



**Department of
Motor Vehicles**

DEALER PLATE ISSUANCE MANUAL

Vehicle Safety

Albany, New York

dmv.ny.gov

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SECTION 1: DEALER PLATE ISSUANCE PROGRAM

1.1 OVERVIEW

As a dealer registered by the New York State Department of Motor Vehicles (DMV), you may be eligible to participate in the Dealer Plate Issuance Program. The program allows dealers to assign a registration plate when a purchaser does not have a suitable plate to transfer, so a "Temporary Certificate of Registration" or an interstate In-Transit Permit can be issued. This enables the purchaser to immediately take delivery of the vehicle/trailer at the time of sale before DMV issues the permanent registration and plate sticker.

1.2 ELIGIBILITY

To purchase registration plates and/or In-Transit Permits:

- you must be a registered retail dealer of passenger vehicles, commercial vehicles, motorcycles, limited use motorcycles or trailers for at least one year. (Note: The Commissioner may waive the one-year waiting period for a dealer adding another dealership, if the owner operating the business has a history of satisfactory participation in the dealer plate program within the last five years, or for a newly licensed dealer who sells new vehicles. However, all other requirements must be met.)
- dealers must not have an expired, suspended or revoked dealer's business certificate (MV-61P).
- dealers must be in "good standing" with the DMV; that is, no violations in the last 12 months, no open or pending investigations or hearings, and no unpaid civil penalties, restitution or judgments.
- dealers must have and maintain a minimum of 25 retail sales per year. However, the minimum of 25 annual retail sales does not apply to new motor vehicle dealers who have posted the required \$50,000 bond.
- dealers must have a secure location for plates/In-Transit Permits, which must be locked when not in use.
- dealers must enter the date the dealership applied to DMV for registration and title into the VERIFI Book of Registry. Keeping a backup paper log to account for your inventory is recommended.
- dealers must be approved by a Vehicle Safety investigation of, but not limited to, the facility, its records and supplies.
- dealers must comply with the VERIFI system requirements.

1.3 RESTRICTIONS

Dealers may **not**:

- **exchange** any plates or In-Transit Permits in their possession for those of another dealer, or **borrow** plates or permits which have been issued to another dealer for any reason.
- **interchange** any plates or In-Transit Permits within their own dealership sublets.
- issue registration plates or an In-Transit Permit for a vehicle that is classified as wholesale or junk, when the title is branded "STOLEN VEHICLE INSURANCE TRANSFER ONLY", when the title is in the insurance company name, when the title is branded as "rebuilt flood", or when garagemen's lien papers are the supporting ownership documents.
- refuse to transfer registration plates for a person who has another registered vehicle, and the registration of such vehicle is eligible for transfer to the purchased vehicle. This includes plates that have been stored at a Motor Vehicles office. (This restriction is in accordance with Section 420 of the Vehicle and Traffic Law and Part 78.20 of the Regulations of the Commissioner of Motor Vehicles.)
- issue registration plates or an interstate In-Transit Permit to a person to whom you have not sold a vehicle. However, a dealer may issue plates for a courtesy delivery. A courtesy delivery occurs when a dealer is responsible for delivering a vehicle sold by another dealer, obtaining title and registration for the vehicle and collecting any sales tax which may be due. A dealer may choose to treat a courtesy delivery as a vehicle owned or controlled by that dealer.

- apply for a “Title Only” for a customer, once plates and/or a temporary registration have been issued for a vehicle. If the vehicle is subsequently stolen or destroyed, or if you are unable to obtain the proper documentation necessary for issuance of the permit or registration, contact Title Bureau at (518) 486-4714 (option 6, then 4) for further direction.

1.4 HOW TO APPLY

To apply for the program, submit an Application for Dealer Plate Issuance Program (form MV-463, see Appendix B). Applications can be submitted by email at dmv.sm.PlatelssuanceAppUnit@dmv.ny.gov or mailed to the address below by USPS, UPS, Federal Express, etc.

New York State DMV
 Vehicle Safety
 Dealer Plate Issuance Application Unit
 6 Empire State Plaza, Room 220
 Albany NY 12228-0432

1.5 FAILURE TO RENEW DEALER BUSINESS CERTIFICATE OR DISCONTINUING TO ISSUE PLATES/IN-TRANSIT PERMITS

If you do not renew your expired dealer business certificate, you must immediately notify DMV that your facility is out of business on form VS-20 (Facility Out of Business Attestation). If you will remain a dealer but will not continue to issue plates, you must immediately notify DMV of this change on company letterhead. DMV will issue a refund to you for unused plates and In-Transit Permits. Contact the Dealer Plate Issuance Application Unit via email at dmv.sm.PlatelssuanceAppUnit@dmv.ny.gov for instructions on how to return your unused inventory. Contact your local Vehicle Safety office if you need further instructions on accounting of remaining supplies including dealer plates.

Refer to Section C.1 for a list of Vehicle Safety Services Regional Offices.

1.6 DEALER DISHONORED CHECK PROCEDURE/PENALTIES

Section 202-b of the Vehicle and Traffic Law requires us to impose a \$35 penalty fee for each check dishonored by a bank. This penalty fee will be in addition to the amount of the dishonored check.

This is a summary of the steps and procedures we take when we are notified that a bank did not honor a check:

1. Revenue Accounting will send a letter to the dealership requesting payment for the full amount that is due.
2. Payment in the form of certified funds must be made within 10 days of the initial contact. Payments should be sent to us by express or certified mail, or by courier.

VIA MAIL

NYS Dept. of Motor Vehicles
 Bad Check Unit
 PO Box 2409
 Albany NY 12220-0409

VIA UPS, FEDERAL EXPRESS, ETC.

NYS Dept. of Motor Vehicles
 Bad Check Unit
 6 Empire State Plaza - Room 233
 Albany NY 12228-0233

3. If you do not respond to this request, your dealer license will be suspended by the Division of Vehicle Safety Services until you make restitution. In addition, DMV’s Revenue Accounting Unit may notify your customers that your dealership has issued a dishonored check and, as a result, that their individual vehicle registrations/permits will be suspended.
4. The Department of Motor Vehicles will not accept a dealer’s check from a dealer who fails to make restitution for a dishonored check. Payment must be made with certified funds or with a check from the dealer’s customer.

1.7 AUDITS AND VIOLATIONS

All participating dealers will be subject to routine audits by Vehicle Safety. Any violation of sections 415, 417, 420 and 420a of the Vehicle and Traffic Law, and of the Regulations of the Commissioner of Motor Vehicles, may result in withdrawal of approval to issue temporary registrations, registration plates and In-Transit Permits. A violation may also result in action being taken against your business registration.

Failure to account for all secure items such as, license plates, In-Transit Permits, certificates of sale (MV-50) and temporary certificates of registration (MV-TCR), may result in withdrawal of approval to issue temporary registrations, registration plates and In-Transit Permits.

1.8 VEHICLE ELECTRONIC REASSIGNMENT INTEGRATED FACILITY INVENTORY (VERIFI)

All dealers that participate in the Dealer Plate Issuance Program must use the VERIFI system. You can register for VERIFI by visiting verifiny.com/register. You will need an internet-connected computer system. Refer to your VERIFI Facility Participation Agreement for details.

- For any additional information about VERIFI, visit <http://verifiny.zendesk.com> (see FAQ)
- For system-specific questions, contact Vanguard at (833) 837-4346
- For questions regarding MV-50's, contact Vehicle Safety at (518) 474-5282 (Option 4)
- For questions regarding the Exceptions log, contact your Vehicle Safety Services Regional Office
- For information/questions regarding your Program application or DMV reported plate inventory, contact the Dealer Plate Issuance Unit at (518) 474-7998
- For information/questions regarding ITP/registration issuance or required supporting documentation, contact the Registration Services Unit at (518) 473-8889
- For eMV-50s and Duplicate VIN Errors, contact the Investigative Analysis Unit at (518) 474-2795 (Option 4)

Accepting Plates/In-Transit Permits (ITPs) in VERIFI

IMPORTANT: Plate/In-Transit orders must be accepted in VERIFI within 48 hours of receipt.

Follow these steps to accept plates/ITPs:

1. Click on the Plates/ITPs section within the blue sidebar (on the left).
2. Find the Plate Order that needs to be accepted. Please note that the Plates have to be accepted in sequence. To view the Plates in sequence, sort the Plate Orders using the 'Order Plate Range' (by clicking on ^ next to the column heading).
3. Click on the Plate Order that needs to be accepted. Select the option 'Received' from the drop down for each Plate box in this order.
4. Enter the first Plate number for each box and then click on 'Accept Order'.
5. Click on the 'View Box' button to view all the Plates in a box.
6. Mark the status of each Plate from the drop down to one the following options - 'Available', 'Damaged', 'Missing', or 'Issued'. Note: if all the Plates need to be marked as Available, you can click on the 'Select All As Available' button on the top right corner.
7. Click on Save.
8. Follow the above Steps (3-7) for all Plate Orders that have to be accepted. Note: You can open only one box at a time. The next box in sequence cannot be opened until all Plates in the previous box have been marked as Issued.

SECTION 2: REGISTRATION PLATE/PERMIT INVENTORIES

2.1 ORDERING

Standard plates and In-Transit Permits - Either complete the Order Form for Registration Plates/In-Transit Permits (MV-464L), or submit your request using our online order system at dmv.ny.gov/business/order-new-york-state-license-plates-for-your-car-dealership (recommended). You can also submit your order within the VERIFI system by choosing "Plates & ITPs" on the left hand sidebar and following the link in the heading of that page.

Registration Plates - On the order form, specify the number of boxes you will need. The fee for one box of plates (25 sets of plates) is \$125.

In-Transit Permits - On the order form, specify the number of packages you will need. A minimum order of permits is one package (25 permits) for a fee of \$312.50.

2.2 DELIVERY

DMV will ship boxes of plates and packages of permits to the dealer's place of business at no cost to the dealer. DMV will pay the shipping costs.

2.3 CONFIRMATION OF SHIPMENT

The same confirmation of shipment procedure is used for registration plates and for permits. When the plates and permits are shipped, you will see your plates in shipped status on the VERIFI system (refer to section 1.8 for accepting a box within VERIFI).

In-Transit Permits - When you receive the shipment, compare the permit sequence on the package to the permit numbers on each package of permits and the information in VERIFI.

Registration plates - Commercial and passenger plates come in sets of 2 and are shipped with 25 SETS of plates to a box. Motorcycles, limited use motorcycles and trailers use single plates, and are shipped 25 plates to a box. When you receive the box, compare the plate number sequence information stamped on the outside end flap of each box, to the plate number information in VERIFI.

When you have compared the boxes/packages of plates/permits shipped to you with the plate sequence stamped on the box and the VERIFI system, mark them as "received". (Refer to steps in section 1.8). Once you are ready to open the box, you can go into the VERIFI system to mark individual plates/permits missing and/or damaged (see section 2.5 for more information about stolen, lost or damaged plates).

Missing boxes/packages - If individual plates, boxes or packages are missing, contact Plate & Document Distribution at dmv.sm.platedistribution@dmv.ny.gov.

2.4 INVENTORY CONTROL

2.4.1 PROCEDURES

Once you have confirmed your shipment of plates/permits, you must update your plate information in the VERIFI system to begin using your plates/permits. Boxes of plates/permits (sealed or opened) must be kept in a secure, locked and limited-access location.

ISSUE PLATES/PERMITS IN SEQUENTIAL ORDER

You must issue plates/permits in sequential order. The VERIFI system will prompt you to use the next/correct plate. You will not be allowed to use your plates/permits out of order without certifying why. Consider the following example where a shipment consists of three boxes of twenty-five plate sets each:

box one contains plate sequence A100BC - A124BC
box two contains plate sequence A125BC - A149BC
box three contains plate sequence A150BC - A174BC

Box one contains the lowest sequence and must be the first box opened after you have confirmed the shipment and are ready to issue. Do not issue plates from box one out of sequence. Do not issue any plates from the next box until you have issued all of the plates in box one, and so on. This same procedure must be followed for packages of permits.

When you **first** physically open a box of plates, examine all of the plates, verify that the plate numbers stamped on the box match the plates inside of the box, and compare to what is in the VERIFI system. If you identify any issues, you must immediately notify the Plate & Document Distribution Unit and update your VERIFI records accordingly. Follow this same procedure for packages of permits.

Notify Plate & Document Distribution by completing a Dealer Report of Unusable Plates (PD-8), and submitting it as follows:

The PD-8 can be emailed to dmv.sm.platedistribution@dmv.ny.gov, for:

- Missing plate sets (both plates of a two-plate series or a single plate in a single plate series)

The PD-8 must be mailed in, along with the physical plates, for:

- Missing single plate of a two-plate series
- Mixed plate sets
- Damaged plates

If the plates contained within the box do not match the numbers on the outside of the box, call Plate Distribution (518) 474-7656.

See Section 2.5 for more information about stolen, lost or damaged plates.

Once we have received your PD-8, we will ship replacement plates/permits to you at no charge.

2.4.2 INVENTORY RECORDS

You will be able to view and track your inventory and book of registry through VERIFI. We recommend keeping a back up log to account for your inventory.

2.5 STOLEN, LOST OR DAMAGED PLATES/PERMITS

If you confirm to us that you have received plates or permits, and any box of plates or permits is stolen, lost or damaged you must immediately notify the Plate & Document Distribution Unit by email at dmv.sm.platedistribution@dmv.ny.gov of the theft, loss or damage and update your VERIFI records accordingly. The email must contain the following information:

- facility name and number,
- sequence of plates/permits that is stamped on the outside of the box,
- sequence of plates that are inside the box,
- an explanation of the plate(s) status (missing, damaged, extra).

If the plates are stolen or lost, notify your local police agency to obtain a Report of Lost or Stolen Motor Vehicle Items, form MV-78B. Attach the completed form MV-78B with your email of explanation.

