

**Note:**

The Nevada DMV Registration and Title Guide has been split into two files for distribution on the Internet.

The Cover through Section III (pages 1 through 98 of 202) may be accessed at.

<http://www.dmvnv.com/pdfforms/regtitle.pdf>

Sections IV through XI (pages 99 through 202) are contained in this file.

<http://www.dmvnv.com/pdfforms/regtitle1.pdf>

**SECTION IV**

**FOREIGN, CANADIAN AND GRAY  
MARKET VEHICLES**

**U.S. MILITARY  
REGISTRATION AND TITLES**

## **FOREIGN AND GRAY MARKET VEHICLES**

A foreign or gray market vehicle is a vehicle manufactured for sale in a country other than the United States that may not meet U.S. safety and/or environmental standards. These vehicles are not imported to the United States through the manufacturer's U.S. distribution system. Once in the United States, these vehicles must be brought into compliance, exported back out, or destroyed.

All of the following documents are required to register and title a gray market vehicle:

- The foreign Manufacturer's Certificate of Origin, Manufacturer's Statement of Origin or outstanding Certificate of Title:
  - A statement signed by the manufacturer indicating an MSO/MCO was never issued; or
  - A statement from the manufacturer indicating to whom they assigned their interest in the vehicle; and
  - Bills of sale to establish a complete chain of ownership
- A completed Vehicle Inspection Certificate (Form RD-015)
- U.S. Department of Transportation (Form HS-7)
- U.S. Environmental Protection Agency Form 3520-21
- Odometer Disclosure Statement for vehicles 9 years old or newer if not on the MSO/MCO or title
- Statement of Facts (Form RD-022) if there is no Manufacturer's Certificate/Statement of Origin or outstanding Certificate of Title
- Department of Homeland Security, U.S. Custom and Border Protection (CBP Form 7501).

The Nevada Certificate of Title will be branded "Non-US Vehicle" to provide notice to future owners that the vehicle was a foreign or gray market vehicle.

For more information, you may reference the National Automobile Dealers Association (N.A.D.A.) Title and Registration Text Book, PO Box 7800, Costa Mesa, CA 92628, phone number 800-966-6232.

## **MILES VERSUS KILOMETERS**

To accurately reflect the true reading of the odometer apparatus, the documents (title, reassignment, etc.) should indicate whether the odometer records the distance traveled in miles or kilometers.

When the title is processed, the kilometers will be converted to miles. The kilometers are multiplied by 0.6214 then rounded to the nearest whole number; the result is used as the miles.

## **CANADIAN VEHICLES**

A Canadian vehicle is a vehicle that has been previously registered or titled in Canada, or ownership for the vehicle has been filed in Canada.

Documents required to register and title a Canadian vehicle include:

- Current Canadian registration
- A completed Vehicle Inspection Certificate (Form RD-15)
- The results of the lien search from the province where the vehicle was last registered
- The original copy of the notarized lien release, if applicable
- An odometer disclosure if the vehicle is being transferred and it is nine years old or newer
- A notarized or witnessed Bill of Sale, if applicable
- A Statement of Facts (Form RD-22)

## **U.S. GOVERNMENT CONTACT INFORMATION**

### **U.S. Department of Transportation**

Federal safety standards are the responsibility of the United States Department of Transportation. Questions concerning safety requirements should be directed to:

Office of Vehicle Safety Compliance  
National Highway Traffic Safety Administration  
United States Department of Transportation  
400 7<sup>th</sup> Street, SW,  
Washington, DC 20590  
1 (888) 327-4236  
[www.nhtsa.dot.gov](http://www.nhtsa.dot.gov)

### **U.S. Environmental Protection Agency**

Air quality emissions standards are the responsibility of the United States Environmental Protection Agency (EPA). Questions concerning emissions standards in Region 9 (AZ, CA, HI, NV) should be directed to:

U.S. Environmental Protection Agency  
Office of Transportation and Air Quality  
75 Hawthorne Street  
San Francisco, CA 94105  
1 (866) EPA-WEST (toll free in Region 9)  
[www.epa.gov/region09/](http://www.epa.gov/region09/)

When calling the EPA, please have available the make, model, year and vehicle identification number (VIN) for the vehicle. If the vehicle has already been imported, the port of entry, date of entry and entry number from EPA Form 3520-1 must be available. If corresponding with the EPA in writing, the same information must be provided, along with a telephone number where you can be reached during the day.

## CANADIAN GOVERNMENT CONTACT INFORMATION

### **Alberta**

Privatized businesses are located in several locations throughout Alberta. Contact directory assistance for the proper location.

<http://www.gov.ab.ca/>

### **British Columbia**

Ministry of Transportation & Highways  
Motor Vehicle Branch / ICBC  
151 West Esplanade  
North Vancouver, British Columbia V7M 3H9  
Phone: (604) 661-2255

<http://www.gov.bc.ca/>

### **Manitoba**

Highways and Government Services  
Division of Driver & Vehicle Licensing, Vehicle Registrations

1075 Portage Avenue  
Winnipeg, Manitoba R3G 0S1

<http://www.gov.mb.ca/>

### **New Brunswick**

Department of Transportation  
Motor Vehicle Branch  
PO Box 6000  
Fredericton, New Brunswick E3B 5H1  
Phone: (506) 453-2410

<http://www.gov.nb.ca/>

### **Newfoundland/Labrador**

Department of Government Services/MVD  
PO box 8710  
St. John's, Newfoundland A1B 4J5  
Phone: (709) 729-2501

<http://www.gov.nf.ca/>

### **Nova Scotia**

Department of Business & Consumer Services  
PO Box 2734  
Halifax, Nova Scotia B2J 3P7  
Phone: (902) 424-5851

<http://www.gov.ns.ca/>

### **Northwest Territories:**

For information, contact the Dept. of Transportation at <http://www.gov.nt.ca/>.

### **Nunavut**

Motor Vehicles Division  
Government of Nunavut  
PO Box 207  
Gjoa Haven, Nunavut X0E 1J0

<http://www.gov.nu.ca/>

### **Ontario**

Ministry of Transportation  
Licensing Division  
2680 Keele Street, East Bldg., Main Floor  
Toronto, Ontario M3M 3E6  
Phone: (416) 235-4686

<http://www.gov.on.ca/>

### **Prince Edward Island**

Department of Transportation & Public Works  
Highway Safety Operations

PO Box 2000  
Charlottetown, Prince Edward Island  
C1A 7N8

<http://www.gov.pe.ca/>

### **Quebec**

Societe de l'assurance automobile du Quebec

To find a center of service please check on line for locations and hours of operation.

<http://www.saaq.gouv.qc.ca/>

### **Saskatchewan**

Saskatchewan Government Insurance/MVD  
2260 11<sup>th</sup> Avenue  
Regina, Saskatchewan S4P 2N7  
Phone: (306) 751-1200

<http://www.gov.sk.ca/>

### **Yukon Territory**

Government of Yukon  
Box 2703  
Whitehorse, Yukon Y1A 2C6  
Phone: (867) 667-5811

<http://www.gov.yk.ca/>

## FOREIGN EMBASSY CONTACTS

At times, there may be a need for additional information, and because of problems with language differences, distance or time, it may be necessary to contact foreign embassies regarding registration and titling procedures. Information about foreign countries may be obtained from individual embassies, most of which are located in Washington, DC. Correspondence to embassies should be in the following format (no street address or zip code is necessary):

The Embassy of (Country Name)  
Washington, DC

Individual embassy addresses may also be found at the following web site:

[www.embassy.org](http://www.embassy.org) or <http://usembassy.state.gov>

## MILITARY CONTACTS

Inquiries concerning military registrations, identity of owners or identity of persons to whom plates have been issued must be directed in writing to:

Headquarters, USAREUR  
7<sup>th</sup> Army  
Registry of Motor Vehicles  
Unit 29230  
APO AE 09102

Headquarters  
US Naval Forces, Europe  
FPOAE 09499-0013

Headquarters  
US Air Force, Europe  
Public Affairs Office  
Unit 3050, Box 120  
APO AE 09094-0120

US MARFOREUR  
Attn: Provost Marshal  
Unit 30401  
APO AE 09107-0401

## **U.S. MILITARY REGISTRATIONS AND TITLES**

Military registrations DO NOT require shipping papers or DOT or EPA releases, unless the vehicles are gray market vehicles. All of the following documents are required to register and title a vehicle.

- AE Form 190-1AA is currently used by the military to register vehicles.
- Vehicle Inspection Certificate (Form RD-015).
- Notarized lien release if the lien has been satisfied or lienholder information when there is a lienholder.
- Statement of Facts (RD-022). Military registration is not proof of ownership.
- Department of Homeland Security, U.S. Custom and Boarder Protection (CBP Form 7501).

Transfer of ownership may be completed on the reverse side of the form or by an acceptable bill of sale. Odometer Disclosure Statement for vehicles 9 years old or newer if not on the title.

**SECTION V**

**REGISTRATION  
INFORMATION**



## GENERAL REGISTRATION INFORMATION

The following information is provided so you can assist your customers with Nevada's vehicle registration requirements.

Registration requirements include Nevada liability insurance, a passing emission control certificate when the vehicle is registered in Clark and Washoe Counties, odometer disclosure statements when applicable and payment of sales tax or proof that sales tax in Nevada has been paid.

Nevada law requires registered owners to maintain insurance coverage on registered vehicles, from a licensed Nevada insurance carrier to avoid a \$250 fine.

- Minimum insurance amount is:
  - \$15,000 for bodily injury to or death of one person in any one accident;
  - Subject to the limit for one person, in the amount of \$30,000 for bodily injury to or death of two or more persons in any one accident; and
  - \$10,000 for injury to or destruction of property of others in any one accident.

## GENERAL TITLE INFORMATION

If a sale of a vehicle occurs between individuals and there will be a lien on the vehicle, and if the vehicle is currently titled in Nevada, the following documents are required:

- Certificate of Title
- A photocopy of the security agreement

If a sale occurs between individuals and there will be a lien on the vehicle, and if the vehicle has never been registered or titled in Nevada, the following documents are required:

- Certificate of Title
- A photocopy of the security agreement
- A completed Vehicle Inspection Certificate (Form RD-15)

If the vehicle is purchased from an out-of-state dealer, there is a lienholder and the vehicle is either new or used, the following documents are required:

- A completed manufacturer's Certificate of Origin, or Certificate of Title

- A copy of the security agreement
- A disclosure of the odometer reading if the vehicle is nine years old or newer
- A completed Vehicle Inspection Certificate (Form RD-15)

If the vehicle is being leased through an out-of-state dealer or leasing company, the following documents are required:

- A copy of the lease agreement
- A completed Vehicle Inspection Certificate (Form RD-15)
- An odometer disclosure if the vehicle is nine years old or newer when presenting title
- Proof that sales tax is being paid in Nevada

When new or used vehicles are purchased from a Nevada licensed dealer, the customer must be provided with the green copy of the Dealer's Report of Sale.

A Nevada Certificate of Title will be issued when the lienholder submits the original documents, along with proof of registration, to the Department.

If the vehicle is not going to be registered, the title documents should so indicate. The title fee and applicable sales tax or proof of payment of sales tax, along with the title documents, must be submitted to the Department. The sales contract should indicate if the sales tax has been paid.

## VEHICLE REGISTRATION FEES

Nevada Revised Statutes 482.205 requires that every owner of a motor vehicle intended to be operated on any Nevada highway apply to the Department or a registered dealer to obtain a valid registration before the motor vehicle can be operated on Nevada highways.

All motor vehicles with a declared gross weight in excess of 26,000 pounds must be registered with the Motor Carrier Division. The Motor Carrier Division may prorate new vehicle registrations for the balance of the year (if the carrier can prove they did not run prior to registering).

Owners of fleet vehicles (10 or more vehicles) may be registered on a calendar year basis, with the registrations expiring on December 31.

## REGISTRATION FEES

Registration fees established by NRS 482.480, 482.482 and 482.483 are as follows:

- Passenger Vehicles \$ 33.00
- Motorcycles 39.00  
(registration fee \$33 and \$6 for motorcycle education)
- Travel Trailer 27.00
- Trailer or Semitrailer (under 1,000 lbs) 12.00
- Trailer or Semitrailer (over 1001 lbs) 24.00
- Motortruck, truck trailer or bus
  - Less than 6,000 lbs 33.00
  - 6,001 to 8,499 lbs 38.00
  - 8,500 to 10,000 lbs 48.00
  - 10,001 to 26,000 lbs 12.00
  - 26,001 to 80,000 lbs 17.00

## **GOVERNMENTAL SERVICES TAXES**

Governmental Services Taxes, as required by NRS 371.050, are also due and payable at the time of a vehicle registration. These taxes are based on 35 percent of the Manufacturer's Suggested Retail Price (MSRP) of the vehicle, excluding options and extras, when the vehicle was first offered for sale in Nevada.

Buses, trucks, truck tractors or vehicle combinations having a declared gross weight of 10,000 pounds or more, and trailers and semitrailers having an unladen weight of 4,000 pounds or more, may be assessed at 85 percent of the original purchase price, in lieu of the MSRP.

The original value of the vehicle may be based on \$.50 per pound, if the Department is unable to determine the original MSRP in Nevada, or the original retail price.

Governmental Services Taxes are based on \$.04 for each \$1.00 of valuation of the vehicle as determined by the Department (NRS 371.040). Vehicles are depreciated for the purpose of the governmental services taxes annually until the vehicle is nine years old. Buses, trucks or truck tractors having a declared gross weight of 10,000 pounds or more and each trailer or semitrailer having an unladen weight of 4,000 pounds or more are depreciated by the Department annually until they are 10 years old (NRS 371.060).

Governmental Services Taxes are rounded to the nearest dollar.

## **SUPPLEMENTAL GOVERNMENTAL SERVICES TAXES**

NRS 371.045 authorizes boards of county commissioners to impose additional governmental services taxes of not more than \$.01 per \$1.00 of valuation of the vehicle. Currently, Churchill and Clark Counties impose this additional tax.

Supplemental Governmental Services Taxes are rounded to the nearest dollar.

## **PRISON INDUSTRY FEE**

As required by NRS 482.268, the Department also collects a Prison Industry Fee of \$.50 per license plate.

**AUTHORIZED APPRAISAL REPORT  
NRS 374.112  
(Form RD-144)**

***Note: Private party (occasional) sales that occurred December 31, 2005, or before, are subject to occasional sales tax and appraisals may be performed on these vehicles. However, if the private party (occasional) sale occurred January 1, 2006, or later, no sales tax is due and an appraisal is not needed.***

An *Authorized Appraisal Report* (Form RD-144) is used to determine the value of a motor vehicle. An appraisal is required when computing the value of the vehicle for sales tax purposes when the depreciation schedule set by NRS 374.113 is not used.

A fee of \$10.00 will be charged for completing the appraisal, even if the customer chooses not to use the appraisal findings. The appraisal must be submitted at the time of the registration. Appraisals will not be accepted after the vehicle has already been registered.

