

Dealer Title Clerk Training Manual

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DEALER LICENSE TYPE

Definitions

NAME	DEFINITIONS
Automotive Recycler	Means a person who is engaged in the business of buying or acquiring a motor vehicle solely for the purpose of dismantling, selling or otherwise disposing of the parts or accessories, and who dismantles six or more vehicles in a calendar year.
Broker	Means a person who for any fee, commission or other valuable consideration offers to provide, provides or represents that the person will provide a service of arranging or assisting in effecting the purchase of a motor vehicle and who is not: - a.) A new motor vehicle dealer or an employee or agent of a new motor vehicle dealer. - b.) A used motor vehicle dealer or an employee or agent of a used motor vehicle dealer. - c.) A manufacturer or employee or agent of a manufacturer. - d.) An auctioneer or engaged in the auto auction business. - e.) A wholesale motor vehicle dealer.
Distributor	Means a person who either: - a.) Sells or distributes new motor vehicles to new motor vehicle dealers in this state. - b.) Maintains distributor representatives in this state.
Manufacturer	Means any person who either: - a.) Manufacturers or assembles new motor vehicles. - b.) Manufacturers or installs on previously assembled truck chassis special bodies or equipment that when installed forms an integral part of the new motor vehicle and that constitutes a major manufacturing alteration, excluding the installation of a camper on a pickup truck.
New Motor Vehicle Dealer	Means a person who buys, sells, exchanges or offers or attempts to negotiate a sale or exchange of an interest in or, who is engaged in the business of selling, new motor vehicles or used motor vehicles taken in trade on new motor vehicles or used vehicles purchased for resale.

Definitions continued

NAME	DEFINITIONS
Public Consignment Auction Dealer (PCAD)	A PCAD is a person who at the location of the PCAD's established place of business or at an authorized off-premises location is in business of both of the following: - a.) Conducting live auctions with a licensed auctioneer verbally calling for and accepting bids. - b.) Providing live auction services to the public on a consignment contract basis.
Used Motor Vehicle Dealer	Means a person other than a new motor vehicle dealer, who buys, sells, auctions, exchanges, offers or attempts to negotiate a sale or exchange of an interest in, or who is engaged in the business of selling, seven or more used motor vehicles in a continuous twelve month period Before holding a public auction, a used motor vehicle dealer licensee is required to have one of the following: • a properly assigned certificate of title • Acquisition contract and a current registration • Consignment contract and a current registration Used motor vehicle dealers are also required by ADEQ to comply with emissions when selling any consigned vehicles. *NOTE: Used motor vehicle dealer does not include wholesale motor vehicle auction dealer or a public consignment auction dealer.
Wholesale Motor Vehicle Auction Dealer	Means a person who both - a.) Is in the business of providing auction services solely in wholesale transactions to motor vehicle dealers licensed by this state or any other jurisdiction. - b.) Does not buy, sell or own the motor vehicles the auction dealer auctions in the ordinary course of business. They must validate the licensee is currently licensed as a motor vehicle dealer and must prohibit access to the auction by the general public. • No retail transactions are allowed
Wholesale Motor Vehicle Dealer	Means a person who sells used motor vehicles only to licensed motor vehicle dealers other than a Public Consignment Auction Dealer

DEALER LICENSE PLATES

DEFINITIONS RELATED TO DEALER PLATE USE

- “Dealer” means new motor vehicle dealer, used motor vehicle dealer or a wholesale motor vehicle dealer
- “Employee of the dealer” means any of the following:
 - An employee who is paid compensation and who appears on the records of the dealer as an employee for whom social security, withholding taxes and all other deductions required by law for employees are made and for whom all applicable payroll taxes are paid by the dealer
 - An independent contractor who appears on the records of the dealer and who is paid compensation for specific services that are performed for the dealer and that require the operation of dealer owned vehicles
 - An immediate family member of the dealer who appears on the records of the dealer and who is paid compensation for specific services that are performed for the dealer and that require the operation of dealer owned vehicles. For the purposes of this section, “immediate family member” means spouse or a parent, child, brother or sister whether related by adoption or blood
 - “Full time employee of the dealer” means a person who qualified as a employee of the dealer and who works at least 24 hours each week for the dealer

A dealership is issued dealer plate(s) to be **displayed on vehicles owned by the dealership** for demonstration purposes for selling the vehicle.

Beginning April 28, 2014 a redesigned license plate became valid and the previously issued Dealer License plates became invalid.

Motor Vehicle Dealer Plate Costs

- Dealer (DL) Plate is \$30 each
- Dealer Trailer Plate (TR) is \$30 each
- Dealer Motorcycle (MD) Plate is \$10 each

Dealer Plates Cannot be Used on a Vehicle Owned by the Dealer that:

- a. Is a work or service vehicle
- b. Is a leased or rented vehicle owned by the dealer
- c. Is a laden vehicle designed for the transportation of cargo unless the cargo consists of no more than three vehicles that are owned by the dealer and the laden vehicle and the cargo are being operated or transported by the dealer for resale
- d. Has been sold

Motor Vehicle Dealer Plates May Be Used On Dealer Owned Vehicles as Follows:

- A vehicle operated by the dealer or by an employee of the dealer in connection with the dealer's business. The vehicle may be operated as personal use transportation if it is assigned to a dealer or full time employee of the dealer on a full time basis and if a record of the assignment is made as specified in section 28-4535. The authorized use applies to dealers or employees solely and does not apply to any other person as operator
- When operated by a perspective buyer for demonstration purposes for a period of not more than 48 hours for passenger vehicles and 72 hours for unladen pickups and trucks
- A service vehicle that is owned by a new motor vehicle dealer that has a manufacturer's service program as defined in A.R.S. 28-4321(8) and the vehicle is used in that program
- A vehicle that is operated by a person contracted with a dealer to perform any of the following at a permanent site or location where the contracted person conducts business:
 - Exterior surface protection
 - Interior surface protection
 - Window sunscreen protection
 - body repair or maintenance
 - Undercoating, soundproofing or rust proofing
 - Audio equipment installation
 - Other similar work required to prepare a vehicle for sale to the public
- A vehicle operated for a valid demonstration of laden weight. The dealership will need to fax or mail a "Laden-Vehicle Demonstration Application" to the Dealer Licensing Program, stating that a laden vehicle will be used with a dealer plate.

Information required on a “Laden-Vehicle Demonstration Application” includes:

- Date the vehicle will be driven
- Plate that will be displayed on the vehicle
- Name and address of the person demonstrating the vehicle
- Description of the vehicle – year, make, model and VIN
- Description of the cargo (What is being hauled)
- Dealer name, address and license number

Dealer License/Plate Application, Issuance and Renewal

All licensees are required to annually renew their dealer license and/or plates electronically via ServiceArizona’s Dealer Suite. A courtesy notification will be sent by email 45 days prior to when the renewal is due. The right to use a Dealer Plate and motor vehicle dealer license terminates at midnight on the date of the license expiration. Renewal of Dealer Plates and License can only be accomplished over Service Arizona through EZ Dealer Services

At the time of renewal:

- All licensees shall submit evidence of its current Transaction Privilege Tax (TPT) license number
- New, used and wholesale dealer types must provide the number of sales for the previous license period.

Pursuant to A.R.S. §28-4533(E), the Division:

- May recall, redesign, and reissue dealer license plates
- Shall not allow for a dealer license plate and a personalized special plate to be requested to be combined
- Shall determine the distribution of reissued dealer license plates

A dealer may apply to the department, on a form provided for that purpose, for a plate(s) that contain a number or symbol distinguishing them from every other plate(s) issued to the same dealer, appropriate to various types of vehicles, trailers, and semi-trailers. If the applicant is a dealer in new motor vehicles, trailers or semi-trailers, the applicant shall submit satisfactory proof that the applicant is a duly authorized distributor or dealer for a licensed manufacturer.

Per **ARS §28-4533** dealer plates are limited per dealer type as follows:

- New Motor Vehicle Dealers
 - Not more than 30 plates plus one additional plate for every 50 vehicle sold based on reported sales in the previous license period
- Used Motor Vehicle Dealers
 - Not more than 15 plates plus one additional plate for every 50 vehicles sold based on reported sales in the previous license period
- Wholesale Motor Vehicle Dealers
 - Not more than two plates plus one additional plate for every 50 vehicles sold based on reported sales in the previous license period
 - Prior to their license continuation date must submit evidence to the Division that at least 10 vehicles were sold in the previous license period
 - Satisfactory evidence is not submitted to the Division showing at least 10 vehicles were sold in the previous license period, the Division shall cancel the dealer license plates issued to the wholesale motor vehicle dealer
 - The Division shall not issue more than 10 dealer license plates to a wholesale motor vehicle dealer

Record Requirements for Motor Vehicle Dealer Plates

A.R.S. §28-4535

- A.** A dealer shall keep a written record of the vehicles on which the dealer plate or plates are used and the person to whom each plate or pair of plates is assigned. The dealer shall make the record available for inspection by the department, a member of the highway patrol or any other peace officer.
- B.** The record required by this section shall contain the following information for each dealer license plate:
 - 1) The date assigned
 - 2) The make, type, year, model and identification number of a vehicle to which it is assigned
 - 3) The name and address of any assignee

Lost or Stolen Motor Vehicle Dealer Plates

If a **dealer license plate is lost or stolen**, the dealer will need to submit a written report immediately, which must be on the motor vehicle dealer's business letterhead and signed by an authorized business contact, to the Dealer Licensing unit identifying the following:

- Plate type and number
- All available data concerning the loss or theft
- A replacement fee for a lost, stolen or mutilated plate and/or tab is **\$5.00** (fee should be paid by check or money order/no cash accepted)

Misuse of a Motor Vehicle Dealer Plate

A.R.S. §28-4538: The department shall suspend the use of any or all of the dealer license plates issued to a dealer for not more than three months (90 days) if a dealer violates any of the following sections of the Arizona Revised Statutes: 28-4532, 28-4533, 28-4534, 28-4535, or 28-4536 or the rules adopted under section 28-4537.

A licensed dealer who receives a notice of suspension may submit a written request for a hearing to the Division. The licensed dealer shall submit the request for a hearing within 30-days from the notification of suspension mail date.

When a suspension is ordered, the dealer must surrender the dealer plate(s) to the Dealer Licensing Unit. Once the 90-day suspension has ended, the licensed dealer may submit a written request for the return of the dealer plates(s) to the Dealer Licensing Unit. The request must be received within 30-days after the date on which the dealer plate suspension has ended. Failure to submit a timely request will require the motor vehicle dealer to submit a Special Dealer Plate application and associated fees.

Manufacturer Test License Plate (Laden and Un-laden)

The Manufacturer Test plate is issued to a manufacturer for the purpose of testing:

- An un-laden truck or passenger vehicle
- A laden vehicle designed for the transportation of cargo

The plate is assigned to the manufacturer and may be placed on any test vehicle owned by the manufacturer, during the period for which the plate fee is paid.

It must be displayed on a vehicle that is being tested on the public highways and streets of this state, during the period for which the fee is paid.

There are three Manufacturer Laden Test Plate Weight Classes:

1. Lightweight, declared gross vehicle weight (GVW) of 12,000 lb or less
2. Middleweight, declared GVW of 12,001 to 26,000lb
3. Heavyweight, declared GVW of 26,0001 to 80,00lb
 - a. A Manufacturer Laden Test plate may be used on a vehicle of a different weight class

If a manufacturer fails, neglects or refuses to file an application for renewal and pay the required fee for the ensuing year on or before midnight of the expiration month the fee is delinquent and the Division shall charge and collect a penalty equal to the fee if the manufacturer files an application for renewal after midnight of the last day of the expiration month.

Questions pertaining to manufacturer licenses and plates may be directed to the Dealer Licensing Unit by email at mvdlu@azdot.gov or phone at (602) 712-7571

Manufacturer Test Plate Costs

- Manufacturer passenger cars and unladen truck (MT) plate is \$30
- Manufacturer Light Weight Laden (12M) plate is \$36
- Manufacturer Middle Weight Laden (26M) plate is \$253
- Manufacturer Heavy Weight Laden (80M) plate is \$1,070
- Trailer (TR) plate is \$30
- Motorcycle (MD) plate is \$10

Record Requirements for Manufacturer Test Plates

A.R.S. §28-4542

- A.** A manufacturer shall keep a written record of the vehicles on which the un-laden vehicle test license plate or plates are used and the person to who each test license plate is assigned. The manufacturer shall make the record available for inspection by the department, an office or agent of the department, a member of the highway patrol or any other peace officer.
- B.** The record required by this section shall contain the following information for each dealer license plate issued to a manufacturer/distributor:
- 1) The date assigned
 - 2) The make, type, year, model and identification number of a vehicle to which it is assigned

Manufacturer licenses and associated license plates will be staggered using the following schedule:

Manufacturer License Issuance Month	License and Plate Expiration Date
January, February or March	December
April, May or June	March
July, August or September	June
October, November or December	September

Expiration and Renewal of a Manufacturer Test Plate

The right to use a Dealer (manufacturer) Plate terminates at midnight on the last day of the expiration month. Renewal of a Manufacturer Test Plate/License can only be accomplished over www.servicearizona.com through EZ Dealer Services.

Misuse of a Manufacturer Test Plate

A.R.S. §28-4538 If the Division finds that a manufacturer or licensed dealer violated A.R.S. §28-4532, 28-4533, 28-4534, 28-4535, 28-4536 or any rule adopted under section 28-4537, the Division shall immediately suspend the use of any or all of the Manufacturer plates for a period of 90 days.

A manufacturer who receives a notice of suspension may submit a written request for a hearing to the Division. The manufacturer shall submit the request for a hearing within 30-days from the notification of suspension mail date.

When a suspension is ordered, the manufacturer must surrender the Manufacturer plate to the Dealer Licensing Unit. Once the 90-day suspension has ended, the manufacturer may submit a written request for the return of the Manufacturer plates to the Dealer Licensing Unit. The request must be received within 30-days after the date on which the manufacturer plate suspension has ended. Failure to submit a timely request will require the manufacturer to submit a Manufacturer Vehicle Test Plate application and any associated fees.

Wholesale Motor Vehicle Restricted Use 3-Day Permits

A wholesale motor vehicle dealer that does not have valid dealer license plates is eligible for use of the “Wholesale Motor Vehicle Restricted Use 3-Day Permits. The wholesale dealer must not have a valid dealer license plate.

The permits:

- Are available beginning October 1, 2013
- Are available electronically through the “Service Arizona Dealer Suite”
- Have no limitations as to how many “Wholesale Motor Vehicle Restricted Use 3-Day Permits” can be purchased for use by a licensed wholesale motor vehicle dealer
- Are issued for a fee of \$1.00

Charitable Event TRPs (Temporary Registration Permits)

(TRP)

Arizona statute allows the Director to furnish Charitable TRPs to licensed new motor vehicle dealers and manufacturers if the new motor vehicle dealer or manufacturer is temporarily **donating** new motor vehicles to either of the following:

- a. An organization that has qualified for an exemption from taxation of income
- b. This state or a political subdivision of this state

Example: A new motor vehicle dealer or manufacturer is donating vehicles to an event such as the Ping Golf Tournament, to drive in conjunction with or for the promotion of the sponsored event with all proceeds going to the American Cancer Society. A Charitable Event TRP is issued for each vehicle for the period of time the vehicle is needed for the event. These Charitable Event TRPs would be issued in lieu of a regular license plate for a temporary period.

A new motor vehicle dealer or manufacturer shall access the ServiceArizona Dealer Suite of Services to file an application requesting Charitable Event TRPs for a new vehicle that will be donated for a specific limited time frame.

The request should be submitted at least 30 days prior to the event and contain the following:

1. The motor vehicle dealer or manufacturer name and license number
2. The number of Charitable Event TRPs that are being requested
3. The name of the event for which the vehicle(s) is (are) being donated
4. The name of the non-profit organization or political subdivision
5. The starting and ending dates for which the vehicle(s) will be donated (starting and ending dates will be no more than 2 days prior to and after the event)
6. Year, make and VIN # of each vehicle to be donated, in Excel spreadsheet format

Upon completion of the application, the Charitable Event TRPs will be issued to the motor vehicle dealer or manufacturer that submitted the request.

DEALER TRANSACTION TYPES

When submitting title work, the **assignment and reassignment areas** of a title will contain the following information:

- Date of sale or trade
- Full name and complete address of the new owner(s)
- Lien information, if applicable
- Odometer reading, odometer code and printed name and signatures of both the buyer and seller
- Name, address, motor vehicle dealer number of the dealership and the title clerk's signature and title

Transfer from a Private Party to a Motor Vehicle Dealer

The private party must assign the title to the dealer. Before taking possession of a vehicle, the motor vehicle dealer must have a properly assigned title or an acquisition contract before offering to sell or selling a motor vehicle. Only the owner(s) (seller(s)) as shown on the face of the title may release ownership, unless the right to sign has been conveyed to another party by a power of attorney or other legal document (i.e. Personal Representative or Guardianship documents).

- a. Seller(s) will sign and print their name on the reverse side of the title on the lines provided for the seller(s).
- b. Signature(s) will correspond with the name on the face of the title.
- c. Completion of the assignment area by the dealer is considered to be the dealer's acknowledgment of the seller's signature. (Notarization not required).
- d. Seller(s) may authorize another person to act on their behalf. When the owner has given the right to another person or firm to sign on their behalf, a notarized power of attorney must be submitted.
- e. Additional signature(s) may be needed on additional documents per the dealership.

Dealer to Dealer Reassignments

The reassignment area on the reverse side of the title is used for transferring vehicle ownership between dealers. A maximum of three reassignments are permitted on an Arizona title. **The last motor vehicle dealer listed on the reassignment must apply for a title before selling the vehicle.**

Reassignments from Out-of-State Dealers

These types do not need to be notarized on the back of the Arizona title. After all documents have been obtained, the dealer may sell the vehicle to a private party or to different dealer.

There are no time limitations as to how long a motor vehicle dealer may keep a vehicle before re-assigning ownership. A motor vehicle dealer may title a vehicle in their name at any time without being charged a late title transfer penalty.

However, when the vehicle is **sold to a private party**, the motor vehicle dealer has 30 days to submit the title application and supporting documentation to the appropriate MVD office or a Third Party Provider or a penalty fee will be assessed. Penalties will be discussed in a later section of this manual.

Exception: Any vehicle acquired by the wholesale motor vehicle dealer must be titled in their name before a transfer can be completed: a transfer can only be made to another licensed motor vehicle dealer.

Transfer from a Motor Vehicle Dealer to Private Party

All transactions must be placed on a dealer transmittal when submitted. The single page title application must accompany the transaction and be completed and signed according to the legal status of purchaser(s).

If the motor vehicle dealer is selling a vehicle to a private party, they will have an MCO/MSO or title that has been signed off on the back by the prior owner. This sign off does not require notarization. The dealer will sign off, on the back of the MCO/MSO or title, in their designated area.

Dealer Purchase Through a Motor Vehicle Wholesale Auction Dealer

The wholesale auction dealer is not required to apply for a title in the name of the wholesale auction dealer nor to be reflected in the chain of ownership. Therefore, the motor vehicle wholesale auction dealer is exempt from having to possess a duly and regularly assigned certificate of title and other requirements relating to reassignment of title documents and disclosures to buyers.

Wholesale Auto Auctions to Licensed Motor Vehicle Dealers.

This type of transaction is to provide auction services **solely** in wholesale transactions **to motor vehicle dealers licensed** by this state or any other jurisdiction. No retail transactions are allowed. **For this transaction to be conducted the motor vehicle dealer must comply with all vehicle emissions requirements and all documentation present representing the vehicle to be auctioned?**

Required Dealer Documentation for Signature Error on Title

A **bill of sale** from the seller, as shown on the face of the title, to the dealer is acceptable only when the seller's signature or the notarization of the signature on the title is incomplete or incorrect, and the title cannot be returned to the seller for completion.

A **bill of sale** must contain:

- A full description of the vehicle, including the make, model year, and vehicle identification number (VIN).
- The name of the purchaser
- The notarized signature of the seller
- The date of sale

Secure Power of Attorney

A Secure Power of Attorney is required for all dealer transactions when the title is physically held by the lien holder or if the seller has lost the title and the buyer needs to obtain a duplicate title on behalf of the seller.

The original Secure Power of Attorney remains with the dealer until the title is received. Once the title is received, the Secure Power of Attorney is processed along with the title application.

The third copy remains with the dealer for a period of five years. This copy may be reproduced and certified as a true and exact copy, for purposes of obtaining a duplicate title.

ARMANI: ACCEPTABLE METHODS OF PAYMENTS

Cash:

- US currency

Check Acceptance:

- Personal checks drawn on US banks or credit unions
- Traveler's checks
- Cashier's checks
- Money orders
- Checks issued by a state agency
- Company checks

Checks must:

- Be made payable to MVD or ADOT
- Be dated
- Have the driver or vehicle license number or some other reference number written on it (used in case the check is returned to MVD as NSF)
- Have the magnetic ink characters imprinted across the bottom of the check
- Be preprinted with the bank routing and account number

Check Discrepancies

When a pay method contains contradictory information:

- Typewritten terms will prevail over written printed terms
- Handwritten terms will prevail over both
- Words prevail over numbers

When a check has a discrepancy, the Division will honor the amount that agrees with the services rendered,

Written Amount	Numeric Amount	Service Totals	Amt for Dep will be
Forty-seven	\$49	\$47	\$47
Forty-nine	\$47	\$47	\$47

Credit Cards:

- Credit cards (in some offices) - Visa/Master credit/debit cards only

Other Miscellaneous Methods:

- Dealer credit memo
- Transfer funds from another State Agency

Methods of Payments Not Acceptable:

- Foreign currency
- Foreign checks
- Payroll checks
- Counter checks (temporary checks without account numbers, owner's names or address printed)
- Two party checks
- Promissory notes
- Postdated checks
- Checks printed using "VersaCheck" software

Refer to Policy: [Payment Acceptance](#)

LEGAL STATUS

Legal Status is the binding of two or more persons, companies or the combination of a person and a company sharing ownership of a vehicle/mobile home. The legal status data is entered in the “**L/S**” field on the title and registration screen. It indicates who has legal authority to sign (signature requirements) when:

- Ownership is changing
- Title transfers
- Original titles
- Lienholders
- Plate credit records

Or, And, And/Or

“OR”: **Joint Tenancy** – This ownership is a joint tenancy with an expressed intent that either of the owners has full authority to transfer ownership of the vehicle, license plates and/or fees, or to record lien information, **only one signature is required**. This legal status can be **used on any type of transaction, original, commercial, or transfer**.

Data Entry Example:

CUST #		TRB	OWNER	L/S
A00000000	I	B	<u>JOHN PAUL JONES</u>	OR
B00000000	I		<u>MARY A JONES</u>	

“AND”: **Tenancy In Common**

This ownership is an expressed intent that signatures of both parties will be required to transfer ownership of the vehicle, license plates and/or fees, or to record lien information, the **signatures of both parties will be required**. In the event of the death of either party, the interest of the deceased party must be handled by probate action or by completing the Non-probate Affidavit. This legal status can be on any type of transaction, original, commercial, or during a transfer.

Data Entry Example:

CUST#		TRB	OWNER	L/S
A00000000	I	B	<u>JOHN PAUL JONES</u>	AND
B00000000	I		<u>MARY A JONES</u>	

“AND/OR” Joint Tenancy with Right of Survivorship

This ownership is an expressed intent that signatures of both parties will be required to transfer ownership of the vehicle, license plates and/or fees, or to record lien information, **the signatures of both parties will be required, if both are living**. Upon proof of death (certified copy of death certificate), the survivor may sign alone. This legal status can be on any type of transaction, original or transfer.

Data Entry Example:

CUST #	TRB	OWNER	L/S
A00000000 I	B	<u>JOHN PAUL JONES</u>	AND/OR
B00000000 I		<u>MARY A JONE</u>	

“LESSEE/LESSOR”

This legal status requires more documentation to be presented, but can be on any type of transaction, original or transfer. Documentation that may be required:

- Lessor Authorization (sample on next page)
 - a. Allows the Lessee’s name to be recorded on the vehicle record, granting the following privileges:
 - Registration renewal
 - Lost plate
 - Duplicate registration
 - Mandatory Insurance suspension
 - Reinstatements
 - Power of Attorney, needed with the Lessor Authorization, granting the permission for signing and performing the following transactions
 - a. Original title (Arizona or out of state)
 - b. Title transfer
 - c. Adding a Lessee to the vehicle record

Note: If the Lessor has signed the application the Lessee will not need to.

LESSOR is the owner of the vehicle and has the authority to grant another (Lessee) permission to operate and register the vehicle under a contract agreement.

Note: If the Lessor does not want the Lessee on the title as the registrant, the title will only show the leasing company as the owner. In that case, only the Lessor can pick up the registration renewal, lost plate or duplicate registration unless they give a power of attorney to the lessee.

LESSEE (leasing vehicle from Lessor) may, with permission from the **Lessor**, have the authority to perform certain transactions.

Note: The TRB indicator will need to be applied where each will receive the correct document. “T” is for title and will be placed to the left of the person receiving the title in the TRB indicator field. “R” is for the renewal and will be placed to the left of the person receiving the registration in the indicator filed. “B” is for both registration and title, if applicable.

Data Entry Example:

CUST #		TRB	OWNER	L/S
A00000000	I	R	<u>JOHN EDWARD JONES</u>	LESSEE
B00000000	I		<u>MARY A JONES</u>	LESSEE
E00000000	O	T	<u>GMAC LEASING</u>	LESSOR

Example: *John Edward Jones Lessee*
Mary A Jones Lessee
GMAC by John Edward Jones P.O.A.