SECTION 3: REGISTRATION PLATE ISSUANCE

3.1 DOCUMENTS REQUIRED FOR A PERMANENT REGISTRATION

IMPORTANT: A 15-passenger vehicle (16, including the driver) is a bus and may be required to be inspected by the New York State Department of Transportation (DOT). If the vehicle must be inspected by the NYS DOT, you may NOT issue or transfer registration plates, or issue a temporary registration, without the required proof of inspection. For more information, see “Inspection Requirements for Carriers Transporting Passengers” (form MV-82.1P, see Appendix B).

Before assigning registration plates (or transferring plates from another vehicle) and issuing a Temporary Certificate of Registration (MV-TCR), you **must** have all necessary documents to have a permanent registration and Certificate of Title issued by the DMV for the vehicle. You cannot issue the MV-TCR without the following documents:

- A completed Vehicle Registration/Title Application for Dealer Sales (form MV-82DEAL, see Appendix B), signed by the registrant (see Section 3.2)
- A retail Certificate of Sale (MV-50/eMV-50), completely filled out and signed. If there are multiple transfers of this vehicle, we need to have the transaction receipt showing continuity.
- Proof of ownership (MCO, title or transferable registration). When the title is in the dealership name, the buyer, seller, odometer and salvage information must be completed on the title.
- Proof of financial security for the registrant. The effective date **must** be on or before the date you issue the MV-TCR (original or faxed NYS insurance card).
- Proof of identity/date of birth (see Section C.5.2)
- For plate transfer only, the current valid registration (a photocopy is acceptable) from the old vehicle from which the plates are being transferred.
- Dealers may transfer credit from plates that have been surrendered if the customer has the FS-6T.
- Supporting documents, when necessary, including:
 - ◆ Partnership or Joint Ownership Statement (MV-83T, see Appendix B), when there are more than two owners.
 - ◆ Certificate of Partnership, if the partnership wants to register the vehicle in its business name.
 - ◆ Proof of incorporation, if the applicant is not a partnership registering in a business name (see Section C.5.3).
 - ◆ Vehicle Use Tax Exemption Certificate (Form UT-11 for New York City only, or Form UT-11C for counties other than New York City, see Appendix B), if the applicant is exempt from this tax.
 - ◆ Proof of the vehicle’s Federal Alterer’s Safety Certification, if the vehicle has been altered or stretched to increase passenger capacity beyond that provided by the original manufacturer. For more information, see “Register/Title an Altered Vehicle in New York State” (form MV-82.1AV, see Appendix B).
 - ◆ Any other appropriate documents.

Note: You may not issue a registration if you have already issued an In-Transit Permit to the same customer for the same vehicle. You cannot issue a second In-Transit Permit for any reason. The customer is given 30 days to reach their location and register the vehicle, and must do so within that timeframe (see Section 4 about issuing ITPs). If a customer has an ITP to register a vehicle outside New York State, and later decides to register that vehicle in New York State, the customer must visit a Motor Vehicles office in New York State.

3.2 COMPLETE THE VEHICLE REGISTRATION/TITLE APPLICATION FOR DEALER SALES (MV-82DEAL)

Complete an application (form **MV-82DEAL**, see Appendix B) for each customer who registers a vehicle in New York State. Refer to form MV-82.1 (Register/Title A Vehicle in New York State, see Appendix B) for additional information and requirements. The forms are available on the DMV website at dmv.ny.gov. You can complete the

application online or through VERIFI then print a copy to submit to DMV. In the INSTRUCTIONS section, the purchaser's intended use for the vehicle determines the sections of the form that must be completed. Also, if the vehicle is a pick-up truck that will never be used for commercial purposes, the purchaser can select the option to get passenger plates. When you complete the application, note the following:

In Section 1, the name you enter for the **primary and co-registrant** must exactly match the name that is printed on the proof of identity (see sections C.5 - C.5.2 of this manual) and on the insurance card (see section C.5.5).

In Section 2:

- ◆ The **Vehicle Identification Number (VIN)** is the serial or factory number (not the engine number) that has been permanently assigned to the vehicle by the manufacturer. This number may contain both letters and numbers. Most 1981 and newer U.S. and foreign vehicles have 17 characters in the VIN. If fewer than 17 characters are entered in the VIN field on the application, the application may be rejected. However, a VIN that is assigned by DMV does not have 17 characters. If a vehicle has a valid VIN that was assigned by DMV, enter that number on the application.
- ◆ For **Make, Body Type, and Color**, refer to the codes described in sections C.4.1, C.4.2, and C.4.4.
- ◆ The **Unladen Weight** is required for all vehicles and trailers. For commercial vehicles and trailers, the **Unladen Weight** and the **Maximum Gross Weight** must be entered.
- ◆ For **Cylinders**, a vehicle can have up to and including 14 cylinders or a vehicle can have 16 cylinders, but not 15 cylinders. If the vehicle has a rotary engine, is an electric-powered vehicle with no cylinders, or a trailer, enter "N" in the Cylinder field.

In Section 3, if the owner(s) are not the same as the registrant(s), the owner(s) must sign Section 3 and must check the REGISTRATION AUTHORIZATION box.

In the **Dealer Use Only - Lien Filing** section, New York State dealers and out-of-state dealers may record a lien.

In the **New York Dealers Only** section:

- ◆ If you assigned plates to the vehicle provide the plate number, registration class (PAS, COM, MOT, SPO, RGL, OMS, OMV, ORG, LTR, TRL, etc.), date the temporary registration was issued, and your facility ID number.
- ◆ Insurance coverage **must be in effect on or before** the date the temporary registration was issued.
- ◆ Make sure you sign the **Dealer Certification**.

Section 4 must be completed in its entirety. Section 5 must be completed if the purchaser indicated in the INSTRUCTIONS section that the vehicle is not being registered for personal use.

In Section 6, the registrant(s) must sign the **Certification**. If the vehicle is being registered in two names, both registrants must sign the Certification.

NOTE: Forms not completed in their entirety or completed incorrectly will be rejected by DMV when submitted for processing.

3.3 A TEMPORARY CERTIFICATE OF REGISTRATION (MV-TCR)

A Temporary Certificate of Registration, form MV-TCR, may be issued for any vehicle, regardless of whether or not the dealer issues plates. All registered dealers must include a completed Retail Certificate of Sale, form MV-50/eMV-50, with any paperwork for processing a light-weight trailer registration. If a dealer assigns a registration number plate for a vehicle or light-weight trailer, the dealer must issue an MV-TCR.

At the time you place the registration number plates on the vehicle, you must also place the MV-TCR on the inside of the windshield, in the lower left corner, with the front of the certificate facing out. If the vehicle does not have a windshield (motorcycle, limited use motorcycle or light-weight trailer), give the MV-TCR to the registrant to carry.

A temporary registration (MV-TCR) is valid for 45 days unless otherwise authorized by the Commissioner of Motor Vehicles. The Commissioner can extend the temporary registration for up to 60 days. If transferring plates, the MV-TCR is valid for 45 days or until the registration expires, whichever comes first. (Only one MV-TCR may be issued by the dealer.)

Reminder: Do not issue an MV-TCR when issuing an In-Transit Permit.

3.4 PLATES FOR A VEHICLE

Dealers may issue only passenger, commercial, motorcycle, limited use motorcycle, trailer, and they **must be issued in sequence**. **If the purchaser has plates from a previously registered vehicle, those plates can be transferred to the new vehicle if they are the class of plates required for the new vehicle.** If the plates from the old vehicle are not the type required for the new vehicle, the dealer cannot issue or transfer the plates. The plates must be transferred at a Motor Vehicles office. In addition, if a customer does not have both plates (except for motorcycles, limited use motorcycles or trailers) because one plate has been lost or stolen, the dealer cannot issue or transfer plates. The customer must obtain new plates at a Motor Vehicles office. See "Transferring Plates to a Vehicle", Section 3.6, for additional information.

When you have **all the necessary documents**, you may place the registration plates on the vehicle, in accordance with Section 402 of the Vehicle and Traffic Law.

Reminders: An In-Transit Permit may not be transferred to any other vehicle.

Motorcycle plates can only be issued to Limited Use Vehicles (mopeds) if the maximum performance speed is greater than 40 mph. The customer must obtain limited use automobile plates at a Motor Vehicles office.

3.5 PLATES FOR LIMITED USE MOTORCYCLES

Only those Limited Use Motorcycles certified for registration in New York can be registered. Limited Use Motorcycle registration classes are:

- LMA (37) Class A Limited Use Motorcycle
- LMB (38) Class B Limited Use Motorcycle
- LMC (39) Class C Limited Use Motorcycle

A limited use motorcycle (2 or 3 wheels) is a motorcycle that is certified by the manufacturer to attain a specified maximum performance speed.

- **Class A** limited use motorcycles have a maximum performance speed of more than 30 but not more than 40 miles per hour.
- **Class B** limited use motorcycles have a maximum performance speed of more than 20 but not more than 30 miles per hour.
- **Class C** limited use motorcycles have a maximum performance speed of not more than 20 miles per hour.

A change of class (A, B or C) of a limited use motorcycle (based on speed specified by the manufacturer MSO/MCO) to a different class of limited use motorcycle cannot be done. Once the manufacturer certifies a maximum speed, the limited use motorcycle must remain in that class.

Insurance is REQUIRED for the registration of Class A and B limited use motorcycles. Class C is only EXEMPT from insurance if the vehicle is not used in a rental business.

Limited Use Motorcycles have a fixed expiration date of April 30.

Register A Limited Use Motorcycle At The Point Of Sale:

Effective January 7, 2025 The Vehicle and Traffic Law requires all dealers to register every limited use motorcycle they sell to New York State residents or non-residents before the purchaser takes delivery, unless the purchaser qualifies for an exemption from registration.

A purchaser is exempt from registration when the limited use motorcycle will be used exclusively outside New York State. Dealers must have the purchaser complete and sign form RV-6 "Declaration of Exemption from Limited Use Motorcycle, Snowmobile, or All-Terrain Vehicle Registration".

Unless the purchaser qualifies for an exemption, **the purchaser cannot take delivery of a limited use motorcycle until it is registered.**

Important: Limited Use Motorcycles are registered according to their maximum performance speed. Please visit dmv.ny.gov/registration/register-a-moped for more information.

3.6 PLATES FOR PICK-UPS, VANS, CABS AND CHASSIS

A customer who uses an unmodified pick-up truck as a personal vehicle has the option of registering the vehicle as a passenger vehicle. The vehicle must have an unladen weight of 20,000 pounds, or less, and must not display any advertising. The dealer will issue passenger plates and the customer will pay a commercial class fee. The vehicle body type on the registration will be **PICK**.

If your customer chooses to register a pick-up truck in the passenger class, it must be indicated on the MV-82DEAL in the appropriate section.

A pick-up truck which has been modified (see the Registration Guidelines on the following page), regardless of size, will continue to be issued passenger plates and the customer will pay passenger class fees. The body type on the registration is **SUBN**.

Unmodified trucks weighing 20,001 pounds or more (unladen weight), and vans without rear seats or seat fittings, or vans which have not been modified to make them suitable as living quarters, will continue to be issued commercial plates and the customer will pay commercial class fees. The body type on the registration is **PICK or VAN**, as appropriate. For current requirements, visit DMV's website at dmv.ny.gov/registration/register-a-pick-up-truck-as-a-passenger-class-vehicle.

Conversion vans, and vans which a dealer has converted (by installing seats, brackets and windows), are issued passenger plates and the customer pays passenger class fees. The body type on the registration is **SUBN**.

Registration Guidelines

PICK-UP

CONSTRUCTION	CLASS OF REGISTRATION
1. Permanently-installed cap with one or more side windows behind the cab, and equipped with at least one permanently-installed seat (or fittings for seats) and safety belts. The distance between the horizontal centerline of the cap and the bed of the vehicle must be at least 48" along the entire length of the cap.	Passenger
2. Permanently-installed camper unit top with attached camping equipment (that is, stove, beds, etc.), making it suitable as living quarters.	Passenger

- | | |
|--|--|
| 3. International Harvester Scout with removable compartment for passengers. | Passenger |
| 4. Box permanently-installed in rear compartment | Commercial |
| 5. A pick-up weighing 20,000 lbs. or less, unladen weight, with no business advertising and without modifications described in items 1 or 2. | Passenger
OR
Commercial
(at the customer's option) |
| 6. A pick-up, regardless of the unladen weight, with business advertising without the modifications described in items 1 or 2. | Commercial |

VAN

A van is considered a commercial vehicle, and should be issued commercial plates, unless constructed or modified in such a way that would allow it to qualify for a passenger registration.

- | | |
|---|-----------|
| 1. A van with at least one rear side window behind the cab, and at least one seat (or brackets for seats), permanently-installed. | Passenger |
| 2. The interior of the van has been altered or equipped to make it suitable as living quarters (that is, permanently installed stove, beds, or refrigerator). | Passenger |

CAB AND CHASSIS

When registering a vehicle that was manufactured as a cab and chassis and now has a body attached, you must specify on the MV-50/eMV-50 and MV-82DEAL the body type attached to the cab and chassis (for example, "dump", "van", "stake", "flatbed", "pickup"). When adding a body to the cab and chassis, the unladen weight must be increased by the body weight and listed on the MV-50/eMV-50 and MV-82DEAL as the unladen weight. (Both body type and body weight should be specified in a letter from the installer.) When there is no body added to the cab and chassis, the body type is reported as "util" (utility).

3.7 TRANSFER PLATES TO A VEHICLE

The dealer **must** allow the customer to transfer the existing registration plates to the new vehicle, in accordance with Section 420 of the Vehicle and Traffic Law, if the dealer has all the necessary documents **and** the following conditions exist:

- the existing plates are the type of plates required for the new vehicle. For example, commercial plates may be transferred to a new vehicle qualifying for commercial plates; passenger plates may **not** be transferred to a motorcycle or to a commercial vehicle. If the vehicle requires another type of plate, issue the correct type of plate from your inventory, if available. Remember to send the original plates to a DMV office along with a receipt showing the plates were surrendered. The receipt is needed so that the customer will not have an insurance lapse, and so that credit for the original registration can be applied. Remember also to record the old plate number on the registration application (form MV-82DEAL, see Appendix B).
- the customer must have both plates (except for motorcycles, limited use motorcycles and trailers) to transfer to the new vehicle. If one plate is lost or stolen, the dealer **cannot** transfer the plates. The customer must obtain new plates at a Motor Vehicles office.