The appraisal may only be completed by:

- An employee of the Nevada Department of Motor Vehicles
- A county assessor or his authorized employee as an agent to the Department
- A person licensed by the Department as a dealer or rebuilder

The taxable value for the vehicle is the value obtained from the appraisal or \$100.00, whichever is greater.

For sales tax purposes, Form RD-144 must be used.

The appraisal of the vehicle must be based on the value of the vehicle at the time of the appraisal.

**\*\* Note: On January 1, 2006, NRS 374.112 will be repealed. Appraisals may no longer be performed for vehicle registration or sales/use tax purposes.**



**FEE \$10.00**

**AUTHORIZED APPRAISAL REPORT  
NRS 374.112**

I am requesting an appraisal be made of the vehicle described below. I understand the Department of Motor Vehicles will use as the vehicle's sales price the amount stated on the authorized appraisal, or \$100.00, whichever is greater, as the taxable bases. **Appraisal must be submitted at time of registration.**

Buyer's Legal Signature \_\_\_\_\_

*Please Type or Print*

Full Legal Name of Buyer \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**To be completed by an authorized appraiser  
VEHICLE INFORMATION**

Year/Make \_\_\_\_\_ Body Type \_\_\_\_\_ Odometer \_\_\_\_\_

Vehicle Identification Number \_\_\_\_\_

**CONDITION OF VEHICLE**

Can vehicle be operated? .....Yes  No

Is the engine present? .....Yes  No

Is the transmission present? ....Yes  No

Is vehicle 4 Wheel Drive? ..... Yes  No

Interior .....Excellent  Good  Fair  Poor

Exterior .....Excellent  Good  Fair  Poor

Other \_\_\_\_\_

(See reverse for rating definitions)

Comments \_\_\_\_\_

**APPRAISER CERTIFICATION**

I certify, Pursuant to NRS 374, I have inspected the above described vehicle and to the best my knowledge and belief the estimated appraised value is

\$ \_\_\_\_\_

*Please Print or Type*

DMV Office \_\_\_\_\_ Employee ID No. \_\_\_\_\_

Dealer Name \_\_\_\_\_ DMV Business Lic. No. \_\_\_\_\_

Printed Name of Appraiser \_\_\_\_\_

Signature of Appraiser \_\_\_\_\_

Date of Appraisal \_\_\_\_\_

Original - To Buyer, 2<sup>nd</sup> Copy - To DMV, 3<sup>rd</sup> Copy - To Appraiser

RD-144 (Rev. 4/04)

**Rating Guidelines:**

**Excellent**

"Excellent" condition means that the vehicle is in excellent mechanical condition and needs no reconditioning. The engine compartment should be clean, with no fluid leaks. The paint is glossy and the body and interior are free of any wear or visible defects and there is no rust.

**Good**

"Good" condition means that the vehicle is free of any major defects. The paint, body and interior have only minor (if any) blemishes. A vehicle in good condition will need some reconditioning to be sold at retail; however major reconditioning should be deducted from the value. Most recent model cars fall into this category.

**Fair**

"Fair" condition means that the vehicle probably has some cosmetic defects, but appears to be in safe running condition. The paint, body and/or interior need work. There may be some repairable rust damage. The value of cars in this category may vary widely. Even after significant reconditioning this vehicle may not qualify for the suggested retail value.

**Poor**

"Poor" condition means that the vehicle has cosmetic defects and may be in questionable running condition. The vehicle may have problems that cannot be readily fixed such as a damaged frame or a rusted-through body. A vehicle with unsubstantiated mileage should be considered "poor" because of potential problems.

# **SECTION VI**

# **DRIVING PERMITS**



**15-DAY SPECIAL DRIVE-AWAY PERMIT**  
***NRS 482.3955***

The 15-Day Special Drive-Away Permit (RD-110) allows a vehicle to be driven to a destination outside of the State of Nevada for registration and title transfer. The permit may be purchased for the movement of any vehicle to be sold outside of the State of Nevada or for the movement of a vehicle purchased in Nevada by an out-of-state resident.

The permit is not intended for casual driving.

The fee for the permit is \$8.25.

The permit is only valid for the dates and destinations as shown on the permit for a maximum of 15 days.

When a vehicle is sold to an out-of-state resident, the MCO or Certificate of Title may be given to the customer. If there is a security interest in the vehicle the documents must be sent directly to the lienholder. The customer may be provided with photocopies of the documents.

The provisions of Nevada Administrative Code 372.708 must be followed if the sale is exempt from sales tax. The purchaser must be furnished with an affidavit in a format prescribed by the Nevada Department of Taxation.

The permit must be affixed to the lower right-hand corner of the vehicle's windshield.

## INSTRUCTIONS FOR COMPLETING THE 15-DAY SPECIAL DRIVE-AWAY PERMIT (FORM RD-110)

1. Enter the full legal name, address and city of the registered owner.
2. Enter the complete description of the vehicle, including the vehicle identification number, year, make and body type.
3. Enter the state where the vehicle is currently located.
4. Enter the destination where the vehicle is going to be moved to.
5. Enter the business license number of the dealership where the permit was obtained.
6. Enter the dates during which the vehicle may be moved.
7. Enter the name of the individual issuing the permit.
8. Enter the date the permit was issued.
9. Enter the date the permit expires.

<b>STATE OF NEVADA DEPARTMENT OF MOTOR VEHICLES AND PUBLIC SAFETY</b>			<b>Fee \$8.25</b>		
<b><u>SPECIAL DRIVE-AWAY PERMIT</u></b>			No. 413501		
(Valid for 15 Days)					
Registered owner <span style="float: right;">1</span>		Address	City or town		
Year	Make <span style="float: right;">2</span>	VIN No.	Body type		
Present location of vehicle <span style="float: right;">3</span>		Destination <span style="float: right;">4</span>			
License No. or DMV&PS office <span style="float: right;">5</span>		Dates of movement <span style="float: right;">6</span>			
Authorized agent issuing permit <span style="float: right;">7</span>		Date of application <span style="float: right;">8</span>		Date of expiration <span style="float: right;">9</span>	
RD 110 (Rev. 9-90)		Insurance Instructions on Reverse		(O)-3625	

## **DEALER'S REPORT OF SALE (DEALER PLACARD)**

A Dealer Placard is given to the buyer of a vehicle by the dealer upon their entering into a contract of sale for a vehicle. The Dealer Placard is valid for a period of thirty days from the date the contract of sale was entered into.

The Dealer Placard must be displayed on the rear of the vehicle; be free from foreign materials and clearly visible from the rear of the vehicle, and include the date of its expiration. It may be displayed in the rear license plate holder or rear window of the vehicle. If displayed in the rear window, the placard must be clearly visible and not obscured or diminished by tinting or sunshade materials.

The Dealer Placard is a secure document and may not be photocopied or duplicated in any manner.

Dealer Placards must be purchased from the Department and may be purchased full service DMV offices with Occupational and Business License Sections or by mail through the Carson City office of the Compliance Enforcement Division.

### **INSTRUCTIONS FOR COMPLETING THE DEALER PLACARD**

1. Enter the month, day, and year of expiration of the Dealer Placard, the expiration date is 30 days from the date the Dealer Placard is issued to the customer's vehicle. Use large block numbers created with broad black or dark blue ink felt marker or computer generated font at approximately 3/16 of an inch wide for easy visibility, see sample for block numbers.
2. Enter the date the Dealer Placard is issued for the vehicle.
3. Enter the name of the dealer where the vehicle was purchased and that issued the Dealer Placard.
4. Enter the complete description of the vehicle, including the vehicle identification number (VIN), year and make.
5. Enter the business license number of the dealer.
6. Enter the control number for the Dealer's Report of Sale.

DEALER PLACARD

# NEVADA

**EXPIRATION DATE**

<b>MONTH</b> 1	<b>DAY</b> 1	<b>YEAR</b> 1
<b>080009</b>		

ISSUE DATE: 2	DEALER NAME: 3
VIN: 4	DEALER NUMBER: 5
YEAR: 4	DRS #: 6
MAKE: 4	

**Control #**

**SECTION VII**

**FINANCIAL INSTITUTION  
INFORMATION**

## **RECORDING A LIEN**

If a financial institution is applying for a Nevada Certificate of Title and the sale is not accomplished through a Nevada dealer:

- The outstanding title must be properly released and reassigned
- All supporting documents have complete and correct information
- Submit the transfer documents with the applicable title fee

If the vehicle will not be registered, and the lienholder wishes to apply for a Nevada Certificate of Title to perfect the lien, and the outstanding title is a Nevada title, the following must be submitted:

- The properly endorsed title
- Sales tax or proof that sales tax has been paid
- The \$28.25 title fee (\$43.25 if the vehicle is not present in or registered in Nevada)

If the vehicle will not be registered, and the outstanding title is an out-of-state title, the following must be submitted:

- The properly endorsed title
- A completed Vehicle Inspection Certificate (Form RD-15)
- Sales tax or proof that sales tax has been paid
- The \$28.25 title fee (\$43.25 if the vehicle is not present in or registered in Nevada)

If the new or used vehicle will not be registered, and was sold by a Nevada dealer, the following must be submitted:

- The MCO or properly endorsed outstanding title
- A Dealer's Report of Sale
- The \$28.25 title fee (\$43.25 if the vehicle is not present in or registered in Nevada)

If the new or used vehicle will not be registered, and it was purchased from an out-of-state dealer, the following must be submitted:

- The MCO or properly endorsed title
- A completed Vehicle Inspection Certificate (Form RD-15)
- Sales tax or proof that sales tax has been paid
- The \$28.25 title fee (\$43.25 if the vehicle is not present in or registered in Nevada)

Note: If a lienholder does not receive a Nevada Certificate of Title within 120 days after submitting title documents contact DMV Records Section see address below. A title search will be conducted.

Nevada Department of Motor Vehicles  
Central Services & Records Division  
Records Section  
555 Wright Way  
Carson City, NV 89711-0250  
(775) 684-4590

**SECTION VIII**  
**RECORDS SECTION**



## ACCESSING MOTOR VEHICLE REGISTRATION/TITLE INFORMATION

The Department of Motor Vehicles is authorized to maintain an information reporting service for driver's license, vehicle registration, and title records.

The Department's Central Services and Records Division, Records Section in Carson City is the only office authorized to release records.

To request records, an *Application for Individual Record Information* (Form IR-002) and *Affidavit* (Form IR-003) must be completed and submitted to the Department. The request must also document the requestor's legal right to the information. The application, affidavit, and any supporting documentation and fees will be forwarded and processed by Records Section in Carson City.

If a firm or company wishes to have an account with the Department, an *Application for Records Service* (Form IR-001) and an *Affidavit* (Form IR-003) must be completed, signed, notarized and submitted to the Department. A copy of the applicable business license and/or private investigator's license must be submitted with the application and affidavit.

- When the account is established, the applicant will be formally notified by letter.
- The notification will include the account code number.
- Monthly-itemized statements will be sent to each account holder indicating services rendered by the Department for the previous month.
- Payments are due within thirty days from the date of the statement.
- Inquiries will not be processed without the assigned account code number.

Nevada law prohibits the release of license plate numbers or social security numbers.

For further information or forms visit our web site at [www.dmvnv.com](http://www.dmvnv.com) or contact us at:

Nevada Department of Motor Vehicles  
Central Services & Records Division  
Records Section  
555 Wright Way  
Carson City, NV 89711-0250  
(775) 684-4590



Central Services Records Section
555 Wright Way
Carson City, Nevada 89711-0250
(775) 684 - 4590
www.dmvnv.com

APPLICATION FOR RECORDS SERVICE

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City State Zip

Physical Address \_\_\_\_\_

City State Zip

Email Address \_\_\_\_\_

Telephone No ( ) \_\_\_\_\_ Fax No ( ) \_\_\_\_\_

Person(s) Authorized to Use Account \_\_\_\_\_

Type of Business \_\_\_\_\_

Describe the type and use of information you will be requesting \_\_\_\_\_

Credit Reference \* \_\_\_\_\_

Firm Name Address Tel. No.

Firm Name Address Tel. No.

Have you had a previous account with the records section? \_\_\_\_\_ If yes, under what

Name? \_\_\_\_\_ Account No? \_\_\_\_\_ When? \_\_\_\_\_

I hereby certify the above information is true and correct, and the information obtained will be used for the purpose stated above and in accordance with the Drivers Privacy Protection Act.

It is further agreed payment on this account will be made within thirty (30) days of receipt of the billing and, if required, a bond insuring payment of the account. \*

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

\* These sections do not apply to governmental agencies.

OFFICE USE ONLY

ACCOUNT NO : \_\_\_\_\_

IR001 (6/2003)



Central Services Records Section
555 Wright Way
Carson City, Nevada 89711-0250
(775) 684 - 4590
www.dmvnv.com

APPLICATION FOR INDIVIDUAL RECORD INFORMATION

A. Applicant's Name
Phone # ( ) Fax # ( )
Address

B. INFORMATION REQUESTED (Please mark appropriate box and fill out corresponding section):

Driver's License Information :

- Information on face of driver's license
Driving record :

Full name
Address
Driver's License No

Vehicle Information :

- Vehicle Registration
Verification
Vehicle title
Vehicle History (Specify registration or title):
Registration
Title

Full Name
Address
Year Make
Vehicle I.D. No (VI N)

C. FOR WHAT PURPOSE IS THIS INFORMATION NEEDED?

Three horizontal lines for providing the purpose of the information request.

I hereby declare under penalty of perjury that the information received will not be used for an illegal purpose or unwarranted invasion of a particular person's privacy nor will I release or sell any information received through this application to any other party for use by such party.

I agree to indemnify and hold the state of Nevada, Department of Motor Vehicles its agents and employees from any all claims, causes of action, or liability arising from the careless, negligent or improper use by myself, my agents, of any of the information received under this application.