Sample of a Lessor Authorization form:

 Motor Vehicle Division 40-0207 R04/05 www.azdot.gov			LESSOR AUTHORIZATION

Vehicle Identification Number	Year	Make	Plate Number

I understand that the certificate of title will show both the lessor name (indicated with “lessor” after the name) and the lessee name(s) (indicated with “lessee” after the name(s))

I further understand that the annual registration renewal notice will be sent to the mailing address of the lessee, and when applicable, the license plate, and any fees paid (e.g., vehicle license tax, special plate fees, commercial registration, weight, and motor carrier fees), will be the property of the lessee.

Lessor Name (first, middle, last)			
Lessor signature			Date
Lessor Mailing Address	City	State	Zip

[Lessee/Lessor Form](#)

Trust

“TRUS”: **Trust** - A trust is a legal document that many people create to hold their assets. When using this type of legal status the back of the title must show the name of the trust. If the customer wants the trustee(s) recorded on the database, the back of the title (assignment) must list the trustee(s). **The legal status used will determine the signatures needed for original title application**, title transfer or recording a lien. This legal status can be used in commercial transactions.

When looking at a vehicle record that has been titled in a Trust name:

- The **L/S** field will display **TRUS** on the title and registration screen
- All names displayed after the legal status are the Trustee(s)
- If there are multiple trustees, a legal status of “Or”, “And” or “And/Or” is required between each trustee’s name

Data Entry Example:

CUST #		TRB	OWNER	L/S
E00000000	T	B	<u>JOHN AND MARY JONES FAMILY TRUST</u>	TRUS
B00000000	I		<u>MARY A JONES</u>	OR
A00000000	I		<u>JOHN EDWARD JONES</u>	

Example: *John and Mary Jones Family Trust, **by** Mary Jones Trustee*

Note: When a vehicle is owned by a Trust, any document signed by the Trustee should include the word “by”, the person’s signature and their title.

The only time that the Trust document needs to be submitted is:

- Trust name is staying the same, but the Trustees are changing
- Trust name is the only name on the record and the Trustees are not named
- When the trustee cannot be verified, the trust must be presented to determine the trustee(s) and legal status

Refer to Policy

[Multiple Owners](#)

[Transaction Involving a Trust](#)

LEGAL STATUS COMMERCIAL

“DBA”: Doing Business As

A commercial legal status, using the trade name under which an individual, corporation or partnership is doing business. **Only the registered owner listed may sign DBA on behalf of the company.**

Data Entry Example:

CUST #		TRB	OWNER	L/S
A000000000	I		<u>JOHN JONES</u>	DBA
E000000000	O	B	<u>JONES MFG CO</u>	

Example: John Jones DBA Jones Mfg Co.

“DIV OF”: Division of

A commercial legal status, used when a company has different types of business activities within the main company, and the main company wants to keep those activities separate. Think of it as sister companies.

Data Entry Example:

CUST #		TRB	OWNER	L/S
E000000000	O		<u>NATIONWIDE DISTRIBUTION</u>	DIV OF
E000000000	O	B	<u>PEPSICO</u>	

Note: When a vehicle is owned by a business, any document signed by the owner or principal of the business should include the word “by”, the person’s signature and their title with the business.

Example: *Nationwide Distribution **by** George Johnson V.P.*

“SUB OF”: Subsidiary Of

Signifies a commercial corporation in which a “parent corporation” has a controlling share.

Date Entry Example:

CUST#		TRB	OWNER	L/S
E00000001	O		<u>GROUPE DANONE’S EVIAN</u>	SUB OF
E00000001	O	B	<u>COCA COLA CO</u>	

Example:

*Groupe Danone’s Evian, a subsidiary of Coca Cola Co., **by** Dun Gone, Sales Manager*

Note: When a vehicle is owned by a business, any document signed by the owner or principal of the business should include the word “by”, the person’s signature and their title within the business.

LEGAL STATUS COURT APPOINTED

“CONS”:

Conservator - signifies a person or persons appointed to manage the assets of a person who is legally incapable of doing so for themselves.

“GUAR”:

Guardian - signifies a person or persons appointed by the court to manage the assets of a minor or an incapacitated adult.

“ADMIN”:

Administrator - signifies a person or persons appointed by the court to manage the assets of a person who has died without having left a valid will.

The certified court order will:

- Appoint a Conservator, Guardian or Administrator
 - a. If there is more than one person appointed, **pay close attention to the legal status on the court order.**
 - b. The same legal status signature requirements will apply for this transaction.
- Give instructions for the disposition of the personal property
- Hold this person(s) or agency responsible and accountable to the courts for the disposition of the property of the owner
- Convey how to administer the estate for the protected person

When a transaction is being processed with one of the above legal status the following will apply:

- Required to provide a certified copy or original of the court order
- A copy of the court order needs to be made and kept with the paperwork
- Anytime a document is signed using this legal status, the individual will sign the protected person's name with their appointed title the word “by”, their name and their authority to sign

EXAMPLES

Data Entry Example: **Guardianship**

CUST #		TRB	OWNER	L/S
A00000000	I		<u>HARRY MINOR</u>	GUAR
B00000000	I	B	<u>KELLY PARKER</u>	

Example: Harry Minor by Kelly Parker, Guardian

Data Entry Example: **Conservator**

CUST #		TRB	OWNER	L/S
A00000000	I		<u>HARRY MINOR</u>	CON
B00000000	I	B	<u>City High Rise</u>	

Examples continued

Example: *Harry Minor by Stone Parker, City High Rise, Conservator*

Data Entry Example: **Administrator**

CUST #		TRB	OWNER	L/S
A00000000	I		<u>HARRY MINOR</u>	ADMI
B00000000	I	B	<u>Aries Health Care</u>	

Example: *Harry Minor by Stone Parker, Aries Health Care, Administrator*

There are more legal statuses. To access these refer to the policies below.

“Subsidiary of”:

Signifies a commercial corporation in which a “parent corporation” has a controlling share

“Executor”

Signifies a person or persons appointed by the deceased (in a will) to manage the assets of the deceased person

“Fiduciary”

Signifies a person or persons who are entrusted to manage the assets of another

“Guardian”

Signifies a person or persons appointed by the court to manage the assets of a minor or an incapacitated adult

Refer to Policy:

[10.2.4 Multiple Owners](#)

[10.7.2 Conservator Guardian](#)

[Legal Status – Credit Plate and Fee to Owner](#)

[Legal Status – Refund Plate and Fee To Owner](#)

ODOMETER

Federal Law requires that all states obtain and record a vehicles mileage (odometer reading) at the time of processing a Certificate of Title. The odometer recording is recorded on most motorized vehicles in the documentation submitted and recorded within the MVD Database.

Odometer Codes

- A: = Actual Mileage
- B: = Exceeds Mechanical Limits: the odometer has exceeded its maximum mileage that it is capable of recording and has "rolled over" or started over at zero. This happens on older vehicles when the odometer only displays 99,999. Then it goes back to 00001. Newer vehicles have odometers that display 999,999.
- C: = Not "Actual Mileage". "WARNING - ODOMETER DISCREPANCY". This means the odometer has been tampered with, broken or replaced.

Documentation Used for Recording the Mileage:

- The odometer statement on the back of the title or MCO
- A separate odometer disclosure statement, may be used
- The odometer code must be checked off if the mileage given is anything other than the actual mileage

Odometer Disclosure forms:

1. Secure Odometer Disclosure, form #96-0165 is used
 - by a dealership when the certificate of title is not readily available
 - When an error in the odometer reading is made on the Secure Odometer Disclosure form, a new form must be completed and submitted with the title
 - A new secure form is required to correct an odometer reading data input error
2. Power of Attorney with Odometer Disclosure, form #48-7104
 - A Power of Attorney with Odometer Disclosure is used for private party to private party sales and allows the seller to authorize the buyer to disclose the odometer reading

When registering a vehicle equipped with an odometer that displays the mileage in kilometers, do not convert kilometers to miles.

For a private sale, the same person cannot represent the seller and buyer for the same odometer statement transaction.

- No person shall sign a title odometer statement and/or odometer disclosure statement as both the transferor and transferee in the same title transaction

An owner of an exempt vehicle is not required to submit an Odometer Disclosure Statement, but may do so if they wish. Exempt vehicles include a:

- Motor vehicle that is ten model years of age or older
- Vehicle that has a gross vehicle weight rating of 16,000 lbs or more
- Vehicle that is not self-propelled
- New motor vehicle that is purchased for resale and not for use by the purchaser
- Vehicle sold directly by the manufacturer to an agency of the United States in conformity with contractual specifications

Most motorized vehicles nine model years and newer (current year minus 9) must comply with the Federal Odometer Statement Law. The law states that the buyer and the seller must print and sign their name on a disclosure statement, confirming the correct mileage and odometer code.

Example: Current year is 2014

2014 – 9 = 2005. Vehicles 2005 and newer **do** require an odometer disclosure to be completed.

The odometer statement is not required from a Manufacturer to the dealer, unless the dealer is reassigning the vehicle, or for vehicles 10 model years and older. The odometer mileage and code are required for data entry purposes, but does not have to be stated on a Federal Odometer Statement.

Example: Current year is 2014

2014 – 10 = 2004. Vehicles 2004 and older **do not** require an odometer disclosure to be completed.

Odometers for Dealer Sales

Both the buyer and seller (the dealership) must sign and print their names on the odometer disclosure. The seller will be an agent working for the dealership. This is done on the back of the title, MCO, or a separate secure odometer disclosure form.

With a power of attorney to act for the buyer, the dealership may sign as both the buyer and the seller. In doing so, two different employees must sign for both buyer and seller.

If an electronic title only is being requested by the dealer, the Secure Odometer Disclosure must accompany the Dealer Acquisition form to be scanned and forwarded to AADA. The hard copy of the Secure Odometer Disclosure must also be sent to AADA for match-up verification with the scanned document for submittal to the Division.

Discrepancies in Odometers or Codes

If there is a discrepancy between the mileage on the odometer disclosure and prior title:

- A notarized statement from the buyer and seller will be needed. The statement must state the mileage was entered incorrectly when the seller originally titled the vehicle

If a mistake was made writing the mileage on the back of a title or MCO during a sale, corrections cannot be made on the same document. A separate notarized odometer disclosure will be needed to override the title or MCO and must be signed by both the buyer and seller.

Note: If an inspection displays kilometers for the mileage, **do not** change to miles. Enter kilometers on the database. Be sure that the box on the title, designated for kilometers, is checked

Note: A discrepancy would be if the mileage on the back of the title were less than what is showing on the front of the title (mileage on the database) and the code is not changing from A to B or C. [Odometer Requirements](#) BODY STYLES AND CATEGORIES

Body styles are listed on the database and will be a combination of letters and numbers.

A few examples are:

- A four-door sedan is 4DSD
- A half-ton pickup truck is 12PU
- A two-door convertible is 2DCV
- A four-door hatchback is 4DHB
- A boat trailer is BT
- An SUV is listed as a SW with the number of doors (4DSW, 2DSW)

A complete list of the T&R body styles is located in the Polaris Charts [Charts/TR Body Styles-Category Codes](#).

When a vehicle inspection is not required the program QVINA can be used, or a visual inspection performed by an MVD inspector or Authorized Third Party, determines the body style entered on the database.

Division to categorize vehicles by type, use, owner, or weight to assist in determining the:

- Appropriate fees collected for registration
- Type of plate to be issued

The category of the vehicle is defined by a letter. A complete list of Categories is located in the Polaris [Charts/TR Body Styles-Category Codes](#)

Some of the common Categories are as follows:

CAT	DEFINITION
A	All non-commercial passenger vehicles.
B	Rental Passenger Vehicle, with a weight fee (Interstate and Intrastate).
C	Commercial Power Vehicle, with a weight fee: this includes all one ton and larger vehicles, category A & I vehicles titled in a company name, and vehicles less than one ton at the option of the owner.
E	Taxi with a weight fee.
F	Perm Registered Trailers, gross vehicle weight (GVW) under 6,000 lbs. used non-commercially. Travel trailers/tent trailers of any kind do not fall into this registration category.
G	All Commercial trailers 0 to 10,000 lbs. GVW and PERM Commercial trailers with a GVW of 10,001 lbs. Travel trailers/tent trailers of any kind do not fall in this registration category.
H	Motorcycles and golf carts.
I	Non-commercial pickups and vans $\frac{3}{4}$ ton and less. (May be registered commercially at the option of the owner)
J	All Travel trailers and tent trailers.

Note: A category may be changed any time there is a change in the vehicle weight or use. This may require additional fees to be collected.

Refer to Policy: [Registration Category Codes and Charts](#)

LEVEL I INSPECTION

The purpose of the vehicle verification inspection is to validate that the VIN is in agreement with the vehicle in the applicant's possession and to establish an identity for a vehicle that is without ownership documents.

An inspection may be conducted by any of the following: A Customer Service Representative (CSR), who has completed the Division's Level I Training Program; A CERTIFIED Third Party Inspector, United States Military Police, or a Peace Officer who is designated as an agent of the Division.

Note: If ownership documents have been submitted with the vehicle and the vehicle still required an inspection; the public VIN and the secondary VIN (Federal ID) must match the VIN on the vehicle ownership documents being submitted

There are three levels of inspections. They are as follows:

- **Level I** inspection consists of matching the public Vehicle Identification Number (VIN) and the secondary (Federal ID) VIN to the vehicle ownership documents to determine the identity of the vehicle
- **Level II** inspection consists of matching the **public** VIN, the **secondary** VIN and the **confidential** VIN to the vehicle ownership documents to determine the identity of the vehicle.
 - A \$20.00 fee is charged
- **Level III** inspection consists of a level II inspection plus verification of VINs on, at the discretion of the inspector, some or all component parts to determine the identity of the vehicle and that the vehicle is properly equipped for highway use.
 - The charge for this inspection is \$50.00

Note: Once completed, the Level 1 Inspection form #48-4503 is submitted with dealer paper work. If an inspection form is altered, destroyed or lost, the vehicle must be re-inspected.

When and Why do We Need a Level I, II, or III Inspection?

Level I Inspection - **IS** Required

- No ownership documentation for the vehicle is presented (Bonded Title).
- Titling and/or registering and renewing a cab and chassis vehicle.
- The customer is filing a Title Complaint Report, form (#46-0403).
- The vehicle is from out of state and the owner has no ownership documents
- Homemade trailers will need to be inspected to have an Arizona Serial Number assigned
- A 90-day resident or 30-day general use permit is required, when ownership cannot be proven
- Body Style changes or body style is in question, ½ PU to a Trailer etc...)
- Fuel has changed (gas to diesel, diesel to gas)
- The applicant acquired the vehicle for purposes other than highway use, which includes:
 - To be placed on exhibition or display
 - To be repaired, rebuilt, reconstructed and/or dismantled
 - Not equipped for highway use (ATV dune buggy, etc.)

Level I Inspection - **May Be** Required

- The identification of the vehicle is in question (e.g., VIN, body style, fuel type, the cubic centimeters (cc) listed for the engine capacity, etc.).
- There is any indication that the vehicle has been changed or tampered with (e.g., the vehicle was reconstructed and assumes a new identity with an altered body style but is retaining its original VIN and make).
- The vehicle is titled and/or registered in another country and there is no previous Arizona record
 - Additional documentation is required with a grey market vehicle
- The vehicle was acquired by operation of law, and there is no previous record of an Arizona title or registration.
- The supervisor/lead, at his or her discretion, has determined it is necessary.

Level II or Level III

Level II or III Inspection - <u>Is</u> Required
• The vehicle is being titled and registered for the first time subsequent to a dismantled or salvage branded. • The VIN (any year) or Federal Sticker (1970 or newer) is missing, illegible, or appears to be altered or tampered with • The foreign state or country title is branded “Repaired”, “Salvage”, or “Unsafe” • All Categories 1 and 3 reconstructed vehicles, including glider kits, see Policy 13.2.5 Reconstructed and Specially Constructed Vehicle • For an Abandoned Vehicle • The out-of-state title displays an original VIN with an assigned out-of-state serial number
Level I, II or III Inspection - <u>Is Not</u> Required
• Vehicles titled and/or registered in another state or Native Nation/tribal government. • Vehicles accompanied by a Manufacturer’s Certificate of Origin (MCO). • Mobile homes titled out-of-state and the owner is requesting an Affidavit of Affixture. Note: The vehicle owner is still responsible to comply with ARS regarding equipment requirements, removal of insignias and the repainting of a yellow school bus prior to operating the vehicle on a public highway.

There are many other reasons for an inspection:

- To prevent titling or registering a stolen vehicle
- To prevent use of false documentation to title or register a vehicle
- Any time the identification of the vehicle is in question

Example: Title reflects a 2 Door Sedan and customer states it is a 2 Door Convertible.

In addition to the reasons stated above, Arizona requires a visual inspection on vehicles when certain transactions are performed. Other reasons would be:

- If the sequential numbers (last six numbers of the vehicle identification number) do not match, the applicant must obtain a corrected title or a letter from that state.
- If the sequential numbers are correct, but there is an error somewhere else in the VIN

Anytime there is a discrepancy in the VIN, the inspector is required to note in the “Other ID” or “Remarks” field on the inspection form, “above VIN correct”. When a Level I inspection is completed and the customer does not have ownership documents, a notation must be made in the remarks section of the Level I Vehicle Inspection form stating:

“INSPECTION WITHOUT PAPERS (IWOP), ABOVE VIN CORRECT”

Reading A Level I Vehicle Inspection Form

The following information is a field-by-field description of the information contained on a Level I Vehicle Inspection form. Field information is the same unless otherwise indicated after the field name. At the end of this module is an example of the Level I Inspection form.

The inspector **can** correct errors on the inspection form (**except for four specific areas**) by drawing a line through the incorrect information, writing the correct information and initialing the change.

The four fields on the inspection form that **cannot** be corrected are:

- Vehicle Identification Number
- Federal Vehicle Identification Number
- Motorcycle Engine Number
- Motor Home Coach Number



Motor Vehicle Division

48-4504 R06/09 www.dot.state.az.us

LEVEL I VEHICLE INSPECTION

Inspected For ☐ Title ☐ Dismantle ☐ Salvage ☐ Crush ☐ Other					Date		Time ☐ am ☐ pm	
Address Where Inspection Is Being Performed					City		State	
Zip								
Vehicle Identification Number					10th		17th	
☐ Yes ☐ No VIN appears altered, tampered with, missing or unreadable? (if yes, refer to level II/III)								
Year		Make		Model		Body Style		Color

FIELD	DESCRIPTION
Inspected For	Being Titled, Dismantled, Salvaged, Crushed (or Other, <u>MVD form only</u>)? One of these boxes must be checked.
Date	The date, (MM/DD/YYYY) the vehicle is being inspected
Time	The time of day the vehicle was inspected, also included the AM or PM.
Address Where Inspection	Location/address where the vehicle was inspected. .
City, State and Zip	This goes with the location address
Vehicle Identification Number (VIN)	The VIN written in this area must match the VIN on all supporting documents submitted with the inspection. There are no corrections to the information contained in this field.
Yes/No – VIN appears altered, etc....	The “No” box must be checked to accept the inspection.
Year	The year the vehicle was manufactured or the AZ number, when applicable.
Make	The vehicle make (i.e.: Ford, Chevrolet, Honda, Volkswagen, etc.).
Mode	The vehicle model (i.e.: Taurus, Malibu, Element, Rabbit, etc.).
Body Style	This should display a two to four digit combination of numbers and letters to describe what the vehicle looks like. EX. Two-door sedan (2DSD), or convertible (CV), SUV (4DSW). Use the T&R Body Styles / Category Codes from POLARIS.
Color	The color of the vehicle (i.e.: blue, red, or white).

Odometer Reading (no tenths)	Number of Axles	Cylinders	Fuel Type ☐ Gas ☐ Diesel ☐ Alternative Fuel (indicate type):																
Plate Number	Expiration Date (month, year)	State	Number of Plates	Surrendered (if No, explain in Remarks) ☐ Yes ☐ No															
Federal Vehicle Identification Number																			
										10th					17th				

FIELD	DESCRIPTION
Odometer Reading (no tenths)	The mileage showing on the vehicle's odometer when the inspection was done. If the vehicle does not have an odometer "No Device" should appear in the field. If the vehicle is a trailer, a line should be drawn through the field.
Number Of Axles	Indicates the number of axles on the vehicle.
Cylinders	Indicates the number of cylinders the engine has. If there are no cylinders, either the word "None" or a line will appear in this field.
Fuel Type	The type of fuel the vehicle uses. If Alternative Fuel is checked, the type of fuel must be indicated. If the vehicle is a trailer, a line should be drawn through the field.
Plate Number	The number of the license plate on the vehicle when the inspection was done. If there were no plates on the vehicle, either the word "None" or a line will appear in this field.
Expiration Date	The expiration date of the license plate on the vehicle when the inspection was done. If there were no plates on the vehicle, either the word "None" or a line will appear in this field. (Month/year)
State	The abbreviation of the state that issued the plate(s)
Number of Plates	The number of plate(s) that display on the vehicle. If there is no plate(s), draw a line through this field
Surrendered	Indicates if the plates were surrendered or not. The appropriate box must be checked. If "No" is checked, there will be an explanation in the Remarks section (i.e.: personal plate, special plates, etc.).
Federal Vehicle Identification Number	The VIN written in this area must match the VIN on all supporting documents submitted with the inspection. There may be no corrections to the information contained in this field

☐ Yes	☐ No	Federal Vehicle Identification Number appears altered, tampered with, missing, unreadable or different? (if yes, refer to level II or III)
☐ Yes	☐ No	Federal Vehicle Identification Number is printed in a language other than English? (if yes, refer to MVD Enforcement)

Motorcycle Engine Number																			

☐ Yes	☐ No	Motorcycle Engine Number appears altered, tampered with, missing or unreadable? (If yes, refer to level II or III)
------------------------------	-----------------------------	--

☐ Mobile Home	☐ Trailer	☐ Motor Home	Width	Ft	in	Length	Ft	in
☐ Other (describe):								

FIELD	DESCRIPTION
Yes/No	Federal Vehicle Identification Number appears altered, tampered with, missing, unreadable or different? (If yes refer to Level II/III): The "No" box must be checked to accept the inspection. Federal Vehicle Identification Number is printed in a language other than English? (If yes refer to MVD Enforcement): The "No" box must be checked to accept the inspection.
Motorcycle Engine Number	Motorcycle engine numbers may or may not match the motorcycle's VIN, depending on the make of motorcycle. If the vehicle is not a motorcycle, a line will appear in this field. There may be no corrections to the information contained in this field
Yes/No	Motorcycle Engine Number appears altered, tampered with, missing or unreadable? (If yes refer to Level II/III): If the vehicle is a motorcycle, the "No" box must be checked to accept the inspection.
Mobile Home/Trailer/Motor Home/Other	If the vehicle is one of these types, the appropriate box must be checked. If the vehicle is not one of these, draw a line through this field.
Width	If the vehicle is a Mobile Home/Trailer/Motor Home/Other, the width of the vehicle will be placed in this field. If the vehicle is not one of these, draw a line through this field.
Length	If the vehicle is a Mobile Home/Trailer/Motor Home/Other, the length of the vehicle will be placed in this field. If the vehicle is not one of these, draw a line through this field.

Motor Home Coach Number																	
Yes ☐ No ☐ Motor Home Coach Number appears altered, tampered with, missing or unreadable? (If yes, refer to level II or III)																	
Ownership Documents/Title Number																	
Remarks																	
If Bond Inspection, Indicate Condition ☐ Good ☐ Fair ☐ Poor						NCIC Check Completed ☐ Yes ☐ No						MVD Agent				Date	
I certify that I have made a physical verification of the above-described vehicle.																	
Agent/Officer Name										Agent/Officer Signature						Badge Number	
Telephone																	
Agency Address										City				State		Zip	

FIELD	DESCRIPTION
Motor Home Coach Number	Must be completed if the vehicle is a Motor Home. On older models, this number may NOT match the VIN. If the vehicle is not a motor home, draw a line through this field. There may be no corrections to the information contained in this field.
Yes/No	Motor Home Coach Number appears altered, tampered with, missing or unreadable? (If yes refer to Level II/III): If the vehicle is a motor home, the "No" box must be checked to accept the inspection.
Ownership Documents/Title Number	The title number and state of issue or other ownership documents should be listed in this area. If the vehicle was inspected without any of these documents, the note "Inspected Without Papers" will appear in this field.
Remarks	Where the inspector reports any information they think is useful that is not contained in any of the above fields on the form.
If Bond Inspection, Indicate Condition	If inspecting for a Bond Procedure, indicate the condition of the vehicle.
NCIC Check Completed	Indicate "Yes" or "No" for the completion of the NCIC check
MVD Agent signature	The printed name of the person who completed the NCIC check
Date	Date NCIC was called
Agent/Officer Name Agent/Officer Signature Badge Number	Inspector's printed name with signature and RACF or badge number
Telephone	Telephone number of the Inspector or Office
Agency address, city and state, zip	This is the information for the agency.

Note: Third Party Dealerships stop here. MVD Customer Service Representatives and Third Party Title Services must continue.

I certify that the above-described vehicle meets safety and equipment requirements and that the required equipment is in good working order (horn, rearview mirror, windshield wipers, two brake systems, mufflers, emissions equipment, two headlights, tail/stop lights, license plate light, reflectors, turn signals, other related equipment).

Operator Name		Operator Signature		Date
Street Address		City	State	Zip

FIELD	DESCRIPTION
Operator Name	The printed name of the vehicle's owner/operator.
Operator Signature	The signature of the vehicle's owner/operator.
Date	The date the vehicle's owner/operator signed the inspection form.
Street Address	The owner/operator's street address or business address.
City, State and Zip	Goes with the owner/operator's street address or business address.



