



**DMV**

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"Driving Nevada"

# Registration And Title Guide

Revised July 2019



## PREFACE

The Nevada Department of Motor Vehicles has prepared this guide to assist the motor vehicle industry when conducting business with the Department. It was created as an informational and instructional reference, and attention to the detailed information and examples will ensure proper completion of forms required to register and/or title vehicles in the State of Nevada.

Familiarity with the occupational licensing information and compliance with the licensing requirements will ensure that the business records on file with the Department are accurate and that they reflect the correct status of a business license. A vehicle industry occupational license is considered a privileged license. The business principal is responsible for compliance with all requirements pertaining to the documents submitted to the Department.

If you have any suggestions that may help improved this guide, please provide them in writing to:

Nevada Department of Motor Vehicles  
Management Services and Programs Division  
Vehicle Programs  
555 Wright Way  
Carson City, NV 89711

Most of the forms are available on the DMV website at:

<http://www.dmvnv.com/dmvforms.htm>

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*Section 1*      **GENERAL INFORMATION**

## Guidelines

- Always type or print in black or dark blue ink.
- Owner's full legal name and address information must be recorded on registration and title documents exactly as it reads on the owner's driver's license.
- Ensure the Vehicle Identification Number (VIN), year, make, odometer readings and registered owner and legal owner information are consistent on all documents.
- Signatures must always be handwritten, unless waived by the Department because the submittal is done by electronic means. A printed release will not be accepted unless accompanied by a notarized or witnessed statement (from the person in question) stating the signature is a legal signature.
- Do not use correction fluid or correction tape.
- Do not alter any information on the documents.
- A release should be the same as it appears on title documents, i.e., Elizabeth should sign as Elizabeth.
- All documents must be originals, unless certified true copies of the original documents.

## Importance of Accuracy

The Department of Motor Vehicles uses the VIN as the primary identifier for entry and retrieval of records. It is therefore critical that all documents are completed using the correct VIN.

### TO AVOID ERRORS:

- Use the entire VIN at all times.
- Ensure the VIN is entered or recorded accurately. It is best to use block letters.
- If the VIN is handwritten, try to avoid the following most common errors:

Letter	May be mistaken for
B	13 or 8
D	0
G	6 or C
J	T or I or 5
R	K
S	5
Y	4 or H
Z	2 or 7

"I" and "1" are often confused. The letter "I" is rarely used in a VIN.

The letter "O" is never used in a VIN, with the exception of state assigned VINs, such as those that are assigned by the states of Colorado (i.e., COLO123456) or Missouri (DR000000MO or DRMVB0000000000MO).



## Vehicle Identification Number (VIN) Information

Since 1954, American automobile manufacturers have used a Vehicle Identification Number (VIN) to identify and describe a vehicle.

Since 1981, all manufacturers of vehicles sold in the United States are required to use a standardized seventeen (17) digit VIN structure. When the department is provided with a vehicle with an eighteen (18) digit VIN, the VIN will be verified before the vehicle information is entered.

Variations exist in the location of a VIN and in the systems used for a VIN; they may vary by year of manufacture and between manufacturers.

A VIN should always be verified by a physical inspection of the vehicle.

### VIN Schematic / Description

Position	Description
1-3	Manufacturer Identifier
4	Restraint System Type
5	Manufacturer Specification
6	Line, Series, Body Type
7-8	Engine Type
9	Check Digit
10	Model Year
11	Assembly Plant
12-17	Production Sequence Number

**1<sup>st</sup> Character:** Identifies the country in which the vehicle was manufactured, i.e., USA (1 or 4), Canada (2), Mexico (3), Japan (J), Korea (K), England (S), Germany (W), Italy (Z).

**2<sup>nd</sup> Character:** Identifies the manufacturer, i.e., Audi (A), BMW (B), Buick (4), Cadillac (6), Chevrolet (1), Chrysler (C), Dodge (B), Ford (F), GM Canada (7), General Motors (G), Honda (H), Jaguar (A), Lincoln (L), Mercedes Benz (D), Mercury (M), Nissan (N), Oldsmobile (3), Pontiac (2 or 5), Plymouth (P), Saturn (8), Toyota (T), VW (V), Volvo (V).

**3<sup>rd</sup> Character:** Identifies the vehicle type or manufacturing division.

**4<sup>th</sup> to 8<sup>th</sup> Characters:** Identifies vehicle features such as body style, engine type, model, series, etc.

9<sup>th</sup> Character: Identifies the VIN accuracy as a check digit.

10<sup>th</sup> Character: Identifies the model year, i.e.

A = 1980	B = 1981	C = 1982	D = 1983	E = 1984	F = 1985
G = 1986	H = 1987	J = 1988	K = 1989	L = 1990	M = 1991
N = 1992	P = 1993	R = 1994	S = 1995	T = 1996	V = 1997
W = 1998	X = 1999	Y = 2000	1 = 2001	2 = 2002	3 = 2003
4 = 2004	5 = 2005	6 = 2006	7 = 2007	8 = 2008	9 = 2009
A = 2010	B = 2011	C = 2012	D = 2013	E = 2014	F = 2015
G = 2016	H = 2017	J = 2018	K = 2019	L = 2020	M = 2021
N = 2022	P = 2023	R = 2024	S = 2025	T = 2026	V = 2027
W = 2028	X = 2029	Y = 2030	1 = 2031	2 = 2032	3 = 2033
4 = 2034	5 = 2035	6 = 2036	7 = 2037	8 = 2038	9 = 2039

11<sup>th</sup> Character: Identifies the assembly plant for the vehicle.

12<sup>th</sup> to 17<sup>th</sup> Characters: Identifies the sequence of the vehicle for production as it rolled off the manufacturer's assembly line.

If a manufacturer produces less than five hundred (500) vehicles per year, the VIN characters along with the third, fourth and fifth characters of the fourth section shall uniquely identify the manufacturer, make and type of motor vehicle. (Title 49 CFR, Section 565.6 Content Requirements)

## Notaries Public

A licensed Nevada dealer's signature is not required to be acknowledged by a Notary Public on documents the dealer must file with the Department, except in regard to deposit in lieu of a bond. Nevada Revised Statutes (NRS) [482.3275](#)

If a document must be notarized, the provisions of [NRS 240.010](#) through [240.150](#) must be followed.

A Notary Public may not perform any act authorized by [NRS 240.065](#) if he or she:

1. Executed or is named in the instrument acknowledged or sworn to;
2. Will receive directly from a transaction relating to the instrument any commission, fee, advantage, right, title or interest, property or other consideration in excess of the authorized fees; or
3. Is related to the person whose signature is to be acknowledged or sworn to as a spouse, sibling, or lineal ancestor or descendant.

## Attempt to Contact

If the Department of Motor Vehicles requires evidence of an "Attempt to Contact" the owner or lienholder of a vehicle, you must do the following:

- Write to the owner of record asking them to sign the enclosed documents (Bill of Sale, Application for Duplicate Title etc., depending on the requirements) in front of a Notary or to contact you.
- Caution: Do not mail original ownership documents that are in your possession. Mail

photocopies of the ownership documents, and request the owner contact you to arrange signing the original documents.

