

Ordering Report of Sale and Dismantler Acquisition Forms

New Policy

Effective January 2, 2007, report of sale and dismantler acquisition forms **must** be ordered by mailing a completed supply order form to the department's Occupational Licensing (OL) Section in headquarters. OL technicians will no longer be able to take orders by telephone.

For your convenience, the following OL supply order forms are available on the department's website at www.dmv.ca.gov/vehindustry/ol/forms.htm:

- [OL395A](#)—Vehicle Auction Wholesale Report of Sale, REG 398 Order Form
- [OL 395D](#)—Dismantler Acquisition, REG 42 Order Form
- [OL395M](#)—Application for Registration of Multiple New Vehicles, REG 397A Order Form
- [OL395N](#)—New Report of Sale, REG 397 Order Form
- [OL395U](#)—Used Report of Sale, REG 51 Order Form
- [OL395W](#)—Wholesale Report of Sale, REG 396 Order Form

Only the new electronic version of these forms will be accepted. All previous versions must be recycled or destroyed.

Procedures

To order report of sale and dismantler acquisition forms:

1. Download and print the appropriate supply order form.
2. Complete the form (incomplete forms will be returned to the requestor).
3. The owner of record **must** sign the form.
4. Mail to the address on the form.

Receipt of orders:

- The forms are shipped via courier service from the DMV Supply Warehouse and will take six to eight weeks for delivery.
- The order will not be delivered **unless** someone is available to sign for and receive the shipment. The courier service will make three attempts to deliver before the shipment is returned to the supply warehouse.

Emergency situations:

- A six month supply of all crucial forms should be kept on hand to avert emergency situations.
- Local Inspector Offices will only provide a minimal quantity of forms based on an emergency circumstance. A properly completed order form **must** be presented at the time the forms are requested.

Background

Occupational Licensing form requests were previously accepted through various means which hindered accurate accountability. To improve accountability, a standard ordering process has been established that provides a uniform accounting of each transaction.

Distribution

Notification that this memo is available online at www.dmv.ca.gov/pubs/olin/olin.htm was made via e-mail alert in December 2006 to the following:

- Dealers
- Dismantlers

Contact

For questions regarding a pending order or assistance with an emergency need, contact the Occupational Licensing Section at 916-229-3126.



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