**Motor
Vehicle
Division**
48-4504 R08/03 www.dot.state.az.us

**LEVEL I
VEHICLE
INSPECTION**

Inspected For ☐ Title ☐ Dismantle ☐ Salvage ☐ Crush ☐ Other:					Date		Time ☐ am ☐ pm			
Address Where Inspection Is Being Performed					City		State		Zip	
Vehicle Identification Number					10th		17th			

☐ Yes ☐ No VIN appears altered, tampered with, missing or unreadable? (if yes, refer to level II or III)

Year		Make		Model		Body Style		Color		
Odometer Reading (no tenths)		Number of Axles		Cylinders		Fuel Type ☐ Gas ☐ Diesel ☐ Alternative Fuel (list type):				
Plate Number		Expiration Date (month, year)		State		Number of Plates		Surrendered (if no explain in Remarks) ☐ Yes ☐ No		
Federal Vehicle Identification Number					10th		17th			

☐ Yes ☐ No Federal Vehicle Identification Number appears altered, tampered with, missing, unreadable or different? (if yes, refer to level II or III)

☐ Yes ☐ No Federal Vehicle Identification Number is printed in a language other than English? (if yes, refer to MVD Enforcement)

Motorcycle Engine Number									
--------------------------	--	--	--	--	--	--	--	--	--

☐ Yes ☐ No Motorcycle Engine Number appears altered, tampered with, missing or unreadable? (If yes, refer to level II or III)

☐ Mobile Home ☐ Trailer ☐ Motor Home ☐ Other (describe):					Width Ft in		Length Ft in		
Motor Home Coach Number									

☐ Yes ☐ No Motor Home Coach Number appears altered, tampered with, missing or unreadable? (If yes, refer to level II or III)

Ownership Documents/Title Number									
Remarks									
If Bond Inspection, Indicate Condition ☐ Good ☐ Fair ☐ Poor			NCIC Check Completed ☐ Yes ☐ No		MVD Agent			Date	

I certify that I have made a physical verification of the above-described vehicle.

Agent/Officer Name			Agent/Officer Signature			Badge Number			
Telephone ()									
Agency Address				City		State		Zip	

I certify that the above-described vehicle meets safety and equipment requirements and that the required equipment is in good working order (horn, rearview mirror, windshield wipers, two brake systems, mufflers, emissions equipment, two headlights, tail/stop lights, license plate light, reflectors, turn signals, other related equipment).

Operator Name			Operator Signature			Date			
Street Address			City			State		Zip	

LIENS

A lien is the legal right to hold another's property to satisfy an obligation or debt. In the case of a motor vehicle, when a purchaser borrows money to pay for the vehicle, the person the money was borrowed from becomes a lien holder and attaches a lien on the vehicle until the money is repaid.

“Title Holding”

Arizona is a title holding state. An organization or company will not receive a paper title. The title will be held electronically until the lien has been satisfied. At that time the title will be released.

- An Electronic Lien holder will have their lien recorded on the database. No title is sent. An electronic message will be sent to the lien holder to let them know the lien has been filed.
- When the lien is paid, it will be electronically removed and a lien free title will be mailed to the owner
- A dealer may request a title only to be electronically transferred to the dealer at the same time the electronic lien release is received
- This is requested through the Arizona Automobile Dealer's Association (AADA)

A private individual will receive the paper title showing them as the lien holder of the vehicle. When the lien has been satisfied, the lien is then released and the title is sent to the owner.

- The lien release is either on the title or a separate lien release which may also be used

Recording a Lien

The information necessary to record a lien may be submitted by:

- Entering the applicable information documented on the back of the title,
- Entering the applicable information documented on the single title and registration application
- Completion of a Dealer Acquisition Contract.

Requirements

The lien holder area requires the following information:

- Customer Number or EIN of the lien holder
 - a. If the lien holder's customer number is not submitted the documentation will be returned to the entity who submitted the documents.
 - b. If there are joint lien holders, each will require a customer number, and a legal status must be used between each name.
- Legal status rules that currently apply to ownership will also apply to the recording and release of liens held by joint lien holders
 - a. The system will allow a combination of up to three lien holders, per vehicle.
- Name of the lien holder(s)
- Mailing address of the lien holder(s)
- Lien date (only for filing)

Note: The first lien is the primary lien. The primary lien is the only lien recognized when performing a repossession title transaction. However, lien clearances may be accepted in any order.

Example: A second (or third lien) clearance may allow the removal of the second (or third) lien, while the primary lien remains on the record.

Back of the Title

When using the back of the title to transfer ownership, the following information is required:

- Lienholder name and address
- Customer number of lien holder, if available
- Lien date
- The word "none" if no lien is to be recorded, or leave blank

Liens Placed on Back of Title in Error

ANY information placed in the lien holder information area on the back of a title or MCO is recognized as a bona fide placement of a lien against the vehicle. This information cannot be "overlooked" and must have a "paper trail" supporting any changes. **Verbal or clerk notations are NOT acceptable.** A lien release or notarized clearance letter would be required.

An example of Lien Errors:

- The seller wrote the date of sale in the lien date box
 - a. "Statement of Error" and/or a "Release of Interest" form or a notarized lien clearance from the seller must be submitted.
- Seller wrote "none" in lienholder name but then wrote the amount of sale in the lien amount box with no lien holder name and address
 - a. "Statement of Error" and/or a "Release of Interest" form or a notarized lien clearance from the seller must be submitted.

Acceptable Documentation Required to Release a Lien Includes:

- An original lien filing receipt issued by the Division prior to October 26, 1987
- An original computer-generated lien holder record issued by the Division on and after October 26, 1987
- An Arizona Certificate of Title (title), Lien release section properly completed (issued by the Division on and after April 2001)
- A lender copy of the original lien instrument
 - a. Receipts, issued by the lien holder, totaling the amount owed (ONLY WHEN THE LIEN AMOUNT IS RECORDED ON THE TITLE)
 - b. Cancelled checks totaling the amount owed (ONLY WHEN THE LIEN AMOUNT IS RECORDED ON THE TITLE)
 - The receipt or cancelled check does not need to identify the vehicle/mobile home
- Lender copy of the original lien instrument when it provides:
 - a. A complete description of the vehicle (year, make, and vehicle identification number)
 - b. The LIEN amount as recorded on the title
 - The lien amount is required only when the lien amount is recorded on the title
- The date the lien was paid in full
- A notation or stamp that indicates the lien is paid
- The full signature of the lien holder or the lien holder agent
 - a. Initials of the lien holder are not acceptable
 - b. When a lien holder is reflected as one or more persons, signature requirements are dependent on the legal status of the lien holders, see Policy [10.3.3 Multiple Liens](#)

Lien Clearance Document Must Contain

- A complete description of the vehicle
- A notation that the lien is considered paid
- Notarization information
- The printed name and signature of the lien holder (or lien holder agent)
- When the record displays more than one lien holder the signature requirements are dependent on the legal status chosen by the lien holders, see [10.2.4 Multiple Owners](#)
- Initials are not acceptable

If a vehicle or mobile home record displays two or more liens with the same lien holder, the lien release must include the lien date. In this instance alone, the lien date on the lien release must match the lien date recorded on the Title and Registration record

Note: When a lien is secured (perfected), a bankruptcy order (or supporting bankruptcy documents) cannot be used in place of a lien clearance. The debtor must either return the vehicle to the creditor or make alternate payment arrangements.

When a Lien Release Is Not Required

A lien that remains on an Arizona vehicle record for more than 12 years may be removed without first receiving a lien clearance/release letter. This applies to only regular passenger vehicles or trailers.

The exceptions to this rule are the following vehicles. These vehicles **MUST ALWAYS** have a lien clearance:

- Travel trailers
- Motor homes
- Mobile homes
- Commercial vehicles, which may be indicated by:
 - a. Title in the name of a commercial entity.
 - b. Commercial Category display on the vehicle record.
 - c. Gross Vehicle Weight (GVW) displays on the vehicle record.
 - d. Commercial registration/weight fees displays on the Plate Credit Record.

Note: In applying the 12-year provision, the lien date shall be the determining factor, irrespective of when the title was issued.

Lien Release on Out-Of-State Titles

For out of state titles, Arizona will follow the out of state lien release policy.

A title issued by a foreign jurisdiction may be used to remove a lien if all of the following conditions are met:

- The lien (previously recorded in this state) does not appear on the foreign jurisdiction title
- The foreign jurisdiction title was issued (at least) one year prior to the date of application
- The law of thearingoffice@azdot.gov or personal delivery, to the Executive Hearing Office (EHO)

Executive Hearing Office
Motor Vehicle Division
PO Box 2100, Mail Drop 507M
Phoenix, Arizona 8500

Title Processing Codes

Below is a list of the different title print codes that appear next to the film number on a vehicle record when a title is processed. They will confirm how the last title was issued. They are:

Title Print Code	Definition	Explanation of Definition
OTC	Over the Counter	Hard copy title was printed when the transaction was performed
BTP	Batch Title Print	Title was printed during the overnight batch process
ELT	Electronic Lien Title	Hard copy title has not been printed. Electronic message was sent to lien holder
EOC	Electronic OTC	Electronic lien holder requested a hard copy of the Title. It was printed when the transaction was performed
ELR	Emergency Lien Release	Electronic lien holder released the lien using an Emergency Mailbox. Customer has 2 days to pick up at any MVD office. The CSR must request title to print at that time. If the customer does not pick up the title in the allotted 2 days, the title will be printed in batch process and the code will change to BTP
PDT	Print date of the Hard Title	Displays after the state of issue for the last title. Remains blank until hard title has been printed. Once title is printed the print date will appear

Information that is automated when the title was process is

- **IDT Issue Date** The date the record was created/updated
- **Transaction Code** TC65 Lien has been released electronically (will not stop the printing of a title)

POWER OF ATTORNEY

When a Power of Attorney (POA) is used, an original or a copy of the original stamped True and Exact by the authorized person may be accepted along with other documentation. The Power of Attorney document must meet certain criteria.

- It cannot be expired
- It must be notarized
- Person giving POA cannot be deceased

Types of Power of Attorney

- A **general** POA allows the designee to conduct business for the grantor
- A **durable** POA is commonly used to make health care decisions
- A **special** POA allows the designee to sign for a specific matter
- The **Military Member** POA allows the agent to conduct business for the military member
- An **Irrevocable** POA allows the designee to conduct business for the grantor
 - The ruling court may revoke this type of POA, not the grantor
- The **custodial care** POA allows a parent or guardian to delegate authority and power to another to act on his/her behalf regarding the care, custody or property of his/her minor child, except consent to adoption or marriage. This is valid for six months, except in the case of a military member POA, which is valid for one year

For the purposes of executing a POA in the performance of vehicle title and registration activity, the POA is not required to be:

- Notarized if an MVD Agent has witnessed the POA.
- Witnessed if a notary has notarized the POA.
 - a. The signature provided on the POA may not contain any alterations, white-outs, or cross-outs
 - b. A POA containing an altered signature is returned to the customer

At the Time of Application the POA Must be Submitted

- The POA or a certified copy of the POA (from the issuing agency) must accompany the application and serves as evidence of public filing of the transaction
- If the customer requests the return of the POA, the authorized person shall make a copy of the original for the purposes of completing the customer's transaction.

The Division Offers Two Types of Powers of Attorney's

1. Power of Attorney #48-1001:
 - To appoint another person to sign all documents required to obtain and transfer a vehicle title.
2. Power of Attorney with Odometer Disclosure, form #48-7104
 - A Power of Attorney with Odometer Disclosure is used for private party to private party sales and allows the seller to authorize the buyer to disclose the odometer reading

Anytime a document is signed using a Power of Attorney, the Attorney-In-Fact (the designee) will sign the grantors name with the word “by”, then their name, and their authority to sign.

Example: John Marion, **by** Keith Johns **POA**

Notarization Requirements

A notary public is a person legally authorized to **witness** signature(s)

- A notary does not certify a document, only witnesses the signature(s)
- A certified document must always be from the issuing agency

When a document is used that has been notarized certain requirements must be met.

- The date of the notarization must be present and legible
- Their seal must be verified according to the state of issue
- An Arizona notary must use:
 - a. A rubber stamp if their commission expires on or after July 20, 2000
 - b. On the old raised seal, take a pencil and paper and slightly rub on the seal.
This will raise the seal for scanning and/or microfilming
- The notary's name and county in which they are commissioned must all be legible. The notary's signature must be present according to the state of issue
- The notary's commission expiration date must be legible

On the date the document was notarized, the expiration date of the notary's commission must have been current.

Refer to Policy: [Power of Attorney](#)

The Power of Attorney with Odometer Disclosure is used when a certificate of title is not available due to the title being held by the lien holder.



POWER OF ATTORNEY With Odometer Disclosure

Vehicle Identification Number	Year	Make	Body Style
Attorney-In-Fact (individual or organization you wish to act for you in this matter)			

Federal and State law require that the transferor/seller states the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment. The Transferor/Seller appoints the Attorney-In-Fact above to sign all papers and documents required to secure the title, and further grant the authority to endorse and transfer title thereto, and to disclose the mileage, for the vehicle described above, exactly as stated in the following disclosure.

Odometer Reading (no tenths) ☐ miles ☐ kilometers	☐ Mileage in excess of the odometer mechanical limits. ☐ NOT Actual Mileage, WARNING – ODOMETER DISCREPANCY.
--	---

I certify to the best of my knowledge that the odometer reading is the actual mileage unless one of the boxes above is checked.

Seller Name (printed) This must be printed by hand		Seller Signature					
Street Address		City	State Zip				
Acknowledged before me this date. <table border="1"> <tr> <td>Date</td> <td>County</td> <td>State</td> <td>Commission Expires</td> </tr> </table>		Date	County	State	Commission Expires	Notary or MVD Agent Signature	
Date	County	State	Commission Expires				

I am aware of the above odometer certification made by the seller.

Buyer Name (printed)	Buyer Signature
----------------------	-----------------

As you can see, the statement is the same on an Odometer Disclosure and the back of the title.

EMISSION DEALER SALES

The Environmental Protection Agency (EPA) sets the standards for air quality and the State of Arizona is required to meet these standards. In addition, Arizona law defines the emission control areas of metropolitan (metro) Phoenix and metropolitan (metro) Tucson according to township and range boundaries.

[ADEQ](#) uses postal ZIP codes to make it easier to determine if a specific residence is in or out of a defined emission control area. The two designated emission control areas are:

- **Attainment areas:** any city, town, or rural area that **meets** the air quality standards. Vehicles permanently located in attainment areas are **not required to have emissions** tests
- **Non-Attainment areas:** any city, town, or rural area that does not meet the air quality standards (smoggy areas). There are two non-attainment areas, each have different testing standards
 - Metro Phoenix Area **A** - Maricopa (07), Yavapai (13), and Pinal (11) Counties
 - Metro Tucson Area **B** - Pima (10) County

All other counties comply with EPA standards therefore; they do not need emissions to register vehicles, unless the vehicle is used to commute to work in the Metro Phoenix or Tucson areas.

Unless exempt (from the list below), all requirements apply:

- All model year 1967 and newer vehicles registered in metro Phoenix or metro Tucson are subject to periodic emission testing
 - a) Annually, biennially or a five (5) year registration depending on vehicle type, model year, fuel type and gross vehicle weight rating (GVWR), class and inspection area
- Vehicles must pass the emissions inspection or receive a waiver before they may be registered in these areas
 - Under **A.R.S. §49-542**, an inspection or waiver dated **more than** 90 days before the registration expiration **cannot** be used to register the vehicle.

Additionally, vehicles registered outside of metro Phoenix or Tucson and used to commute to the driver's principle place of employment within the metro areas are required to pass inspection or receive a waiver before they may be registered

Emission - Exempt Vehicles

The following vehicles are exempt from the vehicle emissions program.

- Trailers
- Title Only Vehicles
- Collectable Vehicles
- IRP Prorate Vehicles
- Motorcycles and ATC/ATV
- Golf Carts and Mopeds (including neighborhood electric vehicles (NEV))
- Model year of 1966 or older
- Electric, Solar or Hydrogen vehicles
- Engine displacements of less than 90 CC
- Vehicles sold between dealers (dealer to dealer)
- NEW (MSO/MCO) vehicles registered for the first time
- Vehicles of the current model year and four previous years
 - a) Except alternative fuel and reconstructed
- OEM Alternative Fuel Vehicles (AFV) of the current model year and two previous years

Motor Vehicles Eligible for the In-Lieu Option:

- a. Original Equipment Manufactured (OEM) AFV, prior to the **fourth** registration year after purchase or a lease of a new vehicle.
- b. Certain Original Equipment Manufactured (OEM) alternative powered new vehicles identified by a status code **49** on the vehicle record are subject to an annual EIF fee in Area **A** and Area **B** during the second and third registration year.
 - Vehicles sold between dealers (dealer to dealer)
 - Motorcycles, all terrain cycles, and all terrain vehicle (ATV)

Dealer Emission Inspection

Motor Vehicle Dealers located in a non-attainment area (Area A and/or B) are required to have the vehicle emission test before delivering the motor vehicle to a retail purchaser. This must be accomplished until the motor vehicle complies with the minimum emissions standards, unless exempt.

Motor Vehicle Dealer outside of Area A and B (where an emission test is not required) but the customer resides in Area A and B, the vehicle's title and registration cannot be completed until the vehicle has successfully passed an emission test. The customer is required to obtain the emission test documents.

Motor Vehicle Dealer selling a vehicle to a private individual, an emissions test must be completed by the dealer. Prior inspections completed by a previous dealer will not be accepted. To validate the emission inspection, the sale date on the title will be reviewed to determine if the emissions inspection is valid for the last selling dealer.

A motor vehicle dealer may choose to take the vehicle to an [ADEQ](#) inspection station or (as permitted by [ADEQ](#)) the dealer may perform fleet inspections which may replace the [ADEQ](#) emission form with a Certificate of Inspection.

[ADEQ](#) may also permit an eligible motor vehicle dealer (business located in a non-attainment area, Area A-Metro Phoenix and Area B-Tucson) to establish their own fleet emission inspection station for the purpose of testing vehicles which are held for resale as part of the dealer's business inventory.

The fleet inspection station will issue a Certificate of Inspection for all vehicles tested at this location. This will be submitted by the selling dealer.

The Certificate of Inspection (Dealer/Fleet) is valid for an annual registration cycle **only** and may be used for the transfer of ownership as long as the transfer takes place prior to the Certificate expiration date.

- This is transferable to the auctioneer. The Customer of the auctioneer will need a new inspection after purchasing the vehicle from the auctioneer before titling and registering the vehicle.
- Valid for 180 days for the auctioneer, if the vehicle is not sold within 180 days the auctioneer will need to purchase an additional certificate before selling the vehicle.

Note: The COI will include the certificate expiration date which is one year from the date the vehicle was inspected.

The requirement for an emissions test is based on the zip code of the owner's residence address or the vehicle's domicile address. Refer to [ADEQ Manual](#), in POLARIS and scroll to Section V, "Contacts, Zip Code Tables, and Definitions" if a question arises.

The appropriate test is determined by vehicle type, model year, fuel type and gross vehicle weight rating.

Note: Certain Original Equipment Manufactured (OEM) alternative powered vehicles identified in the vehicle record by a SC 49 will still be subject to the annual EIF in Area A and Area B for the second and third registration year of the vehicle.

Proof of Emission Inspection Compliance

If the current emission passed is not already on the vehicle record the following documents shall be accepted by the Motor Vehicle Division as proof of compliance with the emissions inspection requirements.

Note: Emissions Test: IL= In Lieu - **M** = MCO - **Y1** = Basic (1 year) - **Y2** = IM147 or OBD (2 years) are still being used.

Emission - Certificate of Inspection Dealer/Fleet

- Arizona law states that vehicles, 1967 or newer, sold by Arizona licensed dealers located in Area A and B are required to pass an emissions test prior to delivery to the general public. This is accomplished by:
 - a. Passing the actual test
- For fleets and dealerships that employ a licensed vehicle emissions inspector, a Certificate of Inspection may replace the ADEQ emissions form
- A Certificate of Inspection is a consecutively numbered document sold by ADEQ to dealers and fleets
- The vehicle is tested at the dealership
- The original white copy of the certificate of inspection must be submitted when transferring ownership. The certificate:
 - a. Must be signed and dated, first initial and full last name of the inspector.
 - b. Have the correct VIN on the form.
 - c. Is acceptable for one year of registration.
 - If the certificate shows any corrections, verify authenticity before accepting it

The dealer is legally responsible for the cost of the test and any repairs required passing all phases of emissions.

When a customer purchases a vehicle for **“Title Only”** (no registration):

- No emissions test is required
- **A Status Code 12 is placed on the vehicle record with a comment:** “Dealer Sale/Emissions Required Prior To Registration”

Emission - Diesel Fueled Vehicles

Vehicles using diesel fuel based in either area A or area B is required to have an emissions test annually, unless the vehicle qualifies, (five newest model years).

All diesel fuel vehicles with a declared gross vehicle weight (GVW) of 8,501 lbs. or more must pay an additional \$10.00 diesel air quality fee. .

Emission - Partial Exempt (SC 52)

Partial-Exempt Emissions Areas – If a customer lives in a partial-exempt area (by zip code), the emissions requirements must be established with ADEQ. The vehicle owner will be required to contact ADEQ.

When ADEQ determines the customer is exempt from the emissions test, a status code 52-exemption form is issued to the customer. When the customer submits the form to MVD, a status code 52 is manually placed on the record. Subsequent renewal notices will indicate, “No emissions test is required”.

Refer to: [ADEQ Manual](#)

PENALTIES / DEALER

This section is in reference to late fees applied to title transfers. A penalty will apply to the transfer of ownership anytime a vehicle is purchased in Arizona. Arizona has a 15 and 30 day windows for transfer of ownership. This penalty process will not apply to an Out of State title transfer.

The motor vehicle dealer is given 30 days after the purchase or transfer of vehicle in which to transfer ownership into the customer's name.

When a dealer fails to complete ownership in the customers name within the allotted time period of the 45 Day TRP, a penalty is assessed 15 days from the:

- Expiration date of the Temporary Registration Plate (TRP) issued by the licensed dealer

The purchaser of a vehicle (private) shall apply for a title within **15 or 30 days** after the date of sale.

15 Days

- When purchasing a new vehicle
- Purchased a currently registered vehicle (vehicle was registered at the time of sale)

30 Days

- When purchasing a mobile home, an expired vehicle or a vehicle acquired as a result of an operation of law
- Bond Conservator/Guardian Landlord's Lien
- Repossession Divorce Decree Mechanic's Lien
- Bankruptcy Judgment Probate
- Sherriff's Sale Pending Order of Forfeiture Self Ser Storage

The **penalty fee** is assessed when the new owner fails to take ownership within the allotted time period of:

- 15 days from the earliest date that applies:
- Date of sale as indicated on the title
- After the expiration date of a Temporary Registration Plate (TRP) expiration date (use the TRP 45 Day Expiration Date Calendar, located at the end of the chapter, to determine when a TRP will expire)
- Date of lien
- Within 30 Days of acquiring an Operation of Law
- See list in number one under 30 Day

Penalties will accrue \$8.00 the first month late and \$4.00 each month thereafter. A maximum of \$100.00 can be charged.

PACD

A PCAD is required to provide written notice to the Department within 15 days after the transfer of a vehicle resulting from a public consignment auction sale, utilizing the "PCAD Sale Notice Report" through the ADOT ServiceArizona Dealer Suite, containing:

- Date of transfer
- Seller's name & address
- Purchaser's name & address
- VIN, make and model
- Successful bid price including any premiums and/or commissions associated with the vehicle auction sale
- Indicate if the vehicle record contains a salvage brand

A PCAD who fails to provide the required notification within 15 days shall be assessed an \$8 penalty for the first month and \$4 for each additional month the notice is not provided. The total penalty shall not exceed \$100 for each PCAD vehicle transfer.

- When a PCAD is in violation of the provisions stated, the Director may do either of the following:
 - Suspend or cancel the Dealer's license.
 - Impose a Civil Penalty of at least \$1,000 but not more than \$3,000

Refer to [POLARIS](#) for more information on all applications.

45-DAY TEMPORARY REGISTRATION PLATE (TRP)

A 45-Day Temporary Registration Plate (TRP) is a plate that is issued by a Dealership, providing temporary registration for use of the vehicle while all documents are submitted and processed for title and registration by an MVD Office or an Authorized Third Party Provider.

When A Dealership Sells A Vehicle To Be Titled and Registered in Arizona:

- A Temporary Registration Plate (TRP) will be placed on the vehicle
- This allows the purchaser to drive the vehicle legally until the paperwork is completed
- A dealer may only issue one TRP per vehicle
- The TRP is valid for 45 days
- The TRP is entered on the database by the dealership
- The fee is \$1.00

When a dealer fails to complete ownership in the customers name within the prescribed 45 days a penalty is assessed 15 business days from the:

- Expiration date of the Temporary Registration Plate (TRP) issued by the licensed dealer

TRP System Administrators

To ensure proper security of the TRP system, MVD requires a point of contact at each dealership and title service company location. Each dealership will be required to appoint a TRP system administrator(s). The TRP system administrator will identify and maintain certified processors of the system.

- Dealers must register with MVD's Authorized Third Party Electronic Service Provider through the Service Arizona Assistance Desk or the AADA Storefront(?) to submit TRP and temporary registration information.
- Dealers that issue TRPs may register with more than one authorized electronic service provider
- All dealers must use their unique dealer license number when logging-on to the TRP system.
- TRP system administrators will be assigned a PIN number and password. Passwords must be changed on a regular basis.
- The TRP system administrator of each dealership will be responsible for reviewing a list of their TRP processors on a weekly basis to identify any changes, or to add or remove users.
- The administrator is responsible for communicating with the ServiceArizona Assistance Desk.
- For an administrator to authorize an agent as a processor, the agent must have an email address with a maximum length of 60 characters.