- If you need a signature on an original document, and it is a secure document (i.e., Secure Power of Attorney, Title) a signed photocopy is not acceptable.
- Send the letter by “Certified Mail – Return Receipt Requested.” Keep the payment receipt, issued to you by the Post Office, with your records. Retain copies of everything you mail.
- If the letter is returned with a forwarding address filed with the U.S. Postal Service, resend the letter to the forwarding address by “Certified Mail – Return Receipt Requested.”
- If the letter is returned to you as “Undeliverable,” do not open it; or
- If you receive a signed Post Office Receipt showing the letter was received and fifteen (15) days have passed since the date of receipt:
  - Bring all documents for the vehicle, along with the returned letter or the signed receipt, to the Department of Motor Vehicles.
  - At that time, the Department of Motor Vehicles should be able to assist you with the vehicle registration and titling of the vehicle.
- If the former owner(s) contact you and provide you with the necessary signatures, the receipt or returned letter is not needed.
- Prior to being issued a vehicle registration or title, you will need to have a Vehicle Identification Number Inspection VP-15 completed on the vehicle.

## **Motor Homes**

Motor homes are vehicles described as permanently attached to a chassis and are designed for use as temporary living quarters. NRS define three (3) types of motor homes.

**Note:** The legal maximum width of a recreational vehicle is one hundred two (102) inches excluding mirrors, lights and other devices required for safety; and an awning and any hardware used to attach the awning, but it cannot extend beyond any mirror.

**Mini Motor Home** refer to [NRS 482.066](#).

**Motor Home** refer to [NRS 482.071](#).

In all cases, the chassis/frame number is used as the vehicle identification number (VIN). The make of the vehicle is the motor home name, not the chassis/frame manufacturer.

Example: Winnebago makes the Itasca and Fleetwood makes the Tioga. The makes are therefore Itasca and Tioga; Winnebago and Fleetwood are not used.

The vehicle year is established by the manufacturer on the vehicle’s original documentation.

In all cases, the vehicle length must be included on the registration and title documents as part of the vehicle description.

**Chassis-Mount Camper** refer to [NRS 482.0151](#).

**Recreational Park Trailer** refer to [NRS 482.1005](#).

## Transmittals to the Department

It is advisable (not mandatory) for dealers to submit a transmittal with all title documents.

Two copies of the transmittal should be submitted. The transmittal form must be completed in full, and must identify the name and address of the business. In cases where title documents are resubmitted, write "RESUBMITTAL" in red across the top of the transmittal form.

Both copies of the transmittal will be date stamped, with the date of receipt by the department.

One copy will be returned to the submitting business as long as they include a self-addressed stamped envelope along with the transmittal.

One copy is placed in the Department files

Please note the Department does not supply the transmittal form. However, the sample form details the information that must be provided when submitting title documents to the Department.

### TRANSMITTAL FORM TITLE SECTION

Company Name, Address and Telephone					
Date of Transmittal:			By:		
No	Customer	VIN	Year	Make	Legal Owner
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

## Short-Term Lessors

### 6-Percent (6%) Governmental Services Fee Charged on Rental of Passenger Vehicles

Upon the lease of a passenger car by a short-term lessor in this state, [NRS 482.313](#) requires the short-term lessor to charge and collect from the short-term lessee a fee of 6 percent (6%) of the total amount for which the passenger car was leased, excluding any taxes or other fees imposed by a governmental entity.

- The amount of the fee must be included in the lease agreement and listed separately from all other charges.

- The fee must be identified as “Governmental Services Fee” and must be submitted quarterly to the Nevada Department of Taxation.

The records, receipts, invoices and other pertinent papers documenting the leases must be available at all times during normal business hours for examination and copying by the Nevada Department of Taxation or the Nevada Department of Motor Vehicles or its authorized agents.

The records, receipts, invoices and other pertinent papers must be preserved intact for at least four (4) years after the date the record, receipt, invoice or paper was made.

If you have any questions, please contact State of Nevada, Department of Taxation.

- Carson City (775) 684-2000
- Reno (775) 688-1295
- Las Vegas (702) 486-2300



## *Section 2* **OWNERSHIP DOCUMENTS AND FORMS**

## **Manufacturer's Certificate of Origin**

Manufacturer's Statement of Origin/Certificate of Origin (MSO/MCO) means a document similar to a certificate of title or certificate of ownership issued by a manufacturer that must be completed and executed by the seller of a new vehicle when the vehicle is sold or leased for a fixed period of more than thirty-one (31) days for the first time.

The Manufacturer's Certificate of Origin (MCO or MSO) must be assigned by the manufacturer to the dealer, and properly reassigned by the dealer to the purchaser of the vehicle.

The MCO or MSO is a secure document, which means there are security features contained on it that prevent erasing, altering or unauthorized reproduction.

Security features may include:

- Intaglio printing - a printing process where an engraved plate meets the paper under extremely high pressure forcing the paper into the incisions below the surface of the plate.
- High-resolution printing—a printing process that achieves excellent art clarity and detail quality approaching that of the intaglio process.
- Security paper—paper containing a security watermark and/or a security thread and has been chemically treated to detect chemical alterations.
- Erasure-sensitive background inks—a process whereby the text is printed in a dark color ink over a fine line erasure-sensitive prismatic ink tint.

### **Manufacturer's Certificate of Origin (Front)**

The MCO contains the following:

1. Date – The date the MCO was completed by the manufacturer.
2. Description of Vehicle – Must be completed by the manufacturer.
3. Dealer or Distributor – The name of the dealer or distributor the vehicle was initially delivered to.
4. Issuing Manufacturer's Information – The name and address of the manufacturer and the original signature of the manufacturer's authorized representative.

12 CERTIFICATE OF ORIGIN FOR A VEHICLE					
DATE	①	INVOICE NO			
VEHICLE IDENTIFICATION NO	②	YEAR	②	MAKE	②
BODY TYPE	②	SHIPPING WEIGHT ②			
H.P. (S.A.E.)	②	G.V.W.R	②	NO. CYLS.	②
				SERIES OR MODEL	②
<p>I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.</p> <p>NAME OF DISTRIBUTOR, DEALER, ETC.</p> <p>③</p>					
<p>It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.</p> <p>④</p>					
BY _____					
(SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)					
CITY - STATE					

## Manufacturer's Certificate of Origin (Back)

1. Name and Address: The full legal name and address of the purchaser.
2. Odometer Reading: The current odometer reading for the vehicle.
3. Name of Dealership: The name of the dealer as shown on the front of the MCO.
4. Signature: The signature of the authorized dealer representative.
5. Notarization: Not required to be completed in Nevada.
6. Odometer Disclosure: Required to be completed for a retail sale. A separate federal odometer disclosure statement may be provided in lieu of completing this section.
7. Lienholder to be recorded: This section must be completed.
  - If the new Certificate of Title is to reflect a security interest in the vehicle the lienholder's name, address and Nevada Electronic Lien Title (ELT) number must be recorded.
  - Except for persons who are not normally engaged in the business or practice of financing vehicles, all lienholders shall use the electronic lien system to process all notifications and releases of security interests through electronic batch file transfers.
  - If there is no lienholder, "None" must be recorded in this section.

**Note:** A Manufacturer's Certificate of Origin is invalid if it has been altered in any manner. The reassignments can only be completed between dealers. If the vehicle is sold to an individual, the ownership paper work must be submitted to the Department.