Note: You must advise the customer of the option to transfer plates when the conditions are met for transferring plates, as described above.

- If plates are being transferred, and the registration will expire within 60 days:
 - ◆ write "renewal" at the top of form MV-82DEAL.
 - ◆ advise the registrant that the vehicle registration will expire within 60 days from the date the temporary registration is issued, and that DMV will renew the registration and collect appropriate fees. **The MV-TCR issued will be valid for only 45 days, or until the current registration expires, whichever comes first.**
- If the registration is expired, or is going to expire in less than 45 days:
 - ◆ advise the registrant to renew the registration for the old vehicle, in person, at a Motor Vehicles office or online at dmv.ny.gov.
 - ◆ the customer must complete form MV-82 (see Appendix B) and take it, with the appropriate fee, to the Motor Vehicles office.

3.8 EMISSIONS COMPLIANCE

Unless a vehicle is exempt, the vehicle must comply with New York State's requirement to meet the California emissions standard if it has less than 7,500 miles on the odometer. For more information, please visit our website at dmv.ny.gov/registration/california-emissions-standards.

- California-Only Vehicle - the vehicle is manufactured to meet California emissions standards;
- 50-State Vehicle - the vehicle is manufactured to meet both U.S. EPA and California emissions standards, and has been approved for sale in all states, including California.
- Federal Vehicle Certified for Sale in California - the vehicle is manufactured to meet U.S. EPA emissions standards only, and is certified for sale in California.

To determine whether a vehicle can be registered in New York State, refer to the emissions control information label located under the hood of the vehicle. There are labels specific to each category; each label clearly states that the vehicle conforms to U.S. EPA and/or California emissions standards, and whether it is certified for sale in California. You may find additional information on the Manufacturer's Certificate of Origin (MCO) or vehicle invoice window sticker.

If a vehicle is being registered and/or titled in New York for the first time, and one of the following conditions exists, complete the **Certification of Emissions Compliance or Exemption, form MV-74**:

- the vehicle qualifies for an exemption
- the vehicle complies with New York's emissions standards, but there is no statement on the MCO to indicate compliance; or
- the vehicle complies with New York's emissions standards, but there is no MCO available.

An MV-74 does not have to be completed when the MCO has an emissions statement specifying that the vehicle complies. While a non-conforming vehicle cannot be registered in New York State, it can be titled. However, the title will be branded "NON-COMPLYING NY EMISSIONS."

SECTION 4: INTERSTATE IN-TRANSIT PERMIT (MV-639ITP)

4.1 BUYER ELIGIBILITY

A dealer may issue an interstate In-Transit Permit (MV-639ITP) from stock purchased through the Dealer Plate Issuance Program, only according to the following guidelines:

1. To qualify, the buyer must state that the buyer intends to transport the vehicle so it can be registered outside of New York State (and present all the required documents).
2. The dealer must have sold the vehicle to the buyer.
3. The buyer must not already have a registration or title for the vehicle.

4. A dealer cannot issue more than one In-Transit Permit (ITP) to the same buyer and vehicle. If a dealer has already issued one ITP for that buyer and vehicle, the buyer must go to a Motor Vehicles office to apply for a second ITP (a second ITP is issued only in very unusual circumstances).
5. A vehicle sold as "junk" does not qualify for any type of In-Transit Permit.
6. If a dealer has already issued an interstate In-Transit Permit, the dealer cannot issue registration plates for that buyer for the same vehicle. For example, if the buyer decides not to register the vehicle outside New York State, the buyer must go to a Motor Vehicles office.

A dealer may act as the buyer's agent in obtaining an individual intra-state ITP from a Motor Vehicles office (to transport a vehicle so it can be registered in New York State). Under no circumstances may a dealer issue an interstate ITP (MV-639ITP) from stock purchased through the Dealer Plate Issuance Program, for intra-state purposes.

4.2 DOCUMENTS REQUIRED TO ISSUE AN INTERSTATE IN-TRANSIT PERMIT

Before issuing an ITP (MV-639ITP), you MUST have all of the following documents:

1. In-Transit Permit/Title Application, MV-82ITP (see Section 4.3 and Appendix B), showing that the applicant is requesting the In-Transit Permit to transport the vehicle to **register it at a location outside of New York State**. You may not issue an In-Transit Permit if the applicant gives you information that the applicant intends to use the permit for any other purpose.
2. Retail Certificate of Sale (MV-50/eMV-50) completed and signed. When a dealer sells a motor vehicle to a customer who does not live in NYS, the NYS Tax Department requires the dealer to write, "EXEMPT: OUT OF STATE PURCHASER" across the top of the eMV-50 (Retail Certificate of Sale). The In-Transit Permit number must be listed in the Plate/Permit Number box.
3. proof of ownership (see Section C.5.1).
4. proof of financial security (insurance). Requirements for out-of-state residents are different than requirements for NYS residents (see Section C.5.4).
5. proof of identity/date of birth (see Section C.5.2).
6. supporting documents when necessary, including:
 - ◆ Partnership or Joint Ownership Statement (form MV-83T, see Appendix B), when there are more than two owners.
 - ◆ Certificate of Partnership, if the partnership wants to register the vehicle in its business name.
 - ◆ proof of incorporation, if the applicant is not a partnership but is registering the vehicle in a business name.
 - ◆ any other documents that may be appropriate.
7. original pre-numbered tear-strip from the In-Transit Permit.
8. photocopy of parts 1 and 2 of the In-Transit Permit issued to the customer.

4.3 IN-TRANSIT PERMIT/TITLE APPLICATION (MV-82ITP)

You may issue an interstate ITP to a customer who intends to transport the vehicle to register it in a location outside of New York State. If the customer gives any other reason for requesting the permit, you cannot issue an In-Transit Permit. You also cannot issue an In-Transit Permit to transport the vehicle to register it in New York State.

Complete an application, form MV-82ITP, for each qualified customer you sell a vehicle to who is requesting an interstate ITP:

Top of Page 1:

Complete the **DEALER ONLY** section by entering the following:

- **PERMIT NUMBER** you assigned to the customer
- **EXPIRATION DATE**
- **DATE ISSUED** (insurance coverage must be in effect on or before this date)
- **FACILITY ID NUMBER**

DO NOT enter any information for the following lien items, unless the individual is going to a DMV office to obtain an In-Transit Permit:

- Is there a lienholder?
- Lienholder number
- Lienholder name and mailing address

Reminder: You must contact any lenders to advise them to perfect (legally validate) liens in the state in which the vehicle will be registered.

Box “ ❶ ” Check “**Transport this vehicle to register it at a location outside of New York State**”.

Check "This vehicle will be transported" and complete the information showing point of origin (**FROM**) and destination (**TO**), including city and state. The point of origin is the city and state where the customer takes possession of the vehicle. The destination is the city and state/province/country where it will be registered.

For example, if the customer picked-up the vehicle at your dealership in Spring Valley, New York and will register it in Scranton, Pennsylvania, the information that should be entered on the MV-82ITP is:

From: Spring Valley, NY
To: Scranton, PA

Box “ ❷ ” **REGISTRATION INFORMATION**

- Complete the **NAME OF PRIMARY REGISTRANT**. Fill in the registrant's name by using the last name, first name, and middle initial. The name on the proof of identity and on the proof of insurance must be **EXACTLY** the same as the name shown for "Registrant" on the MV-82ITP.

Example: Motorist, Michael, M.

- Enter the **NYS driver license number** from the registrant's driver license.
- Enter the **DATE OF BIRTH** and **SEX** of the registrant.
- If there is more than one registrant, you must include the information for the first registrant named on the application.

Note: If there is more than one registrant, provide the information only for the first registrant named on the application wherever registrant information is requested.

- **DAY PHONE NO.** is optional. The boxes **NAME CHANGE** and **ADDRESS CHANGE** are not applicable for dealers.
- Complete the section, **IS THIS REGISTRATION FOR A CORPORATION OR PARTNERSHIP?** Check box "YES" or "NO". If "YES", provide acceptable proof of incorporation as described in Section C.5.3.
- **ADDRESS WHERE PRIMARY REGISTRANT GETS MAIL** - Complete the registrant's mailing address, which must be for a destination outside of New York State. Complete the **CITY** or **TOWN**, **STATE** and **ZIP CODE**.

Example: 555 Park Place
Atlantic City, NJ 08401

Next to the address, enter the **COUNTY** in which the registrant lives. If the registrant lives outside NYS, enter "OUTS" (for out-of-state).

- Complete **ADDRESS WHERE PRIMARY REGISTRANT RESIDES** only when the registrant has a different mailing address, or when the registrant lists a Post Office Box number for the street address and wants to leave the Post Office Box number as the mailing address. When this address is entered, you must also enter the **COUNTY** in which the legal address is located.

Box “ 3 ” OWNER INFORMATION

IF THE REGISTRANT IS NOT THE OWNER of the vehicle being registered, complete this section.

Enter the **OWNER DRIVER LICENSE NUMBER, NAME OF CURRENT OWNER, DATE OF BIRTH, and MAILING ADDRESS. OWNER'S DAY PHONE NO.** is optional. You must send proof of identity and date of birth for the owner (see Section C.5.2). The “Authorization” must be signed by the owner (the MV-50 must be in the same name as on the authorization).

Box “ 4 ” VEHICLE INFORMATION

- Enter the VEHICLE IDENTIFICATION NUMBER.

The Vehicle Identification Number (VIN) is the serial or factory number (not the engine number) that has been permanently assigned to the vehicle by the manufacturer. The number may contain both alphabetic and numeric characters. Most 1981 and newer vehicles, both US and foreign, have 17 characters in the vehicle identification number (if less than 17 characters are entered for the VIN, the application may be rejected).

- Complete all fields.
 - Refer to the code sheets in Sections C.4. 1, C.4.2 and C.4.4. for **MAKE, BODY TYPE** and **COLOR**.
 - Commercial vehicles and trailers require that both the **UNLADEN WEIGHT** and **MAXIMUM GROSS WEIGHT** be listed on the MV-82ITP. For-hire vehicles require an entry for “Seating Capacity” instead of weight. Although the weight may not be required for fee computation, the unladen weight must be entered.
 - The **TYPE OF POWER** should be one of the following: gas, diesel, electric, CNG (Compressed Natural Gas), Propane, Flex, none or other.
 - A vehicle may have any number of **CYLINDERS** up to and including 16, with the exception of 15. For vehicles that have rotary engines, or for electric-powered vehicles that do not have cylinders (such as trailers), enter "N" in place of the number of cylinders.
 - Enter the odometer reading in miles. Enter how many numbers the odometer displays for the mileage.
 - Enter the number of axles and distance for trailers and commercial vehicles.

Note: The “Mileage Brand” box will be completed by DMV.

Box “ 5 ” On page 2 of the application, the section entitled CHANGES is not applicable to dealers.

Box “ 6 ” INSPECTION INFORMATION

Review the summary of information in this box about vehicle inspection requirements. If the vehicle

shown on the application must be inspected by a DMV-certified Heavy Vehicle Inspection Station or by the NYS Department of Transportation, you may NOT issue an In-Transit Permit, unless the application is accompanied by proof that the vehicle has passed the required inspection. For more information, see "Inspection Requirements for Carriers Transporting Passengers" (form MV-82.1P, see Appendix B), or contact the Division of Vehicle Safety Services.

The **VEHICLE INSPECTION INFORMATION** section is not applicable for issuing an interstate In-Transit Permit. The dealer is not required to inspect the vehicle: if it is to be registered out-of-state; or if the address of the purchaser on the eMV-50 indicates an out-of-state address. The dealer enters "**O of S**" (for out-of-state) in the inspection box on the eMV-50.

Box " 7 " The registrant must sign the **CERTIFICATION** section, which states that all information on the application is true.

Bottom of Page 2:

In the section, **TO BE COMPLETED BY A REGISTERED NEW YORK STATE DEALER ONLY**, you must provide the lien information if you are obtaining an intra-state permit through a Motor Vehicles office on behalf of a purchaser. Enter additional lienholder data, if there is more than one lienholder.

Reminder: You are not permitted, under any circumstances, to issue a permit you obtain through the Dealer Plate Issuance Program, if the applicant states that the applicant will register the vehicle in New York.

The dealer (or an individual with Power of Attorney for the dealer) must sign the **DEALER CERTIFICATION** section, which states that all information on the application is true.

4.4 HOW TO COMPLETE THE IN-TRANSIT PERMIT (MV-639ITP)

Note: All entries should be typed or printed legibly in black or blue ink. **Any alterations, strike-overs or "white-outs" void this document.** If you make a mistake while preparing the In-Transit Permit, void the document and prepare a new permit (see section 4.5 for instructions).

PART 1 OF THE PERMIT

- Enter **FROM/TO:** the point of origin (city and state where the applicant took possession of the vehicle) and the destination (city and state where the vehicle will be registered).

Reminder: If the destination is within New York State, you cannot issue an In-Transit Permit.

- Enter the **ISSUE DATE.** This is the date the customer takes possession of the vehicle.
- Enter the **EXPIRATION.** This is always 30 days after the ISSUE DATE (the issue date itself is counted as one of the 30 days). For example, if the permit is issued January 1, 2002, the expiration date is January 30, 2002.
- In **DEALER INFORMATION** enter the **NAME, ADDRESS, PHONE AND FACILITY NUMBER** (as it appears on your Official Business Certificate).
- **VEHICLE INFORMATION**

The **VIN** is the serial or factory number (not the engine number) that has been permanently assigned to the vehicle by the manufacturer. The number may contain both letters and numbers. Most 1981 and newer vehicles, both US and foreign, have 17 characters in the vehicle identification number (if less than 17 characters are entered, the application may be rejected).

Vehicle Description: Give the vehicle information for the specific vehicle being registered.

Enter the **WEIGHT** of the vehicle.

Refer to the code sheets in Sections C.4.1, C.4.2 and C.4.4. for **MAKE, BODY TYPE** and **COLOR.**

The **FUEL** should be one of the following: gas, diesel, electric, CNG (Compressed Natural Gas), Propane,

Flex, None or Other.

