

Occupational Licensing Industry News

OLIN 2019-02

Electronic ROS/TLP Procedures

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Effective: January 1, 2019

New Policy

Dealers **must** use the electronic system provided by either their first-line service provider (FLSP) or the Department of Motor Vehicles (DMV) contracted vendor, Fairfax Imaging, Inc., to electronically report the sale of a vehicle to DMV, produce report of sale (ROS) forms, and temporary license plates (TLPs).

IMPORTANT: Dealers who have not already registered with Fairfax or an FLSP are strongly urged to do so immediately. Once registered, each dealer will receive an email with an access code to log into the system. DMV encourages dealership owners to register so training can be provided to dealership managers and salespersons.

Procedures

The following preprinted ROS forms will no longer be accepted on and after January 1, 2019, unless the vehicle date of sale is prior to January 1, 2019:

- Report of Sale–Used Vehicle (REG 51).
- Wholesale Report of Sale (REG 396).
- Application for Registration of New Vehicle (REG 397).
- Application for Registration of Multiple New Vehicles (REG 397A).
- Vehicle Auction Wholesale Report of Sale (REG 398).

Dealers **must**:

- Confidentially destroy all current ROS forms in their inventory.
- Provide the date and range of the ROS forms destroyed on a Statement of Facts (REG 256) form or on a dealership letterhead, signed by an individual in the ownership structure, and retain the document with the original signature in the dealership files for four years.
- Provide a copy of the privacy notice to their buyer.

NOTE: Electronic ROS forms have been revised to include a privacy notice on the last page of the REG 51, REG 397, and REG 397A.

- Be responsible for the cost of standard paper for printing ROS forms and special paper to produce TLPs. Special TLP paper can be obtained from Fairfax or a FLSP, not DMV. Dealers are authorized to collect a document processing fee in accordance with *California Vehicle Code* §4556.5.
- Attach the temporary identification tear-off portion of the ROS form and TLP to the vehicle at the point of sale. TLPs will display an expiration date of 90 days from the date of sale. The TLP expiration date cannot be extended.

NOTE: Vehicle registration and titling requirements and all related procedures will not change. Dealers will continue to be required to submit ROS forms, along with other required documentation to DMV for processing of all registration and titling transactions. For additional information regarding vehicle registration procedures, refer to the Vehicle Industry News (VIN) memo, VIN 2018-20 Electronic ROS/TLP Procedures.

Procedures, *continued*

Help Desk contact information for approved ROS/TLP system providers:

<i>Vendor/FLSP</i>	<i>Website/Registration</i>	<i>Help Desk Contact</i>
Fairfax Imaging, Inc. (Free-State Vendor)	fairfaximaging.com	(844) 425-5824
American Driving Records, Inc. (ADR) (FLSP)	sambasafety.com	(800) 888-3317
Automated Vehicle Registration Service, Inc. (AVRS) (FLSP)	avrs.com/temptags	(855) 437-4400
Dealertrack Registration and Titling Solutions (FLSP)	us.dealertrack.com/content/ dealertrack/en/landing-pages/rts/ catemptags.html	(800) 211-3644
Motor Vehicle Software Corporation (MVSC/VITU) (FLSP)	catemptag.com	(818) 706-1949
NOTE: The preprinted ROS forms will no longer be accepted on or after January 1, 2019, unless the vehicle date of sale is prior to January 1, 2019.		

Background

Assembly Bill (AB) 516 (Chapter 90, Statutes of 2016) requires DMV to develop a system that requires a dealer or lessor-retailer to electronically report the sale of a vehicle and produce TLPs. AB 516 restricts access to the dealer reporting system to authorized users of DMV's Vehicle Registration and Occupational Licensing databases.

Distribution

Notification that this memo is available at **dmv.ca.gov** under Publications and made via California DMV's Automated Email Alert System in January 2019 to the following:

- Dealers
- Salespersons
- Lessor-Retailers
- Business Partner Automation Participants
- Dismantlers
- Registration Services

References

Assembly Bill 516 (Chapter 90, Statutes of 2016)
California Vehicle Code §§1685, 4456, 44456.2, 4456.5, 5201, and 5202
 OLIN 2018-03 Report of Sale/Temporary License Plates Status

Contact

Questions regarding this memo may be directed to the Occupational Licensing Business Licensing Unit at (916) 229-3126.