<p>Each undersigned seller certifies to the best of his knowledge, information and belief under penalty of law that the vehicle is new and has not been registered in this or any state at the time of delivery and the vehicle is not subject to any security interests other than those described herein and warrant title to the vehicle.</p> <p>FOR VALUE RECEIVED I TRANSFER THE VEHICLE DESCRIBED ON THE FACE OF THIS CERTIFICATE TO</p>	
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 1	<p>NAME OF PURCHASER(S) _____ ①</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ ② No Tenth</p> <p>DEALER _____ ③ BY: _____ ④</p> <p>NAME OF DEALERSHIP DEALER'S LICENSE NUMBER</p> <p>Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me</p> <p>State of _____ ⑤ before this _____ day of _____ 19 _____</p> <p>County of _____</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenth</p> <p>DEALER _____ BY: _____</p> <p>NAME OF DEALERSHIP DEALER'S LICENSE NUMBER</p> <p>Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me</p> <p>State of _____ before this _____ day of _____ 19 _____</p> <p>County of _____</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 2	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenth</p> <p>DEALER _____ BY: _____</p> <p>NAME OF DEALERSHIP DEALER'S LICENSE NUMBER</p> <p>Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me</p> <p>State of _____ before this _____ day of _____ 19 _____</p> <p>County of _____</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 3	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenth</p> <p>DEALER _____ BY: _____</p> <p>NAME OF DEALERSHIP DEALER'S LICENSE NUMBER</p> <p>Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me</p> <p>State of _____ before this _____ day of _____ 19 _____</p> <p>County of _____</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 4	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenth</p> <p>DEALER _____ BY: _____</p> <p>NAME OF DEALERSHIP DEALER'S LICENSE NUMBER</p> <p>Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me</p> <p>State of _____ before this _____ day of _____ 19 _____</p> <p>County of _____</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
ODOMETER DISCLOSURE FOR RETAIL SALE	<p>Federal law requires you to state the odometer mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked. Odometer Reading _____ No Tenth. <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. <b>WARNING ODOMETER DISCREPANCY</b></p> <p>Signature of Seller(s) _____ ⑥ Date of Statement _____ Date of Sale _____</p> <p>Printed Name(s) of Seller(s) _____ Dealer's No. _____</p> <p>Signature of Purchaser(s) _____</p> <p>Printed Name(s) of Purchaser(s) _____</p> <p>Company Name (if Applicable) _____ State of _____</p> <p>Address of Purchaser(s) _____ County of _____</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
Lienholder	<p>1st lien in favor of _____ ⑦</p> <p>whose address is _____</p> <p>2nd lien in favor of _____</p> <p>whose address is _____</p>



## Nevada Certificate of Title

### Nevada Revised Statute (NRS) [482.285](#) and [NRS 482.400](#)

There are currently several valid styles of Nevada Certificates of Title (Form VP-2 and RD-2) in circulation. For the purpose of this guide, only the three (3) most recent styles will be addressed (Revision 1/2016, 8/2010 and 1/2006).

The registered owner or seller must sign the Certificate of Title exactly as the name appears on the face of the Certificate of Title:

- If there is more than one (1) registered owner or seller, joined by “and,” the signature of each registered owner or seller is required.
- If there is more than one (1) registered owner or seller, joined by “and/or” or “or,” only one (1) of the owner or seller’s signature is required.
- If there is more than one (1) registered owner or seller, and not joined by “and” or “and/or” or “or” the signature of each registered owner or seller is required. The Department considers no name indicator as “and” in these cases.
- If the owner or seller information is in the name of a business, the name of the business must appear along with the signature of an authorized business representative.

Buyer information must be completed indicating exactly how the new Certificate of Title is to read, and it must show the buyer’s full legal name.

Lienholder Section: This section must be completed.

- If the new Certificate of Title is to reflect a security interest in the vehicle the lienholder’s name, address and Nevada Electronic Lien Title (ELT) number must be recorded.
- Except for persons who are not normally engaged in the business or practice of financing vehicles, all lienholders shall use the electronic lien system to process all notifications and releases of security interests through electronic batch file transfers.
- If there is no lienholder, “None” must be recorded in this section.

**Nevada Certificate of Title**  
**(Form VP-2)**  
**Revision 1/2016 (Front)**

1. Type of Title: The type of title is printed at the center of the document.
  - a. Certificate of Title
  - b. Bonded Vehicle Title
2. Vehicle Information: The vehicle identification number, year, make, model and vehicle body.
3. Title Number: The number assigned at the time the title is created.
  - a. Title numbers start with NV followed by nine numbers
  - b. Bonded title numbers start with BT followed by nine numbers.
4. Date Issued: The date the title was issued.
5. Odometer Miles: The reading indicated on the vehicle's odometer apparatus. Required for all vehicles that are nine years and newer and do not meet exemptions in Title 49 Odometer Disclosure.
6. Odometer Brand: The actual status of the odometer reading.
  - a. Actual Mileage: the miles shown on the odometer are the exact miles the vehicle has been driven,
  - b. Exceeds Mechanical Limits; the vehicle has traveled more miles than the odometer is capable of showing.
  - c. Not Actual: warning odometer discrepancy: the odometer reading is not the actual mileage (the odometer may have been broken or a new odometer may have been installed).
  - d. Exempt or Exempt Weight; the vehicle is ten (10) years old or older or meets the exemption qualifications in Title 49 Odometer Disclosure.
7. Fuel Type: The type of fuel the vehicle uses.
8. Empty Weight: The actual weight of the vehicle when empty.
9. Gross Weight: The maximum recommended weight of the vehicle when full (passengers, luggage, etc.).
10. Print Date: The date the title was printed.
11. Vehicle Brands: A descriptive label assigned to a vehicle to identify the vehicle's current or prior condition. When more than one brand applies, each brand will be listed (maximum of four (4) most current brands listed).

Vehicle brand definitions are located in the [Vehicle Brands](#) section.
12. Brand Date: The date the brand was applied to the vehicle.
13. Mail To: The name and address the title was mailed to.
14. Owner(s) Name and Address: The name and address of the person or persons the Certificate of Title is issued to.

15. Lienholder Name and Address: The name and address of the legal owner of the vehicle who holds the security interest in the vehicle.
16. Bonded Title Statement: a bonded vehicle title will have the statement below printed on the title.

\*\*\*\*\***BONDED VEHICLE TITLE**\*\*\*\*\*  
**THIS VEHICLE HAS A BOND ASSOCIATED TO THE OWNERSHIP.**  
**OWNERSHIP TRANSFER MAY NOT BE ALLOWED OUTSIDE OF NEVADA.**  
 \*\*\*\*\*

17. Lien Holder Release: All Nevada Certificates of Title that show a lienholder require a release of lien to transfer ownership. The lienholder or authorized agent of the lienholder must complete this section. The signature of the lienholder or the authorized agent and the date of the signature are required to complete the release. If the lienholder is a business, the business name must appear along with the signature of an authorized representative of the business.
18. Printed Full Legal Name and Address of Buyer(s): Record the registered owner's full legal name exactly as it appears on the customer's driver's license, identification card, or business license. This name will be recorded on the vehicle registration certificate and Certificate of Title. Customers purchasing a vehicle(s) for a business are not required to present their business license.

**Note:**

- If the title is to read "doing business as" enter "DBA" preceding the business name.
  - If the vehicle is leased, the words "Lessee" and "Lessor" must be included after the full legal name
  - If there is more than one Lessee, separate the Lessees with a semi-colon ";".
19. Nevada Driver's License, Identification Card Number, or FEIN for businesses: Enter the number based on the document presented during the purchase transaction. The DMV will use these numbers to ensure the full legal name of the owner is placed on the registration and title.