A vehicle may have any number of **CYLINDERS** up to and including 16, with the exception of 15. For vehicles that have rotary engines, or for electric-powered vehicles that do not have cylinders, enter "N" in place of the number of cylinders.

PART 2: NEW YORK STATE IN-TRANSIT PERMIT RECEIPT

● **PERMIT HOLDER INFORMATION**

Type or print **PERMIT-HOLDER NAME** and **ADDRESS**.

This must be the same applicant as shown on the MV-82ITP and proof of insurance. If the applicant is not the owner, use the applicant's name and address.

● **VEHICLE INFORMATION**

VIN; YR; COLOR; FUEL; MAKE; BODY TYPE; CYLINDERS; WEIGHT. See the instructions for Part 1 on the preceding page for the required entries. The information entered here must **be the same as the information entered in Part 1.**

- **ISSUE DATE:** Date (month/day/year) on which the purchaser took possession of the vehicle.

Example: Enter 1/1/2002 for a permit issued January 1, 2002.

- **EXPIRES:** Date (month/date/year), always 30 days after the issuance date.

Example: For a permit issued January 1, 2002, the expiration date is January 30, 2002. Enter 1/30/02.

- **ISSUER'S INITIALS:** The initials of the employee of the dealership who prepared the forms.

- **PERMIT FEE:** \$12.50.

- **AMT. PAID:** \$12.50. Do not include any dealer service fee for issuing an ITP.

PRE-PRINTED TEARSTRIP

Note: The white tearstrip contains the pre-printed permit number, it must be attached to the application that is sent to the Dealer Plate Issuance Unit.

BACK OF PART 2 ("FOR TRANSPORT OF THE VEHICLE...")

Reminder: Entries in this section must be identical to the same items shown in Part 1 on the front of the In-Transit Permit.

1. **FROM:** Enter the point of origin, that is, where the purchaser took possession of the vehicle, and "NY".
2. **TO:** Enter the destination - the city (or town or village) and state where it will be registered.
3. **OUT-OF-STATE PERMIT:** Check this box.

Reminder: An intra-state permit cannot be issued by a dealer.

4. **DEALER INFORMATION**

Enter dealer **NAME, ADDRESS, PHONE** and **FACILITY NUMBER** as shown on your Official Business Certificate.

All ITP paperwork must be sent to the address below for processing within 5 calendar days of submitting in VERIFI:

New York State DMV
Dealer Plate Issuance Unit
6 Empire State Plaza, Room 220
Albany NY 12228

4.5 HOW TO VOID AN IN-TRANSIT PERMIT

Voided ITPs must be submitted to DMV independently from those to be processed, by attaching them to a separate MV-465ITP transmittal. Write "VOID" on all three parts of the In-Transit Permit. Send **ALL THREE PARTS**, with a separate* transmittal form and a letter of explanation, to the following address:

New York State DMV
Dealer Plate Issuance Unit
6 Empire State Plaza, Room 220
Albany NY 12228

*This transmittal form should be separate from any transmittal form for work to be processed.

When the Dealer Plate Issuance Unit receives all three parts of the voided In-Transit Permit, the ITP will be removed from your inventory.

NOTE: If ALL THREE PARTS are not available, you are required, by CRR 78.23, to submit a "Report of Lost, Stolen or Confiscated Motor Vehicle Items" (form MV-78B). This form is issued by a police agency.

Please remember that **no refund can be given for a voided document.**

SECTION 5: TRANSMITTING PAPERWORK

5.1 REGISTRATION DOCUMENTATION REQUIRED FOR DMV PROCESSING

For each plate you issue, you must send the following items, attached to form MV-82DEAL, to your local DMV office or Processing Center, within 5 calendar days after issuing the temporary registration:

- Original Vehicle Registration/Title Application For Dealer Sales (MV-82DEAL), properly completed and signed. See Section 3.2 for instructions.
- Transaction Receipt (eMV-50)
- Proof of ownership documents (MCO, title or transferable registration)
- Proof of financial security (NYS insurance card)
- One photocopy of each proof of name and date of birth (see Section C.5.2 for a list of acceptable proofs.) If the owner and the registrant are different, proof of name and date of birth must be submitted for both.
- Completed MV-465 (Registration Transmittal Form)

Return the original proof(s) of name and/or date of birth to the customer.

Properly affix the Temporary Certificate of Registration (form MV-TCR) to the windshield of the customer's vehicle.

5.2 IN-TRANSIT PERMIT DOCUMENTATION REQUIRED FOR DEALER PLATE ISSUANCE UNIT PROCESSING

NOTE: Whenever possible, **double-sided** copies are preferred. Copying and printing onto both sides of the paper cuts your paper usage in half while reducing printing, copying, paper storage, disposal, postage, and recycling costs.

You must send the following documents, attached to the MV-82ITP, to the Dealer Plate Issuance Unit within 5 calendar days after issuing the In-Transit Permit (each In-Transit Permit number must be listed on the MV-465ITP transmittal form described in the next section):

- Original In-transit Permit/Title Application (form MV-82ITP, see Appendix B), properly completed and signed. See Section 4.3 for instructions.
- The numbered tear-strip from the right side of the In-Transit Permit (MV-639ITP). See Section 4.4 for instructions.

- One photocopy of each proof of ownership (for example, an MCO or title)
- One photocopy of the Certificate of Sale (MV-50) or Transaction Receipt (eMV-50)
- The original or faxed proof of financial security (NYS insurance card or letter from an out-of-state insurance company). See Section C.5.4.
- One photocopy of each proof of name and date of birth. See Section C.5.2 for a list of acceptable proofs.
- One photocopy of the In-Transit Permit (MV-639ITP), with Parts 1 and 2 completed for the customer.
- Completed MV-465ITP (In-Transit Permit Transmittal Form)

Return the following documents to the customer:

- Parts 1 and 2 of the In-Transit Permit (MV-639ITP) properly completed. See Section 4.4 for instructions.
- Original proof(s) of ownership. Advise the customer to present these to the Motor Vehicles office in the state of destination when the customer registers the vehicle.
- Original proof(s) of name and date of birth
- Original Retail Certificate of Sale (MV-50) or Transaction Receipt (eMV-50)
- Original or photocopy of proof of financial security.

NOTE: Please do not instruct your customer to return the In-Transit permit when the destination is reached. After the customer registers the vehicle out-of-state, the customer can destroy the NYS In-Transit permit. If the customer returns the in-Transit permit to your dealership, please destroy it.

5.3 WHERE TO SEND ITP PAPERWORK

All ITP paperwork described in Section 5.2 must be sent to the address below for processing **within five (5) calendar days after the date** the In-Transit Permit was issued by Private Courier Service (UPS, Federal Express, etc.).

NEW YORK STATE DMV
DEALER PLATE ISSUANCE UNIT
6 EMPIRE STATE PLAZA - ROOM 220
ALBANY NY 12228

Note: Plate Issuance Dealers have already purchased their In-Transit Permits, **however**, you will be charged again for each transaction if submitted to either a county or state-operated DMV office for processing.

5.4 WHERE TO SEND REGISTRATION TRANSACTIONS

Dealers in the Plate Issuance Program are required to send their motor vehicle paperwork to their local DMV or Processing Center within **5 calendar days** of issuing a temporary registration.

County Offices/State-Operated District Offices - If you conduct your Motor Vehicles business in a DMV office, you may send your registration paperwork to that office, following the instructions of that office.

SECTION A: APPENDIX A - FEES

A.1 FEES - GENERAL INFORMATION

Fees can be calculated online at dmv.ny.gov/registration/registration-fees-use-taxes-and-supplemental-fees-passenger-vehicles.

New York State law requires that most passenger and commercial vehicles weighing 18,000 pounds or less be registered for a two-year period. For dealers in the Plate Issuance Program, this means that most original transactions you process will be two-year registrations.

The following is a list of classes that are in the two-year program:

ARG*	AYG	BOB	CBS	CHC*	CLG	CME	CMH*	COM*	CSP*	EDU	EPW
GSM	HAC*	HAM	JCA	JCL	JSC	JWV	LOC	LUA	MCL	MED	NLM
NYA	NYC	NYS	ORC*	ORG	PAS	PHS	PPH	RGC*	RGL	SOS	SPO
SRF	SRN	STG	SUP	TOW*	USC	USS	VAS	VPL	WUG		

*If the vehicle is in this class and weighs more than 18,000 lbs., a one-year fee will be charged.

Key Points:

1. At the start of the first year of every two-year registration, the registrant will pay two years of registration fees in advance. The registrant will receive one registration receipt and windshield sticker valid for this two-year period.
 2. Dealers should provide customers with the following information so they can receive any registration credit/refund to which they are entitled:
 - The registrant is eligible for a refund if the registration is for two years and one full year remains on the registration and the plates are surrendered.
 - The registrant is entitled to credit for any unused portion of a registration; that is, customers may transfer plates from one vehicle to another, or turn in their plates, and receive credit which can be applied toward the fee to register a replacement vehicle.
 - Transactions for registrants qualifying for credit from previously surrendered plates can only be done at a Motor Vehicles office.
 - If the registrant is switching from a two-year registration to a one-year registration (for example, from passenger to taxi), there is no refund if the registration is in the second year, and no credit can be given for any remaining portion of the second year. However, if the registrant switches before the end of the first year, the registrant can apply for a refund by completing form MV-215 (Request for Refund of Fee Paid for Motor Vehicle Registrations and Licenses).
- Note:** Members of the Dealer Plate Issuance Program should issue plates from their dealer inventory to those customers who are first-time registrants only. DO NOT issue plates from your dealer inventory to a customer with any time remaining on the registration - the customer will lose any available credit and will no longer be eligible for a refund.
3. The two-year registration program is not available for motorcycles, limited use motorcycles, trailers and vehicles that require plate stickers or for-hire insurance, or for any vehicles participating in the Permanent Fleet Registration (PFR) program or the International Registration Plan (IRP).
 4. You must collect vehicle use tax for the two-year registration period for registrants residing in the following counties: Albany, Allegany, Broome, Bronx, Cattaraugus, Chautauqua, Chemung, Clinton, Cortland, Dutchess, Erie, Genesee, Kings, Livingston, Madison, Monroe, Nassau, Niagara, New York, Oneida, Orleans, Oswego, Putnam, Queens, Rensselaer, Richmond, Rockland, Schenectady, Schuyler, Steuben, Suffolk, Sullivan, Tioga, Tompkins, Warren, Washington, Westchester, Wyoming and Yates. More information can be found at dmv.ny.gov/registration/registration-fees-use-taxes-and-supplemental-fees-passenger-vehicles.

A.2 FEES - DEALER SERVICE

The maximum allowable fee a dealer may charge for preparing the paperwork is \$175.

Commissioner's Regulations Part 78.19 allows for the following dealer fees:

(c) (1) Special or distinctive plates. Such a dealer may charge a person who purchases a vehicle from such dealer a fee for assisting in obtaining or ordering a special number or distinctive license plate from the Department of Motor Vehicles provided the dealer actually performs the service of filing the application for the plate with the Commissioner of Motor Vehicles. The fee charged by the dealer may not exceed five dollars. (Amended 9/5/01)

(2) Such a dealer may charge a person who purchases a vehicle from such dealer a fee for assisting in securing a registration and/or certificate of title for such vehicle, provided the dealer actually performs the service of filing the application for title and/or registration with the Commissioner of Motor Vehicles or his issuing agent. The fee charged by the dealer may not exceed \$175. Such fee does not include the fee required to be paid to the Department of Motor Vehicles for issuance of the registration or for issuance of a certificate of title, nor shall such fee include the fee charged for the motor vehicle inspection of the vehicle. (Amended 8/18/21)

(d) If a fee is charged by the dealer for assisting in securing a registration and/or title or securing special or distinctive plates, the dealer shall print the following statement and asterisked statement on all copies of the invoice or bill of sale in a type size not smaller than the type size used for other charges on such document: (Amended 9/5/01)

"Dealer's optional fee for processing application for registration and/or certificate of title, and for securing special or distinctive plates (if applicable). THIS IS NOT A DMV FEE. *\$_____ " (Amended 2/11/04)

The asterisk and the following language shall be printed below the above statement.

*The optional dealer registration or title application processing fee (\$175.00 maximum) and special plate processing fee (\$5.00 maximum) are not New York State or Department of Motor Vehicles fees. Unless a lien is being recorded or the dealer issued number plates, you may submit your own application for registration and/or certificate of title or for a special or distinctive plate to any motor vehicle issuing office. (Amended 8/18/21)

A.3 REGISTRATION FEES

General Business Law Section 396-qq states the following:

"2. Whenever a dealer provides to a purchaser or lessee of a motor vehicle the service of securing a registration and/or certificate of title for such vehicle from the commissioner of motor vehicles or his issuing agent, the dealer shall either calculate the actual registration and/or certificate of title charges due, or make a good faith estimate in each transaction of the amount of such charges on the sales contract or lease agreement. If such charges are estimated, the dealer shall set forth on such sales contract or lease agreement or on a separate document to be initialled by the purchaser or lessee in conspicuous boldface type, the following disclosure: "THE AMOUNT INDICATED ON THIS SALES CONTRACT OR LEASE AGREEMENT FOR REGISTRATION AND TITLE FEES IS AN ESTIMATE. IN SOME INSTANCES, IT MAY EXCEED THE ACTUAL FEES DUE THE COMMISSIONER OF MOTOR VEHICLES. THE DEALER WILL AUTOMATICALLY, AND WITHIN SIXTY DAYS OF SECURING SUCH REGISTRATION AND TITLE, REFUND ANY AMOUNT OVERPAID FOR SUCH FEES." If such charges are estimated, the dealer shall, within sixty days of securing such registration and title, refund to the purchaser or lessee the difference between the estimated amount collected from such purchaser or lessee by the dealer and the actual fees paid to the commissioner of motor vehicles by the dealer."

New York State DMV provides an online calculator for dealer's to compute registration fees. This calculator can be found at process.dmv.ny.gov/regfeecalculator/.