TRP System Processor

A processor of the system would be an individual authorized by the system administrator to issue TRPs through the system for their customers. A single processor can be authorized to conduct business for several dealerships.

An individual processor would be required to enter their UserID (email address) and password, (assigned by MVD), every time they log in.

When the individual processor (dealerships) signs on to the system, only the dealership(s) with whom they are registered for, will appear on their TRP Home Page screen, available in a drop down box (steps to follow).

Dealerships

A dealership that issues TRPs and temporary registrations shall:

- Allow ADOT/MVD full and free access to the records during regular business hours.
- Not lend a TRP and temporary registration to a person or use on a vehicle that the dealer owns.
- Not issue a TRP and temporary registration before sending an electronic record of the temporary registration plate to MVD. (Violation is a class 3 misdemeanor)
- Not issue a TRP and temporary registration containing a misstatement of fact. (Violation is a class 3 misdemeanor)
- Not knowingly insert false information on the face of the TRP and temporary registration. (Violation is a class 2 misdemeanor)
- If the TRP was voided or has expired before the title and registration transaction is completed, an online 30-Day General Use Permit may be issued by a dealership
- Reasons for a dealership voiding a TRP may be:
 - a. The sale fell through
 - b. Inaccurate information was entered
- Before a dealership can issue the online 30-Day General Use Permit, a TRP must have been issued and created on the database.

Note: A TRP may be reprinted by the dealer in the event the original TRP is lost or stolen

Voiding TRP

Licensed motor vehicle dealers will have the capability to electronically void TRPs and temporary registrations.

- A TRP and temporary registration can be voided at any time from the issuance date to the TRP expiration date
- MVD will no longer charge \$8.00 for each voided TRP, however, participating Authorized Electronic Third Party Providers may charge a convenience fee for voiding TRPs and temporary registration

If a TRP is lost or stolen, a dealer will simply need to reprint the TRP rather than voiding the TRP. If a TRP has to be voided, the dealer will have access to do so accessing the EZ Temporary Registration Plate available through the ServiceArizona suite of services (Dealer Services) and the Arizona Automobile Dealers Association (AADA) ETRP.

When the above services are used, the dealer will need to select the reason as to why the TRP was voided. This can be done by the drop down box which will have two options. They are:

1. Deal unwound, or
2. Incorrect information entered

Record Retention

Dealerships must continue to maintain a record of all TRPs and temporary registrations issued, as required by law:

- A daily electronic TRP Activity Log for all TRPs and temporary registrations issued will replace the written log previously required.
- Verify on a daily basis that the issued TRPs and temporary registrations match your number of vehicle sales. Report any discrepancies to the Service Arizona Assistance Desk by the close of the next business day.
- All records in reference to TRPs and temporary registration issuance must be maintained for a period of 3 years.

If the Service Arizona System Goes Down

If the Service Arizona system goes down, do one of the following:

- Call the Service Arizona Assistance Desk at 1-866-436-9533 or email at ezhelp@us.ibm.com and they will assist you.
- If the problem is not determined immediately, go to the nearest Motor Vehicle Office (MVD) to obtain a 30-Day General Use Permit.

If your internet provider goes down:

- The TRP system can be accessed from another facility as long as the computer has Internet capability and a printer is available to print the TRP and temporary registration for the customer.

Web Screens

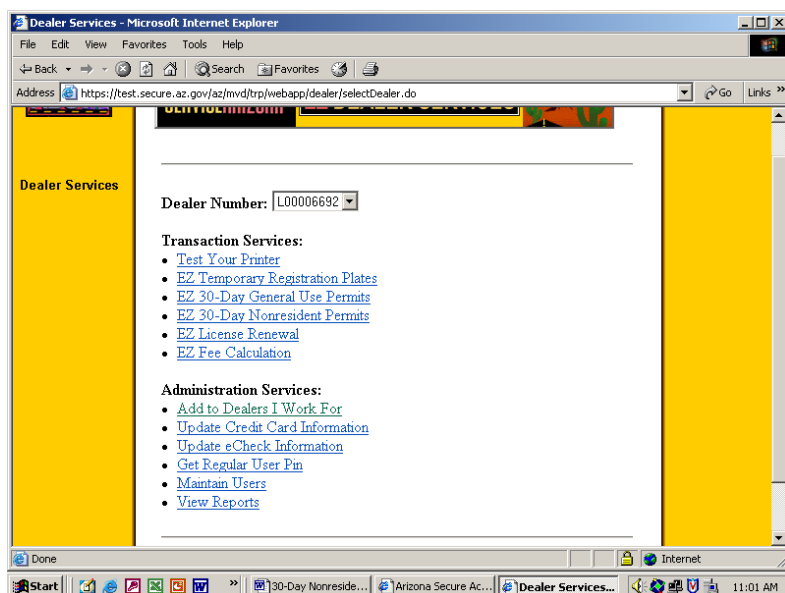
The site consists of several self-navigating screens that request various kinds of information about the customer and the vehicle being purchased.

In addition, because a TRP and temporary registration is a form that is accountable, the Dealership will also have the opportunity to void a transaction, when applicable.

The site is very easy to use. It is made up of a number of steps shown on the screens that the dealership completes.

The following pages will guide a processor/administrator through an entire TRP and temporary registration issuance step-by-step.

Dealer Services Home Page



This is the EZ Dealer Services Home page. If the user of the system is authorized as an administrator, the screen will appear as shown above. If the user of the system is authorized only to be a processor their EZ Dealer Services Home page will appear **slightly different**.

1. If you can only process a TRP for **one dealer** then go to # 2. If you can process a TRP for **more than one dealer**, click the drop down box to select the proper dealership.
2. Click on the **type of transaction** you wish to process. The Internet link will take you to that particular service.

Note: Items listed under each service heading may be discussed individually later in this user's guide. For any transaction other than the EZ Dealer Temporary Registration Plate, click on the service to obtain its user's guide for step-by-step procedures on how to use that service.

Steps To Test Your Printer

Every morning before issuing a TRP and temporary registration, you should test your printer. To do this, use the following steps:

1. From the EZ Dealer Services Home Page, click the **Test Your Printer** link.

Note: Reading the screen will help you navigate through the process as well.

2. Click on the **Sample print page** link. This will display a sample permit screen for you to print. Make sure to adjust your printer to print the TRP and temporary registration.
3. To print the Sample print page, select **"File"** in the menu bar and from the drop down box; select the **"Print"** option. A dialog box will appear in front of the sample permit, click the **"Print"** button to print.
4. To exit the Sample print page, select **"File"** in the menu bar and from the drop down box; select the **"Close"** option. This will bring you back to the Test Your Printer page.
5. Click the **Back to EZ Dealer Services Home** link. This will bring you back to the EZ Dealer Services Home Page to start the issuance process.

Steps To Issue a Temporary Registration Plate (TRP)

1. From the EZ Dealer Services Home Page, click the **Temporary Registration Plates** link
2. From the TRP Services Home Page, click the **Issue TRP** link

Step 1: Entering the Vehicle Information

3. Type in the **Vehicle Identification Number (VIN)**. This is found on either a title or left-hand corner, in the dash, of the vehicle. Double check to make sure the VIN is typed correctly or the system will not identify the vehicle. This number, when entered in to the system, can be either upper or lower case letters
4. Answer the question, **"Are there multiple owners?"**
 - If yes, click **"Yes"**, which indicates there will be **more than one owner** titled to this vehicle
 - If no, click **"No"**, to indicate there will be **only one owner** titled to this vehicle
5. Click **"Continue"** to proceed

Note: Click "Cancel" to return to the EZ Dealer Services Home Page, canceling the transaction.

Step 2: Enter Owner Information

Depending on what button was selected in Step 1, determines which screen will appear next. If **"No"** was selected from Step 1 **continue with the steps below**. If **"Yes"** was selected in Step 1, go to step 9.

6. Type in the **Owner's Customer/AZ Driver License Number**. This can be found on the customer's driver's license.
7. Type in the **Date of Birth**. The date must be placed with a two-digit month, two-digit day and a 4-digit year. **Example: 05/15 /1948**

Note: If the TRP is issued to a company, enter only the company's customer number and leave the Date of Birth boxes blank.

Note: If either or both of the **owner's customer/AZ driver license number or date of birth** cannot be entered, after clicking "Continue" , the screen will default to a different screen in which all the owner's information will need to be entered. Go to page 9, **Step 2a** Enter Owner Information to continue.

8. Click "**Continue**" to proceed. Go to page 11, Step 3 Confirm Information screen to continue the issuance.

Note: Click the "Back" button to return to the prior screen.

If the **Yes button** was selected in Step1, **continue with the steps below**.

9. Type in the first **Owner's Customer/AZ Driver License Number**, under the "Owner 1" heading. This can be found on the customer's driver's license.
10. Type in the first owner's **Date of Birth**, under the "Owner 1" heading. The date must be placed with a two-digit month, two-digit day and a 4-digit year. **Example: 05 / 15 / 1948**

Note: If the TRP is issued to a company, enter only the company's customer number and leave the Date of Birth boxes blank.

11. Type in the second **Owner's Customer/AZ Driver License Number and Date of Birth**, under the "Owner 2" heading.

Note: If either or both of the **owner's customer/AZ driver license number or date of birth** cannot be entered, after clicking "Continue" , the screen will default to a different screen in which both owner's information will need to be entered. Go to page 9, **Step 2a** Enter Owners Information to continue.

Note: If the first owner had No customer number and the second owner's customer number was entered then the first owner's information must be completed. Go to page 10, **Step 2b** Enter Owner 1 Information.

Note: If the first owner has a customer number and the second owner did not then the second owner's information must be completed. Go to page 11, **Step 2b** Enter Owner 2 Information.

12. Click "**Continue**" to proceed. Go to page 11, Step 3 Confirm Information screen to continue the issuance.

Step 2a: Enter Owner Information

If either the owner's customer/AZ driver license number or date of birth **could not be entered from Step 1** then the following information will be needed to continue with the TRP issuance.

13. Type in the **Owner's first name, middle initial** (if applicable) **and last name**. If the customer only has a first name then leave the other name fields blank.
14. Click on the **Suffix** drop down arrow for a complete list of suffixes to be used as part of a name i.e. **Jr, Sr, III** (if applicable).

Note: If the customer is a company, type in the company name and leave the first, middle initial and last name fields blank.

15. Type in the **complete address**. All fields are required (city, state and zip code) and if any box is left blank an error message will appear. If the last four digits of the Zip Code are unknown, leave blank.
16. Click "**Continue**" to proceed. Go to page 11, Step 3 Confirm Information screen to continue with the issuance.

If both of the owner's customer/AZ driver license number or date of birth **could not be entered from Step 1** then the following information will be needed to continue with the TRP issuance.

17. Type in the first **Owner's first name, middle initial** (if applicable) **and last name**, under the "Owner 1" heading. If the customer only has a first name then leave the other name fields blank.
18. Click on the **Suffix** drop down arrow for a complete list of suffixes to be used as part of a name i.e. **Jr, Sr, and III** (if applicable).

Note: If the customer is a company, type in the company name and leave the first, middle initial and last name fields blank.

19. Type in the **complete address**. All fields are required (city, state and zip code) and if any box is left blank an error message will appear. If the last four digits of the Zip Code are unknown, leave blank.
20. Type in the second **Owner's first name, middle initial** (if applicable) **and last name**, under the "Owner 2" heading. If the customer only has a first name then leave the other name fields blank.
21. Click "**Continue**" to proceed. Go to page 11, Step 3 Confirm Information screen to continue the issuance.

Step 2b: Enter Owner 1 Information

If the first owner has **No customer** number and the second owner's customer number was entered then the first owner's information must be completed. Fill in the following fields:

22. Type in the first **Owner's first name, middle initial** (if applicable) **and last name**. If the customer only has a first name then leave the other name fields blank.
23. Click on the **Suffix** drop down arrow for a complete list of suffixes to be used as part of a name i.e. **Jr, Sr, and III** (if applicable).

Note: If the customer is a company, type in the company name and leave the first, middle initial and last name fields blank.

24. Type in the **complete address**. All fields are required and if any box is left blank an error message will appear. If the last four digits of the Zip Code are unknown, leave blank.
25. Click "**Continue**" to proceed. Go to page 11, Step 3 Confirm Information screen to continue the issuance.

Step 2b: Enter Owner 2 Information

If the first owner has a customer number and the second owner did not then the second owner's information must be completed. Fill in the following fields:

26. Type in the second **Owner's first name, middle initial** (if applicable) **and last name**. If the customer only has a first name then leave the other name fields blank.
27. Click on the **Suffix** drop down arrow for a complete list of suffixes to be used as part of a name i.e. **Jr, Sr, III** (if applicable).

Note: If the customer is a company, type in the company name and leave the first, middle initial and last name fields blank.

28. Click "**Continue**" to proceed.

Step 3: Confirm Information

Once the owner(s) information is retrieved, the Confirm Information screen will appear. Verify the following:

29. The **owner(s) name and address is correct**. If incorrect, go to #32 below.

Note: The **issue date** will automatically populate.

30. The **vehicle information is correct** (VIN, make, body style and year). If incorrect, go to #32 below.

Note: If the VIN is correct, however the make, body style and year did not populate, manually type in the information.

31. For commercial vehicles only, type in the Gross Vehicle Weight (no more than 80,000 lbs). If the vehicle is not registered commercially, **skip this step**.

32. Answer the question, "Is this information correct?"

- If no, click the "**No, Go Back**" button to return to the prior screen for corrections.
- If yes, click the "**Yes, Continue**" button to proceed.

Step 4: Pay Fee

33. Enter the type of payment desired. They are as follows:

- "**Use eCheck Account on File**" if a **bank account** is established for automatic withdrawal to the account every time a TRP is issued and paid for by eCheck. If this option does not appear, the TRP administrator must input a designated eCheck account into the system first before the item can be selected.
- "**Use Credit Card on File**" if a **credit card** is established for charging the account every time a TRP is issued and paid for by credit card. If this option does not appear, the TRP administrator must input a designated credit card into the system first before the item can be selected.
- "**Use Another Credit Card**" if **any valid credit card** that the dealership or title service authorizes for use.
 - a. Enter the **Credit Card Number** (no spaces).
 - b. Enter the **Expiration Date**. This number must be entered by the two-digit month and two-digit year i.e. **12/06**

Important: The "**Note**" which displays towards the bottom of the screen indicates the system will update its records between 11:50pm and 12:10am every day. Therefore, no TRP and temporary registrations can be issued during this 20 minute period.

34. Click the "**Submit**" button to proceed.

Note: Click the "Cancel" button to return to the EZ Dealer Services Home Page to cancel the issuance of the TRP and temporary registration.

Step 5: View and Print TRP

The View and Print TRP screen will appear once the owner(s) and vehicle information is submitted and payment was accepted.

35. Click the **“View and Print TRP”** button to view the TRP and temporary registration.

After a few seconds, the TRP and temporary registration will display on the screen.

36. A dialog box will appear, click the **“Print”** button to print the TRP and temporary registration.

Note: Use the scroll bar to scroll down the page to see the owner's registration, located on the bottom half underneath the TRP.

After the TRP and temporary registration has printed, cut the paper in half, along the dotted indicators, so that the TRP can be placed in a plastic sleeve to display on the rear of the vehicle and the registration can be placed in the glove box.

37. To **exit** the TRP and temporary registration, click the **“Continue”** button located in the middle of the screen to return back to the View and Print TRP screen.

38. Answer the question, “Did the TRP print properly?”

- If no, click the **“No, TRP Did Not Print”** button. A dialog box will appear, prompting you to verify that the margins and font are set correctly. Click on the **“Close Window”** button to return to the View and Print TRP screen to try again. There is a **maximum of 3 tries** before the system will automatically void the current TRP and temporary registration. Click the **Back to the EZ Dealer Service Home** link to return to start the issuance again.
- If yes, click the **“Yes, Back to TRP Home Page”** button to return to the EZ Dealer Services Home page to start the issuance again for a different customer.

Steps To Void a Temporary Registration Plate (TRP)

1. From the EZ Dealer Services Home Page, click the **Temporary Registration Plates** link.
2. From the TRP Services Home Page, click the **Void TRP** link.

Step 1: Enter Information to Void TRP

3. Type in the **TRP Number** to be voided
4. Select, by using the drop down arrow, a **Reason for voiding the TRP**. The 5 reasons for voiding a TRP are as follows:
 - Deal Unwound
5. Entered Wrong WRONG INFORMATIONlick the **"Continue"** button to proceed.

Note: Click the "Cancel" button to return to the EZ Dealer Services Home Page to stop this procedure.

Step 2: Confirm Information

The TRP Number to be voided will display in the screen.

6. Answer the question, "Is this the correct TRP to void?"
 - If no, click the **"No, Go Back"** button to go back one screen to correct the TRP number.
 - If yes, click the **"Yes, Continue"** button to proceed.

Step 3: View Confirmation

7. A message will display, "TRP XXXXXX has been successfully updated with TRP status of Void". Click the **Back to the EZ Dealer Services Home** link to return to the EZ Dealer Services Home Page.

Steps to Search for a TRP by VIN

1. From the EZ Dealer Services Home Page, click the **Temporary Registration Plates** link.
2. From the TRP Services Home Page, click the **Search TRPs by VIN** link.

Step 1: Enter Search Criteria

3. Type in the **VIN** of the vehicle you want to research.
4. Click the **“Submit”** button to proceed

Note: Click the “Go Back” button to return to the EZ Dealer Services Home Page.

5. An Activity Report will display on the screen showing the following information:
 - Dealer License Number
 - VIN
 - Issued TRPs
 - Transaction Date
 - Time of Transaction
 - TRP Number
 - Customer Name

Voided TRPs (if applicable)

- Transaction Date
 - Time of Transaction
6. Click the **Back to Services** link to return to the EZ Dealer Service Home Page.

Steps To Add To Dealers I Work For (Administrator Only)

This process must be performed **prior** to issuing a TRP and temporary registration for a NEW dealer.

1. From the EZ Dealer Services Home Page, click the **Add to Dealers I Work For** link.

Step 1: Enter Information of Dealers to Be Added

2. Type in the New Dealer Number of the dealership you are authorized to issue TRPs and temporary registrations.
3. Type in the **PIN** Number of the dealership to be added. You can obtain the number from the TRP administrator at the new location.
4. Click the **"Add Dealer"** button to add this dealer.

Note: Click the "Go Back" button to return to the EZ Dealer Services Home Page.

Note: The next time you go to issue a TRP and temporary registration, a drop down arrow will appear giving you the ability to select the correct dealership or Title Service Company.

- 5 A **confirmation page** will return and display updated information. Verify that the screen displays the dealer number and name for which you want to be a regular processor. Click the **Back to the EZ Dealer Services Home** link to return to the EZ Dealer Services Home Page to start the issuance process.

Steps To Update Credit Card Information (Administrator Only)

Add A Credit Card

1. From the EZ Dealer Services Home Page, click the **Update Credit Card Information** link.

Step 1: Enter Dealer's Credit Card Information

2. Type in the **entire Credit Card Number** (no spaces).
3. Type in the **Expiration Date**. This must be entered by the two-digit month and two-digit year i.e. **12 / 06**
4. Click the **"Update Credit Card Information"** button to submit the information. The system will automatically verify the card information entered is valid.

Note: Click the "Go Back" button to return to the EZ Dealer Services Home Page.

5. A **confirmation page** will return and display updated information. Click the **Back to EZ Dealer Services Home** link to return to EZ Dealer Services Home Page to start the issuance.

Delete a Credit Card

1. From the EZ Dealer Services Home Page, click the **Update Credit Card Information** link.

Step 1: Enter Dealer's Credit Card Information

2. The credit card information currently stored in the system will automatically appear. **Verify this is the credit card to be voided.**
3. Click the **"Delete Credit Card Information"** button to delete the information.

Note: Click the **"Go Back"** button to return to the EZ Dealer Services Home Page.

4. A **confirmation page** will return and display updated information. Click the, **Back to EZ Dealer Services Home** link to return to the EZ Dealer Service Home Page.

Steps to Update eCheck Information (Administrator Only)

Add A Checking (eCheck) Account

1. From the EZ Dealer Services Home Page, click the **Update eCheck Information** link.

Step 1: Enter Dealer's Checking Account Information

2. Type in the entire **Checking Account Number** (no spaces).
3. Type in the entire **Routing Number**. This number is usually found on the bottom of the check.
4. Type in the dealership or title service companies **Daytime Phone Number**.
5. Type in the complete **address**, which displays at the top of the check, in the Address Line 1 box. The Address line 2 box is a continuation of Address Line 1 box in case the address is too long for the first address box. Continue filling in the city, state and zip code boxes.
6. Click the **"Update eCheck Information"** button to submit this information. The system will automatically verify the checking account information entered is valid.

Note: Click the "Go Back" button to return to the EZ Dealer Services Home Page.

7. A **confirmation page** will return and display updated information. Click the **Back to EZ Dealer Services Home** link to return to the EZ Dealer Services Home Page to start the issuance.

Delete a Checking (eCheck) Account

1. From the EZ Dealer Services Home Page, click the **Update eCheck Information** link.

Step 1: Enter Dealer's Checking Account Information

2. The checking account information currently stored in the system will automatically appear. **Verify this is the checking account number to be voided.**
3. Click the **"Delete Checking Account Information"** button to delete the information.

Note: Click the "Go Back" button to return to the EZ Dealer Services Home Page.

4. A **confirmation page** will return and display updated information. Click the, **Back to EZ Dealer Services Home** link to return to the EZ Dealer Services Home Page.

Steps To Get Regular User Pin (Administrator Only)

1. From the EZ Dealer Services Home Page, click the **Get Regular User PIN** link.

Step 1: PIN Information

2. **Write down** the Dealer Name/Number and Processor PIN Numbers. The PIN number can be changed at any time by clicking on the **Generate New PIN** link.
3. Click the **Back to EZ Dealer Services Home** link to return to the EZ Dealer Services Home Page.

Steps To Maintain Users of The System – (Administrator Only)

1. From the EZ Dealer Services Home Page, click the **Maintain Users** link.

Step 1: Maintain Users

The screen will appear with ALL processors, at a given dealership or title service company, including the administrator(s). When necessary use this screen to revoke a regular processor/administrator. To add a new processor/administrator you must contact the ServiceArizona Assistance Desk at 1-866-436-9533 or by email at ezhelp@us.ibm.com

2. Click the radio button next to the **processor/administrator to be revoked**.
3. Click the **“Update”** button to accept the deletion of the processor/administrator.

Note: Revoking a processor/administrator from one authorized dealership does not automatically revoke all dealerships or title service companies. You must go into each one individually.

Note: Click the “Go Back” button to return to the EZ Dealer Services Home Page.

4. A **confirmation screen** will return and display updated information. Click the **Back to EZ Dealer Services Home** link to return to the EZ Dealer Service Home Page.

Steps To View Reports (Administrator Only)

1. From the EZ Dealer Services Home Page, click the **View Reports** link to proceed.

There are two types of reports to choose from. They are Activity Report & Summary Report.

Step 1: Choose A Report Type To View

2. A screen will default to the Activity Report option; click the “**Continue**” button to proceed.

Note: Click the “Go Back” button to return to the EZ Dealer Services Home Page.

Step 2: Choose A Service To View

3. Click the **EZ 30-Day Nonresident Permit** link to proceed.

Note: Click the **Back to Reports** link to return to the Choose A Report Type To View screen to select a different report. Click the **Back to Home Page** link to return to the EZ Dealer Services Home page.