Signature of Applicant Date
(Request for information will not be processed without the signature of the requesting party)

IR002 (9/2002)



Central Services Records Section
555 Wright Way
Carson City, Nevada 89711-0250
(775) 684 - 4590
www.dmvnv.com

State of \_\_\_\_\_ )
\_\_\_\_\_ )§
\_\_\_\_\_ County)

AFFIDAVIT

Being first duly sworn under penalty of perjury I hereby state:

- (a) I have read, fully understand and agree to abide by the laws and regulations now in effect and hereinafter enacted or adopted regarding the manner in which personal information from the Department of Motor Vehicles driver's license and registration files and records may be obtained and the limited uses which are permitted;
(b) I understand that any sale or disclosure of information so obtained must be in accordance with the provisions of this section. Specifically, that I must keep records of such sale or disclosure for five years for department inspection, and that such sale or disclosure may only be for a use permitted under law;
(c) I understand that a record will be maintained by the department of any information which I request;
(d) I understand that a violation of the provisions of NRS 481.063 is a criminal offense. Specifically, that it is unlawful to make a false representation to obtain any information from the department, or to knowingly obtain or disclose any information from the files or records of the department for any use not permitted by the provisions of this chapter.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature of Applicant

Printed Name of Applicant

Title (if applicable)

Signed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_

NOTARY Public or Authorized Nevada DMV Representative



Central Services Record Section  
555 Wright Way  
Carson City, Nevada 89711-0250  
(775) 684 - 4590  
[www.dmvnv.com](http://www.dmvnv.com)

**RECORD SECTION FEE SCHEDULE**

<u>TRANSACTION CODE</u>	<u>SEARCH DESCRIPTION</u>	<u>FEES</u>
D1	DRIVER'S LICENSE INFORMATION	\$5.00
D2	DRIVER'S RECORD INFORMATION	\$7.00
D3	DRIVER'S LICENSE CLEARANCE LETTER	\$6.00
D5	ADDITIONAL MICROFILM RESEARCH	\$3.00
V1	VEHICLE REGISTRATION INFORMATION	\$5.00
V2	VEHICLE TITLE INFORMATION	\$5.00
V3	VEHICLE HISTORY	\$7.00
S2	CERTIFICATION OF DOCUMENTS	\$4.00
S3	PHOTO COPY OF EACH PAGE	\$3.00
S4	TITLE VERIFICATION LETTER	\$7.00

Please make checks payable to the Department of Motor Vehicles **RECORDS SECTION.**

\* Governmental agencies are exempt from any fees.

IR004 (6/2003)

### **V1—VEHICLE REGISTRATION INFORMATION**

This information is limited to the current registration records, including the year, make, expiration date, vehicle identification number and registered owner's name and address. To request this information, the following must be supplied:

- Vehicle Identification Number (VIN); and
- The name of the individual or company and the corresponding address of the individual or company.

### **V2—VEHICLE TITLE INFORMATION**

This information is limited to the current Nevada title records, including the name of the registered owner on the title, the name and address of the lienholder and the date the title was created. To request this information, provide the vehicle identification number (VIN) with the request for vehicle title information.

### **V3—VEHICLE HISTORY**

Upon request, research can be done to determine the first and subsequent registration of the vehicle in Nevada, the documents used to register the vehicle or the documents used to title the vehicle, etc. Records are available for a ten-year period.

Customers maintaining accounts with the Department may request records by telephone at (775) 684-4590, or toll-free within Nevada at 1-800-992-7945.

# **SECTION IX**

# **EMISSION CONTROL**

## NEVADA MOTOR VEHICLE EMISSION CONTROL PROGRAM

### Summary

A decentralized, test-and-repair, basic I/M (Inspection and Maintenance) program is operating in Reno (Washoe County). A decentralized, test-and-repair, low-enhanced I/M program is operating in Las Vegas (Clark County).

Model year 1968 and newer model year vehicles that are over two years old are inspected. All gasoline-powered vehicles (light and heavy duty), and all diesel powered vehicles with a Manufacturer's Gross Vehicle Weight Rating of 10,000 pounds or less that meet this model year criteria are inspected for emissions annually. Vehicle owners that are registering or re-registering their vehicle are required to have their vehicle emission inspected as part of the process (program is registration enforced). The DMV registration database obtains the emission information for vehicles that are involved in the registration process from the vehicle information database (VID). Only gasoline emission analyzers are networked to a vehicle information database (VID) for emissions at this time.

### Vehicle Ratings For Gasoline Powered Vehicles

#### Light-Duty Vehicles Defined

- Trucks with a manufacturer's gross vehicle weight rating less than 8500 pounds
- A passenger motor vehicle that is designed to transport 15 or fewer people
- Van Conversions

#### Heavy-Duty Vehicles Defined

- Trucks with a manufacturer's gross vehicle weight rating of 8500 pounds or more
- A passenger motor vehicle designed to transport more than 15 people
- Motor home, mini motor home or camper mounted on a chassis

### Test Procedure For Gasoline Powered Vehicles

1968 thru 1995 Light Duty Vehicles and 1968 and newer Heavy-Duty Vehicles then indent the bullets below

- Two-speed emission inspection, measuring for carbon monoxide and hydrocarbons.
- Visual inspection for a properly installed gas cap on all fuel tanks.
- Visual inspection for exhaust smoke and crankcase blowby.
- Visual inspection for tampering of the air injection system, exhaust gas recirculation valve, catalytic converter and fuel inlet restrictor.



Catalytic converters did not become mandatory in American Automobile Industry until 1975. Vehicle model years 1968 to 1974 are not required to have catalytic converters.

### 1996 and Newer Light Duty Vehicles

- Inspection of “Certified on-board Diagnostics” (OBDII) system on 1996 and newer light-duty vehicles.

### Exhaust Gas Standards

<u>Light Duty</u>	<u>CO</u>	<u>HC</u>	<u>Heavy Duty</u>	<u>CO</u>	<u>HC</u>
1968-1969	4.0%	800 PPM	1968-1969	7.0%	1400 PPM
1970-1974	3.5%	700 PPM	1970-1978	6.0%	1400 PPM
1975-1978	2.5%	500 PPM	1979	5.0%	1000 PPM
1979-1980	2.0%	500 PPM	1980	4.0%	1000 PPM
1981 newer	1.2%	220 PPM	1981 newer	3.5%	1000 PPM

### Waiver Requirements For Gasoline Powered Vehicles

Clark County:

- \$450.00 in repairs related to exhaust gas failures only. A waiver will not be granted for an emission failure due to tampering of emission devices, visible smoke or blowby. Repairs must be completed at an Authorized Station licensed to perform emission related repairs (designated a 2G station) to be eligible for an emission waiver.
- Self-repair provisions are not authorized in Clark County.

Washoe County:

- Self Repair: \$200.00 spent on parts related to the exhaust gas failure, other than a catalytic converter, fuel inlet restrictor or air injection system. No waiver for an emission failure due to tampering of emission devices, visible smoke or blowby.
- Shop Repair: \$200.00 related to exhaust gas failures only. No waiver will be granted for an emission failure due to tampering of emission devices, visible smoke or blowby. Repairs must be completed at an Authorized Station licensed to perform emission related repairs. Facilities also noted as 2G.
- In addition to the requirements mentioned, the customer must have the following items present when applying for a waiver:
  1. First failed emissions test before repairs were performed on the vehicle.

2. Receipts for parts and labor repairs dated after the first failed test.
3. Second failed emission test after repairs were performed.
4. Vehicle must be present for inspection to verify repairs were performed.

Note: Vehicles Inspection Reports are valid for 90 days from the date of the test.

### **Diesel Vehicles Requiring an Emission Inspection**

The following Diesel Vehicles are required to have an emission inspection:

- All passenger vehicles regardless of Manufacturer's Gross Vehicle Weight Rating
- All light Duty Motor Vehicles
- All heavy-duty motor vehicles having a manufacturer's gross vehicle weight rating not exceeding 10,000 pounds

Note that the emission inspection requirement is irrelevant to the weight that the registered owner declares, and that only the Manufacturer's Gross Vehicle Weight Rating is the determining factor. These vehicles are tested for opacity (density of smoke exiting the exhaust). Pursuant to NAC 445B.589, all emission control devices that are listed on manufacturer's emission control label for 1981 and newer vehicles are visually inspected. All vehicles that require testing are inspected for a proper fuel cap on all fuel tanks and are required to be in compliance preceding registration or renewal. The diesel vehicles are tested under a load on a dynamometer. The maximum allowable opacity reading in Washoe County is 40% and in Clark County the maximum is 30%.

### **Diesel Vehicles Not Requiring an Emission Inspection**

The following Diesel Vehicles are not required to have an emission inspection for registration: Heavy Duty motor vehicles with a Manufacturer's Gross Vehicle Weight Rating of 10,001 pounds or more and, vehicles that carry more than 15 passengers with a Manufacturer's Gross Vehicle Weight Rating of 10,001 lbs. or more. These vehicles are tested at random at roadside inspection stations and are not required to have an emission test for registration purposes. Passenger vehicles powered by diesel are not included in this category with the exception of full time all-wheel drive vehicles such as Hummers. These types of vehicles can receive an emission exemption from the Departments Emission Control Lab's.

### **Smoke Hotline**

Nevada has a Smoking Vehicle Hotline (686-SMOG in Reno, and 642-SMOG in Las Vegas) so that anyone may report a vehicle that is emitting excessive smoke from its exhaust. The information is collected and researched by the Compliance Enforcement Division of the Department of Motor Vehicles. The registered owner is sent a letter to notifying them that their vehicle was reported as a smoking vehicle. The letter requests they repair the vehicle if it in fact emits visible smoke.

If a representative of the Department or a Law Enforcement Officer witnesses a vehicle smoking, a Smoking Vehicle Observation Report form is completed. The Department will then require a response from the registered owner of the smoking vehicle.

For more information on the Smoking Vehicle Program call 1-877-368-7828 or the web at [www.dmvnv.com/emission.htm](http://www.dmvnv.com/emission.htm).

### **Vehicles for Sale**

It is unlawful for any person (individual or business) to sell, offer for sale, display, operate or leave standing any vehicle that is required by state or federal law to be equipped with pollution devices unless those devices are correctly installed and in operating order.

### **Dealer Sales**

Any dealer who sells a used vehicle that will be registered in a Nevada Emission Control Program area must provide a certificate of compliance at the time the Dealer's Report of Sale is issued.

### **Licensee Overview**

Facilities that perform emission inspections are licensed as either an Authorized Inspection Station (1G) or Authorized Station (2G). Authorized Inspection Stations (1G) can test vehicles for emissions but cannot perform emission related repairs. Authorized Stations (2G) can test vehicle for emissions and also perform emission related repairs.

Individuals licensed to only perform emission inspections are classified as 1G. Individuals licensed to perform emission inspections and emission related repairs are classified as 2G. There are different levels of training and testing requirements for each level of inspector classifications.

### **Fee Schedules**

Fees for inspections are calculated based upon 35 percent of the average shop labor rate, evaluated within each county during the final quarter of each year. There is a six-dollar vehicle inspection report fee that is charged for each inspection throughout the State of Nevada. For emission inspection on gasoline-powered vehicles, there is also a \$2.06 network transaction fee that is charged for each inspection to cover network provider services. Maximum fees for each calendar year are calculated during the last quarter of the calendar year and are based on the annual shop labor rate survey conducted by the Department.

**Contact Agency**

The Nevada Department of Motor Vehicles is the regulatory agency responsible for administering the I/M Program. Please contact the nearest DMV Emission Control Test Lab noted below, for further information:

Washoe County:

305 Galletti Way  
Reno, NV 89512  
(775) 684-3581

Clark County:

2701 East Sahara Avenue  
Las Vegas, NV 89104  
(702) 486-4981

**SECTION X**

**OCCUPATIONAL AND**

**BUSINESS LICENSING**

## VEHICLE INDUSTRY OCCUPATIONAL AND BUSINESS LICENSING AND REGULATION

The legislature finds and declares the distribution and sale of motor vehicles in the State of Nevada vitally affects the general economy of the state, the public interest and the public welfare. In the exercise of legislative police power, it is necessary to regulate and license motor vehicle manufacturers, distributors, new and used vehicle dealers, rebuilders, leasing companies, brokers, transporters, salespersons and their representatives doing business in the State of Nevada in order to prevent frauds, impositions and other abuses upon its citizens.

The Department of Motor Vehicles (Department) has been charged with the responsibility of regulating the vehicle industry to ensure the legislative declaration and intent is met.

It is incumbent upon each licensee to know the laws governing the vehicle industry and the business for which the licensee is licensed. This information is intended to assist you in that effort.

Locations of the Department of Motor Vehicles, Occupational and Business Licensing offices:

555 Wright Way  
Carson City, Nevada 89711-0100  
(775) 684-4690

3920 East Idaho Street  
Elko, Nevada 89801  
(775) 753-1175

305 Galletti Way  
Reno, Nevada 89512  
(775) 684-3564

8250 West Flamingo Road  
Las Vegas, Nevada 89117  
(702) 486-8620

2701 East Sahara Avenue  
Las Vegas, Nevada 89104  
(702) 486-4930

1399 American Pacific Drive  
Henderson, Nevada 89074  
(702) 486-1371

**BEING CONTACTED BY THE DEPARTMENT  
AND AVAILABILITY FOR  
INSPECTION OF BOOKS AND RECORDS**

As a public agency the Department serves you and many other customers. The Department may receive complaints against a licensee from the public. We investigate these complaints in order to protect the public interest and prevent unfair practices.

The law provides for inspection by the Department, of your Dealers Report of Sale books (RD101), pertinent records, and vehicle inventory. As a condition of licensing, licensees are required to make their books and records available for inspection during normal business hours. Licensees' are required to produce items for inspection within 3 business days of receiving a request from the Department, at the location specified. While records examination is required, we will make every effort to minimize any detrimental impacts to the business.

## **BUSINESS INFORMATION**

### **BUSINESS LICENSE**

The business license is issued to an individual, partnership, LLP, LLC or corporation after receipt of an application and investigation of the applicant(s) by the Department. The license is valid only for the business and owner(s) for which it was issued. The licensed business may not allow any person, who is not a licensed principal or salesperson of the business, to operate under the authority of the license. The licensee may not lease the license to another business or person. The license is not an asset of the business and is not transferred to new owners should the business be sold.

If a licensee changes the name or location of the established place(s) of business, the licensee must notify the Department of the change within ten days. Forms and instructions for change may be obtained at any office of the Occupational and Business Licensing office, or on the DMV web site, [www.dmvnv.com](http://www.dmvnv.com). NRS 482.326.3

### **NAME OF BUSINESS**

Applicants for a business license as a vehicle dealer may not use certain words or terms in the business name, signs or trade style. NAC 482.190

- The words "Finance," "Loan" or similar expressions may not be used unless the firm is actually engaged in the finance business.
- Because the actual value of used vehicles is difficult to establish, specific claims of savings must not be used. The terms "Wholesale" or "Discount" must not be used in the business firm's name, display sign or in retail vehicle advertising to imply that vehicles are being offered at wholesale when this is not the case.
- The words "Repo," "Repossessed" or "Repossession" may not be used in the business firm's name, trade style, signs or display signs, unless the business is actually selling only bona fide repossessed vehicles.

### **LEGIBLE SIGN CONTAINING NAME OF BUSINESS**

A display sign is required at each established place of business. The sign containing the name of the business must be permanently affixed. The lettering must be of sufficient size to be clearly legible from the center of the nearest street or roadway, and the lettering must be at least 8 inches high and formed by lines that are at least 1 inch wide. Two photos of the building with the display sign are required as part of the



licensing packet. The photos must clearly show both the building and display sign.  
NRS 482.332

The display sign will not be considered acceptable if it is:

1. Mounted on a truck, trailer or other mobile equipment.
2. Taped to, or leaning against the building.
3. Written in marker on the door of the building.
4. Showing a name different than that listed on the application.