**Note:**

- If the customer does not have a Nevada driver's license or identification card, "No Nevada DL or ID" must be printed.
  - Customers purchasing a vehicle(s) for a business that does not have an FEIN (Federal Employer Identification Number), enter "No FEIN."
  - Do not enter or use the customer's social security number.
20. And/Or: If the registration and title are in more than one name, the appropriate box must be marked to indicate "and" or "or." Using "and" will require all persons on the title to sign the title to release interest in the vehicle. "OR" will allow one person to sign the title to release interest in the vehicle, if there are two (2) or more recorded owners.
  21. Odometer Reading: The odometer reading must be recorded exactly as it shows on the vehicle's odometer apparatus, excluding tenths. The seller(s) must complete the Odometer Statement to the best of their knowledge.

22. Odometer Declaration: If the odometer reading is not the actual mileage of the vehicle, one of the statements must be checked. The Certificate of Title will be branded accordingly.
23. Signature and Printed Name of the Seller(s)/Agent/Dealership.
24. DMV issued Dealer's License Number (if applicable)
25. Date of Sale: The actual date ownership of the vehicle was transferred.
26. Signature and Printed Full Legal Name of the Buyer(s).

**Note:** Any alteration or erasure voids a Nevada Certificate of Title. The control number in the lower right hand corner of the Certificate of Title is not the title number. The Department uses this number internally.

STATE OF NEVADA DEPARTMENT OF MOTOR VEHICLES CERTIFICATE OF TITLE						
VIN	YEAR	MAKE	MODEL	VEHICLE BODY	TITLE NUMBER	
DATE ISSUED	ODOMETER MILES	ODOMETER BRAND	FUEL TYPE	EMPTY WT	GROSS WT	
PRINT DATE				VEHICLE BRANDS	BRAND DATE	
MAIL TO:						
OWNER(S) NAME AND ADDRESS						
Sample						
LIENHOLDER NAME AND ADDRESS						
LIENHOLDER RELEASE – SECURITY INTEREST IN THE VEHICLE DESCRIBED ON THIS TITLE IS HEREBY RELEASED:						
SIGNATURE OF AUTHORIZED AGENT				DATE		
PRINTED NAME OF AGENT AND COMPANY						
FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT. The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):						
Printed Full Legal Name of Buyer				Nevada Driver's License or Identification Number <input type="checkbox"/> AND <input type="checkbox"/> OR		
Printed Full Legal Name of Buyer				Nevada Driver's License or Identification Number		
Street Address		City		State	Zip Code	
I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following is checked.						
<input type="checkbox"/> NO <input type="checkbox"/> TENTHS		<input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY <input type="checkbox"/> Exempt – Model year over 9 years old				
ODOMETER READING						
Signature of Seller(s)/Agent/Dealership				Printed Name of Seller(s)/Agent/Dealership		
I am aware of the above odometer certification made by the seller/agent				Dealer License Number      Date of Sale		
Signature of Buyer				Printed Full Legal Name of Buyer		
ACCORDING TO THE RECORDS OF THE DEPARTMENT OF MOTOR VEHICLES, THE PERSON NAMED HEREON IS THE OWNER OF THE VEHICLE DESCRIBED ABOVE, SUBJECT TO LIEN AS SHOWN.				CONTROL NUMBER <div style="border: 1px solid black; padding: 5px; display: inline-block;">           3 1 50 100         </div>		
VP-2 (Rev 01/2016)				(THIS IS NOT A TITLE NUMBER)		
ALTERATION OR ERASURE VOIDS THIS TITLE						

## **Nevada Certificate of Title**

### **Revision 1/2016 (Back)**

1. First Reassignment – Dealer Only: To be completed only by a dealer upon the first reassignment of the Certificate of Title. The dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
2. Second Reassignment – Dealer Only: To be completed only by a dealer upon the second reassignment of the Certificate of Title. The dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
3. Lienholder to be recorded: This section must be completed.
  - If the new Certificate of Title is to reflect a security interest in the vehicle the lienholder's name, address and Nevada Electronic Lien Title (ELT) number must be recorded.
  - Except for persons who are not normally engaged in the business or practice of financing vehicles, all lienholders shall use the electronic lien system to process all notifications and releases of security interests through electronic batch file transfers.
  - If there is no lienholder, "None" must be recorded in this section.

#### **Note:**

Any alteration or erasure voids a Nevada Certificate of Title. The reassignment on the front of the title (beginning on item 16 on the front of the title) must be completed before the Dealer Only First Reassignment of Title is completed.



▶	<p style="text-align: center;"><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b></p> <p style="text-align: center;">The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p>			
FIRST REASSIGNMENT Dealer only	<b>FIRST REASSIGNMENT – DEALER ONLY</b>			
	Printed Full Legal Name of Buyer _____		Nevada Driver's License or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR	
	Printed Full Legal Name of Buyer _____		Nevada Driver's License or Identification Number _____	
	Address _____		City _____	State _____ Zip Code _____
	I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following is checked.			
	<div style="border: 1px solid black; display: inline-block; padding: 2px;">NO TENTHS</div> <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY <input type="checkbox"/> Exempt – Model year over 9 years old			
	ODOMETER READING _____			
	Signature of Seller(s)/Agent/Dealership _____		Printed Name of Seller(s)/Agent/Dealership _____	
	I am aware of the above odometer certification made by the seller/agent _____		Dealer License Number _____ Date of Sale _____	
	Signature of Buyer _____		Printed Full Legal Name of Buyer _____	
SECOND REASSIGNMENT Dealer only	<p style="text-align: center;"><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b></p> <p style="text-align: center;">The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p>			
	<b>SECOND REASSIGNMENT – DEALER ONLY</b>			
	Printed Full Legal Name of Buyer _____		Nevada Driver's License or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR	
	Printed Full Legal Name of Buyer _____		Nevada Driver's License or Identification Number _____	
	Address _____		City _____	State _____ Zip Code _____
	I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following is checked.			
	<div style="border: 1px solid black; display: inline-block; padding: 2px;">NO TENTHS</div> <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY <input type="checkbox"/> Exempt – Model year over 9 years old			
	ODOMETER READING _____			
	Signature of Seller(s)/Agent/Dealership _____		Printed Name of Seller(s)/Agent/Dealership _____	
	I am aware of the above odometer certification made by the seller/agent _____		Dealer License Number _____ Date of Sale _____	
Signature of Buyer _____		Printed Full Legal Name of Buyer _____		
LIEN	<b>LIENHOLDER TO BE RECORDED</b>			
	Printed Full Legal Name of Lienholder _____ (If no lienholder write "NONE")			
	Address _____ Street _____		City _____	State _____ Zip Code _____
	FEIN / ELT Number _____			

ALTERATION OR ERASURE VOIDS THIS TITLE

**Nevada Certificate of Title**  
**(Form VP-2)**  
**Revision 8/2010 (Front)**

1. Vehicle Information: The vehicle identification number, year, make, model and vehicle body.
2. Title Number: The number assigned at the time the title is created.
3. Date Issued: The date the title was issued.
4. Odometer Miles: The reading indicated on the vehicle's odometer apparatus. Required for all vehicles that are nine years and newer and do not meet exemptions in Title 49 Odometer Disclosure
5. Fuel Type: The type of fuel the vehicle uses.
6. Sales Tax Paid: Nevada does not print this information at this time.
7. Empty Weight: The actual weight of the vehicle when empty.
8. Gross Weight: The maximum recommended weight of the vehicle when full (passengers, luggage, etc.).
9. GVWR: The gross vehicle weight rating (the weight of the vehicle plus the vehicle's useful or maximum load).
10. Vehicle Color: This exterior color of the vehicle. This field may be left blank on the printed title.
11. Odometer Brand: The actual status of the odometer reading.
  - a. Actual Mileage: the miles shown on the odometer are the exact miles the vehicle has been driven,
  - b. Exceeds Mechanical Limits; the vehicle has traveled more miles than the odometer is capable of showing.
  - c. Not Actual: warning odometer discrepancy: the odometer reading is not the actual mileage (the odometer may have been broken or a new odometer may have been installed).
  - d. Exempt or Exempt Weight; the vehicle is ten years old or older or meets the exemption qualifications in Title 49 Odometer Disclosure.
12. Brands: A descriptive label assigned to a vehicle to identify the vehicle's current or prior condition. When more than one brand applies, each brand will be listed (maximum of four most current brands listed).