A.4 VEHICLE USE TAX

You **must** collect the vehicle use tax on all passenger vehicles, and on all commercial vehicles with a maximum gross weight (MGW) of 10,000 pounds or less, for registrants residing in Richmond, Kings, New York, Bronx and Queens counties.

You **must** collect the vehicle use tax on all passenger vehicles and on all commercial vehicles, regardless of weight, for registrants residing in Tompkins, Westchester, Nassau, Niagara and Suffolk counties, if the transaction to be processed is an original or renewal.

Note: If the vehicle is exempt from registration fees, the use tax is not collected.

DEFINITIONS - PASSENGER AND COMMERCIAL CLASSES

The following registration classes are defined as PASSENGER:

<u>CODE</u>	<u>CLASS</u>
ARG	Air National Guard
AYG	Army National Guard
BOB	Birthplace of Baseball
CBS	County Board of Supervisors
CCK	County Clerk
CLG	County Legislator
CME	Coroner/Medical Examiner
CMH	Congressional Medal of Honor
EDU	Educator
FPW	Former Prisoner of War
GAC	Governor's Second Car
GSM	Gold Star Mother
HAM	Ham Radio Operator
JCA	Justice of the Court of Appeals
JCL	Justice of the Court of Claims
JSC	Justice of the Supreme Court Appellate Division
JWV	Jewish War Veterans of America
LUA	Limited Use Autos
MCL	Marine Corps League
MED	Medical Doctor
NUM	Naval Militia
NYA	New York Assembly
NYC	New York City Council
NYS	New York Senate
ORG	Organizational
PAS	Passenger
PHS	Pearl Harbor Survivor
PPH	Purple Heart Recipient
RGL	Regional Picture
SOS	Survivors of the Shield
SPO	Pro Picture
SRF	Special Passenger (Fee)
SRN	Special Passenger (No Fee)
STG	State National Guard
SUP	Justice of the Supreme Court
USC	US Congress
USS	US Senate
VAS	Volunteer Ambulance Service
VPL	Vanpool
WUG	World University Games

The following registration classes are defined as COMMERCIAL:

<u>CODE</u>	<u>CLASS</u>
AGR	Agricultural
AGC	Agricultural Commercial
* AMB	Ambulance
CHC	Commercial Household Carrier
COM	Commercial
CSP	Commercial Sport
HAC	Commercial Ham Operator
RGC	Commercial Regional
* HIF	Hearse/Hearse Invalid (Special Registration)
* HIR	Hearse/Hearse Invalid
ORC	Commercial Organizational (for example, Vietnam Veterans)

<u>CODE</u>	<u>CLASS</u>
* OMF	Bus (franchise)
OMR	Bus (regular)
OML	Livery
* OMS	Rental
* OMV	Rental (Special Registration)
** OMT	Taxi
RGC	Regional Picture Commercial
* SCL	School Car
SPC	Special Purpose Commercial
THC	Tractor Household Carrier
TOW	Tow Truck
TRC	Tractor

* These classes are exempt from the commercial use tax in the counties of Richmond, Queens, New York, Kings and Bronx.

** Medallion taxi plates are also exempt from the vehicle use tax in the counties of Richmond, Queens, New York, Kings and Bronx.

SECTION B: APPENDIX B - FORMS

B. 1. HOW TO OBTAIN FORMS

The forms listed below are available to download from the DMV's website. Please check the website to ensure you get the latest versions of forms and any new forms that were added. The Registration/In-Transit Permit **transmittal forms**, "Declaration of Exemption from Limited Use Motorcycle, Snowmobile, or All-Terrain Vehicle Registration" (form RV-6) and "Dealer Report of Unusable Plates" (form PD-8) form can be obtained by sending an email to dmv.sm.supplies@dmv.ny.gov.

Form Number	Link	Form Number	Link
ID-82	dmv.ny.gov/forms/id82.pdf	MV-202	dmv.ny.gov/forms/mv202.pdf
MV-82.1	dmv.ny.gov/forms/mv821.pdf	MV-202C	dmv.ny.gov/forms/mv202c.pdf
MV-82.1AV	dmv.ny.gov/forms/mv821av.pdf	MV-463	dmv.ny.gov/forms/mv463.pdf
MV-82.1P	dmv.ny.gov/forms/mv821p.pdf	MV-464L	dmv.ny.gov/forms/mv464l.pdf
MV-82B	dmv.ny.gov/forms/mv82b.pdf	MV-901A	dmv.ny.gov/forms/mv901a.pdf
MV-82DEAL	dmv.ny.gov/forms/mv82deal.pdf	MV-901B	dmv.ny.gov/forms/mv901b.pdf
MV-82ITP	dmv.ny.gov/forms/mv82itp.pdf	UT-11C	dmv.ny.gov/forms/ut11c.pdf
MV-83T	dmv.ny.gov/forms/mv83t.pdf		

SECTION C: APPENDIX C - SUPPLEMENTAL INFORMATION

C.1 DMV CONTACT DIRECTORY

DEALER PLATE ISSUANCE UNIT

Email dmv.sm.PlatelssuanceAppUnit@dmv.ny.gov or call (518) 474-7998

- Program eligibility or application status questions
- Requests for DMV reported plate and permit inventory

PLATE & DOCUMENT DISTRIBUTION UNIT

Email dmv.sm.platedistribution@dmv.ny.gov or call (518) 474-7656

- Plate and permit order/status questions
- Emergency orders
- Report missing/damaged plate and permit inventory

REGISTRATION SERVICES UNIT

Email dmv.sm.PIDSupport@dmv.ny.gov or call (518) 473-8889

- Registration and In-Transit Permit requirements
- Submitted registration/title/ITP processing status
- Problem applications and plate transfer errors
- DMV issuing office paperwork rejections
- Canceled deal questions
- Voided ITPs

TITLE SERVICES BUREAU

Call (518) 486-4714 (option 6, then 4) with NYS title/lien corrections

DIVISION OF VEHICLE SAFETY SERVICES - CENTRAL OFFICE

Dealer and Transporter Business Applications

- Originals, Renewals and Amendments (518) 474-0919
- Hearings (518) 474-1509
- Suspensions (518) 474-1510

Information about Dealer and Transporter

- Procedure (518) 474-5282, Option 4
- Supplies (518) 474-3375

Dealer Demo/Transporter Plates

- Contact the Vehicle Safety Services office for your region (below)

**DIVISION OF VEHICLE SAFETY SERVICES
REGIONAL OFFICES**

Region 1 Office

Division of Field Services & Clean Air
NYS Department of Motor Vehicles
1800 Walt Whitman Road Suite 150
Melville, NY 11747

Voice: (631) 770-3003
Fax: (631) 770-3026

Region 2 Office

Division of Field Services & Clean Air
NYS Department of Motor Vehicles
1 Larkin Plaza
Yonkers, NY 10701

Voice: (914) 965-7766
Fax: (914) 965-8591

Region 3 Office

Division of Field Services & Clean Air
NYS Department of Motor Vehicles
175 Sparrowbush Road
Latham, NY 12110

Voice (518) 783-7062
Fax: (518) 783-7906
Investigative Analysis Unit (IAU): (518) 474-2795, #4

Region 4 Office

Division of Field Services & Clean Air
NYS Department of Motor Vehicles
5801 East Taft Road
North Syracuse, NY 13212

Voice: (315) 458-6683
Fax: (315) 458-8468

Region 5 Office

Division of Field Services & Clean Air
NYS Department of Motor Vehicles
334 Dingens Street
Buffalo, NY 14206

Voice: (716) 826-3187

Fax: (716) 826-3193

Region 6 Office

Division of Field Services & Clean Air
NYS Department of Motor Vehicles
92-11 179th Place
Jamaica, NY 11433

Voice: (718) 526-8546

Fax: (718) 526-1934

C.2 GLOSSARY OF TERMS

CERTIFICATE OF TITLE (MV-999) - Proof of ownership for 1973 or newer titled vehicles.

CHANGE OF CLASS - A vehicle registered in one class, and because of a change in vehicle usage, is required to be registered in a different class.

DEALER - A person or business engaged in buying, selling or dealing in motor vehicles, motorcycles, limited use motorcycles or trailers (other than mobile home trailers) at retail or wholesale.

FINANCIAL SECURITY (INSURANCE) - Financial security is the ability to respond to claims for damages arising out of the ownership, maintenance or use of a motor vehicle.

INTERSTATE IN-TRANSIT PERMIT (MV-639ITP) - A document issued by a registered New York State dealer or by a Motor Vehicles office which authorizes transport of the vehicle from the point of purchase to a destination outside of New York State. It is valid for 30 days, or until the vehicle is registered outside of New York State, whichever comes first. It is not valid for casual transportation within New York State.

INTERSTATE IN-TRANSIT PERMIT APPLICATION (MV-82ITP) - The application used in New York State to apply for an In-Transit Permit for any motor vehicle or trailer.

LIENHOLDER - A person, bank or other lending institution holding a security interest in a vehicle.

MCO (MANUFACTURER'S CERTIFICATE OF ORIGIN) - Proof of ownership for a new motor vehicle.

NEW MOTOR VEHICLE DEALER - A dealer who is party to a franchise and who sells new motor vehicles classified as passenger automobiles, sport utility vehicles, light trucks, pickup trucks, vans, minivans, or suburbans, with a gross vehicle weight rating of 10,000 pounds or less.

PROCEDURE - Various guidelines and requirements developed by the Department of Motor Vehicles.

PROOF OF OWNERSHIP - Various types of documents which establish ownership of a vehicle, such as an MCO, title or transferable registration.

REGISTRANT - A person, corporation or partnership registering a motor vehicle.

REGISTRATION - The document that proves a customer has paid for registration plates; in some cases, it is also proof of ownership for a vehicle.

REREGISTRATION - The transfer of plates and/or credit from one vehicle to another in the same name, or the transfer of registration credit from one vehicle to another in a different registration class, with the issuance of new plates.

RETAIL CERTIFICATE OF SALE (MV-50) - Issued as the Bill of Sale to the purchaser of a vehicle by a registered New York State dealer. The entire MV-50 must be complete and must be signed by the purchaser and the dealer.

TEMPORARY CERTIFICATE OF REGISTRATION (MV-TCR) - A temporary registration is valid for 45 days for an original transaction, or until an existing registration expires for a reregistration transaction (if less than 45 days) .

VEHICLE REGISTRATION/TITLE APPLICATION FOR DEALER SALES (MV-82DEAL) - The application used by dealers to register and/or title any motor vehicle or trailer in New York State.

C.3. DIAL-IN INQUIRY SYSTEM

You **may** be able to obtain registration, title and license information directly from the Department of Motor Vehicles computer system. More stringent restrictions have been placed on obtaining data from state motor vehicle records because of the Driver's Privacy Protection Act (DPPA). The DPPA will allow release of **personal information** from our records only in circumstances defined as permissible uses.

You may write to the address below, or call (518) 474-4293, for an application package.

NYS Department of Motor Vehicles
 Revenue Accounting
 PO Box 2409
 Albany NY 12220-0409

If your application is accepted, you will be charged \$7 for each search. A monthly statement will include a record of your account transactions.

C.4 VEHICLE INFORMATION CODES

Use the codes described below when entering vehicle information on forms MV-82DEAL, MV-82ITP and MV-639ITP.

C.4.1 MAKE

- ♦ If there are five or more letters in the name - enter the first five letters. Cadillac is edited as CADIL.
- ♦ If there are four or fewer letters in the name - enter the complete name. Ford is edited as FORD.
- ♦ For two-word names - enter the first 2 letters of the first name, followed by a slash (/), followed by the first 2 letters of the second name.

Example: Alfa Romeo is edited as AL/RO.

- ♦ For initials or initials and words - enter the first 5 letters.

Example: G.M.C. is edited as GMC.

N.S.U. Prinz is edited as NSUPR.

- ♦ If the vehicle is either custom built or homemade, edit as CUSTO.
- ♦ A moped or limited use automobile that is self-certified and approved by DMV's Vehicle Safety Technical Services is edited as SE/CE.