### **PLACE OF BUSINESS**

1. Manufacturers licensed in the State of Nevada are not required to maintain an established place of business in this state as part of the licensing requirement.
2. Vehicle dealers, rebuilders, distributors, manufacturers, brokers, and lessors are required to maintain an established place of business in this state which:
  - A. Includes a permanent enclosed building, owned in fee or leased, with sufficient space to display one or more vehicles.
  - B. Is principally used by the dealer to conduct business.
  - C. Is large enough to accommodate an office and provide a safe place to keep the books and records of the business.
  - D. Has boundaries that are clearly marked. If more than one business is located at the address, boundaries clearly separating one business from the other are required.
3. Short-term Lessors must:
  - A. Designate one location as the principal place of business and all other location(s) where business is conducted as a branch that is operated pursuant to the license for the principal place of business. NRS 482.323
  - B. Notify the Department of each branch where business is conducted by filing, on forms provided by the Department, information pertaining to each branch as required by the Department. NRS 482.323

4. Every broker shall maintain an established place of business in this state that is in a permanent building with sufficient space to accommodate an office. NRS 482.323
5. If a dealer changes the location of the established place(s) of business, written notification must be made to the Department of the change within ten days. Forms and instructions for change of address may obtained at any Occupational and Business Licensing office or on the DMV web site at [www.dmvnv.com](http://www.dmvnv.com). NRS 482.326
6. A franchise dealer cannot relocate the business within the relevant market area of an existing dealer who sells the same line and make of vehicles. NRS 482.3634

## **BUSINESS STRUCTURE**

Application for business license as a manufacturer, distributor, dealer, rebuilder, lessor or broker requires the applicant to list the business structure as individual, partnership, LLP, LLC or corporation.

1. When listing the business as a partnership, all partners (full legal names) must be listed on the application.
2. If the structure of the business is a limited partnership, it must be noted on the application and the structure of the limited partnership disclosed.
3. If the structure of the business is a limited liability corporation or company, the filing with the Nevada Secretary of State must accompany the application along with a list of members and managers.
4. If applying for a business license as a corporation, a copy of the corporate filing document(s) with the Secretary of State's office must accompany the application. These documents must list the president, vice president and secretary/treasurer.
5. Out-of-state manufacturers and distributors who are licensed to do business in the State of Nevada must submit a copy of filing with the Nevada Secretary of State as a foreign corporation.
6. If the business has a Resident Agent or Manager who will manage and control the business, list the full legal name of this person on the application as either the Resident Agent or Manager.

## **APPLICATION FOR BUSINESS LICENSE**

A business or individual desiring to be licensed in the State of Nevada as a vehicle dealer, rebuilder, broker, manufacturer, distributor or lessor may acquire an application packet from any office of the Department of Motor Vehicles Compliance Enforcement Division, Occupational and Business Licensing offices as listed in Section X, Page 2 or telephone (775) 684-4690 to have an application packet mailed to you.

Processing of the application will be accomplished in approximately one to two weeks of receipt of a properly completed licensing packet. The applicant will be notified of denial or approval of the license and, if applicable, the license number assigned to the business.

Applications and requirement sheets for the following business licenses may also be obtained at any of the Occupational and Business Licensing offices:

- Vehicle Transporter
- Automobile Wrecker
- Body Shop
- Salvage Pool
- Emission Station
- Garage Registration
- Drive School
- DUI School
- Traffic Safety School

**DEALER, REBUILDER, LESSOR,  
MANUFACTURER, DISTRIBUTOR (NRS 482.325)**

**LICENSING REQUIREMENTS:**

1. Application for Business License form DS-237. Application must be completed in full and signed by a principal of the business.
2. Personal History Questionnaire form DS-242 completed by each principal or corporate officer of the business.
3. Two full sets of fingerprints for each principal and/or corporate officer, on cards supplied by the Department. Applicants must be fingerprinted by an authorized Occupational and Business Licensing representative or a law enforcement agency. (Some agencies may charge to fingerprint - check with your local agency.)
4. Authorization for Release of Information form DS-254 signed by each individual being fingerprinted. Release must be notarized or signature witnessed by an authorized Nevada DMV representative.
5. Child Support Information form DS-268 completed and signed by each principal. Corporate officers are not required to submit a completed child support form.
6. Licensee Acknowledgement form DS-308.
7. A surety bond or a deposit in lieu of bond in the amount of \$50,000 for dealers, manufacturers, rebuilders and distributors. Motorcycle, tent, horse, boat or utility trailers, \$5,000. NRS 482.345
8. Insurance CERTIFICATE showing automobile liability coverage. See insurance information sheet.
9. Non-refundable license application fee of \$125, and a fingerprint processing fee of \$45 for each principal listed on the application.
10. City or county business license.
11. Fictitious Firm Name filing.
12. Copy of Certificate of Incorporation and Corporate filing, and an annual list of officers from the Nevada Secretary of State's office, if applicable. If the business has been incorporated in another state, foreign corporation filing must be

submitted with Nevada Secretary of State's office and a copy of the filing must be provided to the Department.

13. Established place of business within this state, with a permanent enclosed building large enough to accommodate an office and sufficient space to display one or more vehicles.
14. A permanently affixed display sign with the name of the business in lettering eight inches high, formed by lines that are at least one inch wide. The sign must be clearly legible from the center of the nearest street or roadway. The sign must not contain any of the following terms as part of the name: "discount," "wholesale" or similar expressions.
15. Two color photographs that clearly show the exterior of the business to include the display sign.
16. New vehicle dealers must also provide franchise letters from manufacturers or distributors authorizing sale of designated vehicles. The letter must contain the dealer's "Doing Business As" name and physical address.
17. Manufacturers: Fax confirmation or confirming letter from the SAE Strategic Alliance notifying the applicant of their World Manufacturer Identifier (WMI) assignment. Contact SAE at [www.sae.org](http://www.sae.org) or [douds@sae.org](mailto:douds@sae.org) or 724/772-8511.

**NOTE:** Out-of-state manufacturers are not required to maintain a surety bond or a place of business in this state.

## VEHICLE BROKER (NRS 482.333)

### LICENSING REQUIREMENTS

1. Application for Business License form DS-237. Application must be completed in full and signed by a principal of the business.
2. Personal History Questionnaire form DS-242 completed by each principal or corporate officer of the business.
3. Two full sets of fingerprints for each principal and/or corporate officer, on cards supplied by the Department. Applicants must be fingerprinted by an authorized Occupational and Business Licensing representative or a law enforcement agency. (Some agencies may charge to fingerprint - check with your local agency.)
4. Authorization for Release of Information form DS-254 signed by each individual being fingerprinted. Release must be notarized or signature witnessed by an authorized DMV representative.
5. Child Support Information form DS-268 completed and signed by each principal. Corporate officers are not required to submit a completed child support form.
6. Licensee Acknowledgement form DS-308.
7. A surety bond or a deposit in lieu of bond in the amount of \$50,000. NRS 482.3333
8. A non-refundable license fee of \$125, and a fingerprint processing fee-of \$45 for each principal listed on the application.
9. City or county business license.
10. Fictitious Firm Name filing.
11. Copy of Certificate of Incorporation and Corporate filing, and an annual list of officers from the Nevada Secretary of State's office, if applicable. If business has been incorporated in another state, foreign corporation filing must be submitted with Nevada Secretary of State's office and a copy of the filing must be provided to the Department.
12. Established place of business within this state, with a permanent enclosed building large enough to accommodate an office.

13. A permanently affixed display sign with the name of the business in lettering eight inches high, formed by lines that are at least one inch wide. The sign must be clearly legible from the center of the nearest street or roadway. The sign must not contain any of the following terms as part of the name: "discount," "wholesale" or similar expressions.
14. Two color photographs that clearly show the exterior of the business to include the display sign.
15. Each Broker must open and maintain a separate trust account in a federally insured bank or savings and loan association in this state into which the broker must deposit any money received from a prospective buyer as a deposit on a vehicle.

**NOTE:** A broker may not engage in the activities of buying and selling vehicles.

## **INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR BUSINESS LICENSE FORM (Front of DS-237)**

1. License Number - if you are submitting an application for initial licensing, leave this blank. If you are making changes to an existing license, list the DMV issued license number of the business.
2. Individual/Corporate Name - if you are doing business as an individual or partnership, list all person's full legal names, if you are doing business as a LLP, LLC or corporation, list name of the corporation.
3. Name - list the name you are doing business as, which will also be the name on your city/county business license, fictitious firm name filing and the display sign.
4. Mailing Address - list the address you receive mail for the business; all correspondence and licenses issued by the Department will be mailed to this address.
5. Physical Address - list physical address of the business that will also be on the city/county business license.
6. Business telephone and Fax Number -list telephone and fax numbers of the business, if you have a fax machine.
7. Electronic Mail Address - if your business has an e-mail address, list the address here.
8. Federal Employer Identification Number (FEIN) - may be listed, the Social Security Administration gives this number to businesses.
9. If you are applying for a dealer's license, use the first box and check each type of business activity you will be conducting. The DMV business license will be limited to the types of activities checked.
10. If you are applying for any type of license listed in the second or third box, check the appropriate box (each license listed in the boxes is a separate license). Additional applications are necessary if applying for more than one type of license.
11. Reason for Submittal - is to be used for existing licensees to report a change in the business. One or more boxes may be checked in this section, additional documentation may be required, see change section of this workbook for more information.



12. New Vehicle Franchised Dealers - dealers selling new vehicles must list all vehicle franchises the business is authorized to sell. Attach copies of franchise letter(s.) The letter(s) must contain the dealer's DBA and physical address.
13. Type of Business Structure - check appropriate box reflecting type of business: Individual, Partnership, LLP, LLC or corporation. If the business is an LLP, LLC or a corporation, list the state the business is incorporated in. A copy of the corporate filing must be attached to this application. If the business has been incorporated in another state, foreign corporation filing must be submitted with Nevada Secretary of State's Office and a copy of the filing provided to the Department.
14. Ownership - list the full legal names and titles of each principal of the business.
15. Resident Agent - if your business wishes to list a resident agent, list that person's full legal name.



Occupational and Business Licensing  
 555 Wright Way  
 Carson City, Nevada 89711  
 (775) 684-4690  
 www.dmvnv.com

APPLICATION FOR BUSINESS LICENSE AND GARAGE REGISTRATION

Individual/Corporate Name **2** License Number **1**  
(If new applicant, please leave blank)

DBA Name **3**

Mailing Address **4**

Physical Address **5**  
Street City State Zip

Business Phone Number ( ) **6** - Business Fax Number ( ) **6** -

Electronic Mail Address **7** @ FEIN **8**  
(If Applicable)

Dealer (check business activity)	Business Type (one per application)	Schools (business activity)	Emission Control (business activity)	Reason for submittal <b>11</b>
<input type="checkbox"/> A. New Motor Vehicle <input type="checkbox"/> B. Used Motor Vehicle <input type="checkbox"/> C. New Trailer <input type="checkbox"/> D. Used Trailer <input type="checkbox"/> E. New Motorcycle <input type="checkbox"/> F. Used Motorcycle <input type="checkbox"/> G. Long Term Lessor <input type="checkbox"/> H. Short Term Lessor  <b>9</b>	<input type="checkbox"/> I. Rebuilder <input type="checkbox"/> J. Manufacturer <input type="checkbox"/> K. Distributor <input type="checkbox"/> L. Wrecker <input type="checkbox"/> N. Salvage Pool <input type="checkbox"/> O. Transporter <input type="checkbox"/> P. Body Shop <input type="checkbox"/> Q. Broker <input type="checkbox"/> R. Garage No. of Mechanics _____ Type of Repairs _____  <b>10</b>	<input type="checkbox"/> S. Drive School <input type="checkbox"/> Behind the wheel <input type="checkbox"/> Classroom <input type="checkbox"/> Correspondence <input type="checkbox"/> Internet <input type="checkbox"/> Minors <input type="checkbox"/> T. Traffic Safety School <input type="checkbox"/> Correspondence <input type="checkbox"/> Internet <input type="checkbox"/> U. DUI School <input type="checkbox"/> Correspondence <input type="checkbox"/> Internet  <b>10</b>	<input type="checkbox"/> M. Emission <input type="checkbox"/> Test only <input type="checkbox"/> Test & repair <input type="checkbox"/> Fleet, test only <input type="checkbox"/> Fleet, test & repair  <b>10</b>	<input type="checkbox"/> Original application <input type="checkbox"/> Additional location <input type="checkbox"/> Additional activity <input type="checkbox"/> Deleting activity  <input type="checkbox"/> Duplicate license <input type="checkbox"/> Change of address <input type="checkbox"/> Change of principal(s) <input type="checkbox"/> Change of corporation <input type="checkbox"/> Change of business name Previous name _____  <input type="checkbox"/> Change of curriculum <input type="checkbox"/> Change of class schedule

Dealers selling new vehicles must list vehicle makes franchised to sell:

**12**

Individual  Partnership  LLP  LLC  Corporation Incorporated in State of **13**

**OWNERSHIP:** List name and title of each individual, each partner, whether general or limited, or each principal officer, director or stockholder participating in the direction, control or management of the policy of the business. Use separate page if necessary. Ownership change requires notification to the Department.

<b>14</b>	NAME (LAST, FIRST, MIDDLE)	TITLE

Resident Agent: **15**

DS 237 (7-2003) (SEE BACK) (O)-137

## **INSTRUCTIONS FOR COMPLETING APPLICATION FOR BUSINESS LICENSE (Back of DS-237)**

1. Bank Information - list name and address of bank(s) and business account number(s.) If the bank account is not in the business name, list the name the account is under.
2. For Garage Registration Only: Additional Location(s) - if you are applying for a garage registration, please complete this section.
3. Agreement to Binding Arbitration or Bond - must be completed if you are applying for a garage registration. A garage is required to either agree or disagree to binding arbitration. If disagree is selected, then a \$5,000 bond must be submitted at the time the application is submitted.
4. Signature – the application must be signed by a principal listed for the business. The title of the principal must be listed, and the full legal name of the individual verifying the principal's identification must also be listed.
5. The Principal's Signature -- must be notarized or witnessed by an authorized Nevada DMV representative.

**For Business Applicants Only:**

**1** **NAME AND ADDRESS OF BANK AND BUSINESS ACCOUNT NUMBER**

Name of Bank	Address of Bank	Account Number
Name of Bank	Address of Bank	Account Number

If bank account is not carried under same name as shown on this application, under what name is it carried?

Name of person(s) authorized to draw funds or issue checks from accounts.

**For Garage Registration Only: Additional Location(s)**

2 Name of Business	Address	Phone Number and Manager's Name	# of Technicians

**Agreement to Binding Arbitration or Bond:**

- I hereby agree to submit to binding arbitration any claims against \_\_\_\_\_ arising out of a  
**3** contract for repairs made by \_\_\_\_\_ to a motor vehicle.  
Business name
- I do not agree to submit claims against \_\_\_\_\_ to binding arbitration. Attached is my bond  
Business name  
 for \$5000 to be held in lieu of a binding arbitration for any claims against \_\_\_\_\_.  
Business name

I hereby authorize the Department of Motor Vehicles to make any background investigation necessary as it pertains to the issuance of my license. I understand that the providing of false information or the omission of the requested information in this application is grounds to deny, suspend, or revoke my business license and constitutes a gross misdemeanor under Chapter 482, 483, 487, and 445 B of the Nevada Revised Statutes.