Vehicle brand definitions are located in the [Vehicle Brands](#) section.
13. Owner(s) Name and Address: The name and address of the person or persons the Certificate of Title is issued to.
14. Lienholder Name and Address: The name and address of the legal owner of the vehicle who holds the security interest in the vehicle.
15. Lienholder Release: All Nevada Certificates of Title that show a lienholder require a release of lien to transfer ownership. The lienholder or authorized agent of the lienholder must complete this section. The signature of the lienholder or the

authorized agent and the date of the signature are required to complete the release. If the lienholder is a business, the business name must appear along with the signature of an authorized representative of the business.

16. Government owned vehicles subject to registration in Nevada and sold or liquidated through a licensed Nevada auction should NOT stamp on to the title. In the area indicated by #16, write SOLD THROUGH, AUCTION NAME and the initials of the authorized representative of the auction company.
17. Printed Full Legal Name and Address of Buyer(s): Record the registered owner's full legal name exactly as it appears on the customer's driver's license, identification card, or business license. This name will be recorded on the vehicle registration certificate and Certificate of Title. Customers purchasing a vehicle(s) for a business are not required to present their business license.

**Note:**

- If the registration is to read "doing business as" enter "DBA" preceding the business name.
  - If the vehicle is leased, the words "Lessee" and "Lessor" must be included after the full legal name
  - If there is more than one Lessee, separate the Lessees with a semi-colon ";".
18. Nevada Driver's License, Identification Card Number, or FEIN for businesses: Enter the number based on the document presented during the purchase transaction. The DMV will use these numbers to ensure the full legal name of the owner is placed on the registration and title.

**Note:**

- If the customer does not have a Nevada driver's license or identification card, "No Nevada DL or ID" must be printed in the registered owner's information area.
  - Customers purchasing a vehicle(s) for a business that does not have a FEIN (Federal Employer Identification Number), enter "No FEIN."
  - Do not enter or use the customer's social security number.
19. And/Or: If the registration and title are in more than one name, the appropriate box must be marked to indicate "and" or "or." Using "and" will require all persons on the title to sign the title to release interest in the vehicle. "Or" will allow one person to sign the title to release interest in the vehicle, if there are two or more recorded owners.
  20. Odometer Reading: The odometer reading must be recorded exactly as it shows on the vehicle's odometer apparatus, excluding tenths. The seller(s) must complete the Odometer Statement to the best of their knowledge.
  21. Odometer Declaration: If the odometer reading is not the actual mileage of the vehicle, one of the statements must be checked. The Certificate of Title will be branded accordingly.
  22. Signature and Printed Name of the Seller(s)/Agent/Dealership.
  23. Check box to acknowledge the odometer certification: Buyer will check the box to

- acknowledge the odometer declaration.
24. DMV issued Dealer's License Number (if applicable).
  25. Date of Sale: The actual date ownership of the vehicle was transferred.
  26. Signature and Printed Full Legal Name of the Buyer(s).

**Note:**

Any alteration or erasure voids a Nevada Certificate of Title. The control number in the lower right hand corner of the Certificate of Title is not the title number. The Department uses this number internally.

STATE OF NEVADA DEPARTMENT OF MOTOR VEHICLES							
CERTIFICATE OF TITLE							
VIN 1	YEAR 1	MAKE 1	MODEL 1	VEHICLE BODY 1	TITLE NUMBER 2		
DATE ISSUED 3	ODOMETER MILES 4	FUEL TYPE 5	SALES TAX PD 6	EMPTY WT 7	GROSS WT 8	GVWR 9	
VEHICLE COLOR 10	ODOMETER BRAND 11			BRANDS 12			
OWNER(S) NAME AND ADDRESS 13							
SAMPLE							
LIENHOLDER NAME AND ADDRESS 14							
LIENHOLDER RELEASE - INTEREST IN THE VEHICLE DESCRIBED ON THIS TITLE IS HEREBY RELEASED: 15							
SIGNATURE OF AUTHORIZED AGENT				DATE			
PRINTED NAME OF AGENT AND COMPANY 16							
<small>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT. The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</small>							
Printed Full Legal Name of Buyer 17				Nevada Driver's License Number or Identification Number 18			
Printed Full Legal Name of Buyer 17				Nevada Driver's License Number or Identification Number 18			
Address 20				City 21		State 22	
I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.				Zip Code 23			
<input type="checkbox"/> NO <input type="checkbox"/> TENTHS <input type="checkbox"/>				<input type="checkbox"/> AND <input type="checkbox"/> OR <input type="checkbox"/>			
ODOMETER READING 22				22			
Signature of Seller(s)/Agent/Dealership 23				Printed Name of Seller(s)/Agent/Dealership 24			
I am aware of the above odometer certification made by the seller/agent. 26				Date of Sale 25			
Signature of Buyer 26				Printed Full Legal Name of Buyer 26			
<small>ACCORDING TO THE RECORDS OF THE DEPARTMENT OF MOTOR VEHICLES, THE PERSON NAMED HEREON IS THE OWNER OF THE VEHICLE DESCRIBED ABOVE, SUBJECT TO LIEN AS SHOWN.</small>				<small>CONTROL NO. 0000000000 (THIS IS NOT A TITLE NO.)</small>			
STATE OF NEVADA							
ALTERATION OR ERASURE VOIDS THIS TITLE							

**Nevada Certificate of Title**  
**Revision 8/2010 (Back)**

1. Dealer Only First Reassignment of Title: To be completed only by a dealer upon the first reassignment of the Certificate of Title. The dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
2. Dealer Only Second Reassignment of Title: To be completed only by a dealer upon the second reassignment of the Certificate of Title. The dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
3. Dealer Only Third Reassignment of Title: To be completed only by a dealer upon the third reassignment of the Certificate of Title. The dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
4. Lienholder Section: This section must be completed.
  - If the new Certificate of Title is to reflect a security interest in the vehicle the lienholder's name, address and Nevada Electronic Lien Title (ELT) number must be recorded.
  - Except for persons who are not normally engaged in the business or practice of financing vehicles, all lienholders shall use the electronic lien system to process all notifications and releases of security interests through electronic batch file transfers.
  - If there is no lienholder, "None" must be recorded in this section.

**Note:** Any alteration or erasure voids a Nevada Certificate of Title. The reassignment on the front of the title (beginning on item 16 on the front of the title) must be completed before the Dealer Only First Reassignment of Title is completed.