C.4.2 BODY TYPE CODES

<u>Body Type</u>	<u>Code</u>	<u>Body Type</u>	<u>Code</u>
All-terrain Vehicle	ATV	Moped	MOPD
Ambulance	AMBU	Motorcycle	MCY
Amphibious	CONV	Multi-purpose Vehicle	SUBN
Auto Trailer	SEMI	Panel Truck	DELV
Backhoe	P/SH*	Parcel Truck	DELV
Boat Trailer	BOAT	Pick-up Truck	PICK
Box (Semi-trailer)	SEMI	Platform (Semi-trailer)	SEMI
Box Trailer	TRLR	Platform (Trailer)	TRLR
Box Truck	VAN	Platform Truck	FLAT
Bus	SUBN	Pole Trailer	POLE

<u>Body Type</u>	<u>Code</u>	<u>Body Type</u>	<u>Code</u>
Bus (Omnibus)	BUS	Power Shovel	P/SH/*
Camper	SUBN	Raceabout	SEDN
Cargo (Semi-trailer)	SEMI	Radio Bus	SEDN
Cargo Trailer	TRLR	Rack Truck	STAK
Carrier (Semi-trailer)	SEMI	Refrigerator Trailer	REFG
Carrier Trailer	TRLR	Refrigerator Truck	REFG
Carryall	SUBN	Replica	RPLC
Cement Mixer	CMIX	Road Bldg Machine	RBM*
Closed Truck	DELV	Road Roller	R/RD*
Coach	DELV	Road Sweeper	RD/S*
Conversion Van	SUBN	Roadster	CONV
Convertible	CONV	Saloon	SEDN
Coupe	2DSD	Sand/Agr. Spreader	S/SP*
Curbside Truck	DELV	Sedan	SEDN
Custom/Homemade Veh.	CUST	Sedan (2 door)	2DSD
Delivery Truck	DELV	Sedan (4 door)	4DSD
Disabled Commercial	CDOM	Semitrailer	SEMI
Dump Truck	DUMP	Snow Plow	SN/P*
Earth Mover	EMVR*	Snow Traveler	TRAV
Express Truck	DELV	Stake Truck	STAK
Farm Trailer	TRLR	Sport Utility	SUBN
Feed Processing Machine	FPM*	Station Bus	SUBN
Fertilizer Spreader	S/SP*	Station Wagon	SUBN
Fire Truck	FIRE	Step-in Truck	DELV
Flatbed Truck	FLAT	Street Truck	DELV
Flat (Semi-trailer)	SEMI	Suburban	SUBN
Flat Trailer	TRLR	Sunroof	SEDN
Freight (Semi-trailer)	SEMI	Tank Trailer	TANK
Freight Trailer	TRLR	Tank Truck	TANK
Fuel Trailer	TANK	Taxi	TAXI
Fuel Truck	TANK	Telephone Truck	UTIL
Hardtop	SEDN	Touring Car	CONV
Hardtop (Convertible)	SEDN	Tow Truck	TOW
Hauling (Semi-trailer)	SEMI	Traction Engine	TR/E
Hearse (Ambulance)	HRSE	Tractor Crane	T/CR*
Hearse - Invalid	H/IN	Tractor	TRAC
House on Wheels	H/WH	Trailer	TRLR
House Trailer	H/TR	Travelall	SUBN
Jeep	SUBN	Truck Crane	TR/C*
Light Trailer	LTRL	Truck w/small wheels	SWT*
Limousine	LIM	Tudor	2DSD
Locomotive	LOCO	Utility Trailer	UTIL
Metro Truck	DELV	Utility Truck	UTIL
Micro Bus	SUBN	Van Truck	VAN
Mixer Truck	TANK	Wagon	SUBN
Mobile Car Crusher	MCC *	Walk-in Truck	DELV
Package Truck	DELV	Wrecker	TOW
		Well Servicing Rig	WSR*
		Well Driller	W/DR*

* Special Purpose Commercial Vehicle

C.4.3 REGISTRATION CLASS

<u>Registration Type</u>	<u>Class Codes</u>	<u>Weight Requirements</u>
Agricultural	AGR (72)	Max. Gr. Weight
Agricultural Commercial	AGC (79)	Max. Gr. Weight (over 5,400 lbs.)
Air National Guard	ARG (40)	Unladen Weight
Ambulance*	AMB(S1)	Unladen Weight
Army National Guard	AYG (41)	Unladen Weight
Birthplace of Baseball	BOB (47)	Unladen Weight
Commercial	COM (76)	Max. Gr. Weight
Comm. Ham Radio Operator	HAC (71)	Max. Gr. Weight
Comm. Household Carrier	CHC (78)	Max. Gr. Weight
Commercial Organizational	ORC (75)	Max. Gr. Weight
Commercial Regional	RGC (73)	Max. Gr. Weight
Commercial Sports	CSP (74)	Max. Gr. Weight
Congress. Medal/Honor*	CMH (32)	Unladen Weight
County Board of Supervisors	CBS (06)	Unladen Weight
County Clerk	CCK (34)	Unladen Weight
County Legislator	CLG (05)	Unladen Weight
Medical Examiner/Coroner	CME (60)	Unladen Weight
Dealer	DLR (62)	Blank
Educator	EDU (08)	Unladen Weight
Farm	FAR (46)	Unladen Weight
Foreign Consul/Diplomat*	FCD (09)	Unladen Weight
Former Prisoners of War	FPW (44)	Unladen Weight
Gold Star Mother	GSM (59)	Unladen Weight
Governor Additional Car*	GAC (31)	Unladen Weight
Governor Second Car*	GSC (13)	Unladen Weight
Ham Radio Operator	HAM (45)	Unladen Weight
Hearse or Hearse Invalid	HIR (20)	Unladen Weight
Hearse Special Plate	HIF (22)	Unladen Weight
Historical Motorcycle	HSM (23)	Unladen Weight
Historical Vehicle	HIS (21)	Unladen Weight
House/Coach Trailer	HOU (87)	Unladen Weight
In-Transit Permit**	ITP(61)	Weight or Pass.
International Reg. Plan	IRP (70)	Max. Gr. Weight
Jewish War Vet. of America	JWV (03)	Unladen Weight
Justice Court of Appeals*	JCA (25)	Unladen Weight
Justice Court of Claims*	JCL (30)	Unladen Weight
Justice Supreme Court*	SUP (33)	Unladen Weight
Justice Appellate Division*	JSC (28)	Unladen Weight
Light Trailer	LTR (84)	Max. Gr. Weight
Limited Use Auto	LUA (24)	Unladen Weight
Limit. Use Motorcycle/A	LMA (37)	Unladen Weight
Limit. Use Motorcycle/B	LMB (38)	Unladen Weight
Limit. Use Motorcycle/C	LMC (39)	Unladen Weight
Locomotive House/Wheels	LOC(10)	Unladen Weight
Marine Corps League	MCL (04)	Unladen Weight
Medical Doctor	MED (29)	Unladen Weight
Motorboats	BOT (90)	Blank
Motorcycle	MOT (36)	Unladen Weight
Motorcycle Dealer	MCD (64)	Blank
Naval Militia	NLM (42)	Unladen Weight
New York City Council	NYC (27)	Unladen Weight
New York State Assembly	NYA (15)	Unladen Weight
New York State Senate	NYS (14)	Unladen Weight

Registration Type	Class Codes	Weight Requirements
Omnibus (Public Service)	OMF (53)	Weight or Pass.
Omnibus Livery	OML(55)	Passengers
Omnibus Out-of-State	OMO (50)	Passengers
Omnibus Regular	OMR (56)	Passengers
Omnibus Special Rental	OMS (52)	Passengers
Omnibus Vanity Rental	OMV(57)	Passengers
Omnibus Taxi	OMT (54)	Passengers
Organizational	ORG (69)	Unladen Weight
Motorcycle (Organizational)	ORM (83)	Blank
Passenger*	PAS (16)	Unladen Weight
Pearl Harbor Survivor	PHS (58)	Unladen Weight
Political Subdiv. (muni/Thruway)	PSD (88)	Unladen Weight
Purple Heart Recipient	PPH (07)	Unladen Weight
Regional	RGL (67)	Unladen Weight
School Car	SCL (19)	Weight or Pass.
Semi-Trailer	SEM (85)	Unladen Weight
Snowmobile	SNO (93)	Blank
Special Purpose Commercial	SPC (26)	Unladen Weight
Special Passenger (fee)	SRF (11)	Unladen Weight
Special Passenger (no fee)	SRN (12)	Unladen Weight
Sport	SPO (68)	Unladen Weight
State National Guard	STG (43)	Unladen Weight
State-owned Vehicle	STA (77)	Unladen Weight
Survivors of the Shield	SOS (49)	Unladen Weight
Tow Truck	TOW (80)	Max. Gr. Weight
Tractor Household Carrier	THC (82)	Max. Gr. Weight
Tractor (Regular)	TRC (81)	Max. Gr. Weight
Trailer (Regular)	TRL (86)	Max. Gr. Weight
Transporter	TRA (66)	Blank
United States Senate*	USS (18)	Unladen Weight
United States Congress*	USC (17)	Unladen Weight
Van Pool	VPL (01)	Unladen Weight
Volunteer Ambulance Svcs.	VAS (48)	Unladen Weight
World University Games	WUG (02)	Unladen Weight

* Unlimited weight if body type is house-on-wheels

** Pre-printed on the application (MV-82ITP)

C.4.4 COLOR

Only the colors listed below are acceptable. Please convert any manufacturer color names into the standard color closest to the actual color of the vehicle. If there is no color, enter NOCL. If a vehicle is two shades of the same color, use the predominant color.

Standard Color	Code	Standard Color	Code	Standard Color	Code
Black	BK	Green	GR	Red	RD
Blue	BL	Maroon	MR	Tan	TN
Brown	BR	Orange	OR	White	WH
Gold	GL	Pink	PK	Yellow	YW
Gray	GY	Purple	PR	Light (Prefix)	LT
				Dark (Prefix)	DK

C.5 ACCEPTABLE PROOFS

All proofs of name/date of birth, proof of inspection and insurance documents must have the same name as the name on the registration application.

C.5.1 OWNERSHIP

The following documents are examples of acceptable proofs of ownership:

- ♦ an out-of-state Title
- ♦ Manufacturer's Certificate of Origin
- ♦ Manufacturer's Statement of Origin (for vehicles that are not titled)
- ♦ Transferable Registration
- ♦ New York State Certificate of Title
- ♦ Garageman's Lien*
- ♦ Affidavit of Repossession

*Effective 4/1/98, all 1973 and newer model year vehicles purchased at a public auction with a garageman's lien (MV-901A and MV-901B) as proof of ownership, must be titled before they can be registered.

C.5.2 REQUIRED PROOFS FOR IDENTIFICATION

Form ID-82 (Proofs of Identity for Registration and Title) is available at dmv.ny.gov/forms/id82.pdf.

C.5.3 PROOF OF INCORPORATION

- The following documents are acceptable as proof of identification for a corporation:
 - ♦ a valid New York State vehicle registration or title in the same corporate name, or
 - ♦ a certified copy of the New York State certificate of incorporation, or
 - ♦ for New York State corporations only:
 - a certificate of good standing or subsisting or foreign bid issued by the New York State Department of State, or
 - a filing receipt issued by the New York State Department of State
 - ♦ for out-of-state corporations only:
 - a certificate of subsisting or foreign bid issued by the New York State Department of State or
 - a certified copy of the certificate of incorporation from the company's home state
 - ♦ DBAs (Doing Business As):
 - when registering in the name of a DBA, the registrant must use the entire name on the document:
Example: John Smith/DBA Smith Trucking.
 - when submitting paperwork for registrations, the registrant must submit:
 - ❖ all appropriate proofs of ownership for the transaction being processed;
 - ❖ insurance in both the name of the registrant and the name of the DBA;
 - ❖ proof of identity for the individual; and
 - ❖ a copy of the filing DBA receipt issued by the county clerk
 - the name should appear on form MV-82DEAL, for entry on the computer, as follows:
Smith;John; DBA;Smith;Trucking

Note: If a previous New York State registration is submitted as proof of incorporation, write "PROOF" and photocopy to avoid confusion with a plate transfer.

- The following are examples of **unacceptable** proofs of identification for a corporation:
 - ♦ preprinted checks
 - ♦ corporation letterhead or stationery

- ♦ corporation calling cards
- ♦ corporation seal, or papers embossed with a seal imprint
- ♦ expired NYS vehicle registration in the same corporate name

C.5.4 PROOF OF INSURANCE: NEW YORK STATE IN-TRANSIT PERMITS

I. New York State Residents Registering Out of State

Resident status is determined by the address on the proof of name presented by the buyer.

Proof of insurance provided by NYS residents must be issued by an insurance company licensed by the NYS Department of Insurance and authorized by the NYS Department of Motor Vehicles to conduct business in NYS. The buyer must present one of the proofs of insurance described below:

A. Coverage provided by an authorized New York State insurance company:

- ♦ a 2D bar-coded insurance ID card (FS-20 or FS-21)
- ♦ the insurance effective date must be within 180 days (including the preparation date) before the date of the In-Transit permit application

B. Coverage provided by the New York State Automobile Plan:

- ♦ a 2D bar-coded Temporary Identification Card (FS-75)
- ♦ the "In-Transit Permit" box must be checked
- ♦ the card must be presented to DMV within 7 days of the card's preparation date (including the preparation date)
- ♦ one copy of the In-Transit Cancellation Authorization Form, issued by the agent/broker who prepared the FS-75. A sample of the form is shown on page 90

II. Out-of-State Residents

Resident status is determined by the address on the proof of name presented by the buyer.

A. If coverage has been purchased from an authorized NYS Insurance company, refer to I-A, B, or C.

B. If coverage has been purchased from an out-of-state insurance company, the buyer must provide a letter or binder from an out-of-state agent/broker or insurance company, on letterhead, with the following information:

- ♦ name and address of the agent or broker
- ♦ name and address of the insurance company
- ♦ effective date and expiration date of the policy
- ♦ name and address of the insured
- ♦ vehicle information - VIN, year and make

C. A facsimile copy of an insurance binder (usually 8 1/2" x 11") is also acceptable as proof of insurance.

This form must have:

- ♦ "Insurance Binder" printed at the top
- ♦ name and address of the agent or broker
- ♦ name and address of the insurance company
- ♦ effective date and expiration date of the policy
- ♦ name and address of the insured
- ♦ vehicle information - VIN, year and make

C.5.5 PROOF OF INSURANCE: REGISTRATION

The registrant must provide proof of insurance in the form of a valid 2D bar-coded New York State Insurance Identification Card (FS-20, FS-21 or FS-75) for the vehicle being purchased.

- ♦ The effective date on the insurance card must be before, or the same as, the date you issue the Temporary Certificate of Registration (MV-TCR). If the effective date of the insurance is after the date the MV-TCR was issued, DMV will reject the paperwork and the customer must obtain a new insurance card.
- ♦ The registrant's name must be exactly the same as the name on the MV-82DEAL and the proof of identification sent with the application. If there is a discrepancy in the name on the insurance card, the entire application will be returned to the dealer. DMV will not issue a second temporary registration if there are any problems with the insurance card.
- ♦ If the motor vehicle is a replacement vehicle, the ID card must have the notation "REPLACEMENT VEHICLE". A replacement vehicle is a motor vehicle that replaces a vehicle insured on an in force policy on the same day that the replaced vehicle is deleted from the policy. A re-registration (vehicle change) transaction using the replaced vehicle's current registration must be processed. DO NOT process an original registration transaction.

C.5.6 CANCELLED DEALS

If the vehicle DID NOT leave the lot with plates on it:

Contact the Registration Services Unit immediately. If the paperwork has not been sent in to be processed, follow the instructions of cancelling a deal in the VERIFI system. If the deal has already been processed OR the paperwork has already been sent into an office to be processed, you will need to send in a letter of explanation on your letterhead. The letter must state that the vehicle did not leave the lot and must include:

- VIN, Year, Make
- customer's name, address and phone number
- plate(s) involved
- dealer's name and facility number

Be sure to clearly explain this is a cancelled deal. Once the office receives and verifies the information, the ownership documents will be returned to the dealership. If plate issuance inventory was issued during this transaction, the unused plate(s) may go back into the dealer's inventory once completed.