**NOTE: TO BE SIGNED BY SOLE OWNER, PARTNER, OR OFFICER OF THE CORPORATION ONLY.**

Signed **4** \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_  
 ID Verified By \_\_\_\_\_

**5**  
 Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
 Notary Public or Authorized Nevada DMV Representative

Personal History Questionnaire (DS-242)  
Page 1



Occupational and Business Licensing  
555 Wright Way  
Carson City, Nevada 89711  
(775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

PERSONAL HISTORY QUESTIONNAIRE

New  Update

This questionnaire is filed as part of the licensing application for:

Business License:  Principal  Resident Agent/Manager

Occupational License:  Salesman  Drive School Instructor  Traffic Safety School Instructor  
 Inspector  DUI School Instructor

Full Name: \_\_\_\_\_  
Last First Middle

Additional names you have been know by (maiden name, stage name, nickname):  
\_\_\_\_\_  
\_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip

Physical Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Additional Phone \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
City State

Social Security No. \_\_\_\_\_  Female  Male

Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_

Scars, marks and/or tattoos \_\_\_\_\_

Photo

(Full face, shoulder and above)

## Personal History Questionnaire (DS-242) Page 2

Applicant's Full Name \_\_\_\_\_  
Personal History Questionnaire

Employment History for the past 5 years beginning with the most current (*no gaps.*)

From (month/year)	To (month/year)	Employer	Complete Address/Telephone #

**Drive, DUI or Traffic Safety applicants only:**  
 Have you ever been arrested or convicted of a crime or offense, either felony, gross misdemeanor or misdemeanor, including traffic misdemeanor offenses?  Yes  No

**All other applicants:**  
 Have you ever been arrested or convicted of a crime or offense, either felony, gross misdemeanor or misdemeanor, excluding traffic misdemeanor offenses?  Yes  No

If "Yes," list separate charge by date of arrest. Describe the offense, court and disposition in the appropriate columns.

Date of Arrest	Nature of Offense	Court of Jurisdiction	Disposition of Offense

List names, complete address and phone numbers of two personal references.

Name	Address	Phone Number

Are you currently, or have you ever been under supervision of a parole or probation agency of any state? If so, provide name and address of the agency, name of supervising officer and phone number. Provide a copy of your discharge, if appropriate (*explain.*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Personal History Questionnaire (DS-242)  
Page 3

Applicant's Full Name \_\_\_\_\_  
Personal History Questionnaire

Have you previously held or do you presently have a business or occupational license issued by the Department of Motor Vehicles?  Yes  No

If "Yes," license number \_\_\_\_\_ State \_\_\_\_\_

Have you ever had a business or occupational license, in this state or any other state including a driver's license, which was denied, suspended, revoked or had administrative sanction against it?  Yes  No (if Yes, explain)

I certify under penalty of perjury that the information contained in my Personal History Questionnaire is true and correct. I hereby authorize the Department of Motor Vehicles to make any background investigation necessary as it pertains to the issuance of my license. I understand that the providing of false information or the omission of the requested information in this questionnaire is grounds to deny, suspend or revoke my business or occupational license. I further understand that filing false information to obtain any license or permit is a criminal act as defined in Nevada Revised Statutes and Nevada Administrative Codes in addition to being subject to the administrative sanctions as prescribed by law.

\_\_\_\_\_  
Signature of Applicant Date

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public or Authorized Nevada DMV Representative

\* \* \* \* \*

<b>For Department Use Only</b>			
Case No _____			
<input type="checkbox"/> Application completed and signed	<input type="checkbox"/> Fingerprints	<input type="checkbox"/> Background Investigation	<input type="checkbox"/> Total Fees \$ _____

Application reviewed and accepted:

\_\_\_\_\_  
Signature of Employee Date

\_\_\_\_\_  
Signature of Supervisor (if applicable) Date

Recommendation:  Approved  Denied

\_\_\_\_\_  
Signature of Investigator (if applicable) Date

**Personal History Questionnaire (DS-242)**  
**Page 4**

Applicant's Full Name \_\_\_\_\_  
Personal History Questionnaire

**IMPORTANT**

Federal Welfare Reform, as implemented by the 1997 Session of the Nevada Legislature by S.B. 356, requires that professional and occupational licensing agencies add certain questions regarding child support to all applications for new licenses and for renewal of all occupational licenses.

Each occupational and business license applicant, applying for a new license or for renewal of an existing license must complete and sign the Child Support Information below.

Your application cannot be processed without submitting this form, completed and signed.

**CHILD SUPPORT INFORMATION**

Please mark the appropriate response (failure to mark one of the three will result in denial of the application.)

- I am not subject to a court order for the support of a child.
- I am subject to a court order for the support of one or more children and am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or
- I am subject to a court order for the support of one or more children and am not in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Applicant's Social Security No. \_\_\_\_\_

Applicant's Name (*please print*) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Business or Occupational License Number \_\_\_\_\_



**Authorization for Release of Information (DS-254)**



Occupational and Business Licensing  
555 Wright Way  
Carson City, Nevada 89711  
(775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

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**AUTHORIZATION FOR RELEASE OF INFORMATION**

I authorize any person or entity contacted by the Department of Motor Vehicles, its agents or employees, during the course of my background investigation, to furnish to such agents or employees, any information or opinions they may have.

I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, the Department of Motor Vehicles, or any of its agents or employees, and any and all persons or entities who shall furnish any information or opinions to the agents or employees, of the Department of Motor Vehicles who conduct my background investigation.

This waiver and its authority is valid until such time the applicant is no longer licensed by the State of Nevada, Department of Motor Vehicles and a request has been made of the Central Repository to transfer the applicant's fingerprint record to inactive status.

\_\_\_\_\_ having made application with the Department of Motor  
Name (please print)

Vehicles, for business or occupational licensing authorize the department to forward my fingerprints to the Central Repository for Nevada records of criminal history and for submission to the Federal Bureau of Investigation for its criminal history report.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public or Authorized Nevada DMV Representative

## Child Support Information (DS-268)



Occupational and Business Licensing  
555 Wright Way  
Carson City, Nevada 89711  
(775) 684-4690

---

### IMPORTANT

Federal Welfare Reform, as implemented by the 1997 Session of the Nevada Legislature by S.B. 356, requires that professional and occupational licensing agencies add certain questions regarding child support to all applications for new licenses and for renewal of all occupational licenses.

Each new business and occupational license applicant, business principal or salesperson applying to renew their license must complete and sign the Child Support Information below.

**Your application cannot be processed without submitting this form, completed and signed. You may duplicate this form.**

#### CHILD SUPPORT INFORMATION

Please mark the appropriate response (failure to mark one of the three will result in denial of the application.)

- I am not subject to a court order for the support of a child.
- I am subject to a court order for the support of one or more children and am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or
- I am subject to a court order for the support of one or more children and am not in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Applicant's Social Security No. \_\_\_\_\_

Applicant's Name (*please print*) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Business or Occupational License Number \_\_\_\_\_

DS-268 (Rev. 12/2001)

## BOND REQUIREMENTS FOR BUSINESS LICENSE

Upon application for vehicle dealer, rebuilder, manufacturer, distributor, lessor, or broker license, the applicant must furnish a surety bond in the amount of \$50,000. NRS 482.345.1 and broker 482.3333

Applicants who manufacturer, distribute or sell **ONLY** motorcycles, tent, horse, boat or utility trailers are required to furnish and keep in force a surety bond in the amount of \$5,000. NRS 482.345.2

The bond covers the dealer's principal place of business and all branches operated by him if:

- All are within the same county; and
- All are operated under the same name.

Manufacturers, distributors, dealers and brokers are licensed separately. Additional types of licenses require submission of additional bonds and fees.

### SURETY BONDS Form DS-210

Surety bonds for business licenses require submission of original bond, executed on a form supplied by the Department and having corporate surety thereon, duly licensed to do business within the State of Nevada. Cancellation or lapse in surety coverage will result in revocation of the business license.

The bond must be completed in its entirety, signed by a principal of the business and countersigned by an agent of the surety company affording coverage. The corporate seal of the surety must be imprinted or affixed to the bond.

The bond must show the individual name, names of all partners, or if a LLP, LLC or corporation, the LLP, LLC or corporate name, and the name under which the licensee will be conducting business.

#### **Example:**

- Individual's full legal name and DBA name
- Full legal Names of all partners and DBA name
- LLP name and DBA name
- LLC name and DBA name
- Corporate name and DBA name, or
- Corporate name only if both corporate name and DBA are identical.

The name(s) on the surety bond must read the same as the name(s) on the application for license and all corresponding documents.

If any of the information contained on the surety bond is inaccurate or has been changed, the applicant or licensee must submit a corrected bond or a rider from the surety company affording coverage, correcting the information. **Do not write on, erase, white out, or in any way alter the information on the bond.** Any bond, which has been materially altered will be considered invalid by the Department and rejected.

## DEPOSIT IN LIEU OF BOND

In lieu of a surety bond the applicant may deposit with the Department an equivalent amount of money in United States currency, federal or Nevada state bonds with an actual market value of not less than the amount required by the Department, or a time certificate of deposit from a bank or savings and loan association situated in Nevada.

If an applicant or licensee wishes to use a time certificate in lieu of surety bond the certificate must state the "business name" the word "or" and "Department of Motor Vehicles."

- **Example:** *Rhonda's Roadsters or Department of Motor Vehicles*

A letter must accompany the certificate from the originating bank stating that the funds are unavailable for release without written authorization from the Department.

## RELEASE OF DEPOSIT IN LIEU OF BOND Form DS-251

Pursuant to Nevada Revised Statutes 482.346.4(a), a deposit in lieu of a surety bond must be held by the Department for a period of three years from the date the licensee ceases to be licensed by the Department or from the date the deposit has been replaced with another type of bond.

At the expiration of three years, the business principal(s) originally depositing the funds may apply for release of the deposit. Upon verification by the Department that no outstanding claims exist, the deposit will be released.

Front of Surety Bond (DS-210)



Occupational and Business Licensing  
555 Wright Way  
Carson City, Nevada 89711  
(775) 684-4690

VEHICLE INDUSTRY BUSINESS LICENSE BOND

Bond Number \_\_\_\_\_

License Type:

- Broker
- Dealer/Rebuilder/Lessor
- Distributor
- Manufacturer
- Transporter

KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_, as principal,  
(Individual or Corporate Name and Name Doing Business as)

located in the County of \_\_\_\_\_, State of Nevada, obligee, and

\_\_\_\_\_, a corporation organized and existing under and by virtue of the  
(Name of Surety)

laws of the State of \_\_\_\_\_, and authorized to transact a surety business in the State of

Nevada, as surety, are held and firmly bound unto the State of Nevada in the penal sum of \_\_\_\_\_ THOUSAND DOLLARS for the payment of which well and truly to be made we hereby bind ourselves, our respective heirs, administrators, executors, successors and assigns jointly and severally, firmly by these presents:

To be effective on the \_\_\_\_\_ day of \_\_\_\_\_,

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the above-named principal has been licensed to carry on or conduct in this State the business of buying, selling, transporting, manufacturing, distributing, brokering or dealing in new or used vehicles, trailers, motorcycles or semitrailers; and

WHEREAS, the above-named surety herein agrees that any person injured by the action or actions of the principal and/or his salesmen involved in any fraud or fraudulent representation or in violation of any of the provisions of Chapter 482 of the Nevada Revised Statutes or Nevada Administrative Codes may bring action in said injured person's own name against the said surety. This bond is continuous in form and the total aggregate liability of the bond is limited to the payment of the total amount of the bond. In the event of a dispute of a claim by the surety company, application may be made to the Director, Department of Motor Vehicles for good cause shown. After notice and hearing, the director may authorize payment of funds from here said surety coverage.

(SEE BACK)

## Back of Surety Bond (DS-210)

Bond Number \_\_\_\_\_

This bond may be canceled by the surety at any time by giving written notice by registered mail of its desire and intention so to do. Said cancellation shall be effective thirty (30) days after the receipt of said notice by the State of Nevada Department of Motor Vehicles, Occupational and Business Licensing Section.

Signed, sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

X \_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Surety)

Telephone Number of Surety: (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
(Mailing Address of Surety Company, Street)

\_\_\_\_\_  
(City, State and Zip Code)

By \_\_\_\_\_  
(Signature, Attorney-In-Fact for Surety)

\_\_\_\_\_  
(Printed Name, Attorney-In-Fact)

(Surety Seal)

Countersigned on behalf of:

\_\_\_\_\_  
(Surety)

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Signature, Resident Agent)

\_\_\_\_\_  
(Printed Name, Resident Agent)

\_\_\_\_\_  
(Business Name, Resident Agent)

\_\_\_\_\_  
(Business Address, Resident Agent)

DS-210 (08-2002)

### Deposit Release Application (DS251)



Occupational and Business Licensing  
555 Wright Way  
Carson City, NV 89711  
(775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

#### DEPOSIT RELEASE APPLICATION

Pursuant to Nevada Revised Statutes

Business License No. \_\_\_\_\_

**Business Name** \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip

Bank \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Certificate No. \_\_\_\_\_ Amount \$ \_\_\_\_\_

Reason for Release \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public or Authorized Nevada DMV Representative



#### FOR DEPARTMENT USE ONLY

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Release Date \_\_\_\_\_ Signature \_\_\_\_\_

06 251 (2/2004)

## INSURANCE REQUIREMENTS FOR BUSINESS LICENSING

Dealers, rebuilders, manufacturers, distributors, and lessors must furnish and keep in force automobile liability insurance as a requirement of licensing. (NRS 482.325) An acceptable certificate of insurance must include the following coverage:

1. Any Auto, Garage Liability with a combined aggregate liability total of \$100,000 or Bodily Injury \$15,000 per person, Bodily Injury per accident \$30,000, Property Damage \$10,000; **or**
2. All Owned Autos, Non-Owned Autos and Garage Liability with a combined aggregate liability total of \$100,000 or Bodily Injury \$15,000 per person, Bodily Injury per accident \$30,000, Property Damage \$10,000.

Out-of-state manufacturers and out-of-state distributors are exempt from carrying garage liability, but the aggregate liability is the same.

If licensed as a short-term lessor, a certificate of insurance with scheduled autos or hired autos policy acknowledging the operation of a short-term lessor is acceptable. The coverage must be combined aggregate liability total of \$100,000 or Bodily Injury \$15,000 per person, Bodily Injury per accident \$30,000, Property Damage \$10,000.

Evidence of self-insurance with the State of Nevada is acceptable for the operation of a short-term lessor. Self insurance covers vehicles registered in the name of the business, it does not cover vehicles held for sale, or vehicles with dealer or loan license plates.

If a vehicle dealer wishes to add short-term leasing, or a short-term lessor wishes to add vehicle sales to an existing business, a new certificate of insurance stating coverage for the additional activity must be submitted to the Department as part of the license application.

