REV. 11/2001), which is hereby incorporated by reference, that correspond to the REG 210 I report shall be maintained as well.

(c) Interstate Carrier Program Transactions Per Year Report form, REG 211 I, (NEW 11/2017), which is hereby incorporated by reference.

(d) Interstate Carrier Program Employee Listing form, REG 209 I, (NEW 11/2017).

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.

§ 226.54 Annual Compliance Audit Requirements

(a) The Interstate Carrier Program partner shall hire a Certified Public Accountant to perform an annual compliance audit each year during the term of the Interstate Carrier Program Permit for the primary and any branch location and shall submit the audit(s) to the department's Interstate Carrier Program Administrator at the address provided on our webpage. All expenses incurred are the responsibility of the Interstate Carrier Program partner.

(1) The Certified Public Accountant shall be licensed in the state where the office is located.

(2) The Certified Public Accountant shall not have any interest, financial or otherwise, or be involved in any manner with the Interstate Carrier Program partner's business.

(3) The Certified Public Accountant shall conduct the audit in accordance with generally accepted government auditing standards and the department's Interstate Carrier Program Independent Audit Plan Guide for the Interstate Carrier Program Participant form, REG 217 I, (NEW 11/2017), which is hereby incorporated by reference.

(4) The Interstate Carrier Program partner shall allow the Certified Public Accountant to perform the annual compliance audit according to the Interstate Carrier Program Independent Audit Program Audit Guide For The Certified Public Accountant form, REG 218 I, (NEW 11/2017), which is hereby incorporated by reference.

(b) Prior to commencing with the audit, the Certified Public Accountant shall be required to sign an Interstate Carrier Program Non-Disclosure Statement form, REG 205 I, (NEW 11/2017), which is hereby incorporated by reference.

Note: Authority cited: Sections 1651 and 1685.1, Vehicle Code. Reference: Sections 1685.1 Vehicle Code.