EZ Dealer 30-Day General Use Permit

Licensed motor vehicle dealers may issue an EZ Dealer 30 Day General Use Permit. Certain conditions must be met prior to the issuance of the EZ Dealer 30 Day General Use Permit:

- A Temporary Registration Plate (TRP) was already issued to the same buyer for the same vehicle
- The dealer transaction was terminated and subsequently renewed
- The TRP expired due to a delay in paperwork
- The TRP expired after the dealer failed to void the TRP
- A record displaying the Stolen brand will prohibit the issuance of an EZ Dealer 30 Day General Use Permit

Policy:

[11.3.2 30-Day General Use Permit](#)

[300.40 - 30-Day General Use Permit](#)

90-DAY NON-RESIDENT PERMIT

This permit is issued to either:

- A non-resident who purchases a vehicle in Arizona and will be registering the vehicle in their home state, (driven or delivered out of state)
- An enrolled member of an Indian tribe, who resides on the reservation, purchasing a vehicle in Arizona for removal to an Indian reservation on which the vehicle will remain and will not be registered in Arizona

90-Day Non-Resident is **NOT** Issued to

- A vehicle delivered in Arizona to an Arizona resident by an out-of-state dealer
- A dealer-to-dealer purchase or an auction-to-dealer purchase

Documentation Requirements for a 90-Day Non-Resident Permit

- Ownership documents must be provided
 - a. Vehicle Title
 - b. Vehicle Registration
 - c. Notarized Bill of Sale
 - d. Dealer Invoice
 - e. Manufacturer's Certificate of Origin (MCO)
- Proof of non-residency is required
 - a. An out-of-state driver license displaying an out of state address
 - b. A Native American's physical address on an Indian reservation (may be located in Arizona) and a Tribal enrollment/census number/Identification Number

Conditions for a 90-Day Non-Resident Permit

- Is issued in the non-resident vehicle owner(s) name (proof of non residency is required)
- May be issued only once to the same vehicle and the same owner
- Is valid for a period of not more than 90-Days from the date of issuance or upon the foreign-state registration, whichever occurs first
- Is valid in Arizona or out-of-state
- Is issued to vehicles sold by new and used motor vehicle dealers and private parties
- Permit is **\$15.00**
- Plate key is **002**

At the time the 90-Day Non-Resident Permit is printed, an affidavit is also printed. This must be signed by the customer or an authorized representative and accompanied with the paperwork; when it is a dealer sale, the motor vehicle dealer must sign the affidavit. The affidavit is to be maintained on file and ensures the following:

- The purchaser is not a resident of this state and has provided evidence of this status
- The vehicle is purchased with the intent to register the vehicle out of state within 90 days of issuance of the permit
- The vehicle is not purchased for transfer to a resident of this state

When a vehicle is operated in Arizona past the 90 Day limitation

- No additional 90-Day Non-Resident Permits will be available to the same vehicle and same owner
- No Temporary Registration Plates may be issued after the 90-Day Non-Resident
- Only a customer detained due to circumstances beyond his/her control may be issued a 30-Day General Use Permit in order for the customer to lawfully leave the state to register in his/her state of residence.
- If the 90-Day Non-Resident and subsequent 30 Day General Use Permit expires and the vehicle remains in Arizona, the owner must register the vehicle. However, if registering the vehicle in Arizona, the owner may qualify for other permits

Dealers Must:

Maintain a copy of the License presented on file. A motor vehicle dealer licensed to sell a new or used vehicle shall issue a 90-Day Non resident Permit electronically through the use of an Authorized Third Party Electronic Service Provider and is subject to the following:

- Must not issue the permit, if the same dealer has previously issued to the vehicle one of the following:
 - a. A Temporary Registration Plate, unless issued in error and voided within five days of issuance
 - b. A 30-Day General Use Permit
- Must retain the affidavit on file for a period of time equal to the statutory requirements for both MVD and the Arizona Department of Revenue (ADOR)
- Must go to a MVD Customer Service Office or an Authorized Third Party Provider when Internet connection is down or access privilege has been denied for issuing permits electronically

The purchaser of a 90-Day Nonresident Permit who registers the vehicle within 365 days after issuance of the permit will be liable for any tax, penalty, and interest due to ADOR.

- The MVD, Authorized Third Party Provider, or the motor vehicle dealer will not be responsible for collecting any outstanding tax, penalty, and interest due from the customer; it will be the responsibility of ADOR to collect the monies due

Policy:

[11.3.4 90-Day Nonresident \(Drive-Out\) Permit](#)

PERSONALIZED PLATES

Personalized plates are a combination of numbers and/or letters requested by the owner. These plates have the standard scenic background with teal letters, unless a special plate is being personalized. Plates may be available with the International Symbol of Access () ,

Personalized Plates:

- The standard plate format may be any combination of alphanumeric characters consisting of one to seven characters.
 - Motorcycle plates or small trailer plates are limited to a maximum of five characters
 - Disability plates are limited to a maximum of six characters
- Characters may be a:
 - Letter
 - Number
 - Space, or fraction thereof
 - Symbols will not be displayed on a plate
- A personalized plate may be ordered through:
 - At an MVD office
 - At an Authorized Third Party Company
 - Through the mail
 - Via www.servicearizona.com
- If ordering through an MVD office, ATPC, or mail a Special Plate Application, form #96-0143 must be filled out for the first time application of a personalized plate
 - If wanting a Disability symbol, the Disability-Hearing Plate/Placard Application, form #96-0104 must accompany the Special Plate Application
 - Unless customer already has had a Disability plate or Permanent placard issued to them

Link to access the Special Plate Application for a personalized plate request

- [Special Plate Application](#)

Fees Required For a Personalized Plate

The following fees are required:

- An initial application fee of \$25
- A annual renewal fee of \$25
 - The personalization fee is waived for the renewal of a Personalized Veteran plate
- A transfer fee of \$12
 - No PRC fee will be deducted if personalized plate has no available credit left

If the customer would like to have the special plate personalized additional fees will be charged. The charge would be:

- For 1 year: - \$25.00 for the special plate and \$25.00 for the personalization total of \$50.00
- For 2 years: - \$50.00 for the special plate and \$50.00 for the personalization, total of \$100.00
- For 5 years: - \$125.00 for the special plate and for the personalization, total of \$250.00

Example One: - Sue bought a used vehicle in April 2014 her old vehicle expired in July 2014. Her new vehicle will expire in Dec 2014. She will not be charged the \$25.00 special plate fee; because the registration for the new vehicle is still in the 2014 (all other registration fees would apply, if applicable).

Example Two: - Danny has a vehicle with registration that expires in June of 2014, he has bought a new vehicle and the registration on the new vehicle will expire in Feb 2015. Danny will be charged \$25.00 because the old registration expired in 2014 and the new vehicle expires in 2015 (all other registration fees would apply).

Refer to Policy: [Personalized License Plate](#), [12.2.11 Disability Plate/Placard](#)

SPECIAL PLATES

Special plates can represent colleges, the environment, an organization and many more.

Special Plates:

- Are issued at the request of the owner in place of a standard license plate
- Have various backgrounds and letter colors
- Certain special plates require either the owner or vehicle to qualify for the plate
 - Eligibility requirements and proof needed to issue certain special plates is printed on the back of the Special Plate Application
- Are stocked in the offices (most)
 - Most Special Organization Plates require the customer to obtain a special application from the organization and order the plate directly through the Special Plate Unit
 - An Honorary Foreign Consul Plate and a Congressional Medal of Honor Plate must also be ordered through the Special Plate Unit
- May be personalized (most)
- Charged an annual special plate fee for most special plates
 - Postage fees in addition to the special plate fee may need to be collected if needing to be mailed to customer

Distinctive Vehicle Plates:

- Include Farm Vehicle, Government, Moped, and Off Road plates
- Are issued to the vehicle at the time of title and registration
- May require the vehicle to qualify for the plate
- Are **not** available with the disability symbol
- May **not** be personalized
- Are stocked in the offices

Refer to the [Special Plates Placard](#) chart on POLARIS for:

- A complete list of all available plates
 - Some plates may be personalized
 - Commercial plates may not be personalized, however personalized plates may be assigned to a vehicle that has been registered commercially
 - Some plates may have the disability symbol
- A complete list of special plate fees
 - A postage fee is collected when a special plate is not available in the office and the requested plate will be mailed.
- Plate keys (each plate has a corresponding plate key needed for data entry)

Refer to the Special Plate Application for:

- Application requirements
 - Some special plates may require additional documentation, for example, a person requesting a military plate will have to show a copy of a DD214 before a military plate can be ordered

Link to access the Special Plate Application for a personalized plate request

- [Special Plate Application](#)

Fees for Special Plates

Special plate charges would be:

- For 1 year: \$25.00
- For 2 years: \$50.00
- For 5 years: \$125.00

Personalized Special plate charges charge would be:

- For 1 year: \$25.00 for the special plate and \$25.00 for the personalization total of \$50.00
- For 2 years: \$50.00 for the special plate and \$50.00 for the personalization, total of \$100.00
- For 5 years: \$125.00 for the special plate and for the personalization, total of \$250.00

Example One: Sue bought a used vehicle in April 2014 her old vehicle expired in July 2014. Her new vehicle will expire in Dec 2014. She will not be charged the \$25.00 special plate fee; because the registration for the new vehicle is still in the 2014 (all other registration fees would apply, if applicable).

Example Two: Danny has a vehicle with registration that expires in June of 2014, he has bought a new vehicle and the registration on the new vehicle will expire in Feb 2015. Danny will be charged \$25.00 because the old registration expired in 2014 and the new vehicle expires in 2015 (all other registration fees would apply).

DISABILITY PLATES

A disability plate is issued by MVD to a vehicle for an individual with a medical condition that is qualified by a physician to be eligible. This plate allows an individual closer access to facilities as needed and comes with the insignia ().

Disability Plates are Issued:

- To vehicles that are currently registered and owned by a permanently disabled customer
- To each vehicle the permanently disabled customer owns upon request
- To a vehicle lessee who is a disabled person
- To organizations using a vehicle to transport disabled individuals
- Stocked in offices
- Trailers are not issued Disability plates
- Issued in pairs
 - One plate shall be placed on the rear of the vehicle and one plate on the operator's wheelchair carrier or wheelchair lift when it is attached to the vehicle

Before a Disability Plate can be Issued:

- The Disability-Hearing Impaired Plate/Placard Application, form #96-0104 must be completely filled out and/or cross-referenced to an existing disability plate or permanent placard on file
- When a Physician, Hospital Administrator or Nurse Practitioner completes the form they will mark "Permanently Physically Disabled"
 - If marked "Temporarily Physically Disabled," the customer is not eligible for a Permanent Placard or Disability plate
 - Medical reports or letters describing the disability are not accepted
 - The Physician, Hospital Administrator, or Nurse Practitioner signature **is not required** when cross-referenced to an existing plate or permanent placard on file
 - Applicants with a Disability/Hearing Impaired Plate or Placard authorized by another state may include on the application the existing Placard/Plate number and the state of issue in lieu of the medical certification
 - 100% disabled veteran may submit a copy of the person's certificate of 100% disability issued by the United States Veterans Administration along with the Disability Hearing-Impaired Plate/Placard Application in lieu of the medical certification
- The form must be submitted to the Motor Vehicle Division or an Authorized Third Party Provider with the title work

Fees for a Disability Plate

- No fees are charged on a:
 - Initial
 - Renewal
 - Transfer
- If lost or stolen fee:
 - \$5.00 replacement fee charged
- Going from a Special/Personalized plate to Disability plate:
 - Typically no charge will be collected
 - Refer to [Special Plates/Placard](#) chart for charges

Refer to Policy: [Disability License Plate / Placard](#)

DISABILITY SPECIAL PLATES

A Disability Special Plate is a Special Plate (i.e. Environmental Disability, Collegiate, Disability (NAU, ASU, U of A), Hearing Impaired Disability, etc.) with the disability symbol as the first character () which gives the owner the same privilege as a regular issued Disability Plate.

Standard Disability Special Plates:

- Have a high request rate (i.e. Veteran Disability, Child Abuse Prevention Disability, and Navajo Nation Disability)
- Are stocked and issued in the offices
- Are entered on the system

Low-Volume Disability Special Plates:

- Have a low request rate (most Disability Special Plates fall into this category)
- Are not stocked in the offices
- Special Plate Application and supporting documentation (if applicable), shall be submitted at time of issuance
 - A Disability-Hearing Impaired Plate/Placard Application will not need to be sent to Special Plates when a disability plate record exists
- May need to be requested at a MVD field office or ATTPP
- Are centrally housed and issued by the Special Plate Unit

Disability Plates Ordered by the Customer

The following disability special plates must be ordered by the customer directly through the Special Plate Unit and are not processed (MVRSP) by the CSR.

- Legion of Valor Disability
- University of Phoenix Disability
- University of Phoenix
- Wildlife Conservation Disability
- Wildlife Conversation

Refer to the POLARIS chart [Special Plates Placard](#):

- The second column on the chart "Plate Key" displays the three-digit plate key required when processing a special plate
- The third column on the chart "Stocked In Office Yes/No" will identify which plates are stocked in the office and which are not
- The Tran **MVRSP** in the third column below the Yes/No will identify those plates needing to order through the Special Plate Unit
- The forth column "Initial SPL Fee" will display the proper fees and postage

Refer to Policy: [Disability Plate Expansion Special Plate Consolidation](#)

PLATE CREDIT RECORD

When an Arizona registered vehicle is sold, the owner retains the plate, and any un-expired creditable fees. The plate becomes separated from the vehicle and any fees remaining will be attached to the plate record.

Information Contained In A Plate Credit Record

The Plate Credit Record contains the following information:

- Name of the owner(s)
- Vehicle information
- Status codes
- Comments
- Fee information
- Plate expiration date from the prior vehicle record
- Fee credit history
- Refund information (if applicable)
 - Name of the buyer is **not** on the Plate Credit Record

QVPLT									
PLATE CREDIT DETAIL									
07/22/2013 14:15:37									
LIC JJ50	PK 041	CURR VIN	SEQ						
PLT STAT I	INITIAL	ORIG VIN 1FTW31P36EA74650	SEQ 04504494						
ADDR 22424 S ELLSWORTH LOOP	RD QUEEN CREEK	REF	PLATE EXP	10152013	MORE:*				
D00014492 I JANIS,,JOPLIN			CR EFF						
			CR APPL						
			U/C APPL						
			SARWGT DTE						
			FNED						
			REFUND	EFF					
			REG PERIOD	1	CO 07				
			RELINQUISH						
			FLEET NO						
S/C 81									
COMMENTS									
FEE	ORIG	MNTH	AVAIL	REM	UNAPP	REFUND	RACF	TRAN	DATE
VLT	215.41	12	53.85	3			B4143	MVRAT	07222013
CRF	4.00	12	1.00	3					
WGT	7.50	12.000	1.88	3					
MCF									
UTX									
TOT	226.91		56.73						
TRAN	TEXT L JJ50								
CREDIT PLATE NUMBER FOUND - PRC FEE WILL BE DEDUCTED FROM AVAIL CREDIT									

Plate credit is defined as the unexpired creditable taxes and fees remaining on a plate when the vehicle has been sold or otherwise transferred to a new owner. The original owner retains the plate and the fees are refunded back to the owner or applied to another vehicle. The creditable fees consist of the following:

- Vehicle License Tax (VLT)
- Commercial Registration Fee (CRF)
- Weight Fee (WGT)
- Motor Carrier Fee (MCF)
- Highway Use Fee (USE)
- Special Plate Fee (SPL)

Note: Credit must be applied to like credit. When credit from a commercial registration is applied to a non-commercial vehicle, the commercial fees are forfeited; therefore, it is in the customer's best interest to request a refund.

The following license plates are not subject to the plate credit requirements under this policy:

- Off-Road Plates
- Government Plates
- Dealer Plates
- Apportioned Plates
- Allocated Plates

Plate Credit Record Legal Status

Credit will be issued to the owner(s) of the plate based on the legal status that was established on the prior vehicle record. The system will only check to verify that one of the prior owners' customer number displays on the acquired/other vehicle record.

When using a plate credit, a Plate Notice (48-3302) may be necessary when joint owners are not remaining the same (depending on the legal status) on the new vehicle.

- The Plate Notice is only required for the legal status of "and" or "and/or"

Status Indicators

Following are the Status Indicators used on a Plate Credit Record.

- I = Initial Credit: The plate and/or credit may be used on another vehicle or a refund may be requested
 - a. This plate and/or credit have not been used
 - b. Zero fees mean the registration was expired when the plate was spun off
 - c. With zero fees no credit is available but the plate may still be used
- H = History: The record is no longer the most active Plate credit Record
- 0 = Zero Credit: No credit is available but the plate is being displayed on a vehicle owned by the customer. This status is created when the customer uses all the credit from the initial credit

The plate credit and retained license plate may be transferred to another vehicle provided all of the following requirements are met:

- The same person or entity owns the other vehicle
- The owner agrees to allow the Motor Vehicle Division (MVD) to deduct a \$12 processing fee from the credit
- The owner makes proper application at a Motor Vehicle Customer Service office or Authorized Third Party Provider (ATPP)
- If the retained license plate contains a plate credit that is less than \$12 or no credit available, the license plate may be transferred to another vehicle for no fee

A plate credit balance will begin to reduce monthly (decrement) if the owner does not transfer their plate credit or apply for a refund of their plate credit within 30 days of the sale or transfer of their vehicle.

Note: Personalized and special plates still require a \$12 transfer fee.

Plate Credits May Be:

- Applied to an expired vehicle
- Transferred at the time of renewal to a vehicle that is currently registered
 - a. A vehicle may be renewed up to six months prior to the registration expiration date (early renewal); however, the plate credit will continue to decrement until the actual registration effective date is met; therefore, it is in the customer's best interest to request a refund

Policy:

[18.3.2 Plate Credit Refund](#)

[14.1.5 Plate Credit or Refund](#)

PLATE CREDIT REFUND

When an Arizona registered vehicle is sold, the owner retains the plate, and any un-expired creditable fees. The plate becomes separated from the vehicle and any fees remaining will be attached to the plate record. The owner may transfer the plate and fees to another vehicle owned by the same owner or apply for a refund.

The plate credit availability or refund amount is based on the number of FULL months remaining on the registration beginning on the first day of the month following the date on which the refund is requested.

- On an annual basis, the original creditable fees are divided by 12
- On a biennial basis, the original creditable fees are divided by 24
- On a five-year basis, the original creditable fees are divided by 60 (
- On a permanent basis:
 - 24 months or less, the original creditable fees are divided by 24
 - More than 24 months, the registration is considered to be permanent
- The seller is not eligible to receive a credit/refund
- The new owner does not pay a registration fee or VLT

A \$12.00 processing fee is charged when the plate credit is applied to another vehicle or a refund is requested.

If the plate credit is less than \$12.00 it will not display on the plate credit record screen and cannot be applied to another vehicle or refunded.

If the plate credit is less than \$12.00 or no credit is available the customer can still use the plate on another vehicle. The \$12.00 processing fee is waived

A Plate Notice Form is used when working with a plate credit refund/record. Below is a list of reasons for using the Plate Notice Form:

- As a license plate destruction affidavit
- To release ownership of the license plate and plate credit to MVD
- To release a license plate and any available plate credit to the remaining owner(s)
- To release/relinquish a special plate
- When the Lessor is releasing the license plate and plate credit to the Lessee
- When the declared legal status warrants a release of an owner's right to the license plate and/or plate credit

Qualifications for a Plate Credit Refund:

- Transfer the vehicle to another person
- Submit a properly completed Plate Credit Refund Request, form #96-0353
- Agree to allow the Division to deduct a \$12 processing fee from the refund
- Surrender the license plate or submit a Plate Notice, form #48-3302

Where and When to Apply for a refund:

- The vehicle must be sold
- The refund may be requested at
 - a. An Authorized Third Party Provider
 - b. By mail to MVD (MVD Refund Unit, PO Box 2100, Phx, AZ, 85001)
 - c. Electronically through www.servicearizona.com
 - d. Licensed Motor Vehicle Dealership (at the time of purchasing another vehicle)
- The Plate Credit Refund Request form 96-0353 is available at any MVD office, from any Authorized Third Party Provider, or a Licensed Motor Vehicle Dealership
- When requesting the plate refund through www.servicearizona.com, the customer will complete a certification statement in lieu of the Plate Notice
- Customer surrenders the license plate to MVD or an Authorized Third Party Provider, or submits a Plate Notice, form 48-3302
- All refund checks are mailed to the owner(s) based on the legal status established on the record of the sold vehicle

Note: Plate credit refunds will not be paid over the counter.

Refund Checks

All plate credit refunds will be in the form of a check sent by first class mail. Refund checks will be systematically issued under the following payee rules:

- When one owner is to receive the refund, one check will be generated in the owner's name
- If two owners are to receive the refund, one check will be generated and made out to both names joined together by their legal status type, (for more information, see the [Legal Status Refund Plate and Fee to Owner Chart](#))
- If three or more owners are to receive the refund, the refund will be equally divided and a separate check sent to each owner
- MVD shall send the refund to the address provided by the owner claiming the refund or, if no address is provided, to the latest address listed on MVD's records for the owner claiming the refund
- If the name(s) exceeds the maximum total of 30-characters, an asterisk will be placed at the end of the abbreviated name

Legal Status for a Plate Credit Refund

When a Plate Credit Record is created due to a court ordered title transaction, the license plate and plate credit/refund will be distributed as follows:

- Divorce Decree: The person entitled to the vehicle, as identified in the court order, is entitled to the license plate and plate credit/refund
- Judgment: Unless the judgment specifically states that the license plate and plate credit/refund are to be transferred to the person or entity that is receiving the vehicle, the original owner is entitled to the license plate and plate credit/refund
- Estate (Probate): The personal representative or the executor of the estate may assume the license plate and plate credit/refund as long as a certified copy of the court order appointing the personal representative or the executor of the estate is submitted at the time of application
- Bankruptcy: The original owner is entitled to the license plate and plate credit/refund
- Conservator/Guardianship/Fiduciary:
 - a. The license plate and plate credit/refund is not transferable to the conservator, guardian or fiduciary.
 - b. The original owner is entitled to the license plate and plate credit/refund
- Estate (Non-Probate): The individual signing the Non-Probate Affidavit may assume the license plate and plate credit/refund
- Repossession: The license plate and plate credit's not transferable, the original owner is entitled to the license plate and plate credit/refund
- Sheriff's Sale: The original owner is entitled to the license plate and plate credit/refund
- Transfer On Death Beneficiary: The Beneficiary listed on the Beneficiary Designation, form #96-0561, may assume the license plate and plate credit refund

When a vehicle becomes a total loss for the owner, due to an accident, uncovered theft or becomes non-repairable, the owner will:

- Retain the license plate and creditable fees
- Have the option to request a refund or transfer the plate and credit to another vehicle

Policy:

[18.3.2 Plate Credit Refund](#)

[14.1.5 Plate Credit or Refund](#)

TITLE AND REGISTRATION APPLICATION (SINGLE)

The Title and Registration Application is a form used when applying for an Arizona Certificate of Title and/or Registration. This application must accompany any documentation being submitted to apply any type of changes or corrections to the vehicle record. Once this is microfilmed, it serves as evidence of public filing of the title transaction.

Note: For electronic lien titles, please see the “Electronic Lien Transfer for Dealer Title only”.

This single page application #96-0236 is used by:

- Dealers
- Lenders
- CSR’s

Any information contained in the application must be:

- Typed or printed in blue or black ink
- Recorded in an accurate and legible manner
- Confined within the spaces available

An Application for Certificate of Arizona Title can be used for any of the following:

- Change of ownership
- Purchasing a new vehicle
- Lien status change
- Change in Title Status (Salvage, Dismantle, or Body Style changes)
- Title corrections
- Legal Status change
- To certify a vehicle, trailer, or semi trailer with a declared GVW of 10,000 or less is not maintained or operated as a commercial enterprise

This is available at an MVD office, Authorized Third Party Provider, or accessed via ADOT’s Internet and Intranet: <http://www.azdot.gov/mvd/formsandpub/mvd.asp>

When a dealer or lending institution completes the form and submits it with the title documentation, they are required to include the owner’s signatures.

Service Option(s)

On the reverse side of a Title and Registration Application are choices of additional information that may need to be applied to the vehicle record, these are called "Service Options".

- Odometer reading and codes
- Ownership legal status
- Driver License Number or EIN.
- Service Option(s).
- Vehicle License Tax Distribution.

Any service option when claimed by an applicant may affect the fees that are due. Be aware of this when processing with the application

- All applicable service option codes must be placed in the Service Option section on the front of the title application
- The proper status code must be placed on the vehicle record
- Some service options require additional documentation

Refer to Policy:

[Title Application](#)

BASIC TITLE AND REGISTRATION FEES

BASIC FEES are charged when titling and/or registering a vehicle, trailer, or semi trailer. The fees charged depend on:

- The body style
- The use of the vehicle
- Where the vehicle is located/driven (Phoenix, Tucson, Flagstaff, etc.)
- The year of the vehicle
- Ownership of the vehicle, etc

A customer who is requesting registration for a vehicle shall pay a registration fee, unless the customer or vehicle is exempt by law.

List of Basic Registration Fees

When applicable these fees will apply:

Vehicle License Tax (VLT) - This **fee varies** based on the assessed value and depreciates with every consecutive renewal. This fee is figured by using **QVFEE**.

- \$10.00 is the minimum VLT for one year
- \$5.00 is the minimum for one year for an **Alternative Fuel Vehicle**

Registration Fee (REG) – is charged for each registration that is issued to a vehicle based on the vehicle body style and category. Listed below are few examples:

- **Vehicles** - \$8.00
- **Travel Trailer / Tent Trailers** - \$8.00
- **Motorcycles / ATV's** - \$9.00
- **Moped** - \$5.00
- **Off Highway Vehicle (Primarily)** – ATC/ATV - \$3.00
- **Golf Carts** - \$8.00

Air Quality Compliance Fee (AQCF) – is charged on all motorized vehicles (except electric vehicles) in non-attainment areas or who commute into a non-attainment area.

- \$0.25 Payable once per registration issued (annual or biennial),

Air Quality Fee (AQF) – is charged on all motorized vehicles (except electric vehicles).

- Annual Fee - \$1.50
- Biennial Fee - \$3.00
- Five Years - \$7.50

Air Quality Diesel Fee (DSL) - Charged on all diesel-powered vehicles with a GVW over 8501 lbs.

- **Per Year** - \$10.00
- **Two Years** - \$20.00
- **Five Years** - \$50.00

Processing Fee (PRC) - Charged when applying a plate credit or processing a refund of a plate credit.

- \$12.00

Title Fee (TTL) – Charged on all vehicles when ownership is changing.

- Vehicles:
 - First time titling or Duplicates - \$4.00
- Mobile Homes:
 - Single – First time titling or Duplicates - \$7.00
 - Double – (\$7.00 for each side) - \$14.00
 - Triple – (\$7.00 for each side) - \$21.00

Postage (PST) - Charges vary depending on item mailed. To view the current charges for postage fees go to Polaris charts and look under [Postage and Handling Fees](#).