Insurance is not required for a dealer, manufacturer or distributor who deals **solely** in trailers. If the licensee sells new or used motorcycles or new or used vehicles, then the above insurance requirements are required.



**Certificate of Insurance (DS272)**



Occupational and Business Licensing  
 555 Wright Way  
 Carson City, NV 89711  
 (775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

**CERTIFICATE OF INSURANCE**

Producer: \_\_\_\_\_ Company/Companies Affording coverage  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Name of Insured: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_

A.  
 B.  
 C.  
 Business License Number(s): \_\_\_\_\_  
 \_\_\_\_\_  
 Additional Location(s)

**Automobile Liability**

This is to certify that the Automobile Liability listed has been issued to the insured business named above for the full extent of the policy period. Should this policy cancel or type of coverage change before the expiration date, the issuing company shall provide 30 days written notice to the Department of Motor Vehicles.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below. CSL means Combined Single Limit, this term is acceptable on a certificate of insurance as long as the amount is equal to or greater than aggregated total.

Motor Vehicle Dealers, Manufacturers, Rebuilders, Distributors and Transporters				
Minimum requirement is: combined aggregate liability total of \$100,000 or bodily injury \$15,000 per person, bodily injury per accident \$30,000, property damage \$10,000.				
Type of Coverage	Policy Number(s)	Effective Date	Expiration Date	Limits of Liability
~ Any Auto and Garage Liability				Bodily Injury (per person): _____
~ All Owned, Non Owned and Garage Liability				Bodily Injury (per accident): _____
~ Motorcycles and Garage Liability				Property Damage: _____
~ Continuous Until Canceled				Aggregated Total: _____

Manufacturers and Distributors; Out of State				
Minimum requirement is: combined aggregate liability total of \$100,000 or bodily injury \$15,000 per person, bodily injury per accident \$30,000, property damage \$10,000.				
Type of Coverage	Policy Number(s)	Effective Date	Expiration Date	Limits of Liability
~ Any Auto				Bodily Injury (per person): _____
~ All Owned and Non Owned				Bodily Injury (per accident): _____
~ Motorcycles				Property Damage: _____
~ Continuous Until Canceled				Aggregated Total: _____

Long Term Lessors				
Minimum requirement is: combined aggregate liability total of \$100,000 or bodily injury \$15,000 per person, bodily injury per accident \$30,000, property damage \$10,000.				
Type of Coverage	Policy Number(s)	Effective Date	Expiration Date	Limits of Liability
~ Any Auto				Bodily Injury (per person): _____
~ All Owned and Non Owned				Bodily Injury (per accident): _____
~ Motorcycles				Property Damage: _____
~ Continuous Until Canceled				Aggregated Total: _____

Short Term Lessors				
Minimum requirement is: combined aggregate liability total of \$100,000 or bodily injury \$15,000 per person, bodily injury per accident \$30,000, property damage \$10,000.				
Type of Coverage	Policy Number(s)	Effective Date	Expiration Date	Limits of Liability
~ Hired Autos				Bodily Injury (per person): _____
~ Scheduled Autos				Bodily Injury (per accident): _____
				Property Damage: _____
~ Continuous Until Canceled				Aggregated Total: _____

Automobile Wreckers, Body Shops and Salvage Pools				
Minimum requirement is: combined aggregate liability total of \$100,000 or bodily injury \$15,000 per person, bodily injury per accident \$30,000, property damage \$10,000.				
Type of Coverage	Policy Number(s)	Effective Date	Expiration Date	Limits of Liability
~ Non Owned and Garage Liability				Bodily Injury (per person): _____
				Bodily Injury (per accident): _____
				Property Damage: _____
~ Continuous Until Canceled				Aggregated Total: _____

Drive Schools				
Minimum requirement is: scheduled autos with a combined aggregate liability bodily injury or death \$100,000 per person, bodily injury or death per accident \$300,000, property damage \$50,000.				
Type of Coverage	Policy Number(s)	Effective Date	Expiration Date	Limits of Liability
~ Scheduled Autos				Bodily Injury (per person): _____
				Bodily Injury (per accident): _____
				Property Damage: _____
~ Continuous Until Canceled				Aggregated Total: _____


Insured Vehicles:			
YEAR	MAKE	MODEL	VEHICLE IDENTIFICATION NUMBER

This document must be the original. Upon affixing your signature you are certifying that you have assigned the proper type of coverage for the operations and plates of the business named on this policy.

\_\_\_\_\_  
Authorized Representative/Agent

Upon completion, please return the original certificate to the department. A photocopy is not acceptable as proof of financial responsibility.

DMV Business License Sample

<p>State of Nevada Department of Motor Vehicles Occupational and Business Licensing Section</p>  <p>License #: D0000207</p>	<p>SAMPLE BUSINESS 555 WRIGHT WAY CARSON CITY NV 89711</p> <p>TYPE OF LICENSE : DEALER Used Motor Vehicle Used Trailer</p>	<p><b>THIS DOCUMENT AUTHORIZES YOU TO ENGAGE IN BUSINESS AS A LICENSEE OF THE DEPARTMENT OF MOTOR VEHICLES UNTIL 12-31-2002.</b></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------

## **TEMPORARY LOCATION LICENSE DS-261 (NAC 482.050 – 482.085)**

A licensed dealer may not exhibit, display for sale or sell vehicles at a temporary location without first obtaining a temporary license for sale or exhibit of a vehicle.

“Exhibit a vehicle” means to display three or more vehicles owned or controlled by a licensed dealer at a temporary location and at which:

1. The licensed dealer’s name is displayed;
2. No solicitation or sale takes place;
3. No salesperson or representative is present; and
4. No telephone of any other device for communication with a salesperson or representative of the dealer is provided.

A Temporary Location License to exhibit vehicles for sale is valid for a period not to exceed 21 days. The license fee to exhibit vehicles at a temporary location is \$25.00.

“Display a vehicle for sale” means to display one or more vehicles owned or controlled by a licensed dealer at a temporary location and at which:

1. A salesperson or representative of the licensed dealer is present; or
2. A telephone or any other device for communication with a salesperson or representative of the dealer is provided.

A Temporary Location License to display vehicles for sale is valid for a period not to exceed 7 days. The license fee to display vehicles for sale at a temporary location is \$75.00.

A maximum of 6 temporary location licenses to display for sale may be obtained within a calendar year.

An application for temporary license to exhibit vehicles or to display vehicles for sale must be submitted on a form supplied by the Department, at least fourteen days prior to the date of the sale or exhibit.

Requests for Temporary Location Licenses in a county other than the county of the permanent place of business, requires a rider to the surety bond or a new bond to cover the county in which the event is to take place.

The Temporary Display for Sale License must be posted at the location of the sale. The dealer must also display a sign that is at least two square feet in size stating the name of the dealership.

All applications for Temporary Location License must have the original signature of an authorized representative of the business.

The bottom portion of the application regarding business license and zoning approval must be completed by an authorized city or county official prior to submission. If the form is not signed appropriately, the application will be rejected. If the sale is held on public property, the bottom portion of the application is not required to be completed.

This a list of some of the frequently used public properties:

Lawlor Events Center  
Thomas and Mack  
Cashman Field  
Elko Convention Center

Washoe County Fairgrounds  
Reno Sparks Convention Center  
Sam Boyd's Event Center  
Las Vegas Convention Center

If you have any questions regarding whether or not a particular location is public property, please refer to the licensing department in that city or county.



Occupational and Business Licensing  
555 Wright Way  
Carson City, NV 89711  
(775) 684-4690  
www.dmvnv.com

**APPLICATION FOR TEMPORARY LOCATION LICENSE**

Must be submitted at least fourteen (14) days prior to commencement of the event

Fees:  \$25.00 Exhibit of Vehicle(s)  \$75.00 Display of Vehicle(s) for Sale  
Number of Vehicles: \_\_\_\_\_  new vehicles (see reverse of application for requirements)  
 used vehicles

Business Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Location of Exhibit or Sale: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Beginning Date of Exhibit or Sale: \_\_\_\_\_ Ending Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Requester and Title Signature  
(Must be an Authorized Representative of the Business)

.....  
The portion below line must be completed by City/County Licensing Authority and Zoning Ordinance Authority.  
(Must be completed and signed prior to submission to the Department of Motor Vehicles.)  
.....

The above named applicant is in compliance with all city/county business licensing requirements and zoning regulatory ordinances as they pertain to display or sale of vehicles at the location and date of the event as listed.

License:  Has Been Issued  Will Be Issued  Is Not Required

\_\_\_\_\_  
Authorized City/County Official Title Phone Number

Zoning approval :

Location Approved for:  Exhibit Only  Sales

\_\_\_\_\_  
Authorized City/County Official Title Phone Number  
.....

To be completed by Authorized DMV Representative

Approved by: \_\_\_\_\_ Initials  
 Denied by: \_\_\_\_\_ Initials (State reason) \_\_\_\_\_

DS 261 (9-2002)

## Temporary Location License Requirement Sheet

**NAC 482.055** "Display a vehicle for sale" defined. "Display a vehicle for sale" means to display one or more vehicles owned or controlled by a licensed dealer at a temporary location and at which:

1. A salesman or representative of the licensed dealer is present; or
2. A telephone or any other device for communication with a salesman or representative of the licensed dealer is provided.

**NAC 482.060** "Exhibit vehicles" defined. "Exhibit vehicles" means to display three or more vehicles owned or controlled by a licensed dealer at a single temporary location and at which:

1. The licensed dealer's name is displayed on or about each vehicle;
2. Any solicitation or sale is prohibited;
3. A salesman or representative of the licensed dealer is not present; and
4. A telephone or any other device for communication with a salesman or representative of the licensed dealer is provided.

### Display for Sale or Exhibit Vehicles

Applications must be submitted to the Department at least fourteen (14) days before the event begins.

Applications must be completed in full and signed by a business principal or authorized representative.

The lower portion of the application must be completed and signed by authorized City/County Licensing and Zoning officials. (Not applicable if the event is to take place on public property, i.e., Event Centers).


### Display of Vehicles For Sale

A licensee may be issued a maximum of six (6) Temporary Display For Sale Licenses within a calendar year.

If sale is taking place in a county other than the county licensed in, the licensee must submit the following with the application for Temporary Location:

1. Franchise Letter authorizing the Dealer to display vehicle for sale in the additional county.
2. A New bond or rider to the existing bond to cover the additional county.

Temporary DMV Business License Sample

<p><b>State of Nevada</b> Department of Motor Vehicles Occupational and Business Licensing Section Temporary Business License</p>  <p>License #: D0000207</p>	<p>SAMPLE BUSINESS 555 WRIGHT WAY CARSON CITY NV 89711</p> <p>TYPE OF LICENSE: DEALER</p> <p>Used Motor Vehicle Used Trailer</p>
<p>DISPLAY FOR SALE: SAMPLE DISPLAY LOCATION 555 WRIGHT WAY CARSON CITY NV 89711</p>	<p><b>THIS DOCUMENT AUTHORIZES YOU TO ENGAGE IN BUSINESS AS A LICENSEE OF THE DEPARTMENT OF MOTOR VEHICLES FROM 10-01-2002 TO 10-08-2002 AT THE LOCATION AS DESCRIBED ABOVE.</b></p>



## **LICENSING OF AN ADDITIONAL LOCATION**

An additional location of a dealership is considered a separate and new business and must meet all requirements of a new business, with the following exceptions:

- If the principals on the application for an additional location have submitted fingerprint cards, it is not necessary to submit additional fingerprint cards with the application for the second location.
- The bond covering the dealer's principal place of business will cover the additional location if located in the same county and operated under the same name. A rider from the bonding company, acknowledging coverage for the additional location is acceptable. For any business located in a different county and/or operated under a different name, a separate bond is required.
- If the additional location has the same name as the first location, it is not necessary to submit an additional insurance certificate; an amendment to the policy acknowledging coverage for the second location is acceptable.

Application for business license at an additional location is processed in the same manner as an original application. Processing time is one to two weeks. Upon approval, a business license number will be issued. Supplies such as license plates and Dealer's Report of Sale books are issued by business license number and cannot be transferred between locations.

The business license and salesperson license are displayed at the licensee's physical location as listed on the license. Books and records must be made available for inspection by the Department during normal business hours.

## **CHANGE OF BUSINESS PRINCIPAL INFORMATION**

Documentation for change of business information may be submitted at any Occupational and Business Licensing office.

### **ADDING A BUSINESS PRINCIPAL**

To add a principal to an existing business, an updated business license application must be submitted, signed by a current principal of the business, checking the change of business principal box and listing all principal's full legal names in the ownership section.

A Personal History Questionnaire form DS-242 completed with two sets of fingerprint cards, fingerprint processing fee, completed Child Support form DS-268 and completed Authorization for Release of Information form DS-254 must be submitted for the new business principal with the license application.

Updated Personal History Questionnaire form DS-242 and Child Support form DS-268 must be completed by existing principal(s).

Licensee Acknowledgement form DS-308.

If the business is either an individual or a partnership, a rider to the bond must be submitted adding the new principal's full legal name.

If the business is LLP, LLC or corporation, new corporate documents reflecting the change of business principals or corporate officers are required.

The Department will conduct a background investigation on the applicant being added to the business and upon determination of eligibility for licensing; the records of the Department will be updated to reflect the new information.

### **REMOVING A BUSINESS PRINCIPAL**

To remove a principal from the business license, an updated business license application reflecting the change of business principal information must be submitted to the Department along with a letter from the principal being removed stating that the principal is resigning from the business or relinquishing interest in the business and wishes to be removed.

An Updated Personal History Questionnaire form DS-242 and Child Support form DS-268 must be completed by existing principal(s).

If the business is a LLC or corporation, new corporate documents and corporate filing reflecting the change of officers must be submitted.

If the business is a partnership, a rider to the bond must be submitted reflecting the removal of the principal.

In the event of the death of a principal, documentation of the death and a request to remove the person from the license is acceptable.

If a business is individually owned and the principal dies, the Department must be notified. Business operations must cease and the Department will change the business record to "Out-of-Business" status. A surviving spouse or surviving child may not continue to operate a business if not listed on the license.

### **CHANGE OF BUSINESS ADDRESS**

When a licensee changes the location of any of the established places of business, the licensee must notify the Department within 10 days.

Documentation for change of address may be submitted to any Occupational and Business Licensing office.

### **CHANGE OF PHYSICAL ADDRESS**

When a licensee changes the physical address of the business, an updated business application form must be submitted to the Department documenting the new address information.

An Updated Personal History Questionnaire form DS-242 and Child Support form DS-268 must be completed by existing principal(s.)

New city or county business licenses, rider to the bond, certificate of insurance and photo of the new location reflecting the new address must accompany the updated application form.

If the new location of the business is in any county other than that of the previous location, a new bond or rider to the current bond reflecting the change of county of residence must also be submitted.

Dealers must also submit a Franchise Authority noting the change.