<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b> The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p>	
1 FIRST REASSIGNMENT DEALER ONLY	<p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____</p> <p>Address _____ City _____ State _____ Zip Code _____</p> <p>I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.</p> <p><input type="checkbox"/> NO <input type="checkbox"/> TENTHS <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY Exempt - Model year over 9 years old.</p> <p>ODOMETER READING _____</p> <p>Signature of Seller(s)/Agent/Dealership _____ Printed Name of Seller(s)/Agent/Dealership _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/> Dealer's License Number _____ Date of Sale _____</p> <p>Signature of Buyer _____ Printed Full Legal Name of Buyer _____</p>
	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b> The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____</p> <p>Address _____ City _____ State _____ Zip Code _____</p> <p>I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.</p> <p><input type="checkbox"/> NO <input type="checkbox"/> TENTHS <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY Exempt - Model year over 9 years old.</p> <p>ODOMETER READING _____</p> <p>Signature of Seller(s)/Agent/Dealership _____ Printed Name of Seller(s)/Agent/Dealership _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/> Dealer's License Number _____ Date of Sale _____</p> <p>Signature of Buyer _____ Printed Full Legal Name of Buyer _____</p>
	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b> The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____</p> <p>Address _____ City _____ State _____ Zip Code _____</p> <p>I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.</p> <p><input type="checkbox"/> NO <input type="checkbox"/> TENTHS <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY Exempt - Model year over 9 years old.</p> <p>ODOMETER READING _____</p> <p>Signature of Seller(s)/Agent/Dealership _____ Printed Name of Seller(s)/Agent/Dealership _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/> Dealer's License Number _____ Date of Sale _____</p> <p>Signature of Buyer _____ Printed Full Legal Name of Buyer _____</p>
	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b> The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____</p> <p>Address _____ City _____ State _____ Zip Code _____</p> <p>I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.</p> <p><input type="checkbox"/> NO <input type="checkbox"/> TENTHS <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY Exempt - Model year over 9 years old.</p> <p>ODOMETER READING _____</p> <p>Signature of Seller(s)/Agent/Dealership _____ Printed Name of Seller(s)/Agent/Dealership _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/> Dealer's License Number _____ Date of Sale _____</p> <p>Signature of Buyer _____ Printed Full Legal Name of Buyer _____</p>
	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b> The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____</p> <p>Address _____ City _____ State _____ Zip Code _____</p> <p>I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.</p> <p><input type="checkbox"/> NO <input type="checkbox"/> TENTHS <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY Exempt - Model year over 9 years old.</p> <p>ODOMETER READING _____</p> <p>Signature of Seller(s)/Agent/Dealership _____ Printed Name of Seller(s)/Agent/Dealership _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/> Dealer's License Number _____ Date of Sale _____</p> <p>Signature of Buyer _____ Printed Full Legal Name of Buyer _____</p>
	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b> The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____</p> <p>Address _____ City _____ State _____ Zip Code _____</p> <p>I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.</p> <p><input type="checkbox"/> NO <input type="checkbox"/> TENTHS <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY Exempt - Model year over 9 years old.</p> <p>ODOMETER READING _____</p> <p>Signature of Seller(s)/Agent/Dealership _____ Printed Name of Seller(s)/Agent/Dealership _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/> Dealer's License Number _____ Date of Sale _____</p> <p>Signature of Buyer _____ Printed Full Legal Name of Buyer _____</p>
4 LIEN	<p><b>LIENHOLDER TO BE RECORDED</b></p> <p>Printed Full Legal Name of Lienholder: _____ FEIN: _____</p> <p>Address _____ (if no lienholder write "NONE") _____</p> <p>Street _____ City _____ State _____ Zip Code _____</p>

ALTERATION OR ERASURE VOIDS THIS TITLE

**Nevada Certificate of Title  
(Form RD-2)  
Revision 1/2006 (Front)**

1. Vehicle Information: The vehicle identification number, year, make, model and vehicle body.
2. Title Number: The number assigned at the time the title is created.
3. Date Issued: The date the title was issued.
4. Odometer Miles: The reading indicated on the vehicle's odometer apparatus. Required for all vehicles that are nine years and newer and do not meet exemptions in Title 49 Odometer Disclosure.
5. Fuel Type: The type of fuel the vehicle uses.
6. Sales Tax Paid: Nevada does not print this information at this time.
7. Empty Weight: The actual weight of the vehicle when empty.
8. Gross Weight: The maximum recommended weight of the vehicle when full (passengers, luggage, etc.).
9. GVWR: The gross vehicle weight rating (the weight of the vehicle plus the vehicle's useful or maximum load).
10. Vehicle Color: The color of the vehicle. Nevada does not capture the vehicle color at this time.
11. Odometer Brand: The actual status of the odometer reading.
  - a. Actual Mileage: the miles shown on the odometer are the exact miles the vehicle has been driven,
  - b. Exceeds Mechanical Limits; the vehicle has traveled more miles than the odometer is capable of showing.
  - c. Not Actual: warning odometer discrepancy: the odometer reading is not the actual mileage (the odometer may have been broken or a new odometer may have been installed).
  - d. Exempt or Exempt Weight; the vehicle is ten years old or older or meets the exemption qualifications in Title 49 Odometer Disclosure.
12. Brands: A descriptive label assigned to a vehicle to identify the vehicle's current or prior condition. When more than one brand applies, each brand will be listed (maximum of four most current brands listed).

Vehicle brand definitions are located in the [Vehicle Brands](#) section.
13. Owner(s) Name and Address: The name and address of the person or persons the Certificate of Title is issued to.
14. Lienholder(s) Name and Address: The name and address of the legal owner of the vehicle who holds the security interest in the vehicle.
15. Lienholder(s) Release: All Nevada Certificates of Title that show a lienholder require a release of lien to transfer ownership. The lienholder or authorized agent of the lienholder must complete this section. The signature of the lienholder or the

authorized agent and the date of the signature are required to complete the release. If the lienholder is a business, the business name must appear along with the signature of an authorized representative of the business.

16. Full Legal Name and Address of Buyer(s): Record the registered owner's full legal name exactly as it appears on the customer's driver's license, identification card, or business license. This name will be recorded on the vehicle registration certificate and Certificate of Title. Customers purchasing a vehicle(s) for a business are not required to present their business license.

**Note:**

- If the registration is to read "doing business as" enter "DBA" preceding the business name.
- If the vehicle is leased, the words "Lessee" and "Lessor" must be included after the full legal name
- If there is more than one Lessee, separate the Lessees with a semi-colon ";".

17. Nevada Driver's License, Identification Card Number, or FEIN for businesses: Enter the number based on the document presented during the purchase transaction. The DMV will use these numbers to ensure the full legal name of the owner is placed on the registration and title.

**Note:**

- If the customer does not have a Nevada driver's license or identification card, "No Nevada DL or ID" must be printed in the registered owner's information area.
- Customers purchasing a vehicle(s) for a business that does not have a FEIN (Federal Employer Identification Number), enter "No FEIN."
- Do not enter or use the customer's social security number.