Transfer Fee (TRN) - Per each Special Plate or Non-Commercial Perm Trailer

- \$12.00

Trailer Registration Fees (REG)

- GVW of less than 10,001 lb, the fee is \$8
- Commercial trailer or semitrailer with a GVW that exceeds 10,000 lb, the fee is:
 - On initial, a one-time fee of \$245
 - When the model year is less than six years old, a one-time fee of \$145
 - When the model year is at least six years old, a one-time fee of \$95
- When registering a **noncommercial trailer** that has a declared GVW of 10,000 LBS OR LESS
 - On **initial** registration, a one-time fee of \$20
 - On **renewal** of registration a one-time fee of \$5
 - The transfer is \$12

Refer to Policy: [Registration Fees](#)
[Vehicle License Tax \(VLT\)](#)
[Postage and Handling Fees Chart](#)

DEALERS FIGURING FEES USING THE EZ FEE CALCULATION

EZ Fee Calculation is a program that figures the VLT, REG, commercial and other fees (if applicable) of vehicles being registered in Arizona. This unit will give the procedures for determining the fees for a vehicle registering in Arizona with an existing Arizona record, MCO, and Out of State title.

Steps To Use The EZ Fee Calculation

1. From the SAZ Admin Use page, click the **EZ Fee Calculation** link.

Step 1: Select Type of Calculation

2. Answer the question, **“Would you like to determine the fees for the vehicle being purchased?”**
 - The question **automatically defaults** to the **“No”** option
 - Click the **“Yes”** button to proceed with figuring fees
3. Answer the question, **“Would you like to determine your plate credit?”**
 - The question **automatically defaults** to the **“No”** option
 - Click the **“Yes”** button to determine the credit available on the plate being applied
4. Click the **“Continue”** button to proceed.

Step 2: Enter Information to Calculate Fees

5. Type in the **Vehicle Identification Number (VIN)** in the VIN field. The VIN can be found on the title and/or registration.
6. Click the **“Continue”** button to proceed.

Note: Click the “What if I don’t know or wish to use the VIN? link to skip entering a Vehicle Identification Number (VIN).

Step 2b: Enter Information For Vehicle Being Purchased

7. The **VIN** will automatically display from the previous screen.
8. The **Factory List Price** will automatically populate. This information is taken directly from the vehicle record stored on the MVD database.

If this information does not display or needs to be changed, highlight the field and **type in the correct amount** (do not use dollar signs or include cents, commas or decimals).

Step 2b: Enter Information For Vehicle Being Purchased - Continued

9. The **Month/Year First Registered (MM/YYYY)** will automatically populate.

This information is taken directly from the vehicle record stored on the MVD database.

If this information does not display or needs to be changed, highlight the field and **type in the correct information**. Use the following formula:

- The first box represents the **month** first registered. The month is calculated **one month forward** from the date of sale
- The second box represents the **year** first registered. The year would be the year of the vehicle.

Example: The vehicle was purchased **April** 20, 2012. The vehicle being purchased is off of an Arizona title and is a **2009** Ford Explorer. The expiration date is Dec. 2012. Using the formula above, the correct way to type in the information would be **05 / 2009**.

10. The **Registration Effective Date (MM/YYYY)** is calculated using the following formula:

- The first box represents the **month**. The month is calculated **one month forward** from the date of sale
- The second box represents the **year**. The year would be the year we are in or the year the vehicle was bought.

Example: Same scenario as above - The vehicle was purchased **April** 01, **2013**. The vehicle being purchased is off of an Arizona title and is a 2011 Ford Explorer. The expiration date is Dec. 2013. Using the formula above, the correct way to type in the information would be **05 / 2011**.

Step 2b: Enter Information For Vehicle Being Purchased - Continued

11. The **Registration Expiration Date (MM/YYYY)** will automatically populate. This is the month and year the registration expires. This information is taken directly from the vehicle record stored on the MVD database.

If the vehicle is being purchased from an **Arizona Title**:

- The **month will stay the same**. DO NOT change the month that automatically populated.
- The **year** will go forward either one or two years depending on if the vehicle qualifies **i.e.** emissions, funds, etc.

If the vehicle that is being purchased is from either a **Manufactured Certificate of Origin (MCO) or Out-of-state Title**:

- The **month** is calculated the **same month** from the date of sale
- The **year** is calculated forward either one or two years depending on if the vehicle qualifies for two year registration. **i.e.** emissions, funds, etc.

Example: Same scenario as the prior page - The vehicle was purchased April 01, 2012. The vehicle being purchased is off of an Arizona title and is a 2011 Ford Explorer. The expiration date is **December 2012**. The correct way to type in the information would be **12 / 2012 or 2013**.

Skip forward to page 6 #26, if the vehicle is **NOT**

- Commercial
- Qualifies for an exemption, or
- Qualifies for a reduction in fees

Below are fields used to calculate commercial vehicles, vehicle/person, which qualifies for either an exemption or reduction in fees.

12. Type in the **Gross Vehicle Weight (GVW)**, in the space provided, of the vehicle being purchased. This weight is determined by the customer and is calculated by the weight of the vehicle or trailer **plus** the vehicle's or trailer's load.
13. Click the **"Yes"** option, if the vehicle **qualifies** for a **Motor Carrier Reduced fee**. An owner who uses their vehicle for certain types of operation may qualify for a reduction of Motor Carrier Fees (MCF). This fee will allow the customer a 30% reduction. Vehicles that qualify are:
- One-Way Haul
 - Route Trucks, and
 - Agricultural Product

Step 2b: Enter Information For Vehicle Being Purchased - Continued

14. Click the **“Yes”** option, if the vehicle qualifies for a **Motor Carrier Exemption**.

This exemption applies to:

- A school bus
- A motor vehicle used in the production of:
 - a. Motion pictures, including films to be shown in theaters and on television
 - b. Industrial, training, and educational films
 - c. Commercials for television
 - d. Video discs

15. Click the **“Yes”** option, if the vehicle qualifies as a **Vehicle For Hire** reduction. An owner who uses their vehicle to transport for hire persons, freight or property will qualify for a 30% reduction in Motor Carrier Fees (MCF).

16. Click the **“Yes”** option, if the vehicle qualifies as a **Farm Vehicle**. A Farm vehicle must meet **all** of the following requirements to qualify for a 50% reduction in Weight Fees (WGT):

- Used for commercial farming or commercial stock raising
- Controlled and operated by the farm vehicle owner, the owner’s family, or an employee
- Used to transport agricultural products, machinery, or supplies to or from a commercial farming or a commercial stock raising operation
- Is not used in the operations of a common or contract motor carrier (for hire)
- Is not exempt from registration (implements of husbandry)

17. Click the **“Yes”** option, if the vehicle qualifies for **Alternative Fuel**. An Alternative Fuel vehicle is defined as any fuel, other than gas or diesel, determined and certified by the Environment Protection Agency (EPA).

Step 2b: Enter Information For Vehicle Being Purchased – Continued

Permanent Trailers

18. Click the “**Yes**” option, if the customer is titling and/or registering a Permanent (Perm) trailer Registration. Permanent registration means the fees are paid once as long as use and ownership remain the same.

There are two types of trailers qualified to register as permanent, click the drop down arrow to select one of the following:

- Category **F** – a trailer not being used in a business with a declared GVW between 0 and 10,000 lbs
- Category **G** – a trailer being used in a business with a declared GVW **over** 10,001 lbs. (When a trailer is declared at 10,001. The weight of the trailer plus the load must be declared on the towing unit)
- Category **G** – a trailer being used in a business with a declared GVW between 0 and 10,000 GVW, will have a one or two year registration

19. Click the one that applies to the trailer being titled and/or registered:

- The “**New**” button to title and/or register a brand new trailer (MCO or homemade), or
- The “**Used**” button to title and/or register a trailer which is not of the current year **i.e. 2012**

20. Type the **Model Year**, in the space provided, of the trailer being titled and/or registered in Arizona.

21. Click the “**Yes**” option, if the trailer qualifies as a **Non-Permanent Trailer**. There are two types of trailers qualified to register as Non-Permanent registrations. They are as follows:

- A **non-commercial** trailer with a declared GVW of **under 10,000 lbs**
- A **commercial** trailer with a declared GVW of **0 to 10,000 lbs**

Step 2b: Enter Information For Vehicle Being Purchased – Continued

Exemptions

22. Click the drop down arrow, to **select** the **exemption**, which applies to the customer titling and/or registering the vehicle. The exemptions are as follows:

- **Non-Government Emergency Vehicle** – An emergency vehicle that is used solely for firefighting or rescue services
- **Tribal Member** – Individuals defined as Native American, enrolled as a member of a recognized tribe and residing on a reservation
- **Vets 100** – Is a disabled veteran with a service connected disability
- **Church** – A church which is qualified by the County Assessor's office
- **Non-Resident Military** – Is an individual stationed in Arizona but declares residency in a different state.
- **Non-Profit** – Is an organization that is not conducted or maintained for the purpose of making a profit
- **Non-Profit School** – Is a school that is not conducted or maintained for the purpose of making a profit
- **Public Health** – A vehicle owned by a nonresident military member or officer of Public Health Services
- **Social Security** – An individual who qualifies for Social Security benefits because of a disability or illness. Must have a letter from the Social Security Department
- **Leased School Bus** – A privately owned bus leased to a school district
- **V.A. Grant** – Is a veteran who receives financial aid from the Veterans Administration

23. Type in the **Number of Owners**, in the space provided, who will appear on the new title and registration.

24. Type in the **Number of Owners Eligible for Exemption**, in the space provided, who qualify for one of the above exemptions.

25. Click the **“Continue”** button to proceed.

If a plate credit is being applied and the “Yes” button in Step 1 was selected, Step 3, below will appear.

If no plate credit is being applied, skip forward to Step 4.

Step 3: Enter Information to Calculate Credit

26. Under the Plate Credit Information section, type in the **Plate Number**, in the space provided, of the credit plate being applied.

27. **Credit Eff Date (MM/YYYY)** is calculated using the following formula:

- The first box represents the **month**. The month is calculated **one month forward** from the date the credit plate is being applied
- The second box represents the **year**. The year would be the year we are in

Example: The customer is applying their plate credit **April 01, 2007**. The correct way to type in the information would be **05 / 2007**.

28. Type in **Customer/Driver License Number**, in the space provided. This number can be found on the customer's driver license.

29. Click the "**Continue**" button to proceed.

Note: Click the "Clear Form" button to clear all fields to start the calculation again.

Step 4: View Fees/Credit

The Vehicle License Tax (VLT) and Registration Fees (REG) will display. However, this is **not all of the fees charged** on a title and registration transfer. Go to **page 8** for a **complete list of basic fees** charged on a vehicle transfer, including fees for commercial vehicles, exemptions, trailers, reduction in fees, etc.

31. Click the "**Continue**" button to proceed.

Note: There are three other options available:

- Click the "**Print**" button to print a copy of the vehicle fees
- Click the "**Go Back**" button to return to the prior page to change any information
- Click the "**Calculate Another**" button to return to Step 1 to start this process all over for a different vehicle

32. A "Thank You" page will appear. Scroll down and click the **Back to Home Page** link to return to the EZ Financial Institution Services Home page.

EXEMPTIONS TITLE AND REGISTRATION

An exemption releases a qualified owner(s) of a vehicle from **paying part or all of the vehicle license tax requirements**.

There are different kinds of exemptions and situations in which a customer can qualify for an exemption. Exemptions will require the applicant to have specific documentation.

Status codes are placed on the vehicle record or a customer characteristic will be placed on the customer record to alert a CSR that the vehicle or owner qualified for exempt fees.

When a vehicle is in the name of a trust, no exemption applies

If an exemption is used when processing a title and registration transaction or a registration renewal you must:

- Write the type of exemption on the front of the registration renewal notice or in the service option area on the title application
And
- Write the plate and tab number on the exemption form or the specific documentation provided by the customer
And
- Place the proper status code on the vehicle record
And
- Place a customer characteristic (when applicable) on the customer record to alert a CSR that the owner qualified for exempt fees

The original copy of the exemption notification form and your calculator tapes are to be stapled to the back of your Data Processing copy of the transaction as supporting documentation.

A complete listing of the different exemptions and their requirements are located in POLARIS at: [Fee Exemptions](#)

On the next few pages we will discuss the most common exemptions processed.

Types of Exemptions/Reduced fees

Government Vehicle

A vehicle that is owned by a Federal, State, County, or Municipality is fully exempt from VLT, if the vehicle is in the name of a government agency.

Non-Government Emergency Vehicle

A privately owned motor vehicle that is used solely for firefighting or ambulance service qualifies for a reduced VLT and is exempt from the registration fee.

- Must submit a Non-Government Emergency Service Vehicle form #96-0129
- Commercial plate will be issued to eligible vehicles. Eligible vehicles include: an ambulance, firefighting vehicle, a hearse or any other vehicle that is used by a mortician in the conducting of the mortician's business, a motor vehicle or vehicle combination that is used for the transportation of passengers, or a trailer/semitrailer with a GVW of 10,000 pounds or less. A vehicle that is used for the transportation of department personnel for non-emergency purposes is not eligible for the tax exemption
- The owner of emergency vehicle is liable for the full registration fees and prorated VLT and commercial fees for each month the vehicle is used for purposes other than emergency services

The VLT fees are calculated at a reduced rate. The rate is based on the same rate used for Alt Fuel vehicles.

A status code (SC) 05 will be placed on the record

Non – Profit Organization

This is an organization that is not conducted or maintained for the purpose of making a profit. A **(SC) 62** is placed on the record when processing a title transfer or renewing the vehicle registration. The vehicle must

- Be in the name of the association/institution
- Proof that the association/institution is qualified as tax exempt
 - a. An Internal Revenue Service Headquarter letter certifying the association/institution qualifies under U.S. § 26-501(c)
 - b. Certification of the tax exemption is required on an annual basis

Organizations Exempt from Paying All VLT

Non – Profit School

Motor vehicles, trailer or semitrailers owned and operated by nonprofit schools, which are being recognized as being tax exempt by the federal or state government, are exempt from the commercial registration, weight and motor carrier fees.

To be exempt from these fees, vehicles are used exclusively for any of the following are:

1. Vehicles being used in the transportation of pupils in connection with the school curriculum.
2. The training of pupils.
3. The transportation of property for charitable purposes with out compensation.

Entities not Exempt from the Registration Fee

Church

A church is exempt from paying

- **All VLT,**
- Commercial registration fees (**CRF**)
- Weight fees (**WGT**)
- A **SC 62** is placed on the record when processing a title transfer or renewing the vehicle registration

Note: Vehicles registered in a Non-profit or Church name will have to be verified by proving the association/institution is qualified as tax exempt. Proof consists of an Internal Revenue Service letter certifying the organization qualifies under 26 U.S.C. 501 (c). The record will display a SC 62, must qualify with every registration cycle.

Leased School Bus

A privately owned bus leased to a school district is exempt from payment of

- Weight (WGT)
- Motor carrier fee (MCF)
- Commercial registration fee (CRF)

The documentation submitted is generally an MCO. The VLT fees are calculated at a reduced rate. The rate is based on the same rate used for Alt Fuel vehicles.

To qualify for the reduced fees, the owner must **annually** provide the Division with:

- A copy of the lease contract or
- A letter from the school district stating that the vehicle is operated exclusively as a school bus.

If a bus is privately owned and is temporarily operated other than a school bus:

- The owner is subject to paying a monthly weight, motor carrier fee and commercial registration fee for each calendar month that the motor vehicle will be used
- They will also be subject to the regular annual VLT charged for each calendar month that the motor vehicle is used

The annual renewal registration will show full fees. The CSR will be required to manually make adjustments to the fees on the registration and in the database.

Social Security SSI

This exemption is determined by the Department of Social Security Benefits. A vehicle that is owned by a recipient of public monies such as a disabled individual shall be exempt from VLT under the following conditions:

- Must be a current resident of Arizona
- The recipient must provide verification of an SSI benefit order to qualify the customer for the SSI exemption
- Acceptable verification of SSI benefits shall be one of the following:
 - a. A copy of a benefit award letter that is mailed annually from the Social Security Administration to the SSI recipient
 - b. A copy of the computer printout (Benefit Verification) that is prepared upon a recipient's request at a local Social Security Administration office
 - The benefit verification letter or computer printout must clearly indicate the recipient is receiving SSI benefits.
- When the vehicle has two or more titled owners and only one is eligible for the exemption as a recipient, the exemption applies to only the portion of the recipient's interest in the vehicle
 - When the registration is in more than one name, but the exemption is for only one owner, the VLT is divided equally among the registered owners to determine each owner's portion and the amount to be exempted.
- The recipient can claim the exemption for only one vehicle.
- Certification of the VLT exemption is required on an annual basis.

A **SC62** will be placed on the record when processing a title transfer or renewing the vehicle registration.

Veterans Administration (VA) GRANTS

The **qualifying individual** can obtain a vehicle or a replacement vehicle through financial aid. They are exempt from paying **all VLT and REG fees (they must pay AQCF)**. The individual will have a certificate from the VA with the date, name of the individual, and description of the vehicle

1. The veteran must be a current resident of Arizona to be eligible for the VLT exemption.
2. The veteran must provide certification from the Veterans Administration (VA) indicating that the veteran was granted a vehicle.
3. The VA grant exemption can be claimed during each 12-month period for only one vehicle or any replacement vehicle that is owned by the veteran.
4. A full exemption applies, regardless of the number of vehicle owners.
5. Re-certification is not required on an annual basis.

A **SC84** is placed on the record when processing a title transfer or renewing the vehicle registration.

100% Disabled American Veteran (DAV)

This is granted to a disabled veteran with a service connected disability. The VA for the initial exemption will issue a certification letter. A vehicle that is owned by a 100% disabled veteran is exempt from both VLT and registration fees.

1. To be eligible for the VLT exemption, the 100% disabled veteran must be a current resident of Arizona.
2. The 100% disabled veteran must provide certification from the VA indicating that the veteran is receiving benefits at the 100% disabled rate.
3. The 100% disabled veteran can claim the exemption during each 12-month period for only one vehicle or any replacement vehicle that is owned by the veteran.
4. A full exemption applies, regardless of the number of vehicle owners.
 - The exemption provided by this paragraph applies to a surviving spouse of the disabled veteran until the surviving spouse's remarriage or death
 - To receive the VLT and registration fee exemptions, the eligible spouse must present a certification letter at the time of vehicle registration (annually)
 - Re-certification is not required unless a surviving spouse is applying for the exemption.

A **SC61** is placed on the record when processing a title transfer or renewing the vehicle registration. After the status code is initially placed, the individual will not be required to furnish the certification again. All owners listed on the registration are exempt from **VLT on one vehicle per year**.

Tribal Members

Individuals who are defined as Native American, enrolled as a member of a recognized tribe and the residence on the database record must be on a reservation, may qualify for the VLT reduction.

The exemption applies to **VLT only** and does **not** affect the registration expiration date of the vehicle. The exemption will be applied at the time of registration renewal or title transfer.

The Native American must submit:

1. A properly completed Vehicle License Tax Tribal Exemption, form # 48-7701 or a notarized waiver (or letter) from the Tribal Council is required at the time of application for registration, the waiver (or letter) must contain the following information:
 - The customer's name
 - The customer's tribe
 - The reservation name
 - The county where the reservation is located
 - A description of the vehicle including the year, make, and vehicle identification number (VIN)
 - The customer's signature
 - The customer's census or roll number
2. When the vehicle has two or more titled owners and only one is eligible for the exemption as a tribal member, the exemption applies to only the tribal member's interest in the vehicle. At this time a status code **62** will be placed on the record and a comment on the vehicle record stating only partial exemption granted
3. Recertification is not required annually

A **SC57** is placed on the record when processing a title transfer or renewing the vehicle registration when all owner(s) are exempt.

Note: Tribal members may work outside of the tribal reservation and still be eligible for a VLT exemption, if they reside on the tribal reservation.

Widow / Widower and Totally Disabled Person (TDP) Exemptions

A widow or widower may be granted an exemption by the County Assessor of the county where the customer resides.

The exemption:

- Applies to **VLT only** and does **not** affect the registration expiration date of the vehicle
 - Applies to only the widow's or widower's interest in the vehicle when the vehicle has two or more titled owners and only one is eligible for the exemption
- Must be applied to their county of residence each year in January or February, therefore they are not eligible for a two or five year registration
- Will be applied by MVD at the time of registration renewal or title transfer
- Certification of the tax exemption is required on an annual basis
- Issued by the County Assessors Office

The exemption can be applied towards:

- Real property tax
- Mobile homes (personal property tax) Vehicle License Tax

The exemption document will contain:

- Type of exemption
- Amount of exemption granted to the registered owner
- Exempt owner's name and address

When the registration transaction is processed with the exemption notification form:

1. The widow / widower must provide the exemption document (obtained from the County Assessor) at the time of registration.
2. The amount of the exemption given is written on the exemption document, which is then forwarded to the County Assessor's office in the county where the widow or widower resides.
 - a. This transaction has many variations depending on the county where you are working.
 - Some counties will do this step and write the amount of the exemption on the form
 - Some counties will require that you perform these steps in order to determine the amount of the exemption
3. When the vehicle has two or more titled owners and only one is eligible for the exemption, the exemption applies to only the widow's or widower's interest in the vehicle.
4. Certification of the tax exemption is required on an annual basis.
 - Amount of assessed value exemption granted to the registered owner
 - Exempt owner's name and address

The **exemption amount** granted must be **subtracted** from the **assessed value** (AV) of the vehicle. The amount of exemption will never exceed 3000.

The exemption is calculated from the Registration Effective date or month first registered in Arizona, to the Expiration date of the vehicle.

A status code (SC) **62** is placed on the record at the time of initial title transfer or when renewing the registration.

The Vehicle License Tax Rates are:

- For NEW vehicles, \$2.80 for each \$100.00 of assessed value
- For USED vehicles \$2.89 for each \$100.00 of assessed value

Alternative Fuel Vehicle

A motor vehicle that is powered strictly by an alternative fuel

- VLT to be assessed is \$5 per year for each alternative fuel vehicle
- Alternative Fuel Certificate, form #48-1303, must be submitted at initial registration or after transfer of ownership

Note: Hybrid vehicles are not eligible for the reduced VLT rate

Off-Highway Vehicle (Decal)

A vehicle with an un-laden weight of 1,800 pounds or less that is designed by the manufacturer primarily for travel on unpaved roads.

- Reduced VLT of \$3 per year (prorated fee of \$.25 per month) and is exempt from the registration fee
- Off-Highway Vehicle decal is issued
- Registered owner must sign Off-Highway Vehicle Decal Application, form #96-0572, stating vehicle will be used primarily for off-highway use
- Decal is valid from one year from the last day of the month of issuance
- Decal cannot be renewed no more than six months prior to expiration date

A status code (SC) 66 is place on the record at the time of initial application

Military Exemptions

Non-Resident Military Member Exemption

A vehicle owned by a nonresident military member is exempt from VLT.

1. The nonresident military member/Health Services officer cannot be a resident of Arizona
2. To be eligible for the VLT exemption, the nonresident military member or Health Services officer must:
 - Maintain a permanent legal residence in another state
 - Be assigned to military duty (stationed) in the state of Arizona
3. The non-resident military member/Health Services officer must provide an Affidavit for Exemption of Nonresident Service Personnel at the time of application. The affidavit is issued and certified by the nonresident military member's Commanding Officer; or the commanding officer of a Public Health Center or Hospital, Unit Legal Officer, or Staff Judge Advocate (Base or Post Legal Officer).
4. When the nonresident military member/Health Services officer applies for Arizona registration, the out-of-state registration need not be current.
 - The vehicle cannot be used in the furtherance of a commercial enterprise
5. When the vehicle has two or more titled owners and only one is eligible for the exemption as a nonresident military member/Health Services officer, the exemption applies to only the nonresident military member/Health Services officer's interest in the vehicle.
6. Certification of the tax exemption is required upon registration renewal.
 - A two or five-year registration cycle may be issued, provided the military identification card or Health Services officer identification card presented at the time of application is valid for the entire registration period

Note: A nonresident military member/Health Services officer stationed in Arizona is not required to obtain Arizona registration as long as the out-of-state registration remains current.

Special Military Exemption

An Arizona resident who is a member of the U.S. Armed Forces, including a National Guard or Reserve Unit and who is deployed in support of a worldwide contingency operation or support of Operation Enduring Freedom or Noble Eagle may register a newly acquired vehicle or renew the registration of a motor vehicle for **one year** without payment of registration and vehicle license tax fees, Air Compliance Quality Fee, Air Quality Fee, and postage fees.

1. The member of an Armed Forces, National Guard or Reserve Unit must be a current resident of Arizona.
2. The vehicle may be a newly acquired vehicle or one that is currently registered in Arizona.
3. The military member must remit either a properly completed Special Military Exemption #96-0240 or the military orders.
 - The surviving spouse or legally designated representative of a member, who has met the above requirements and who died or who is listed as missing in action while serving on active military duty is eligible to claim and sign for this exemption
4. This exemption may be applied to no more than two motor vehicles from the time of deployment until one year after the member is discharged from the military.
5. This exemption is limited to a one-year registration cycle.
 - A member whose registration fees and VLT for a motor vehicle were paid during the time the member was on active military duty outside of this State is not entitled to a refund, but may apply the exemption towards the next registration cycle for that motor vehicle

Note: When the military member is called to duty in support of Operation Enduring Freedom or Noble Eagle, in addition to the VLT exemption, per Executive Order 2003-10, the military member is also exempt from the Air Compliance Quality Fee, Air Quality Fee, registration and postage fees. The Special Military Exemption - Executive Order 2003-10, #96-0240 or the military orders is required.