If the vehicle DID leave the lot with plates on it:

The vehicle must get registered. The registrant must be linked to the vehicle from the time the plates left the dealership's lot. The dealer needs to send the following paperwork to the Dealer Plate Issuance Unit for processing:

- all the original paperwork (MV-82DEAL, Insurance Card, Transaction Receipt (eMV50), MCO, etc.)
- plates associated with the deal
- blank check for any fees
- letter of explanation, including the following:
 - ♦ date when the vehicle left the lot and when it was returned
 - ♦ VIN, Year & Make,
 - ♦ customer's name, address and phone number
 - ♦ plate(s) involved
 - ♦ dealer's name and facility number

If the customer is not cooperating with the dealer (example: not enough points of ID, paperwork requiring a signature, etc.):

- The dealer needs to send a certified letter to the customer explaining what is needed.
- The dealer MUST request a return receipt.
 - ◆ If the letter comes back unopened, the dealer needs to mail the following to NYS DMV, Dealer Plate Issuance Unit, 6 Empire State Plaza, Room 220, Albany NY 12228:
 1. The unopened letter
 2. All original paperwork
 3. A blank check for fees
 4. A copy of the letter sent to the customer
 5. A letter of explanation
 - ◆ If the dealer receives a signed return receipt, the dealer must wait TEN days to hear from the customer.
 - ◆ If there is no response after TEN days, the dealer needs to mail the following to NYS DMV, Dealer Plate Issuance Unit, 6 Empire State Plaza, Room 220, Albany NY 12228:
 1. The return receipt
 2. All original paperwork
 3. A blank check for fees
 4. A copy of the letter sent to the customer
 5. A letter of explanation

C.5.7 PLATE ISSUING ERROR

If an incorrect plate is processed by the DMV, contact the Registration Services Unit so that the original paperwork that was submitted can be pulled. If it is a DMV error, the DMV will correct the information according to the original paperwork. If it is a dealership error with an incorrect plate, you will need the following:

- The corrected MV-82DEAL
- A letter of explanation
- A blank check for fees

Once the record is fixed, we will send out a new registration.

If the plate correction is done on two plates that are from your plate issuance inventory, the leftover plate (if it never left the lot) will be returned to your inventory.

If the vehicle leaves the lot with the incorrect plate, contact the Registration Services Unit, and provide the following information:

- customer's name, address and phone number
- VIN, Year, Make
- current plate number

You will need to mail the following to NYS DMV, Dealer Plate Issuance Unit, 6 Empire State Plaza, Room 220, Albany NY 12228:

- The original MV-82DEAL
- Copy of Insurance Card
- MV-50/eMV-50
- Copy of ownership document(s), front and back
- A letter of explanation

C.5.8 EXCEPTIONS LOG

You will need access to the exceptions log if anything is incorrect in the VERIFI system i.e., registrant/owner discrepancy, issued a passenger plate when it should have been a commercial, issued a commercial plate when it

should have been a passenger plate, vehicle left the lot with two different plates or an incorrect VIN.

Call the Registration Services Unit at (518) 473-8889 and provide the following information:

- customer's information
- VIN, Year, Make
- current plate number

You will be instructed on what corrected paperwork is needed.

Once you are approved for the Exceptions Log, we will notify VERIFI (Vanguard). The dealer will be contacted about the Exceptions Log by someone from the VERIFI system.

C.5.9 LIEN RELEASE

When a customer presents a lien release, review it for acceptability as follows:

- A Notice of Recorded Lien (MV-900) must contain:
 - ◆ an original signature of an officer of the lending institution
 - ◆ the date the lien was released
 - ◆ the box that reads, "our security interest in the vehicle described in this notice has been satisfied" must be checked
- A "letter of lien satisfaction", in lieu of an MV-900, **must** be on the lender's preprinted letterhead and contain:
 - ◆ the borrower's name
 - ◆ the vehicle description (VIN, year and make)
 - ◆ the date of release
 - ◆ a statement that the security interest has been satisfied
 - ◆ the **original** signature of an officer of the lending institution

C.6 LIST OF APPLICATION ERROR CODES

Registration and inter-state In-Transit Permit applications that are rejected by the DMV will be returned to the dealer with Registration Transmittal Form (MV-465) or In-Transit Permit Transmittal Form (MV-465ITP) and Vehicle Registration Rejection Notice (MV-17D). Reason(s) for rejection will be noted by an error code in the "DMV OFFICE USE ONLY" column of the transmittal form, and further clarified on the rejection notice form. A description of the error codes are as follows:

Rejection code categories:

- | | |
|---|--|
| A | MV-82DEAL |
| B | MV-50 |
| C | Proof of Ownership |
| D | Proof of Insurance |
| E | Proof of Identity/Proof of Incorporation |
| F | Plate Number |
| G | In-Transit Permit |
| H | Boats (Bill of Sale) |
| I | Boats (MV-82B Incomplete/Proof of Ownership) |
| J | Lien Release |
| K | Miscellaneous Rejects |

**Dealer Error Codes
By Category**

A MV-82DEAL INCOMPLETE/MV-82DEAL DISCREPANCY

011 MV-82DEAL Not Submitted
012A MV-82DEAL Discrepancy - No White Out or Cross Outs in Lien Info
012B MV-82DEAL Discrepancy - Name of Registrant
012E MV-82DEAL Discrepancy - Pass Plates on Comm Vehicle
012F MV-82DEAL Discrepancy - Comm Plates on Pass Vehicle
013D MV-82DEAL Incomplete - Different Owner Section
013E MV-82DEAL Incomplete - Axles and Distance - Need MV-3W.3
013F MV-82DEAL Incomplete - Lienholder Information
013G MV-82DEAL Incomplete - Cab/chassis - No Body Type/Unladen Weight
013J MV-82DEAL Incomplete - Dealer Section
013K MV-82DEAL Incomplete - Questions 1 & 2 on Back of MV-82DEAL
014A MV-82DEAL Unsigned - By Dealer
014B MV-82DEAL Unsigned - By Registrant/By Owner

B MV-50 INCOMPLETE/MV-50 DISCREPANCY

031 MV-50 Not Submitted
032 MV-50 Discrepancy - Continuity
032A MV-50 Discrepancy - Lien Info Doesn't Match Lien Info on MV-82
032B MV-50 Discrepancy - Owner on MV-50 Does not Match Info on MV-82DEAL
032C MV-50 Discrepancy - VIN # Doesn't Match Ownership Documents
033 MV-50 Altered - New MV-50 Required
034 MV-50 Incomplete
034A MV-50 Incomplete - Inspection #
034B MV-50 Incomplete - Mileage/Brand
034C MV-50 Incomplete - Date of Sale/Purchase
034D MV-50 Incomplete - Lien Information
035A MV-50 Unsigned By Dealer
035B MV-50 Unsigned By Owner
035C MV-50 Discrepancy With Title Record
035D MV-50 Mileage Brand Incorrect

C PROOF OF OWNERSHIP

041B Proof of Ownership - Unacceptable
041C Proof of Ownership - Transferable Reg Not Submitted
041D Proof of Ownership - MSO/MCO or Title Not Submitted
041E Proof of Ownership - Non-complying NYS Emissions Standards
071 Certificate of Title - Incomplete Salvage Disclosure Statement
072 Certificate of Title - Altered - New Title Required
073 Certificate of Title - Incomplete Mileage
074 Certificate of Title - Unsigned by Owner
094 Certificate of Title - Unsigned by Seller
220 Title Only Submitted
221 Title - Later Title Issued

D PROOF OF INSURANCE

021A Insurance Card Not Submitted
021B Insurance Card Not Submitted - FH-1
022A Insurance Card Altered - Effective Date
022B Insurance Card Altered - Name
022C Insurance Card Altered - VIN/Year/Make

- 023 Insurance Card Discrepancy - Registrant
- 024A Insurance Card Incomplete - Name
- 024B Insurance Card Incomplete - Effective Date/3 Digit Code
- 024C Insurance Card Incomplete - VIN/Year/Make
- 024E Insurance Card Incomplete - Insurance Co. Address
- 025 Insurance Card Unsigned
- 026 Insurance Invalid - Must Be FS-20
- 027 Insurance Not In Effect When Plates Were Issued
- 029 Insurance Proof Unacceptable
- 030 Insurance Card Must Be In Both Names When Registering as DBA

E PROOF OF IDENTITY/PROOF OF CORP

- 042A Proof of Corporation Not Submitted - Refer to MV-82.1
- 042B Proof of Corporation Unacceptable - Refer to MV-82.1
- 043A Proof of Identity Not Submitted For Registrant - 6 Points Required - Refer To ID-82
- 043B Proof of Identity Not Submitted For Owner - 6 Points Required - Refer To ID-82
- 043C Proof of Identity Unacceptable - 6 Points Required - Refer to ID-82
- 043D Proof of DBA Required

F PLATE NUMBER REJECTS

- 028 Insurance Lapse - Unable To Transfer - Contact Ins. Services
- 051 Plate Already Issued - Held In Office
- 052A Plate Reported Destroyed/Lost - Recheck Records
- 052B Plate Reported Destroyed/Lost - Held In Office
- 053A Plate Reported Missing - Recheck Records
- 054 Plates Not Assigned To Facility
- 055 Plate Discrepancy
- 058 Plate Requires Custom Plates Processing
- 063 Registration Stub - Ineligible To Transfer To Add Registrant
- 064 Registration Stub - Not In Registrant's Name
- 213 Scofflaw - Unable To Transfer Plates

G IN-TRANSIT PERMIT

- 301 Original In-Transit Permit App (MV-82ITP) Not Submitted
- 302 Photocopy of In-Transit Permit (MV-639ITP) Not Submitted
- 303 Original In-Transit Pre-numbered Tear Strip Not Submitted
- 304 Need Photocopy of MCO, Title or MV-50
- 305 In-Transit Permit Already Issued For This Vehicle
- 306 Proof of Insurance Not Submitted
- 307 Proof of Identity Not Submitted

H BOATS (BILL OF SALE)

- 111 Bill of Sale Not Submitted
- 112 Bill of Sale Altered
- 113 Bill of Sale Discrepancy
- 114A Bill of Sale Incomplete - Facility #
- 114B Bill of Sale Incomplete - Hull ID#/Hull Material
- 114D Bill of Sale Incomplete - Registration #
- 114E Bill of Sale Incomplete - Propulsion
- 114F Bill of Sale Incomplete - Cost/Sales Tax Info
- 114G Bill of Sale Incomplete - Consecutive #
- 114H Bill of Sale Incomplete - List of Owners or Assigners
- 114I Bill of Sale Incomplete - New or Used

- 114J Bill of Sale Incomplete - Dealership Name & Address
- 114K Bill of Sale Incomplete - Year/Make
- 114L Bill of Sale Incomplete - Length
- 114M Bill of Sale Incomplete - Sales Tax Statement "All Applicable Sales Tax Has Been Collected"

I BOATS (MV-82B INCOMPLETE / PROOF OF OWNERSHIP)

- 121 MV-82B Not Submitted
- 122 MV-82B Altered
- 123 MV-82B Discrepancy With Owner on Bill of Sale
- 124F MV-82B Incomplete - Use
- 124G MV-82B Incomplete - County of Primary Use
- 124H MV-82B Incomplete - Date Temporary Registration Issued
- 124I MV-82B Incomplete - Dealer Transfer Information (Section F)
- 124J MV-82B Incomplete - Registration Number
- 124K MV-82B Incomplete - Dealer Name
- 124L MV-82B Incomplete - Lienholder Info
- 124M MV-82B Incomplete - Facility Number
- 125A MV-82B Unsigned - By Dealer (Section G)
- 125B MV-82B Unsigned - By Registrant (Section D)
- 132 Proof of Ownership - Copy of Documentation Required
- 133 Proof of Ownership - Affidavit of Ownership
- 134 Proof of Ownership - Coast Guard Bill of Sale Required
- 135 Proof of Ownership - Transferable Registration Required
- 136 Proof of Ownership - Title Required
- 137 Listing Owners/Assignees (MV-51B)
- 141 Boat Already On File - Application Held In Office
- 142 Boat Registration Already Issued To Applicant
- 143 Registration Record Sold - Held In Office
- 144 No Match On Registration # In HIN File - Held in Office
- 146 HIN Discrepancy - Pencil Tracing Required

J LIEN RELEASE

- 150 Lien Release Not Submitted
- 151 Lien Release Does Not Match VIN On Title
- 152 Lien Release Incomplete - Date of Release
- 153 Lien Release Incomplete - Borrower's Name
- 154 Lien Release Incomplete - Signature

K MISCELLANEOUS REJECTS

- 205 Held In Office By Central Dealers
- 206 Vehicle Already On File - Application Held In Office
- 208 Insufficient Funds
- 209 Insufficient Funds In Escrow
- 210 Cancelled Deal
- 211 Priority Processing
- 212A Stolen Vehicle - Alarm Must Be Removed
- 214 Junk Vehicle Title Required - Contact Title Bureau
- 215A Late Dealer Temp Issued - Held In Office
- 215B Late Dealer Temp - Paperwork Not Sent Within 5 Calendar Days
- 216 Title Currently Under Suspension - Contact Title Bureau
- 218 Stop - Investigation Refund - Contact Accts Mgmt./Refund
- 222 Heavy Weight Permit Required
- 225 Application Not Received In Central Dealer Unit
- 226 Cannot Be Processed In Central Office

C.7 COMMON DEALER ERRORS IN ISSUING REGISTRATIONS

The following are the five most common errors resulting in rejection of applications and delays in issuing your customer's permanent registration.