18. And/Or: If the registration and title are in more than one name, the appropriate box must be marked to indicate "and" or "or." Using "and" will require all persons on the title to sign the title to release interest in the vehicle. "Or" will allow one person to sign the title to release interest in the vehicle, if there are two or more recorded owners.
19. Odometer Reading: The odometer reading must be recorded exactly as it shows on the vehicle's odometer apparatus, excluding tenths. The seller(s) must complete the Odometer Statement to the best of their knowledge.
20. Odometer Declaration: If the odometer reading is not the actual mileage of the vehicle, one of the statements must be checked. The Certificate of Title will be branded accordingly.
21. Signature and Printed Name of the Seller(s)/Agent/Dealership.
22. DMV issued Dealer's License Number (if applicable).
23. Date of Sale: The actual date ownership of the vehicle was transferred.
24. Signature and Printed Full Legal Name of the Buyer(s).

**Note:** Any alteration or erasure voids a Nevada Certificate of Title. The control

number in the lower right hand corner of the Certificate of Title is not the title number. The Department uses this number internally.

## Front of Title

STATE OF NEVADA DEPARTMENT OF MOTOR VEHICLES									
CERTIFICATE OF TITLE									
VIN 1	YEAR 1	MAKE 1	MODEL 1	VEHICLE BODY 1	TITLE NUMBER 2				
DATE ISSUED 3	ODOMETER MILES 4	FUEL TYPE 5	SALES TAX PD 6	EMPTY WT 7	GROSS WT 8	GVWR 9			
VEHICLE COLOR 10	ODOMETER BRAND 11	BRANDS 12							
OWNER(S) NAME AND ADDRESS 13									
LIENHOLDER(S) NAME AND ADDRESS 14									
LIENHOLDER(S) RELEASE - INTEREST IN THE VEHICLE DESCRIBED ON THIS TITLE IS HEREBY RELEASED: 15									
SIGNATURE OF AUTHORIZED AGENT _____ DATE _____									
PRINTED NAME OR COMPANY STAMP _____									
FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.									
The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):									
16 Printed Full Legal Name of Buyer				17 Nevada Driver's License Number or Identification Number		18 AND OR			
19 Printed Full Legal Name of Buyer				20 Nevada Driver's License Number or Identification Number					
Address _____ City _____ State _____ Zip Code _____									
I certify in the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.									
The mileage stated is in excess of its mechanical limits.									
The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY.									
Exempt - Model year over 9 years old.									
19 ODOMETER READING 21									
Signature of Seller(s)/Agent/Dealership _____									
Printed Name of Seller(s)/Agent/Dealership _____									
I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/> Dealer's License Number _____ Date of Sale _____									
24 Signature of Buyer _____									
24 Printed Full Legal Name of Buyer _____									
ACCORDING TO THE RECORDS OF THE DEPARTMENT OF MOTOR VEHICLES, THE PERSON NAMED HEREON IS THE OWNER OF THE VEHICLE DESCRIBED ABOVE, SUBJECT TO LIEN AS SHOWN.									
RD-2 (Rev. 1/06)									
CONTROL NO. _____ (THIS IS NOT A TITLE NO.)									
0000000B									
ALTERATION OR ERASURE VOIDS THIS TITLE									

**Nevada Certificate of Title**  
**Revision 1/2006 (Back)**

1. Dealer Only First Reassignment of Title: To be completed only by a dealer upon the first reassignment of the Certificate of Title. The dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
2. Dealer Only Second Reassignment of Title: To be completed only by a dealer upon the second reassignment of the Certificate of Title. The dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
3. Dealer Only Third Reassignment of Title: To be completed only by a dealer upon the third reassignment of the Certificate of Title. The dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
4. Lienholder Section: This section must be completed.
  - If the new Certificate of Title is to reflect a security interest in the vehicle the lienholder's name, address and Nevada Electronic Lien Title (ELT) number must be recorded.
  - Except for persons who are not normally engaged in the business or practice of financing vehicles, all lienholders shall use the electronic lien system to process all notifications and releases of security interests through electronic batch file transfers.
  - If there is no lienholder, "None" must be recorded in this section.

**Note:** Any alteration or erasure voids a Nevada Certificate of Title. The reassignment on the front of the title (beginning on item 16 on the front of the title) must be completed before the Dealer Only First Reassignment of Title is completed.



## Back of Title

<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b> The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p>	
1 FIRST REASSIGNMENT DEALER ONLY	<p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____</p> <p>Address _____ City _____ State _____ Zip Code _____</p> <p>I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.</p> <p>NO <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. TENTHS <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY Exempt - Model year over 9 yrs. old.</p> <p>ODOMETER READING _____</p> <p>Signature of Seller(s)/Agent/Dealership _____ Printed Name of Seller(s)/Agent/Dealership _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/> Dealer's License Number _____ Date of Sale _____</p> <p>Signature of Buyer _____ Printed Full Legal Name of Buyer _____</p>
	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b> The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____</p> <p>Address _____ City _____ State _____ Zip Code _____</p> <p>I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.</p> <p>NO <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. TENTHS <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY Exempt - Model year over 9 yrs. old.</p> <p>ODOMETER READING _____</p> <p>Signature of Seller(s)/Agent/Dealership _____ Printed Name of Seller(s)/Agent/Dealership _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/> Dealer's License Number _____ Date of Sale _____</p> <p>Signature of Buyer _____ Printed Full Legal Name of Buyer _____</p>
	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b> The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____</p> <p>Address _____ City _____ State _____ Zip Code _____</p> <p>I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.</p> <p>NO <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. TENTHS <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY Exempt - Model year over 9 yrs. old.</p> <p>ODOMETER READING _____</p> <p>Signature of Seller(s)/Agent/Dealership _____ Printed Name of Seller(s)/Agent/Dealership _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/> Dealer's License Number _____ Date of Sale _____</p> <p>Signature of Buyer _____ Printed Full Legal Name of Buyer _____</p>
	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b> The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____</p> <p>Address _____ City _____ State _____ Zip Code _____</p> <p>I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.</p> <p>NO <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. TENTHS <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY Exempt - Model year over 9 yrs. old.</p> <p>ODOMETER READING _____</p> <p>Signature of Seller(s)/Agent/Dealership _____ Printed Name of Seller(s)/Agent/Dealership _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/> Dealer's License Number _____ Date of Sale _____</p> <p>Signature of Buyer _____ Printed Full Legal Name of Buyer _____</p>
	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b> The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____</p> <p>Address _____ City _____ State _____ Zip Code _____</p> <p>I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.</p> <p>NO <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. TENTHS <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY Exempt - Model year over 9 yrs. old.</p> <p>ODOMETER READING _____</p> <p>Signature of Seller(s)/Agent/Dealership _____ Printed Name of Seller(s)/Agent/Dealership _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/> Dealer's License Number _____ Date of Sale _____</p> <p>Signature of Buyer _____ Printed Full Legal Name of Buyer _____</p>
	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b> The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR</p> <p>Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____</p> <p>Address _____ City _____ State _____ Zip Code _____</p> <p>I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.</p> <p>NO <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. TENTHS <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY Exempt - Model year over 9 yrs. old.</p> <p>ODOMETER READING _____</p> <p>Signature of Seller(s)/Agent/Dealership _____ Printed Name of Seller(s)/Agent/Dealership _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/> Dealer's License Number _____ Date of Sale _____</p> <p>Signature of Buyer _____ Printed Full Legal Name of Buyer _____</p>
4 LIEN	<p><b>LIENHOLDER TO BE RECORDED</b></p> <p>Printed Full Legal Name of Lienholder _____ FEIN _____ (if no lienholder write "NONE")</p> <p>Address _____ Street _____ City _____ State _____ Zip Code _____</p>

ALTERATION OR ERASURE VOIDS THIS TITLE



## Vehicle Brands

A descriptive label assigned to a vehicle to identify the vehicle's current or prior condition. When more than one brand applies, each brand will be listed (maximum of four (4) most current brands listed).