Upon approval, the Department will issue a revised business license, salespersons licenses and Registration Certificates for any business license plates registered in the

name of the business. All licenses will be issued for the remaining portion of the calendar year.

### **CHANGE OF MAILING ADDRESS**

When a licensee changes only the mailing address of the business, an updated business application reflecting the change of mailing address or a letter documenting the new mailing address with this information must be submitted to the Department. No other documentation is needed to change the mailing address only.

## RENEWAL OF BUSINESS LICENSE

All business licenses for vehicle dealers, rebuilders, manufacturers, distributors, brokers, salespersons licenses and registration for business license plates expire December 31<sup>st</sup> of each year. Licenses and registrations issued throughout the year expire on December 31<sup>st</sup> and pay the same fee; there is no prorating of fees. Licenses issued on or after November 1<sup>st</sup>, are valid for the following year.

Renewal applications are mailed to all licensees the first week of November of each year. The Occupational and Business Licensing Section of the Compliance Enforcement Division processes all renewals. Licensees are urged to submit the renewal form and fees early to allow processing time.

A business principal listed on the renewal form must sign the renewal application. The renewal application will be returned if it is not signed by a business principal. A completed Child Support form DS-268 must accompany the renewal application for each principal. If the form is missing for any of the principals, the renewal application and fees will be rejected and returned to the business.

If the Department does not receive the renewal application prior to close of business on December 31<sup>st</sup>, all activity must cease until the license is renewed. Failure to cease business operations until the licensee is renewed may result in administrative fines and/or revocation of the license. Renewal applications submitted more than 30 days after the expiration of the license will not be accepted. Failure to renew prior to expiration or within 30 days of expiration will cause the license to be placed in an out of business status and a new application is required.

If the principal wishes, the principal may designate an office manager or resident agent, who will have authorization to sign the Renewal and any other paperwork on behalf of the business. This authorization must be submitted to an Occupational and Business Licensing office in writing on Department Form DS-276, *Letter of Authorization*, and signed by a business principal. This person must submit a completed Personal History Questionnaire form DS-242, two fingerprint cards, Child Support form DS-268 and the \$45 fingerprint processing fee.

Any change made to the business requires the submission of documentation with the renewal. See "Change of Business Information" section or contact your local Occupational and Business Licensing office for instructions and/or forms.

Salespersons licenses may be renewed at the time of renewal of the business license. If a licensee does not wish to renew a salespersons license, follow the instructions on the renewal notice. A completed Child Support form DS-268 must accompany the

renewal application for each salesperson being renewed. If the form is missing for any of the salespersons, the renewal application and fees will be returned to the business.

Business license plates are renewed at the time of renewal of the business license on the renewal form. If a licensee does not wish to renew a license plate, follow the instructions on the renewal form and return the license plate(s) to the Department. Note on the renewal form if a business license plate is lost or stolen.

The number of dealer license plates is limited to the total number of principals or officers listed on the vehicle dealer or rebuilder's license and salespersons licensed to the business, multiplied by 1.5. Example:

Ten total principle officers and salespersons  $10 \times 1.5$  plates = 15 dealer license plates

Manufacturers and distributors are limited to a number that does not exceed the number of principals or officers listed on the license.

Enforcement action will be taken against anyone in possession of a Nevada business license plate or Registration Certificate that has been reported as lost or stolen. If a license plate which you have reported lost or stolen is found or turned into your business, the license plate and registration must be returned to the Department. The license plates cannot be reactivated.

## **BUSINESS LICENSE PLATES**

The Department is authorized to issue special license plates to business licensees. The fee for a business license plate is \$12.00 plus a \$.50 per plate prison industry fee. The business license plate may be renewed for a fee of \$12.00.

Business license plates expire on December 31<sup>st</sup> of the year of issuance. Fees are not prorated.

A Registration Certificate is issued for each license plate and contains the name, address and license number of the business. The Registration Certificate is issued to the license plate and not for a specific vehicle. This allows for a license plate to be moved from one vehicle to another under the control of the business.

### **LICENSE PLATE DISPLAY**

License plates must be attached to the vehicle by a secure means. License plates may not be displayed loosely in the window or by any other unsecured method.

### **BUSINESS LICENSE PLATES USAGE**

A vehicle displaying manufacturer, distributor or dealer license plates may be operated for personal use by a corporate officer, head of a Department or salesperson of the business who is licensed by the Department.

Additionally, a business license plate may be used by a business representative to carry out normal business activities. This would include maintenance, "test drives", delivery of a vehicle, driving the vehicle to a temporary off-site sale, etc.

Pursuant to NRS 482.320.2, dealer license plates may not be used on:

- Work or service vehicles owned or controlled by the dealer/rebuilder.
- Vehicles leased by dealers, except vehicles rented or leased to vehicle salespersons in the course of their employment.
- Vehicles that are privately owned by the owners, officers or employees of the dealer/rebuilder.
- Vehicles that are being used for personal reasons by a person who is not licensed by the Department or identified as an officer, department head or salesperson for the dealer/rebuilder.
- Vehicles that have been given or assigned to persons who work for the dealer/rebuilder.

### **NEVADA LOAN LICENSE PLATES**

Loan license plates may be obtained by a Nevada licensed dealer or rebuilder and may be used on vehicles that constitute inventory held for sale and are loaned to a customer in the course of business. The vehicle may be used by the customer for any purpose. NAC 482.043

The dealer or rebuilder may use a loan license plate on a vehicle loaned to:

- A customer, in the course of business.
- An officer or employee of the State of Nevada in the furtherance of the business of this state.
- An officer or employee of the University or Community College System of Nevada for any purpose authorized by the system.
- An officer or employee of a school district, for the furtherance of the school district business.
- An officer or employee of a county, city or town for the furtherance of county, city or town business.
- An officer, employee or agent of a non-profit organization, for the furtherance of the business of the organization.

Pursuant to NAC 482.048, a dealer may *not* authorize use of a loan license plate on:



- Vehicles driven by a member of the family of the principal owner, officer, head of a department or salesperson of the business, if the family member is not licensed as a manufacturer, distributor, dealer, rebuilder or salesperson.
- A vehicle that does not constitute inventory held for sale by the manufacturer, distributor, dealer or rebuilder.
- A vehicle that is owned and has been leased or rented to any person.
- A vehicle operated in the furtherance of the business, i.e., work or service vehicles owned by the manufacturer, distributor, dealer or rebuilder.
- Vehicles that have been sold.

A customer may not use a loan license plate for more than 10 days in a calendar year. A dealer or rebuilder may not accept any fee, compensation or other form of direct profit from the loan of a vehicle displaying a loan license plate. NAC 482.0435

The dealer or rebuilder must maintain a written record of each vehicle that is loaned to a customer in the course of business and on which a loan license plate is displayed. The written record must be maintained at the established place of business and must be available for inspection by the Department. NAC 482.042 and 482.0425

### **SUPPLEMENTAL LOAN LICENSE PLATES**

Supplemental Loan License Plates may only be issued to a franchised dealer who is required under the terms of their franchise agreement to provide loan vehicles of the same make to customers whose vehicles are being serviced or repaired.

Supplemental Loan License Plates must be registered to a specific vehicle and may only be transferred upon application (Application For Supplemental Loan License Plates Form DS-309) and payment of associated fees.

The requesting franchise dealer must provide a copy of the provisions of the franchise agreement that conflict with the limitation of 40 loan license plates.

A statement on company letterhead indicating the average daily repairs to justify the number of loan license plates requested, must accompany this request. The justification must be based on the number of work or service orders issued by the franchise dealer for vehicles of the same make and line as the vehicles, which are covered by the agreement. NAC 482.040

## BUSINESS LICENSE PLATES ISSUED BY OTHER STATES

It is the policy of the Department to honor the use of business license plates issued by states other than Nevada if the use of such license plates is in compliance with the statutes of the issuing state.

## DEALER SPECIALS

Pursuant to NRS 482.321, a licensed Nevada dealer may register vehicles as a “Dealer Special” and for most registrations be exempt from payment of Sales and Governmental Services Taxes on the registration of the vehicle.

- A dealer may have a maximum of 12 vehicles registered as Dealer Specials in a calendar year.
- Dealer special registrations are not transferable. Should a dealer sell or return a vehicle registered under the dealer special privilege to his sales inventory, the dealer special privilege cannot be extended or transferred to another vehicle.
- A vehicle registered as a Dealer Special will be issued a standard license plate and Registration Certificate containing the vehicle description and the vehicle identification number (VIN).
- A Dealer Special registration must be registered in the name of the dealer exactly as he is licensed.
- The transferee or retail purchaser of the vehicle is required to pay the fees and/or taxes for registration and governmental services taxes before he is entitled to a transfer of the registration and title in his name. The transferee shall apply for registration as provided in [NRS 482.215](#).
- Work or service vehicles may *not* be registered as Dealer Specials.
- A new vehicle registered as a Dealer Special is subject to sales tax when:
  - The dealer does not hold a franchise to sell the same make of vehicle to be registered utilizing the dealer special privilege, or
  - The dealer is not licensed to sell new vehicles.

## GOING OUT OF BUSINESS

When a business licensee goes out of business, the business principal or officer must notify the Department immediately. The licensee must complete an *Out of Business Memorandum* (Form DS-266). This form is documentation that the business voluntarily went out of business and includes the date the business closed.

Supplies issued to the licensee by the Department must be returned at the time the business ceases to operate. Supplies include unused portions of Dealer's Report of Sale books, 15-Day Drive Away Permits, Short-Term Lessor Permits, DRS placards and all business license plates and registrations issued to the business. The dealer or rebuilder is responsible for maintaining all copies of DRS and Short-Term Lessor Permits that were issued by the business for a period of three years from the date of issue.



Occupational and Business Licensing  
555 Wright Way  
Carson City, NV 89711  
(775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

OUT OF BUSINESS MEMORANDUM

To: \_\_\_\_\_

From: \_\_\_\_\_

Subject: **Out of Business**

This will confirm that \_\_\_\_\_

license number \_\_\_\_\_, is out of business for the following reason(s): \_\_\_\_\_

Forwarding Address

Forwarding Phone Number

Supplies Collected

Business License Plates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supplies:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Licensee's Signature

Date

DMV Representative's Signature

Date

DS-266 (Rev 5-2000)

## **REQUESTS FOR EXTENSION OF TIME FOR SUBMITTING A DEALER'S REPORT OF SALE (DRS) Form DS-275**

If a dealer is unable to submit the Dealer's Report of Sale and title documents to the Department within the statutory time frame, the dealer may request an extension of time.

Extension requests must be submitted within the statutory time frame required for submission of a DRS:

- Twenty Days from the date of sale on a new vehicle; or
- Thirty Days from the date of sale on a used vehicle.

A request for an extension must be submitted to an Occupational and Business Licensing office on an Extension Request Form (Form DS-275). The request must explain why the dealer is unable to submit the title documents within the statutory time frame. An authorized representative of the dealership must sign the form. A photocopy of the DRS must accompany the request.

An extension should be requested only when absolutely necessary and will be granted on an exception only basis. Dealers are required, by statute, to send title documentation to the Department within the required time frame and may be subject to an audit, administrative fine or administrative action against their business license for failure to comply.

An Extension Application DS-275 indicating approval or denial will be mailed to the business. If the request is denied, the reason will be marked on the extension form.

The sample form in this book may be photocopied for your use.



Occupational and Business Licensing  
555 Wright Way  
Carson City, NV 89711  
(775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

**APPLICATION FOR EXTENSION OF TIME FOR SUBMITTING DEALER'S REPORT OF SALE (DRS)**

Date: \_\_\_\_\_

Dealership's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business License Number: \_\_\_\_\_

DRS Number: \_\_\_\_\_ Date of Sale: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_ Make: \_\_\_\_\_ VIN: \_\_\_\_\_

Reason extension is being requested (explain in detail):

\_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_

Signed: \_\_\_\_\_

Signature of business principal or authorized representative

Title of Authorized Representative

**Note:** Extension requests must be submitted within the statutory time frame required for submission of the DRS:

Twenty days from date of sale on new vehicles

Thirty days from the date of sale on used vehicles

A Photocopy of the DRS must accompany this form

Do not write below this line, doing so will void extension request.

To be completed by Business and Occupational Licensing personnel only.

The Business and Occupational Licensing Section has granted an extension of time in submitting this DRS until:

\_\_\_\_\_

The Business and Occupational Licensing Section has denied an extension of time in submitting this DRS for the following reason(s):

- Not submitted within the statutory time frame.
- A photocopy of the DRS was not attached.
- A detailed explanation for the delay in submitting extension request is required.
- The reason given for the extension is not sufficient to have an extension granted and has been submitted to Compliance Enforcement Division office.
- Request by or Signature line not completed.
- Other: \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

06275 (8/2001)

## **AUTHORIZING AN EMPLOYEE TO CONDUCT BUSINESS WITH THE DEPARTMENT Form DS-276**

To protect your business and prevent unauthorized persons from fraudulently obtaining titles, license plates, controlled forms, licensing supplies or transacting business in your name, written authorization on a *Letter of Authorization* (Form DS-276) must be filed with the Department identifying any person, other than the licensed principals, acting on behalf of the business and the type of transactions authorized.

A licensed principal must sign the Letter of Authorization and authorized persons must be employees of the business.

A person wishing to conduct title transactions, obtain titles or request forms on behalf of a licensed dealer must possess sufficient identification to establish their identity and relationship to the licensed business. If identification cannot be confirmed, the person will not be allowed to complete transactions on behalf of the business.

Preferred forms of identification are a Nevada Driver's License or Nevada Identification Card. Another state's driver license or identification card, which contains a picture and signature of the applicant, is acceptable.

The business must be actively licensed with current bond and insurance in order to receive licensing supplies or transact business.



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LETTER OF AUTHORIZATION

Business Name: \_\_\_\_\_ Business License Number: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Please check appropriate authorization boxes:

- |                                                                |                                            |                                                |
|----------------------------------------------------------------|--------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> All Activities                        | <input type="checkbox"/> Pick Up Licenses  | <input type="checkbox"/> Pick Up Plates/Decals |
| <input type="checkbox"/> Pick Up Supplies                      | <input type="checkbox"/> Sign Renewal Form | <input type="checkbox"/> Titles, Pick Up only  |
| <input type="checkbox"/> Titles; Authorized to sign title work |                                            | <input type="checkbox"/> Other _____           |

\_\_\_\_\_  
Printed Name of Agent Signature

\_\_\_\_\_  
Printed Name of Agent Signature

\_\_\_\_\_  
Printed Name of Agent Signature

\_\_\_\_\_  
Printed Name of Agent Signature

The following Agent is no longer authorized to represent my business:

\_\_\_\_\_  
Printed Name of Agent Signature

\_\_\_\_\_  
Printed Name of Agent Signature

hereby authorize the changes as indicated above for my business with the Nevada Department of Motor Vehicles.

\_\_\_\_\_  
Printed Name of Principal

\_\_\_\_\_  
Signature Date

To protect your business, notify the Department immediately of any changes to the above information.