[14.2.5 Vehicle License Tax Exemptions](#)

[14.2.4 Reduced Vehicle License Tax Rates](#)

FIGURING FEES ON AN MCO

An MCO would be considered an initial Arizona title and/or registration transaction for the first time (no record on the database)

To successfully complete an MCO title transaction the CSR must:

- Determine if all the required paperwork has been submitted
- Ensure that the documentation is properly completed
- A Manufacturer's Certificate Of Origin (MCO) is submitted

FLP	The factory list price must be obtained through the dealer documentation submitted
MO/YFR (Month and year first registered)	Month - One month forward from date of sale Year - On a new vehicle, if the year of the vehicle is the previous year, the current year or next year, use the current year Example: The current year is 2009. The vehicle is 2008, 2009 or 2010. Use 2009 as the YFR If the vehicle is older than 1 year previous, use the year of the vehicle. Example: The current year is 2009. The vehicle is 2007. Use 2007 as the YFR
REG EFF DATE	Month – One month forward from the date of sale Year – Use the current year unless the vehicle was sold in the prior year. If the vehicle was sold in the prior year use the prior year with the exception of a vehicle that was sold in December of the prior year. If sold in December of the prior year use the current year. Note: You cannot charge VLT for a registration period that has expired
EXP DATE	Month – Use the same month as the date of sale Year – One or two years forward from the date of sale year
CREDIT PLATE #	Credit Plate number being applied, if applicable
CREDIT EFF DATE	Month – One month forward from the date of application Year – The current year unless the month of application is December, then use the next year

OUT OF STATE TITLE

Ownership Documents

When the owner of a vehicle titled in another state moves to Arizona or sells their vehicle to an Arizona resident or dealer, the out-of-state title is the ownership document that must be surrendered.

Title Facts:

- The title may be assigned to a different dealership until all reassignment fields are complete
- Once the last assignment field is completed, a title must be created in the dealership's name
- Once a private sale takes place, regardless of the location of the assignment, title must be established in the purchaser's name

A Bill Of Sale from the owner, as shown on the face of the title, to the dealer is acceptable *only* when the seller's signature or the notarization of the signature on the title is incomplete or incorrect and the title cannot be returned to the seller for completion. The bill of sale must contain the date of sale and name and address of the dealer. The bill of sale must contain:

- A complete description of the vehicle, including the make, model year, and vehicle identification number (VIN)
- The name of the purchaser
- The notarized or witnessed signature of the seller
- The date of sale

To successfully complete a title transaction the following is required:

- Determine if all the required paperwork has been submitted
- Ensure that the documentation is properly completed
- An ownership document is submitted with paperwork
- A level one inspection, if applicable
- Emission certificate **MUST** be submitted if vehicle is in non-attainment area (Area A or B)
- Verify signature requirements
 - If multiple owners are displayed on the out-of-state title, the title must be signed off by the owner(s) per the signature requirements for that state. See the [POLK BOOK QUICK REFERENCE GUIDE FOR U.S. & POSSESSIONS](#)
 - Title may or may not need notarization. See the [POLK BOOK QUICK REFERENCE](#) in the POLARIS Charts to determine Notary Public requirements
 - The mileage must be entered on title, both buyer(s) and seller(s) must print and sign their names in the odometer disclosure field
- Dealership will write their name and dealer license number
- Lienholder name, address, and lien date (month, day, year), if applicable
 - If no lienholder, write the word "NONE", if applicable

All the new owners must be available to sign the application for title or a pre-signed application (Title and Registration Application, form # 96-0236) must be submitted

ARIZONA TITLE ONLY

When a customer purchases a vehicle with an Arizona title, they may choose to purchase a title only without purchasing the registration.

After a Level I vehicle inspection is conducted, MVD may issue a title only for any of the following reasons:

- The vehicle is to be placed on exhibition or display
- The vehicle is to be repaired, rebuilt, reconstructed, and/or dismantled

A vehicle that was acquired by repossession, forfeiture, or operation of law (court ordered title transactions); MVD may issue a title only for any of the following reasons. Level I vehicle inspection may apply, see Policies:

- [10.6.1 Abandoned Vehicle Authorization for Transfer of Ownership](#)
- [10.6.8 Repossessions](#) A repossession should be processed for a lien that is properly filed in Arizona
- [10.6.9 Self-Storage Facility Vehicle Foreclosure Lien](#)
- [10.6.11 Transfer on Death Beneficiary](#)
- [10.7.7 Pending Order Of Forfeiture/Order Of Forfeiture](#)

Court Ordered Title Transactions, which include the following:

- [10.6.7 Non-Probate \(Estate\)](#)
- [10.7.3 Divorce Decree](#)
- [10.7.4 Judgment](#)
- [10.7.5 Landlord's Lien](#)
- [10.7.6 Mechanic's Lien](#)
- [10.7.7 Pending Order Of Forfeiture/Order Of Forfeiture](#)
- [10.7.8 Probate \(Estate\)](#)
- [10.7.9 Sheriff's Sale](#)

The following vehicles do not need a Level I vehicle inspection:

- The applicant for a title is a nonresident whose vehicle is not subject to vehicle registration in this state
- The vehicle can be registered apportioned in another state under the International Registration Program (IRP)DO
- The last dealer reassignment section on the back of the title has been completed

The fee for a title only is \$4.00, plus any applicable penalties

A Title Only transaction is still subject to any use (DOR) tax requirements; see Policy 14.2.3 Department of Revenue (DOR) Tax

Note: For electronic lien titles, please see the “Electronic Lien Transfer for Dealer Title only”.

DUPLICATE TITLE

A duplicate title is issued upon owner request to replace an original title that has been lost, destroyed, mutilated, or has become illegible. Anytime a duplicate is issued the owner, legal status, lien holder and vehicle information **must** stay the same. Because MVD requires a current address on the record the owners address or the vehicle domicile address may be changed.

- The customer or vehicle domicile addresses
 - a. If the customer needs to change an address, it must be changed on the customer database
 - b. The new address will show on the vehicle record the next time it is queried
 - Mutilated or illegible titles **MUST** be submitted at the time of application for a duplicate title
- The surrendered title does not have to be signed off
 - A duplicate title is only issued from an existing Arizona title record
 - When requesting a duplicate title, the Title and Registration Application, for #48-0509 or 96-0236, it requires only one signature, regardless of the number of owners or the legal status

A duplicate title may be issued as an Over-the-Counter (OTC) title any time there is **no lien recorded**.

- The registered owner(s) or another party with a Power of Attorney from the registered owner, may pick up a duplicate title
- Must provide Identification
- If the status code “20” appears on the vehicle record, it will remain on the system when a duplicate title is processed.

Authorized Financial Institutions and dealers (new, used, title service companies, auto recyclers, wholesale dealers, and wholesale auctions) may electronically request a duplicate title through the EZ Duplicate Title service available through ServiceArizona (Financial Institution Services or Dealer Services) when:

- They are the first lienholder and as applicable, have a POA,
- They are not the first lienholder but have the required POA from the registered owner and lien release from the first lienholder,
- They are not the first lienholder but the lien is greater than 12 years and the vehicle is NOT a motor home, travel trailer, or a commercial vehicle and they have the required POA, or
- The vehicle does not have a lien and they have obtained the required POA

The first lien holder of record may request a duplicate title without the owner of record's consent (e.g., written authorization, POA, and/or signature on Title and Registration Application). The lien holder will write “on file” in the “All Owners Sign Here” box, on the Title and Registration Application. The title of record must have been a printed title issued on or after January 1, 2003.

When there is a lien on the vehicle, all titles will be sent to the lien holder.

- This is accomplished either by **mail** or **electronically**. A title with a lien can only be issued over the counter to:
 - a. The lienholder
 - b. The owner of record with a Power of Attorney from the lienholder
 - c. The customer if they have a lien release
- All Non-Electronic Lien Titles

A Duplicate title may be issued when the vehicle/mobile home record reflects a “Sold” status or a “Sold” and “Abandoned” status together

Note: When the vehicle/mobile home record displays only an “Abandoned” status, the customer must pay the applicable abandoned vehicle fee before the duplicate title is issued; see Policy [4.1.3 Abandoned Vehicle Fees and Distribution](#). Below is a list of the different title print codes that appear next to the film number on a vehicle record when a title is processed. They will confirm how the last title was issued. They are:

TITLE CODE	MEANING	PURPOSE
OTC	Over The counter	Hard copy title was printed when the transaction was performed.
BTP	Batch Title Print	Title was printed during the overnight batch process.
ELT	Electronic Lien Title	Hard copy title has not been printed. Electronic message was sent to lien holder.
EOC	Electronic OTC	Electronic lien holder requested a hard copy of the Title. It was printed when the transaction was performed.
ELR	Emergency Lien Release	Electronic lien holder released the lien using an Emergency Mailbox. Customer has 2 days to pick up at any MVD office. The CSR must request title to print at that time. If the customer does not pick up the title in the allotted 2 days, the title will be printed in batch process and the code will change to BTP.
PDT	Print date of the Hard Title	Displays after the state of issue for the last title. Remains blank until hard title has been printed. Once title is printed the print date will appear.

- **IDT Issue Date** - The date the record was created/updated
- **Transaction Code** - TC65 Lien has been released electronically (will not stop the printing of a title).

Certain status codes will stop the issuance of a duplicate title. Refer to the Polaris Charts for a complete list of status codes and definitions. [STATUS TRANSACTION CODE DEFINITIONS for T & R](#)

RETENTION OF TITLE

The purchaser may request the return of a certificate of title, if the vehicle is of **historic value**.

- It must be requested at the time of application for new title
- A new title has to be issued first
- The CSR will make a copy of the title (front and back), and certify it to be a true and exact copy of the original title, and then place the true and certified copy in title folder.
- The original title is then stamped canceled or void on the back so the historic value is not ruined (a one time stamp is sufficient and given back to the customer).

MANDATORY INSURANCE

The owner of a registered vehicle must provide MVD with **proof of liability** insurance within thirty days of initial registration. The proof is a valid Arizona insurance card. This card must be carried in the vehicle at all times or an image of the motor vehicle insurance identification card displayed on a wireless communication device. Failure to produce evidence of financial responsibility on the request of a law enforcement office is a civil traffic violation that is punishable by law.

Note: A person who displays the evidence of financial responsibility on a wireless communication device is not consenting to a law enforcement to access other contents of the wireless communication device.

The Card Must Contain the Following:

- Effective date
- Policy number
- Name of insurance company and the 4-digit ADOT code number (if not on the card, refer to the QBICO procedure card to locate the number) or
- The National Association of Insurance Commissioners (NAIC) number and indicate the policy is an Arizona policy (states "Arizona" somewhere on the card)
- VIN of the insured vehicle
- Name(s) of the insured

Reasons for Proof of Insurance

- Record displays that there are no policies recorded on the database
- The customer states that they have changed insurance companies
- A verification of insurance, suspension or cancellation notice has been sent from MVD or their insurance company

Acceptable proof of insurance includes (but is not limited to) an original, photocopy or copy of a current and valid (as determined by the effective dates):

- Motor Vehicle (or automobile) Liability Policy
- Binder Motor Vehicle (or automobile) Liability Insurance
- Certificate of Self-Insurance (issued by the Division)
- Certificate of Deposit
- Motor Vehicle Insurance Identification Card (issued by an authorized insurer/agent)
- Proof that the motor vehicle is owned or leased by this State or any of its political subdivisions
- An image of the motor vehicle insurance identification card displayed on a wireless communication device

Cancellation of Registration

If at any time the vehicle is not properly insured:

- The registered owner will be sent an "Insurance Verification" letter
- This notice, when generated, will place a status code 56 on the vehicle record
- The customer has 15 days from the date of the letter to contact MVD with the proper insurance information
- If proper insurance information is not provided within thirty days the registration is canceled and a status code 86 is placed on the record

An insurance policy issued in another state is acceptable when the insurance company is authorized to conduct business in Arizona and the amounts of coverage meet or exceed Arizona's minimum standards.

However, since most insurance companies track each state's policies separately, a policy issued by another state may never be reported as canceled. For this reason, out-of-state insurance should not be recorded on the vehicle record and the customer shall be informed that the policy will be valid for only 30 days

EZ Insurance Verification

EZ Insurance Verification service provides customer the ability to electronically verify if insurance is on file for a vehicle via www.servicearizona.com. This service will also be provided at the EZ Service Centers located in various Customer Service offices. There is no charge for this service.

In order to verify insurance, the customer must provide the following information:

- Vehicle Identification Number (VIN)
- Arizona Insurance Policy Number
- Vehicle Make
- Vehicle Year
- Driver License Number
- Mailing zip code

Company personnel must provide the following information to obtain the company's insurance information:

- Vehicle Identification Number (VIN)
- Arizona Insurance Number
- Vehicle Make
- Vehicle Year
- Customer Number
- Company Name
- Mailing Zip Code

Once the EZ Insurance Verification service is queried, the customer will receive a response message such as active, inactive, no policy found, etc. If there is a problem with the vehicle record, instructions will be given to the customer informing them how to correct the situation. Each message will be date and time stamped allowing the customer to print the message response.

MOTOR CARRIER FEES

Motor Carrier fees are declared on vehicles with a declaration weight of 12,001 to 80,000 lbs. Fees are based depending on the GVW declared. These vehicles may also qualify for the reduced Motor Carrier fee reductions they are listed as follows:

The motor carrier lightweight and heavyweight fee rates:

- Are based on the declared gross vehicle weight (GVW).
- Are added to the gross weight fee.
- Are payable at the time the motor vehicle is registered

For Hire – Light Motor Vehicle Fee

The Light Motor Vehicle Fee is charged on some vehicles.

- Imposed on commercial vehicles with a gross vehicle weight (GVW) of **12,000 lbs. or less**, and
 - a. Used to transport persons, freight or property
 - Freight includes but is not limited to items such as small packages, letters, or documents
- Owners must complete a For Hire Certificate form #96-0148 to pay the light motor vehicle fee or select the For Hire service option on the title application
- The record will display a **Status Code 30**
- Paying this fee exempts them from paying the transaction privilege sales tax

Example: Taxi (Category E) or Light package delivery vehicle (Category C).

These vehicles will automatically be charged the Light Motor Vehicle Fee for subsequent year's registrations. If operations change, the vehicle must re-qualify for the light motor vehicle fee

When figuring fees on a vehicle that qualifies for the Light Motor Vehicle Fee, the top five lines of QVFEE must be filled out. Replace the "N" next to FOR HIRE to a "Y". This fee will display in the MCF field on the database.

Reduced Motor Carrier Fees

A reduced Motor Carrier Fee (MCF) shall be collected that is equal to 70% of the full rate for a motor vehicle when the motor vehicle is operated at least 45% of the time without a load or with any of the following:

- Equipment that makes a motor vehicle ready for the road
- Restraining equipment that makes the load safe
- Equipment normally carried with the motor vehicle and used for the loading or unloading of the motor vehicle
- Empty containers, empty returnable containers and empty boxes that are being returned to the point of shipment
- Goods or commodities that are being returned to the point of shipment as a results of spoilage, damage, misfills, consignee rejection or consignee return
 - a. Motor Carrier Fee Certificate, form #96-041 is required.
- A commercially registered motor vehicle with a declared gross vehicle weight (GVW) of 12,001 lbs. or more is required to pay the Motor Carrier Fee (MCF).

Vehicle owners will request the MCF reduction. The type of transaction they are performing will determine the paperwork needed to apply.

- When a **title transfer** is being processed, the customer will select the appropriate code under the service option section on the back of the pre-printed title application, **or**
- When processing a renewal in the beginning of the registration cycle, the customer will fill out a motor carrier fee certificate form #96-0141
 - a. If the motor carrier fee certificate is completed in the middle of a registration cycle, the reduced MCF will not go into effect until the next full registration period

Vehicle Qualifiers

One-Way Haul (SC31) – A commercial vehicle that travels at least 45% of the vehicle mileage during the registration year without a load, with a declared GVW of **26001 or more**

Example: A dump truck leaves full, comes back empty.

Route Truck (SC32) – A commercial vehicle with a declared GVW of **26001 or more**. The truck begins and ends a trip at the same point, without adding to the load anywhere on the route. At the halfway point it has delivered $\frac{3}{4}$ of its load.

Example: A Pepsi delivery truck leaves the docking bay full. When the route is completed the truck returns back to the same docking bay.

Agricultural Products (SC33) – A commercial vehicle with a declared GVW of **26001 or more**, that is used **only** to transport agricultural products such as crops, machinery, supplies or livestock which are used or produced in a farming operation. The products, crops or livestock must be un-manufactured or unprocessed

Example: A truck is used to transport lettuce from the field to the packing shed.

When A Reduced Motor Carrier Fee Is Applied

- The CSR will have to place the applicable status code on the vehicle record. The system will automatically charge the reduced fee for the next year's registration period.
- Only one Reduced Motor Carrier Fee status code can be recorded at any given time
- The owner is not required to re-qualify every year for the reduced rate unless operations have changed

When figuring fees on a vehicle that qualifies for the Reduced Motor Carrier Fee, the top five lines of QVFEE must be filled out. Replace the "N" next to MCF Reduced to a "Y". This fee will display in the MCF field on the database.

Limited Mileage Motor Carrier Fee

There are **two classes** to this reduction:

- **SC 40**-Vehicles with a gross vehicle weight greater than 26,000 lbs., traveling less than 2,000 miles per year. These are eligible for a reduced motor carrier fee of \$80.00 annually (prorated if less than a full year registration)

Limited Mileage Motor Carrier Fee (MCF) – SC 40

12	11	10	9	8	7	6	5	4	3	2	1
80.00	73.33	66.67	60.00	53.33	46.67	40.00	33.33	26.67	20.00	13.33	6.67

- **SC 41**-Vehicle with a gross vehicle weight greater than 26,000 lbs., traveling 2,000 to 4,000 miles per year. These are eligible for a reduced motor carrier fee of \$160.00 annually (prorated if less than a full year registration)

Limited Mileage Motor Carrier Fee (MCF) – SC 41

12	11	10	9	8	7	6	5	4	3	2	1
160.00	146.67	133.33	120.00	106.67	93.33	80.00	66.67	53.33	40.00	26.67	13.33

QVFEE does not figure this reduction.

Motor Carrier Fee Exemption SC 34

This exemption applies to:

- A school bus
- A motor vehicle used in the production of
 - a. Motion pictures, including films to be shown in theaters and on television
 - b. Industrial, training, and educational films
 - c. Commercials for television
 - d. Video discs/tapes

TRAILERS: NON-COMMERCIAL AND COMMERCIAL

Trailers are non-motorized units that are pulled behind a vehicle and are used for many purposes. Trailers can be used for personal or commercial/business use. Trailer usage will determine the type of registration issued. Travel/Tent Trailers title and registration requirements will be discussed in another unit.

All trailers are issued the same plate format regardless of the type of registration

- There is a choice of the size of plate;
 - a. Regular size plate (6x12)
 - b. Smaller-size version (4x7)

Perm Registration

A trailer used for personal or non-commercial with a GVW of 0 to 10,000 lbs are required to be registered perm.

- When registered for more than 24 months, the registration is considered to be permanent. The seller is not eligible to receive a credit/refund and the new owner does not pay a registration fee or VLT
- When registered for 24 months or less, the seller is eligible for a credit/refund and the new owner will be charged the applicable prorated fees. Refer to Policy [18.3.2 Plate Credit Refund](#) for additional information

Annual Registration

Trailers used for commercial/business purposes with a weight fee of 0 to 10,000 lbs.; the registration is calculated for a period of twelve (12) months (annual), twenty four (24) months (biennial), or for a period of five (5) years.

TYPE	GWV	Use of the Trailer	Registered As
Category F	0 to 10,000 lbs	Non-commercial (Personal)	Perm
Category G	0 to 10,000 lbs	Commercially	Annually or Biennial
Category G	10,001 lbs (When a trailer is declared at 10,001. The weight of the trailer plus the load must be declared on the towing unit)	Commercial	Perm

- The customer **must** always declare a GVW

1. Category F PERM – Non-Commercial (0 to 10,000 lbs DGVW)

A trailer that is being used for personal or non-commercial must be registered perm. Use EZ Fee Calc to calculate all fees for trailers.

- The owner must declare a GVW
- All applicable weight fees are determined by the declared GVW
 - If GVW is 0 – 10,000 lbs
 - The owner may choose the size of plate

The registration is not considered permanent until the original owner has kept the trailer for more than twenty four (24) months.

- When registered for more than 24 months, the registration is considered to be permanent. The seller is not eligible to receive a credit/refund and the new owner does not pay a registration fee or VLT.
- When registered for 24 months or less, the seller is eligible for a credit/refund and the new owner will be charged the applicable prorated fees. Refer to Policy [18.3.2 Plate Credit Refund](#) for additional information.

After twenty four (24) months, if the trailer is sold, the seller receives no plate credit fees but the plate still belongs to the seller

2. Category G Commercial, (annual, biennial, or a five year registration with a 0 to 10,000 lbs GVW)

A trailer that is being used for a commercial/business will be issued an annual, biennial, or a five year registration as commercial.

- Owner must always declare a GVW
- All applicable weight fees are determined by the declared GVW
- If GVW is 0 – 10,000 lbs
- The owner may choose the size of plate

3. Category G PERMANENT (Commercially) – 10,001 lbs GVW

- Owner must always declare a GVW
- All applicable weight fees are determined by the declared GVW
- If DGVW is 10,001 lbs
- The owner may choose the size of plate

This is a trailer with a declared GVW of 10,001. The trailer is being used in a combination with a power unit. Even though the trailer may carry more than 10,001 lbs., the power unit must be registered with the total weight of the trailer load plus the power unit.

Example: Trailer and load 12,000
 Power plus load +38,000
 Total DGVW for the power unit – 50,000 must be declared
 The trailer must be registered at 10,001 lbs DGVW

Category G Perm Trailer Registration (GVW 10,001 lbs. or more)

- Initial – **New** trailer (MCO, new homemade)

Category	Weight	VLT Fee	REG Fee	Title Fee
G	10,001	\$555.00	\$245.00	\$4.00

- Initial – **Used** trailer 5 model years and newer (current year minus 4)

Category	Weight	VLT Fee	REG Fee	Title Fee
G	10,001	\$355.00	\$145.00	\$4.00

- Initial – **Used** trailer over 5 model years

Category	Weight	VLT Fee	REG Fee	Title Fee
G	10,001	\$100.00	\$95.00	\$4.00

- Fees based during the 24 months

Category	VLT Fee	REG Fee	TRN Fee	Title Fee
G	Based on 24 months	N/A	N/A	\$4.00

- Fees based after the 24 months

Category	VLT Fee	REG Fee	TRN Fee	Title Fee
G	None	N/A	N/A	\$4.00

Policy: [Permanent Trailer Registration](#) [MVD Policies Procedures](#) for the chart

Historic Commercial Trailer

A historic commercial trailer is a trailer that is not being used commercially and is considered to be a hobby vehicle, used only in antique vehicle show and/or parades. This trailer may be registered in the same manner as a non-commercial motor vehicle.

It will display a Historic Vehicle license plate.

The historic commercial trailer may be registered annual, biennial, or five year registration and the owner of the historic commercial trailer is not required to declare the trailer's gross vehicle weight (GVW).

Refer to Policy: [Commercial Registration and Weight Fees](#)

When figuring fees on a vehicle that qualifies for the Motor Carrier Fee Exemption, the top five lines of QVFEE must be filled out. Replace the "N" next to Motor Carrier Exempt to a "Y".

Refer to Policy:
[Motor Carrier Fees](#)

TRAVEL TRAILERS

Travel Trailers and Tent Trailers

A travel trailer or a tent trailer is a non-powered recreational vehicle designed as temporary living quarters for recreational, camping, or travel use.

- It is not **designed** for commercial or permanent residence use
- It may be used as temporary dwelling residence or commercial for six consecutive months
 - a. Owner(s) verbally declare the use of the travel trailer at time of application.
 - b. It is used as a temporary dwelling for recreational use.
 - It is mounted on wheels and may be no larger than 8 feet wide by 45 feet long (8x45)
 - a. A recreational vehicle that is a combination of two units may not exceed 65 feet in length.
- Designed to be pulled by a motor vehicle
- When used on public highways, must be registered
- Both travel and tent trailers are exempt from Arizona's mandatory insurance laws because the trailers are to be covered under the motor vehicle insurance policy

Travel trailers and tent trailers used recreationally are processed the same as motor vehicle title and registration procedures.

- They are issued trailer plates
- They have the option of paying one year or two years of registration
- The WIDTH AND LENGTH (**Example:** 0830) is entered into the GVW field on the title and registration database
- The body style is recorded as TV

When Changing the Status of a Travel Trailer or Mobile Home Records

Travel trailers can be titled as a travel trailer or a mobile home.

- When transferring a travel trailer or changing the declared use, both the mobile home database and T&R database must be queried
- When the travel trailer is used for commercial purposes (as an office, place of business) or as a mobile home (single family dwelling) for at least six **consecutive** months. The mobile home information is entered in the mobile home database
- Before a travel trailer record can be converted to a mobile home record, all mobile home titling requirements must be met

Note: If a travel trailer has been titled as a mobile home and is just being relocated and will remain used residentially or commercially, a 30-Day General Use Permit is to be issued so the owner can simply move the trailer.

Note: Anytime there is a record on the T&R database and the mobile home database there needs to be a SC51.

Travel Trailers Changing From Residential (MH) To Recreation (TV)

A travel trailer is considered a mobile home when set up on a site (lot or land) and is used as a single family dwelling for at least six consecutive months or is used for commercial purposes (business or office).

- If the travel trailer is being relocated but will still be used residentially or commercially, a 30-Day General Use Permit is issued to move the trailer

When a travel trailer's usage is changed from commercial, (business or office) or residential use (single family dwelling), to recreational use the vehicle must be titled and registered as a travel trailer.

Note: When a travel trailer has been titled as a mobile home or a commercial trailer, the travel trailer (generally) is not registered; the owner has been paying personnel property taxes.

