

Revised New and Used Report of Sale Forms

Revised Report of Sale Forms

Recent legislation required the revision of the Report of Sale—Used Vehicle (REG 51) and the Application For Registration of New Vehicle (REG 397) forms. The revised report of sale (ROS) forms show **REV. 11/2011** in the lower-left corner of the form.

Beginning **July 1, 2012**, all licensed dealers/lessor-retailers **must** report retail sales of vehicles sold on July 1, 2012, or later on the REG 51 (REV. 11/2011) or REG 397 (REV. 11/2011) ROS forms.

Until July 1, 2012, dealers/lessor-retailers may continue to use their existing ROS supply.

NOTE: The purchaser's temporary operating copy portion of the REV.11/2011 ROS is valid for only **90 days** (previously the purchaser's temporary operating copy was valid for 6 months). An upcoming VIN memo will contain further information on the ROS form changes.

Obtaining the Revised ROS Forms

Sales volume will determine how many revised ROS forms are **allocated** to each business. All ROS forms will be delivered via Golden State Overnight (GSO) courier service. The owner or designee must be present to sign for the GSO delivery of ROS forms.

Automatic Distribution to High Volume Dealers/Lessor-Retailers

Beginning in mid-April 2012 high volume dealers/lessor-retailers, which sold more than 500 vehicles in 2011, will receive an automatic distribution of the revised ROS forms.

All Other Dealers/Lessor-Retailers

The revised ROS forms can be obtained using one of the following options:

Option 1—By Mail

Beginning **May 1, 2012**, all dealers/lessor-retailers that have **not** received an automatic distribution can order the revised ROS forms by mail. Allow at least **6 weeks** for delivery.

- The order forms are available on the Occupational Licensing (OL) forms section of the Department of Motor Vehicles (DMV) website. To order:
 - Report of Sale—Used Vehicle (REG 51) forms, the link is:
apps.dmv.ca.gov/forms/ol/ol395u.pdf
 - Application For Registration of New Vehicle (REG 397) forms, the link is:
www.dmv.ca.gov/forms/ol/ol395n.pdf
- Order a normal 6-month supply of ROS; however, allocation may be limited.
- Instructions for ordering and mailing appear on the order forms.

Obtaining the Revised ROS Forms, *continued*

Option 2—From an OL Inspector Office

Beginning **May 16, 2012**, the revised ROS forms may also be obtained at an OL Inspector office. To obtain the ROS forms you must:

- Be the owner of record or a designee. A designee **must** have a letter on company letterhead from the owner of record authorizing the designee to pick up the ROS forms.
- Show a valid driver license or identification card.

For inspector office locations and hours, see the DMV website at:
www.dmv.ca.gov/fo/inspector_office.htm.

Special Handling of Old ROS Forms

On July 1, 2012, ROS forms with revision dates prior to REV. 11/2011, become void. The dealer/lessor-retailer must:

- List the old ROS serial numbers on company letterhead.
- Destroy the old ROS forms (shred or otherwise make unusable) and on the same letterhead have **two** people sign, date, and confirm in writing, that the listed ROS forms have been destroyed.
- Retain the signed document certifying the destruction of the old ROS in the business office's files to be available for inspection by the department.

Background

Recent legislation required ROS forms to be revised and to be in use beginning July 1, 2012.

References

California Vehicle Code §§4456 and 5901

Distribution

Notification that this memo is available online at **www.dmv.ca.gov/pubs/olin/olin.htm** was made via California DMV's Automated E-mail Alert System in April 2012 to the following:

- Dealers
- Lessor-Retailers

Contact

Questions regarding this memo may be directed to the OL Compliance Services and Support Unit at (916) 229-3154.



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