05276 (8/2001)



## **OCCUPATIONAL SALESPERSON LICENSING**

“Salesperson” means: A person employed by a vehicle dealer, under any form of contract or arrangement to sell, exchange, buy or offer for sale, or exchange an interest in a vehicle to any person, who receives or expects to receive a commission, fee or any other consideration from the seller or purchaser of the vehicle; or a person who exercises managerial control within the business of a dealer or a long-term or short-term lessor, or who supervises salespersons employed by a dealer or a long-term or short-term lessor, whether compensated by salary or by commission, or who negotiates with or induces a customer to enter into a security agreement on behalf of a dealer or a long-term or short-term lessor.

### **REQUIREMENTS FOR LICENSING**

1. Personal History Questionnaire form DS-242.
2. Two full sets of fingerprints on cards supplied by the Department of Motor Vehicles, Occupational and Business Licensing Section.
3. Child Support form DS-268.
4. Licensee Acknowledgement form DS-308.
5. Authorization for Release of Information form DS-254.
6. Certificate of Employment completed and signed by a licensed Nevada Dealer form DS-236.
7. \$75 license fee.

**NOTE:** The applicant must be fingerprinted by an authorized Occupational and Business Licensing representative or law enforcement agency. All forms must be completed in full. See each form for specific information required.

## **FEES**

Original License	\$75.00
Annual Renewal	\$40.00
Transfer	\$20.00

Occupational licensing fees are non-refundable. All occupational salesperson licenses expire on December 31<sup>st</sup> of each year, there is no prorating of fees. If the license has been expired for 6 months or more, the applicant must submit an updated application, fingerprint cards and pay the original license fee. Licenses issued on or after November 1<sup>st</sup> are valid through the following year.

A person may not engage in the activities of a vehicle salesperson without first applying for and being issued a salesperson's license by the Department.

Photo identification is required at the time of submittal of an application. Applicants must be at least eighteen years of age.

Upon receipt of the completed application and fees, the Department will issue a 60-day temporary license, which will allow the salesperson to engage in sales activities for the employer until the background investigation is completed and a permanent license is issued.

The temporary license, as well as the permanent license, must be displayed at the employer's business, in a place where it is visible by the general public.

If a person ceases to be employed, the employer must notify the Department within ten days of the date of termination and return the license to the Department.

A salesperson may not re-engage in the activities of a salesperson until a Certificate of Employment from the new employer and paid a license transfer fee is completed.

A salesperson may only be licensed to work at one Nevada-licensed dealership.

If a licensed salesperson changes the residential address, the salesperson must submit a written notice of the change to the Department within 10 days after the change occurs.

DMV Occupational License Sample

State of Nevada  
Department of Motor Vehicles  
Occupational and Business Licensing Section

LICENSE NO: S028328  
ISSUED TO: SALESMEN SAMPLE

DATE OF BIRTH: 01-01-1972  
HEIGHT: 6' 00" WEIGHT: 150 LBS

TYPE: SALESMAN  
SEX: MALE  
HAIR: BROWN  
EYES: BROWN

EMPLOYER: SAMPLE BUSINESS  
555 WRIGHT WAY  
CARSON CITY, NV, 89711

LICENSE NO: D0000207

DATE ISSUED: 01-01-0001

EXPIRES: 12-31-2002

PLEASE POST THIS LICENSE IN YOUR BUSINESS OFFICE AT THE ADDRESS SHOWN. SHOULD THE EMPLOYEE BE TERMINATED, YOU ARE REQUIRED TO SURRENDER THE LICENSE TO THE OCCUPATIONAL AND BUSINESS LICENSING SECTION WITHIN 10 DAYS.

## Certificate of Employment



Occupational and Business Licensing  
 555 Wright Way  
 Carson City, NV 89711  
 (775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

### CERTIFICATE OF EMPLOYMENT

*Please type or print in ink.*

- |                                                           |                                      |                                                                  |                                             |
|-----------------------------------------------------------|--------------------------------------|------------------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Salesman                         | <input type="checkbox"/> New License | <input type="checkbox"/> Inspector                               | <b>FEES</b>                                 |
| <input type="checkbox"/> Manager                          | <input type="checkbox"/> Transfer    | Class: <input type="checkbox"/> One <input type="checkbox"/> Two | New . . . . \$                              |
| <input type="checkbox"/> Other (Title) _____              | <input type="checkbox"/> Renewal     | <input type="checkbox"/> Gas <input type="checkbox"/> Diesel     | Renew . . . \$                              |
|                                                           |                                      |                                                                  | Transfer . . . \$                           |
|                                                           |                                      |                                                                  |                                             |
| <input type="checkbox"/> Drive School Instructor:         | <input type="checkbox"/> CDL         | <input type="checkbox"/> Non CDL                                 | <input type="checkbox"/> Behind the Wheel   |
| <input type="checkbox"/> DUI School Instructor            | <input type="checkbox"/> Trainee     |                                                                  | <input type="checkbox"/> Gen Class under 18 |
| <input type="checkbox"/> Traffic Safety School Instructor | <input type="checkbox"/> Trainee     |                                                                  |                                             |

**EMPLOYEE:**

Name \_\_\_\_\_ Occupational License No. \_\_\_\_\_

Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone No: ( ) \_\_\_\_\_

Social Security No \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_

certify under penalty of perjury that all information contained in this application is true and correct.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYER:**

Business Name \_\_\_\_\_ Business License No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone No: ( ) \_\_\_\_\_

Authorized Representative's Name (*Print*) \_\_\_\_\_ Title \_\_\_\_\_

Authorized Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

DS-236 (Rev 1-2002)

## Licensee/Registrant Acknowledgement



Occupational and Business Licensing  
555 Wright Way  
Carson City, NV 89711  
(775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

### LICENSEE / REGISTRANT ACKNOWLEDGEMENT

I \_\_\_\_\_ having made application with the Department of Motor  
Name (please print)  
Vehicles, for a business or occupational license, acknowledge that I have been provided with the  
Department website address and directions on how to access the NRS/NAC pertaining to the  
license/registration for which I am applying and have been encouraged to review those laws and  
rules, since they affect the manner in which my business is conducted.

**NRS/NAC Chapter 445B**  
Station and Inspector licensing.

**NRS/NAC Chapter 482**  
Broker, Dealer, Distributor, Long Term Lessor, Manufacturer, Rebuilder, Salesman, Short Term  
Lessor and Transporter licensing.

**NRS/NAC Chapter 483**  
Instructor and School licensing.

**NRS/NAC Chapters 487 & 597 (Body Shop & Garage only)**  
Body Shop, Garage, Salvage Pool and Wrecker licensing.

**DMV WEBSITE**  
[www.dmvnv.com](http://www.dmvnv.com)

**NRS/NAC WEBSITE**  
[www.leg.state.nv.us](http://www.leg.state.nv.us)

Select "Business link for specific type of license. You may also select the appropriate NRS Chapter  
Link from this website.

Name \_\_\_\_\_ License No. \_\_\_\_\_

Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone No: ( ) \_\_\_\_\_

Social Security No \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_

I certify under penalty of perjury that all information contained in this application is true and correct. I  
agree to comply with all NRS/NAC applicable to the license that I am applying for.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

DMV Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

DS308 (10/2003)

## FREQUENTLY ASKED QUESTIONS DEALER AND LOAN LICENSE PLATES AND DEALER SPECIALS

- Q. Can a salesperson for my dealership use a dealer license plate on his own personal vehicle?**  
**A.** *No, a dealer license plate may only be used on a vehicle held in the licensed dealership's inventory of vehicles for sale.*
- Q. Can I let my son use a dealer license plate on a vehicle from my inventory to go to school?**  
**A.** *No. A dealer license plate may only be used by a family member if the family member is licensed as a business principal, department head, corporate officer or salesperson for the business.*
- Q. Can I let a customer use a dealer license plate on a vehicle he is leasing from me?**  
**A.** *No, a dealer license plate may only be used on a vehicle held in the dealership's inventory of vehicles for sale, it may not be used on a vehicle that has been leased or sold.*
- Q. Can a Loan license plate be used on a vehicle purchased by a customer?**  
**A.** *No, a Loan license plate may only be used on a vehicle that is held in the dealership's inventory of vehicles for sale.*
- Q. Are there any restrictions on the use of a vehicle loaned to my customer with a Loan license plate?**  
**A.** *Except for the 10-day limitation, the Department does not impose restrictions on the use of the Loan license plate.*
- Q. May I charge my customer a fee for the use of a vehicle with a Loan license plate?**  
**A.** *No, a dealership may not accept a fee, compensation or other direct form of profit from the loan of a vehicle displaying a Loan license plate.*
- Q. What is the difference between using a Dealer license plate and a Dealer Special?**  
**A.** *A Dealer license plate may be used on any vehicle in the dealership's inventory and may be removed from one vehicle and placed on another at any time. The Registration Certificate is not specific to any one vehicle. A vehicle registered as a Dealer Special is issued a standard set of license plates and Registration Certificate. The vehicle description and VIN are listed on the Registration Certificate. The license plate may not be placed on another vehicle without completing a registration transfer with the Department.*
- Q. I know I can only have a total of 12 vehicles registered as Dealer Specials, but I have sold one of the vehicles licensed as a Dealer Special. Can I get another Dealer Special?**  
**A.** *Yes, you may have a total of 12 Dealer Specials per year, so you may cancel the registration and obtain another.*

**SECTION XI**  
**GLOSSARY/INDEX**

## GLOSSARY

*Authorized Inspection Station* (NRS 445B.710) means a station licensed by the Department of Motor Vehicles for inspecting motor vehicles and devices for the control of pollution for compliance with this chapter 445B or any applicable federal regulation or regulation of the Commission.

*Authorized Station* (NRS 445B.720) means a station licensed by the department of motor vehicles for inspecting motor vehicles and devices for the control of pollution.

*Beneficiary* means the person for whose benefit the trustee holds the trust property.

*Broker* (NRS 482.0127) means a person who, for a fee or any other consideration, offers to provide to another person the service of arranging, negotiating or assisting in the purchase of a new or used vehicle which has not been registered by the broker.

*Dealer or Vehicle Dealer* (482.020) means any person who:

- For compensation, money or other thing of value sells, exchanges, buys, offers or displays for sale, negotiates or attempts to negotiate a sale or exchange of an interest in a vehicle subject to registration under this chapter or induces or attempts to induce any person to buy or exchange an interest in a vehicle;
- Receives or expects to receive a commission, money, brokerage fee, profit or any other thing of value from the seller or purchaser of a vehicle; or
- Is engaged wholly or in part in the business of selling vehicles or buying or taking in trade vehicles for the purpose of resale, selling or offering for sale or consignment to be sold or otherwise dealing in vehicles, whether or not he owns the vehicles.

*Department* means the Nevada Department of Motor Vehicles.

*Distributor* (NRS 482.028) means a person, other than a manufacturer, who is engaged in the business of selling new motor vehicles to dealers.

*Evidence of compliance* (NRS 445B.730) includes a certificate issued when a motor vehicle has been inspected and:

- Has the required equipment; or
- Does not meet the requirements for the control of emissions after the repairs have been made and the Commission waives compliance.

*Foreign vehicle* (NRS 482.040) means every motor vehicle, trailer or semitrailer, which has been brought into this state otherwise than in the ordinary course of business by or through a manufacturer or dealer and which has not been registered in this state.

*Lease* (NRS 482.053) means a contract by which the lienholder or owner of a vehicle transfers to another person, for compensation, the right to use such vehicle.



*Lienholder* (NRS 482.055) means a person who holds a security interest in a vehicle and whose name appears on the certificate of title as legal owner.

*Long-term lessor* (NRS 482.053) means a person who has leased a vehicle to another person for a fixed period of more than 31 days.

*Manufacturer* (NRS 482.060) means every person engaged in the business of manufacturing motor vehicles, trailers or semitrailers.

*Motor vehicle* (NRS 482.075) means every vehicle as defined in NRS 482.135, which is self-propelled.

*Owner* (NRS 482.085) means a person who holds the legal title of a vehicle and whose name appears on the certificate of title, and any lienholder whose name appears on the certificate of title. If a vehicle is the subject of an agreement for the conditional sale or lease thereof with or without the right of purchase upon performance of the conditions stated in the agreement and with an immediate right of possession vested in the conditional vendee or lessee, or if a mortgagor of a vehicle is entitled to possession, then the conditional vendee or lessee or mortgagor shall be deemed the owner for the purpose of this chapter.

*Rebuilder* (NRS 482.097) means a person engaged in the business of reconstructing motor vehicles by the alteration, addition or substitution of substantial or essential parts. Nothing in this section shall be construed to require any licensed new or used vehicle dealer to secure a license as a rebuilder in conjunction with rebuilding in his own facilities.

*Rebuilt vehicle* (NRS 482.098) means a vehicle:

- That is a salvage vehicle as that term is defined in NRS 487.770, excluding a nonrepairable vehicle; or
- One or more major components of which have been replaced as set forth in this subsection. For the purposes of this subsection, the requisite major components of a vehicle which must be replaced for a vehicle to be considered rebuilt are the:
  - Cowl assembly;
  - Rear clip assembly;
  - Roof assembly;
  - Floor pan assembly;
  - Conventional frame coupled with one additional major component; or
  - Complete front inner structure for a unibody.
- The term does not include a vehicle for which the only change is the installation of a truck cab assembly.
- For the purposes of this section, “replaced,” means the substitution or change in whole of a new, used or after-market part of a vehicle.

*Reconstructed vehicle* (NRS 482.100) means any vehicle which shall have been assembled or constructed largely by means of essential parts, new or used, derived from other vehicles or makes of vehicles of various names, models or types, or which, if originally otherwise constructed, shall have been materially altered by the removal of essential parts or by the addition or substitution of essential parts, new or used, derived from other vehicles or makes of vehicles.

*Settlor* (NRS 132.310) means the person who creates a trust, however described in the trust instrument.

*Short-term lessee* (NRS 482.053) means a person who has leased a vehicle from another person for a period of 31 days or less, or by the day, or by the trip.

*Short-term lessor* (NRS 482.053) means a person who has leased a vehicle to another person for a period of 31 days or less, or by the day, or by the trip.

*Specially constructed vehicle* (NRS 482.120) means any vehicle, which shall not have been originally constructed under a distinctive name, make, model or type by a generally recognized manufacturer of vehicles.

*Terms of the Trust* means the duties and powers of the trustee and the rights of the beneficiary or beneficiaries intended by the settlor at the time the trust was created.

*Trust Property* means the property being held in trust.

*Trustee* (NRS 132.355) includes an original, additional or successor trustee, whether or not appointed or confirmed by a court.

*Vehicle* (NRS 482.135) means every device in, upon or by which any person or property is or may be transported or drawn upon a public highway. The term does not include:

- Devices moved by human power or used exclusively upon stationary rails or tracks;
- Mobile homes or commercial coaches as defined in chapter 489 of NRS; or
- Electric personal assistive mobility devices.

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