If the taxes have been paid (current):

- A "Personal Property Tax Receipt" is required
 - Travel trailers are issued a vehicle registration. The registration will expire in the same year as the year of expiration shown on the tax receipt. The calendar year is applied to the taxes. (January to December)
- The travel trailer record on the T&R database (whether creating or updating) must display the same ownership, lien (if applicable), and title information, as the mobile home record with the following exception:
 - a. The body style will be entered on the title and registration database as a "TV"
- An \$8.00 registration fee is collected on the title and registration database (no VLT is paid)
 - a. A notation "PP (personal property) tax PD (paid)" will be typed in the VLT field.
 - b. During the expiration month, a new registration renewal will be sent.

If the taxes have NOT been paid (not current):

Only difference from above is, all fees and license taxes will be collected for a full registration year, if personal property taxes are NOT current

Policy:

[13.2.6 Travel Trailer](#)

TRAILER REGISTRATION (CHART)

Category: F PERM GVW: 0-10,000 Registration Not Perm For 2 Years Trailer Plate PLT KEY: 022 SM PLT KEY: 105 Initial Fees		Category: G PERM GVW: 10,001 Registration Not Perm For 2 Years Trailer Plate PLT KEY: 022 SM PLT KEY: 105 Initial Fees (When a trailer is declared at 10,001. The weight of the trailer plus the load must be declared on the towing unit)			Category: G COMMERCIAL GVW: 0-10,000 Eligible For One, Two, or Five Year Registration Trailer Plate PLT KEY: 022 SM PLT KEY: 105 Use QVFEE To Figure Fees	Category: J RECREATIONAL GVW: WIDTH X LENGTH EX: 8 x 14 (000814) Eligible for One, Two, or Five Year Registration Trailer Plate PLT KEY: 022 SM PLT KEY: 105 Use QVFEE To Figure Fees
<u>O/S MCO</u> VLT \$105 REG \$20 TTL \$4	<u>AZ TITLE</u> VLT \$70 REG \$5 TTL \$4	<u>MCO New</u> VLT \$555 REG \$245 TTL \$4	<u>Used 5 Yr or Newer</u> VLT \$355 REG \$145 TTL \$4	<u>Used Over 5 Years</u> VLT \$100 REG \$95 TTL \$4	VLT VARIES REG \$8.00 CRF \$4.00 WGT VARIES TTL \$4.00	VLT VARIES REG \$8.00 TTL \$4.00
During 24mnths VLT is Based on 24mos. TRN \$12 TTL \$4	After 24mnths VLT NONE TRN \$12 TTL \$4	During 24mnths VLT Based on 24mos. TTL \$4	After 24mnths VLT NONE TTL \$4			Weight fees are not charged to the customer

RECORD KEEPING

Record keeping is extremely important when you own or operate a dealership. Records may be stored in an electronic format but just like paper records are subject to the same inspection and must be made immediately available upon request during regular business hours to authorized representatives of the Arizona Department of Transportation or any law enforcement agency, to ensure compliance with all applicable statutes and rules..

Record retention requirements remain unchanged for licensed dealers who elect to store their records in an electronic format.

The image quality for electronic records should be the same as paper records.

Questions pertaining to the electronic storage of dealer records may be directed to the Dealer Licensing Unit at (602) 712-7571 or MVDLU@azdot.gov.
28-4403 - Record requirements; motor vehicle information; inspection; liability; electronic submission

- A** A licensee shall keep and maintain at the licensee's established place of business or place of business if the licensee is a broker or a wholesale motor vehicle dealer, a permanent record in the form prescribed by the director containing:
- A particular description of each motor vehicle of a type subject to registration under the laws of this state that is bought, sold, brokered or exchanged by the licensee or received or accepted by the licensee for sale, brokering or exchange.
 - A particular description of each used motor vehicle body or chassis that is sold or otherwise disposed of.
 - A particular description of each motor vehicle that is bought or otherwise acquired and wrecked by the licensee.
 - The name and address of the person from whom a motor vehicle, motor vehicle body or motor vehicle chassis was purchased or otherwise acquired and the date it was purchased or acquired.
 - The name and address of the person to whom the motor vehicle, motor vehicle body or motor vehicle chassis was sold or otherwise disposed of, the date it was sold or disposed of and a sufficient description of the vehicle, body or chassis by name or identifying number or otherwise to identify it.

- B** A licensed automotive recycler that has a vehicle in the automotive recycler's inventory shall:
- At the same time have possession of a duly and regularly assigned salvage certificate of title, non-repairable vehicle certificate of title or dismantle certificate of title to the vehicle.
 - Not offer for sale or sell a vehicle unless a salvage certificate of title, non-repairable vehicle certificate of title or dismantle certificate of title to the vehicle has been obtained.
- C** Each motor vehicle dealer shall give the customer a written contract and shall maintain a copy of the contract for three years at the dealer's established place of business
- D** Each record required by this section and all inventories relating to the records of a licensee shall be available at all times for physical inspection by agents of the department or members of the highway patrol division. The agents or members may enter on premises where the records or inventories are located during normal business hours for purposes of the inspection. The licensee or any designated employee or agent may accompany any person making the inspection while the person is on the licensee's premises.
- E** The licensee is only liable to a person making an inspection under this section for an injury arising out of the condition of the premises that occurs while the person is on the licensee's premises if the licensee knowingly allows the person to encounter a hidden peril or wantonly or willfully causes the person harm.

28-4404 Record requirements; vehicles and parts; electronic submission; classification

- A. Each licensee shall keep and maintain at the licensee's place of business , or at each of the licensee's places of business if the licensee has more than one, a permanent record in a form prescribed by the director as follows:
1. Recording and describing each of the following:
 - a) Each vehicle that is wrecked, dismantled, disassembled or substantially altered by the licensee
 - b) Each major component part that is acquired by the licensee together with a bill of sale signed by a seller whose identity has been verified and the name and address of the person, firm or corporation from which the licensee purchased the vehicle or part
 - c) The following information regarding the wrecked or acquired vehicle that is the source of a major component part:
 - If previously titled in this or any other state, the certificate of title number
 - The name of the state where last registered
 - The number of the last license plate issued
 - The make and model of the vehicle
 - The identification number and serial number of the vehicle
 - The date purchased
 - The disposition of the chassis
 - The name and address of the person from whom a motor vehicle, motor vehicle body or motor vehicle chassis was purchased or otherwise acquired and the date of the purchase
 - The name and address of the person to whom the motor vehicle, motor vehicle body or motor vehicle chassis was sold or otherwise disposed of, the date of the sale and a description of the vehicle, body or chassis by make and model or identification number
 2. Including a bill of sale signed by the seller for any motor vehicle parts other than major component parts acquired by the licensee, identifying the seller by name, address and date of sale.
- B. The licensee shall maintain the record at the licensee's established place of business or principal place of business if the licensee is a broker or a wholesale motor vehicle dealer for a period of three years from the date of acquiring each item recorded.
- C. Authorized representatives of the department of transportation or any law enforcement agency may inspect the record kept by the licensee at any time during regular business hours.
- If requested by the Division, the wholesale motor vehicle dealer shall submit the documents electronically through the Service Arizona Dealer Suite within 48 hours effective January 1, 2014

- D. An automotive recycler shall maintain a similar record of all disabled vehicles that have been towed or transported to the automotive recycler's place of business or to other places designated by the owner of the vehicle or the owner's representative. This record shall specify the make, model and description of the vehicle, name of the owner, number of the license plate, condition of the vehicle and place to which it was towed or transported.
- E. Each licensee shall allow any person described in subsection C, during business hours and after reasonable demand, to physically compare the records required to be maintained with the vehicles or major component parts that are located at the licensee's place of business.
- F. After reasonable demand by a person under subsection C or E, a person who fails to display the records required to be maintained is guilty of a class 1 misdemeanor.

BUSINESS STRUCTURE CHANGES

Add/Delete an Individual on a License

An ADD/DELETE application must be completed and filed with the Dealer Licensing Unit. Per Statute **A.R.S. §28-4361.D**, if a licensee adds, deletes or changes a Partner, Officer, Director or Agent, or a Stockholder/Owner who owns 20% or more of the corporation/organization, who was not included in the criminal records check on a prior application, the licensee shall notify the department within thirty days of the change. At the time of notification, an application and, if applicable, a full set of fingerprints and the fee for a criminal records check shall be submitted to the department.

To add a person to the license of a partnership or corporation:

- Completed ADD/DELETE application filed with the Dealer Licensing Unit
- **Corporation, or LLC:** amended "Articles of Incorporation" filed with the Arizona Corporation Commission or corporate meeting minutes indicating the applicable changes
- **Partnerships or L.L.P:** amendment filed with the AZ Secretary of State
- A fingerprint card must be submitted with the application for each Owner, Partner, Corporate Officer (President, Vice President, Secretary, etc.), Director, Agent and all Stockholders/Owners owning 20% or more of the corporation/organization.
- Cashiers check or money order payable to AZ Department of Public Safety (DPS) in the amount of \$22.00 for each person fingerprinted.
- Completed MVD form AUTHORIZATION TO RELEASE INFORMATION for each person fingerprinted
- Completed MVD form STATEMENT OF PERSONAL HISTORY for each person fingerprinted

To delete a person from the license of a partnership or corporation:

- Completed ADD/Delete application filed with the Dealer Licensing Unit
- **Corporation or LLC:** Amended "Articles of Incorporation" or "Articles filed with the Arizona Corporation Commission or corporate meeting minutes indicating the applicable change
- **Partnerships or L.L.P:** Amendment filed with the AZ Secretary of State

Change in Business Entities

- If a licensed dealer of any license type and entity decides to change the existing business entity, then the licensee must reapply with a new application and applicable paperwork.

For example, if a licensee is a sole proprietor and decides to form a Limited Liability Company (L.L.C.), then the licensee will need to reapply as a L.L.C.

- A new motor vehicle dealer license and number will be issued upon processing and completion of the application for a new entity.
- A new surety bond will be required along with all applicable documents.
- The existing dealer license/plates must be returned to the Dealer Licensing Unit for cancellation

Adding a Branch*

- A licensee shall obtain a separate license for each place of business at which a licensee transacts business other than the original place of business.
- The branch license must be within the same county as the main dealership location
- An application must be submitted to establish a branch location

Dealership Succession to a Family Member

A designated family member has the right to succeed in ownership of the existing franchise if the family member provides written notice of the intent to succeed ownership to the manufacturer within 90 days of the owner's death or incapacity.

Upon the manufacturer's request, the designated family member must provide personal business background information to the manufacturer within 45 days of the request.

A manufacturer has the right to refuse to honor the dealer's designated family member to franchise ownership if there is good cause for refusal and must serve notice within 60 days of either the receipt of the family member's notice to succeed or receipt of background information, whichever is later.

The notice of refusal and discontinuance must specify the grounds for both actions. The manufacturer has burden of proof to establish good cause for refusal.

NOTE: The current license cannot be reassigned or transferred; a new application for a new license must be submitted.

OFF-PREMISES PERMITS

An Off-Premises Permit is available to Arizona licensed motor vehicle dealers, franchised automobile dealer association(s) and manufacturers of motor homes without a franchised dealer in the state of Arizona. The electronic Off-Premises Permit is available through the Service Arizona Suite of Dealer Services and the AADA (Arizona Automobile Dealer Association's) storefront for use by licensed motor vehicle dealers that are licensed as new, used or Public Consignment Auction Dealers. The permit is for use by the referenced license types. The electronic Off-Premises Permit may be issued only for the county in which the motor vehicle dealer license is held.

The fee for the Off-Premises Permit is \$25, due at the time the permit is requested.

The Off-Premises Permit must be displayed at the event for which it is issued.

- The Event Start Date must be the current date or later; it cannot be a date in the past
- The Event Start Date cannot be more than 30 days in the future from the current date

Dealerships located in Sedona, Queen Creek and Apache Junction, as well as dealers wishing to apply for Off-Premises Permits in an adjacent county in which there are no franchisees for the same line make, must contact the Dealer Licensing Unit at 602-712-7571 or MDLU@azdot.gov for their permits.

An Off-Premises application form must be submitted **30-days prior to the event**.

There are **6 types of permits** you can apply for:

1. **A.R.S. §28-4301.26 Off-Premises Display and Sale** - means a promotion or sale of motor vehicles for a period of time as specified by the director that both:
 - a. Is sponsored by a licensed motor vehicle dealer, the licensed motor vehicle dealer's agents or the manufacturer
 - b. Takes place at a location within the **same county** but not at the licensee's established place of business
2. **A.R.S. §28-4301.27 Off-Premises Exhibition** - means the exhibition of a motor vehicle for a period of time as specified by the director at a location within the **same county** but not at the established place of business of a licensed motor vehicle dealer and at which a solicitation or sale does not occur.
3. **A.R.S. §28-4402.B Display and Sale of Motor Vehicles Permit** - (Special Circumstances) a licensed motor vehicle dealer may display and sell motor vehicles during a public event for a limited period of time, not to exceed 10 days in any one calendar year, outside of the county in which the licensed motor vehicle dealer has an established place of business if the display of sales take place in an incorporated city or town whose boundaries include territory within two counties and the licensed motor vehicle dealer's established place of business is in one of the two counties. Before any display or sales, the licensed motor vehicle dealer shall obtain a permit from the department and shall submit proof to the department that the proposed site is in compliance with local zoning ordinances.

Note: Only Queen Creek, Sedona, Apache Junction cross over into two counties.

4. **A.R.S. §28-4401.B Motor Vehicle Show** - An Arizona franchised new car dealer association may conduct a motor vehicle show by permit.
 - a. Applications for a show permit may be obtained through the ServiceArizona Dealer Suite and the Arizona Automobile Dealers Association (AADA) storefront
 - Fee for the show permit is \$25.00
5. **A.R.S. §28-4402.A Recreation Vehicle Off-Premises Exhibition and Sale** - A motor vehicle dealer who is licensed to sell only recreational vehicles as defined in section 28-3102 and who is the only franchisee for that line-make in the county in which the motor vehicle dealer is licensed may exhibit and sell those recreational vehicles at a fair or similar public event in an adjacent county by permit if a franchisee for that line-make is not licensed in the adjacent county.
6. An exhibitor that does not have a licensed franchised dealer in this state may conduct a special event by permit.

An exhibitor that has a licensed franchised dealer in this state is limited to participating in a special event through the exhibitors licensed dealer.

To apply for an Off-Premise Permit contact Dealer Licensing Unit at 602-712-7571 or MDLU@azdot.gov

DEALER LICENSE RENEWALS

All licenses are issued with an expiration date and must be renewed on or before the expiration date annually. The right to use a Dealer plate terminates at midnight on the date of license expiration. Failure to renew the dealer license(s) and plates by the last day of the renewal month will result in penalties equal to the license fee and plate fees.

All license and dealer plate renewals **must** be accomplished online through ServiceArizona's EZ Dealer Services.

Please contact the ServiceArizona Help Desk at 1-866-436-9533 to establish a username and password or if encountering a problem on EZ Dealer Services.

The Dealer Licensing Unit requires all licensees to renew their dealer license and plate(s) electronically via ServiceArizona's Dealer Suite. Licensees will be notified by email when it is time to renew their license and/or plates.

- Licensees shall submit evidence of its current TPT license at time of each annual renewal and report number of sales for the previous license period.

If you wish to discontinue operating and will not be renewing your dealer license/plate(s) you must submit within 5 business days of cancellation the following to the Dealer Licensing Unit:

- motor vehicle dealer license
- all dealer plates
- a letter requesting cancellation

Requirements to Obtain an MVD Motor Vehicle Dealer License:

- Complete a Motor Vehicle Dealer Application, form #46-0408
- The following must be completed and submitted with the application
 - Copy of the dealer's current TPT
 - Sign and notarized the "Statement of Personal History, form #46-0409,
 - Authorization to Release Information, form #46-0407
 - One finger print card completed and signed by the law enforcement officer for each of the following:
 - Each sole proprietor
 - Each partner
 - Each applicant having 20% or more stock/ownership of the entity
- An original Vehicle Dealer Bond, in the amount of \$100,000 for new, used and Public Consignment Auction Dealer; \$25,000 for wholesale dealer form #38-1301
- Certificate of Appointment from the manufacturer, required when the dealer is selling new vehicles
- If the applicant is an Inc, LLC etc,
 - the Articles of Incorporation/Organization are required
 - An official copy of the Partnership Agreement,
 - A Buy/Sell Agreement, required when the dealer is purchasing an existing dealership
- Authorized Presence Documentation, form #96-0560, with proof of authorized presence as listed in A.R.S. § 41-1080 for sole proprietor and general partnerships only

All documents must be sent to:

Motor Vehicle Division
Dealer Licensing Unit
Mail Drop 552M
P.O. Box 2100
Phoenix, Arizona 85001-2100

The following fees are due and must be remitted at the time of application

- A \$15 filing fee, by check or money order made out to MVD
- A \$22.00 criminal record check by cashier's check or money order to DPS

Public Consignment Auction Dealer (PCAD)

A PCAD is a person who at the public consignment auction dealer's established place of business or at an authorized off-premises location is in the business of both of the following:

- Conducting live auctions with a licensed auctioneer verbally calling for and accepting bids
- Providing live auction services to the public on a consignment contract basis

A PCAD is not Authorized to:

- Issue Temporary Registration Plate (TRPs), 30 Day or 90 Day Non-Resident Permits
 - Purchase Dealer license plates, or
 - Acquire vehicles from a licensed wholesale motor vehicle dealer or from the public
- NOTE: A PCAD MAY NOT TAKE TITLE/ASSIGNMENT FROM CONSIGNOR; Public Consignment Auction sales may only occur by consignment contract or by title reassignment from a new or used dealer to the PCAD. An MVR Lien request can be obtained at time of entering into a consignment contract agreement.

PCAD Requirements:

- Must Post a sign at their established place of business indicating they are exempt from implied warranty and emission provisions
- Shall show a title in the name of the consignor that shows the consignor is the legal owner of the vehicle
- Inform the vehicle purchaser to comply with any emissions testing requirements

When Performing an Auction, a PCAD is Exempt from:

- The implied warranty of merchantability disclosure/disclaimer provisions for used motor vehicle sales
- The emissions testing requirements for a motor vehicle dealer selling or delivering a vehicle within a required emissions testing area. It will be the responsibility of the purchaser

When transferring a motor vehicle resulting from a public consignment auction sale, the PCAD is required to comply with either of the following:

- The evidence of ownership requirements, if the vehicle was acquired from an Arizona licensed dealer
- The consignment contract provisions, if the vehicle was received on consignment the PCAD should show a title in the name(s) of the consignor that shows the consignor is the legal owner of the vehicle (and a consignment contract)

A PCAD is required to provide written notice to the Department within 15 days after the transfer of a vehicle resulting from a public consignment auction sale, utilizing the "PCAD Sales Notice Report" through the ADOT ServiceArizona Dealer Suite, containing:

- Date of transfer
- Seller's name & address
- Purchaser's name & address
- VIN, make and model
- Successful bid price including any premiums and/or commissions associated with the vehicle auction sale
- Indicate if the vehicle record contains a salvage brand

Upon delivery of a vehicle resulting from a public consignment auction sale, the PCAD shall provide the purchaser an invoice containing, but not limited to the following:

- Date of transfer
- Vehicle VIN, make and model
- Successful bid price including any premiums and/or commissions associated with the vehicle auction sale
- Indicate if the vehicle record contains a salvage brand

Penalties

A PCAD who fails to provide the required notification within 15 days shall be assessed an \$8 penalty for the first month and \$4 for each additional month the notice is not provided. The total penalty shall not exceed \$100 for each PCAD vehicle transfer.

When a PCAD is in violation of the provisions stated, the Director may do either of the following:

- Suspend or cancel the Dealer's license.
- Impose a Civil Penalty of at least \$1,000 but not more than \$3,000

PCAD sale is not exempt from the transaction privilege tax (sales tax) requirements (MUST PROVIDE TRANSACTION PRIVILEGE TAX LICENSE NUMBER AT RENEWAL)

A PCAD is required to report, collect and remit any taxes to the appropriate taxing authorities, assessed and collected at the time of sale.

WHOLESALE MOTOR VEHICLE DEALERS

A wholesale dealer is a person who sells used motor vehicles only to licensed motor vehicle dealers.

Dealer License Plates Issued to Wholesale Dealers

- The Division shall not issue more than 10 dealer license plates to a wholesale motor vehicle dealer
- Wholesale Dealers are issued not more than two (2) plates plus one (1) additional plate for every 50 vehicles sold based on reported sales in the previous license year
- At time of renewal evidence of sales must be submitted and approved by the Division
- When evidence submitted to the Division is not satisfactory that 10 vehicles were sold in the previous year, the Division shall cancel the dealer license plates that were issued
- If a wholesale motor vehicle dealer does not have a valid license plate; they are eligible for a "Wholesale Motor Vehicle Restricted Use 3-Day Permit"

Wholesale Motor Vehicle Restricted Use 3-Day Permit

- Must not have a valid dealer license plate
- The permits are available beginning October 1, 2013
- Available electronically through the "ServiceArizona Dealer Suite"
- There is no limit as to how many "Wholesale Motor Vehicle Restricted Use 3-Day Permits" are purchased
- The fee is \$1.00

Lost or Stolen Motor Vehicle Dealer Plates

If a **dealer license plate is lost or stolen**, the dealer will need to submit a written report immediately, which must be on the motor vehicle dealer's business letterhead and signed by an authorized business contact, to the Dealer Licensing unit identifying the following:

- Plate type and number
- All available data concerning the loss or theft
- A replacement fee for a lost, stolen or mutilated plate and/or tab is **\$5.00**

Duplicate Titles Requested by Wholesale Dealers

Duplicate titles may be requested by wholesale dealers through EZ Duplicate Title Service available through ServiceArizona (financial institution services or dealer services) when:

- The wholesale dealer is the first lienholder and has the POA
- The wholesale dealer is not the first lienholder
 - has the POA from the registered owner and the lien release from the first lienholder
 - Lien is greater than 12 years and the vehicle is not a motor home, travel trailer, or commercial vehicle and has the required POA
 - No lien but has the required POA

Title or Registration Transactions for Wholesale Dealers

A wholesale motor vehicle dealer must title any vehicle acquired in the name of the wholesale dealer before a transaction can be completed to another licensed motor vehicle dealer.

Beginning January 1, 2014, a wholesale motor vehicle dealer shall submit electronically to the department any documents that are requested by the department during the wholesale motor vehicle dealer's reported business hours and that are prescribed in this section. The wholesale motor vehicle dealer shall submit the requested documents within forty-eight hours after the request is transmitted.

WHOLESALE MOTOR VEHICLE AUCTION DEALER

"Wholesale motor vehicle auction dealer" is a person who provides an auction service solely for wholesale transactions to motor vehicle dealers licensed by Arizona or any other jurisdiction. In the ordinary course of business, this dealer (through the business name) does not buy, sell or own the motor vehicles that are being auctioned.

A wholesale motor vehicle auction dealer is exempt from the requirement of having to possess a duly and regularly assigned certificate of title and from other requirements relating to the reassignment of title documents and disclosures to buyers.

When a wholesale motor vehicle auction dealer buys or sells vehicles at wholesale in the wholesale motor vehicle auction dealer's **own name**, the wholesale motor vehicle auction dealer must comply with the provisions of A.R.S. Title 28, Chapter Ten relating to certificates of title, reassignments of title documents and disclosures to buyers.

Each wholesale motor vehicle auction dealer's established place of business shall conspicuously post a sign that contains the following statement:

ARS §28-4334 – prohibits a person who purchases a vehicle from this wholesale motor vehicle auction dealer from selling the vehicle in this state unless the person is a licensed dealer in this state. A person who violates this statutory provision is guilty of a class 1 misdemeanor.

Foreign Vehicle Dealer

When a foreign country motor vehicle dealer purchases a vehicle from a licensed wholesale motor vehicle auction dealer, the wholesale motor vehicle auction dealer shall:

1. Stamp "EXPORT ONLY" on the title of the vehicle (A.R.S. §28-4423),
2. Ensure the seller and buyer complete the reassignment portion on the back of the title and the foreign country motor vehicle dealer is listed as the purchaser, and
3. If the wholesale motor vehicle auction dealer is an Authorized Third Party Provider (ATP), in addition to performing C1 and C2 above, the ATP shall update the vehicle record as follows:
 - Place a Status Code 20 (Sold Notice) on the vehicle record.
 - Place a comment on the vehicle record that includes:
 - The date of sale
 - "Export Only"
 - The name of the foreign country motor vehicle dealer
 - The country where the vehicle is being exported

EXAMPLE COMMENT: 01/01/2013/Export Only/John's Auto Sales/Canada

Note: Foreign country motor vehicle dealers are not eligible to obtain an Arizona certificate of title or registration. Foreign country motor vehicle dealers must export vehicles purchased at a wholesale motor vehicle auction.

REFERENCES AND CONTACTS

A.R.S. Title 28 and Administrative Rule

Dealer licensing regulations: Arizona Revised Statutes, Title 28, Chapter 10.
<http://www.azdot.gov/mvdrules/index.asp>

Forms

Motor Vehicle Division forms
<http://mvd.azdot.gov/mvd/formsandpub/mvd.asp>

Motor Vehicle Division Policy and Service Arizona Dealer Suit User Guides
Service Arizona Help Desk: 1-866-436-9533

Motor Vehicle Division- Dealer Licensing Unit

Mailing	P.O. Box 2100 Mail Drop 552M Phoenix, AZ 85001-2100
Email	MVDLU@azdot.gov
Phone	(602) 712-7571
Hours	Monday-Friday 8:00-5:00 Closed weekends and state holidays
Drop Box	1801 W. Jefferson Phoenix, AZ Greeter Lobby