1. **PROOF OF IDENTITY NOT PROVIDED FOR REGISTRANT** - Proof of date of birth and signature must be provided for every registration transaction, including re-registrations. The proof of identity must add up to 6 points, and the registrant's name must exactly match the name on the insurance card (see Sections C.5-C.5.3).
2. **MV-50 INCOMPLETE** - Please double-check your MV-50s to insure that all data is entered correctly. Remember, any change or erasure voids the MV-50 and a new one must be completed. When issuing a replacement MV-50, it must be clearly marked "Replaces MV-50 # (# of void MV-50)".
3. **INSURANCE NOT IN EFFECT WHEN PLATES WERE ISSUED** - The insurance coverage must be in effect on the same day the MV-50TCR (Temporary Certificate of Registration) and plates were issued, OR before that date. If the effective date of insurance coverage is after the plates and temporary registration were issued, you must get a corrected insurance card. We recommend that you leave the "Date Temp Issued" field blank on form MV-82DEAL until the customer has given you the insurance card.
4. **MV-82DEAL INCOMPLETE - DEALER SECTION** - You must provide the plate number, registration class, date the temporary registration was issued, and the facility identification number for every original registration transaction you send to DMV. You must also provide the "date issued" for every transfer of plate transaction.

C.8 FREQUENT AUDIT ISSUES

- Insufficient control over license plate and In-Transit Permit inventories
- Failure to report lost, stolen, or voided license plates or In-Transit Permits
- Failure to obtain all required information from customers to fully document a registration or In-Transit Permit issuance. DMV must reject incomplete applications. Reasons for rejection include:
 - ◆ Altered document
 - ◆ Inconsistent names between documents. Example: Mike/Michael, Bob/Robert, or married and maiden name
 - ◆ Lien release not valid or not included with documentation submitted
 - ◆ Insurance not in effect at the date of sale
 - ◆ Inspection date not within 30 days of the date of sale
 - ◆ Unsigned document
 - ◆ Document not completely filled out
 - ◆ Incomplete continuity of ownership
 - ◆ Insufficient points of ID
 - ◆ Invalid proof of date of birth
 - ◆ Inconsistent odometer readings
- Failure to submit paperwork to DMV within 5 days of the eMV-50 submission via VERIFI

C.9 REGISTRATION/IN-TRANSIT PERMIT ISSUANCE QUESTIONS AND ANSWERS

- Q) What should I do if I open a box of plates and find one or both plates of a set missing?
- A) The first thing you should do is check the rest of the plates in that box. Sometimes plates are just out of order. If you do not find the missing plate(s), mail the remaining plate to NYS DMV, Plate and Document

Distribution, 6 Empire State Plaza, Room 226, Albany NY 12228 along with a completed Dealer Report of Unusable Plates (form PD-8). When we receive the letter and plate, we will send you a replacement set at no charge.

- Q) Should we open the box(es) of plates when we receive them to inventory them?
- A) No. Check the plate numbers stamped on the outside of the box against the plate number information in VERIFI. If the numbers do not match, call Plate & Document Distribution to confirm which plates you should have received.
- Q) I just noticed that we are getting low on plates and don't have any plate order forms. What can we do?
- A) Visit our website at dmv.ny.gov/business/order-new-york-state-license-plates-for-your-car-dealership
- Q) I opened a box of plates and there are three plates with the same number. What should I do?
- (A) Check the rest of the box and make sure there are no other problems. Send Plate & Document Distribution the extra plate and a completed Dealer Report of Unusable Plates (form PD-8) stating that you received an extra plate. The other two plates are valid and can be issued to a customer.
- Q) If I go out of business, what must I do with the remaining plates?
- A) Prepare a letter on your company letterhead to the Dealer Plate Issuance Unit stating that you have gone out of business, and list all the remaining plates you have. Send this letter and the remaining plates to the Plate & Document Distribution Unit. When we receive the plates and letter, we will review your records, send you a receipt for all plates received, and initiate the refund process. Contact your local Vehicle Safety Office for instructions on accounting for remaining supplies including Dealer Plates. Refer to Section C.1 for a list of Vehicle Safety Services Regional Offices.
- Q) If I own more than one dealership in the area and run out of plates at one of the locations, can I transfer plates from one dealership to another?
- A) No! Plates are assigned by facility number and cannot be exchanged or borrowed from another dealership. If it is an emergency, you can order by phone, arranging for a courier to pick up the plates. The courier must have written permission (on dealer letterhead, signed by the dealer or the dealer's authorized representative), proof of ID (photo ID), an original, signed order form and a check.
- Q) If our facility number changes, what should we do?
- A) You must return all unused plates to the Plate & Document Distribution Unit, along with a letter of explanation. The plates are not transferable and must be returned. We will check our records to insure that all unused plates are accounted for. If our records agree with the information you provide, you are entitled to a refund. You must then rejoin the program under your new facility number.
- Q) A buyer, to whom my dealership has issued an interstate In-Transit Permit, returns and wants to register the vehicle in New York. What should I do?
- A) Refer the buyer to a Motor Vehicles office. Once you have issued an interstate In-Transit Permit, you cannot issue registration plates for that buyer and vehicle.
- Q) If a buyer wants an In-Transit Permit to register the vehicle elsewhere in New York, can I issue a permit?
- A) No. You may issue a permit (from stock purchased through the Dealer Plate Issuance Program) only to a buyer who intends to register the vehicle outside of New York State. If you want to act as the agent of the buyer in obtaining an intra-state ITP, you must obtain an ITP from a Motor Vehicles office.

Q) A buyer to whom I've issued an ITP returns 29 days later and requests a second ITP because he has been out of the country because of an emergency. Can I issue another ITP?

A) No. Refer the buyer to a Motor Vehicles office. Only one ITP is issued to a buyer for a vehicle. Under rare and extenuating circumstances, a Motor Vehicles supervisor may approve a second ITP. Under no circumstances should you issue more than one permit.

Q) The financing was not approved for a vehicle for which I issued a temporary registration/ITP, but the vehicle has left the premises. Can I cancel the deal?

A) Contact the Registration Services Unit for further instructions.

Note: When using an overnight mail service, the overnight delivery will be made to the Motor Vehicles mail room, not directly to a specific DMV unit. Please allow extra time for your package to reach the appropriate unit.

C.10 EXCERPTS FROM THE REGULATIONS OF THE COMMISSIONER OF MOTOR VEHICLES

The regulations shown here are the ones most often used for Dealer Plate Issuance customers. For the complete and most up-to-date set of regulations, see "Motor Vehicle Dealers & Transporters Regulations," form CR-78 available at dmv.ny.gov/forms/cr78.pdf.

July 2022

TEMPORARY CERTIFICATES AND DEALER PLATES

SECTION 78.20

(a) A retail dealer must issue a temporary certificate of registration, form MV-TCR, to a customer who has another vehicle registered or who had another vehicle previously registered, who purchases a vehicle from the dealer, provided that the registration of such vehicle is eligible for transfer to the purchased vehicle and the number plates are appropriate. Form MV-TCR is valid for a period of 45 days from date of issuance, or until the last day on which the registration may be used, whichever occurs first. A wholesale dealer may not issue or obtain from the Department a temporary certificate of registration.

(b) A retail dealer must enter on the temporary certificate the registration number of the plate to be transferred, a description of the newly acquired vehicle, and the certificate must be appropriately completed by the dealer and purchaser. The original certificate shall be affixed to the windshield in the position designated for the windshield sticker if the motor vehicle has a windshield; if not, the certificate shall be delivered to the registrant who must carry it while operating the vehicle. Such temporary certificate must be issued at the time of the delivery of the vehicle.

(c) Under no circumstances may dealers issue temporary certificates:

(1) when lending a dealer plate to a customer;

(2) where the customer has plates of another state;

(3) when a vehicle is required to be inspected before it can be operated on the public highway and the vehicle does not bear a valid inspection sticker;

(4) if a bona fide sale has not been made; or

(5) where the certificate of sale has been checked "salvage".

(d) A dealer may not issue more than one temporary certificate of registration (form MV-TCR) to the same person for the same vehicle. If it becomes necessary to issue a duplicate MV-50, a new MV-TCR may be issued with the same expiration date as the original.

(e) No dealer shall transfer a temporary certificate of registration (form MV-TCR) to another dealer or in blank to any person, except that unused certificates still attached to their MV-50 forms must be returned to the Department of Motor Vehicles.

SECTION 78.23

(a) Eligibility of dealers. Any dealer who has been a registered retail dealer in New York State or any other state for at least one year may make application to the commissioner, on a form provided by the commissioner for authorization to issue temporary registrations pursuant to section 420-a of the Vehicle and Traffic Law. The commissioner may waive the one year waiting period for a dealer adding another dealership if the person or persons operating the business have a history of satisfactory participation in the dealer issued plate program within the last five years or for a newly licensed dealer who sells new vehicles. (Amended 6/25/14)

(b) Distribution of registration number plates to authorized dealers.

(1) Upon approval of an application submitted pursuant to subdivision (a) of this section, a dealer may request a supply of registration number plates on a form provided by the Commissioner. Such requests must be addressed to the commissioner at the location designated on the request form, and each such request must be accompanied by a fee of \$5.00 for each set of registration number plates requested.

(2) The commissioner will prescribe the minimum and maximum number of registration number plates which can be requested by a dealer at any one time and the time at which a dealer may submit a request for additional supplies of registration number plates. The number of registration number plates which will be issued to a dealer will be based upon the number of such plates which can reasonably be anticipated to be issued by the dealer during a specified period of time. Number plates will only be issued to a dealer by boxes of plates.

(3) Registration number plates will be delivered by the department to the place of business of the dealer. Upon delivery, the dealer must immediately forward to the commissioner a receipt for the plates delivered.

(4) Boxes of registration number plates should not be opened until the box is to be used. At that time the dealer must examine all registration number plates in the box being opened. The dealer must immediately notify the commissioner of any missing or mutilated plates or sets of plates in that box. Notification should be on the letterhead of the dealer and should be sent to the commissioner at the location given on the request form for such plates. Mutilated plates and the remaining plate of an incomplete set must be returned to the commissioner with the letter.

(c) Temporary certificates of registration. (1) A retail dealer shall issue a form MV-TCR as the temporary certificate of registration issued pursuant to Section 420-a of the Vehicle and Traffic Law and this section.

(2) The MV-TCR shall be completed in the same manner as it would be for issuance pursuant to section 420 of the Vehicle and Traffic Law and section 78.20 of this Part.

(d) Issuance of temporary registrations by dealers. (1) A dealer may only issue a temporary registration pursuant to this section:

(i) to a retail customer to whom a properly inspected new or certified used vehicle has been sold or transferred by such dealer; and

(ii) for a vehicle which is eligible for registration with a standard series plate (passenger vehicle), a motorcycle plate, a limited use motorcycle plate, a commercial series plate or a trailer plate (tractor plates and special purpose commercial plates are not included); and (Eff. 1/22/25)

(iii) when a certificate of sale (form MV-50) with a matching serial number has been completed.

(2) Before issuing such a registration, the dealer must have physical possession of all documents which are necessary in order to have a registration and certificate of title issued by the department for the vehicle.

(3) The dealer shall exhaust the supply of plates in a series previously issued to him before issuing plates from a supply of plates in that series delivered later. He shall also issue plates within a series within any one delivery made to him in alphanumeric order.

(4) The dealer shall place the appropriate registration number plates on the vehicle in accordance with section

402 or section 411 of the Vehicle and Traffic Law. He shall place the temporary certificate of registration on the inside of the windshield in the lower left-hand corner with the front of the certificate facing out if the motor vehicle has a windshield; and if it does not have a windshield, he shall deliver it to the registrant so that it may be produced to a police officer upon request.

(e) Submission of registration and title application. (1) Within 5 calendar days of the date of issuance of the temporary registration, the issuing dealer must submit the completed application for registration and title (including the number of the registration plate issued by the dealer), together with all necessary documents and fees to an issuing office of the department or to a county clerk acting as agent of the commissioner. If submitted to a department issuing office, the completed application must be sent by mail.

(2) The application (form MV-82) and the certificate of sale (form MV-50) shall be completed in the normal manner except that on the MV-50 the dealer shall put the notation "D.T." and the number of the registration plate he has issued in the space titled "plate number of purchaser" and on the application for registration (form MV-82) the dealer shall enter all information called for in section entitled "Only To Be Completed by a Licensed New York State Dealer or DMV Staff" and sign the certification.

(3) If there are any errors in the application for registration, documents or fees submitted, the submitting dealer will be notified and the dealer shall submit corrected material without unnecessary delay.

(f) Issuance of registration. Upon receipt of proper application documentation and fee, the department issuing office will mail, or the county clerk will mail or deliver the registration certificate to the registrant.

(g) Records. (1) A dealer who issues a temporary registration pursuant to this section must keep, at the dealer's place of business, a record of all such registrations issued by him, both by plate number and by name of registrant. Such record must contain all of the information with respect to the registrant and the vehicle which is contained on the application for registration, as well as the date the temporary registration was issued. Such records must be recorded on a daily basis and such information must be available to police enforcement agencies at all times, and to agents of the commissioner during normal business hours.

(2) The dealer shall also keep a record of the date the application for registration was submitted to the commissioner. Such record must be entered by the close of the succeeding business day and must be available to police enforcement agencies and to agents of the commissioner during reasonable business hours.

(3) If any registration number plates are stolen or lost by the dealer, the dealer shall notify the local police agency and the commissioner of such theft or loss. Notification to the commissioner shall be on the letterhead of the dealer and shall be sent to the location on the request form for such plates.

(h) Miscellaneous. (1) A dealer may not make any charge for the issuance of a temporary registration pursuant to this section in addition to the charge permitted by subdivision (c) of section 78.19 of this Part.

(2) A dealer may not issue a temporary registration pursuant to this section for any vehicle which is eligible for issuance of a temporary certificate of registration pursuant to Section 420 of the Vehicle and Traffic Law and section 78.20 of this Part.

(3) Registration number plates issued to a dealer must be kept in a secure location with limited access, which when not being used, must be locked up.

(4) Any violation of section 420-a of the Vehicle and Traffic Law and of this section may result in a denial of approval to issue temporary registrations pursuant to such section and may also result in action being taken against the dealer registration.

(5) No dealer shall transfer, lend or permit the use of registration number plates issued under this section to another dealer or any other person except as specifically permitted by this section.