- **Bonded Title**

The vehicle owner has secured a bond for the vehicle that must be in force for a three (3) year period.

- *Bonded title*, the vehicle owner has secured a bond equivalent to one and one half (1 ½) of the Manufacturer's Suggested Retail Price (MSRP), [NRS 482.2605](#).
- *Salvage bonded title*, the vehicle owner has secured a bond equivalent to twenty five percent (25%) of the Manufacturer's Suggested Retail Price (MSRP), [NRS 487.820](#).

**Note: Ownership transfer may not be allowed outside of Nevada.**

- Flood Damage refer to [NRS 487.740](#)

- Lemon Law Buy Back

Lemon Law Buyback means a new motor vehicle that was returned to the manufacturer because of defects pursuant to [NRS 597.600](#) to [597.680](#), inclusive, or a used motor vehicle returned pursuant to [NRS 482.36655](#) to [482.36667](#), inclusive, or a title brand that has been carried forward from another title or certificate of ownership.

- Non-Rebuildable

Non-Rebuildable brand means a motor vehicle that cannot be rebuilt.

- Non-Repairable refer to [NRS 487.760](#).

- Non-US Vehicle

Non-U.S. Vehicle means a motor vehicle that was manufactured outside of the United States and that was not provided with a U.S. warranty commonly referred to as a "gray-market vehicle."

- Not Street Legal

Not Street Legal means a motor vehicle that cannot legally be operated on state or local roads or highways.

- Rebuilt refer to [NRS 482.098](#).

- Reconstructed refer to [NRS 482.100](#).

- Salvage refer to [NRS 487.770](#).

- Specially Constructed refer to [NRS 482.120](#).

- Total Loss refer to [NRS 487.790](#).

## **Duplicate Certificate of Title**

### **Application for Duplicate Nevada Certificate of Title Form VP-12**

If a Nevada Certificate of Title has been lost, stolen or mutilated, a duplicate Nevada Certificate of Title may be obtained by completing the Application for Duplicate Nevada Certificate of Title.

The Application for Duplicate Certificate of Title (Form VP-12) must be completed in full and submitted by the owner of record on file with the Department. The application must be signed and witnessed by a notary public or an authorized Nevada Department of Motor Vehicles representative.

The “Registered Owner(s)” and “Lienholder” areas must be completed exactly as shown on the current title record. If the original Certificate of Title was issued with “and” between the registered owner’s names, all owners must sign the application. If the original Certificate of Title was issued without an indicator such as “and” or “or” then all owners must sign the application. The Department considers the lack of a name indicator as “and” in these cases.

If a lienholder is applying for the duplicate Certificate of Title, the lienholder must complete the application.

The “Requested By” area must be completed if the duplicate Certificate of Title is to be mailed to a different address or person. A notarized letter of authorization is also needed unless the requestor is a licensed Nevada Dealer.

If the lien has been satisfied, for a printed title, a notarized lien release signed by the lienholder is required. An Electronic Lien Title (ELT) lien is released electronically by the lienholder and a title without the lienholder is printed and sent to the registered owner.

A duplicate title cannot be requested for an Electronic Lien Title (ELT). The lienholder is responsible for electronically requesting a printed title.

## **Bonded Title**

### **NRS 482.2605 and NRS 487.820**

If an applicant who is seeking a certificate of title to a vehicle from the Department pursuant to [NRS 482.2605](#) or [NRS 487.820](#), is unable to satisfy the Department that the applicant is entitled to a certificate of title, the applicant may obtain a new certificate of title from the Department by:

1. Filing a bond with the Department;
2. Allowing the Department to inspect the vehicle to verify the vehicle identification number and identification numbers, if any, on parts used to repair the vehicle; and
3. Authorizing the Department to conduct a search of the history of the vehicle through any national crime information system, including, without limitation, the:
  - a. National Crime Information Center, as defined in [NRS 179A.061](#); and
  - b. National Motor Vehicle Title Information System (NMVTIS) of the United States Department of Justice.

Any person damaged by the issuance of a certificate of title pursuant to this section has a right of action to recover on the bond for any breach of its conditions, except the aggregate liability of the surety to all persons must not exceed the amount of the bond. The bond must be in force for three (3) years from the date of issuance.

The bond required must be:

1. Executed by the applicant as principal and by a corporation qualified under the laws of this State as surety;
2. In an amount equal to
  - a. Bonded Title – one and one-half (1 ½) times the value of the vehicle Manufacturer's Suggested Retail Price (MSRP),
  - b. Salvage Bonded Title – twenty five percent (25%) of the value of the vehicle Manufacturer's Suggested Retail Price (MSRP),
3. Conditioned to indemnify any:
  - a. Prior owner or lienholder of the vehicle, and his or her successors in interest;
  - b. Subsequent purchaser of the vehicle, and his or her successors in interest; or
  - c. Person acquiring a security interest in the vehicle, and his or her successors in interest, against any expense, loss or damage because of the issuance of the certificate of title or because of any defect in or undisclosed security interest in the applicant's right or title to the vehicle or the applicant's interest in the vehicle.


Bonded titles have specific information listed on the face of the title:

1. At the top, center of the title, "BONDED VEHICLE TITLE"
2. The title number starts with "BT" and followed by nine numbers.
3. Brand of "Bonded Vehicle" listed under the brand section.
4. Statement printed at the middle of the title.

\*\*\*\*\***BONDED VEHICLE TITLE**\*\*\*\*\*  
**THIS VEHICLE HAS A BOND ASSOCIATED TO THE OWNERSHIP.**  
**OWNERSHIP TRANSFER MAY NOT BE ALLOWED OUTSIDE OF NEVADA.**  
 \*\*\*\*\*

Ownership can be transferred with a bonded title in Nevada. Ownership transfer outside Nevada may not be allowed. Prior to purchasing the vehicle check to verify transfer is allowed. The owner that received the bonded title must keep the bond in force for the entire three (3) years. Selling the vehicle does not relinquish the requirement of the bond.

All bonded titles are processed in Carson City by Central Services. Please contact Title Research at 775-684-4810 for information regarding the bonded title process.

STATE OF NEVADA DEPARTMENT OF MOTOR VEHICLES						
BONDED CERTIFICATE OF TITLE						
8006 VIN	YEAR	MAKE	MODEL	VEHICLE BODY	E1 TITLE NUMBER	
2T2ZK1BA0AC009345	2010	LEXS	RX 350	T4W	BT955164927	
DATE ISSUED	ODOMETER MILES	ODOMETER BRAND	FUEL TYPE	EMPTY WT	GROSS WT	
06/07/2018	100000	ACTUAL MILES	G			
PRINT DATE	06/8/2018	VEHICLE BRANDS	BRAND DATE			
		BONDED TITLE	06/07/2018			
<b>MAIL TO</b> TEST 555 WRIGHT WAY CARSON CITY NV 89711-0002						
<b>OWNER(S) NAME AND ADDRESS</b> TEST 1ST STREET LAS VEGAS NV 88901						
<b>LIENHOLDER NAME AND ADDRESS</b>						
*****BONDED VEHICLE TITLE*****						
THIS VEHICLE HAS A BOND ASSOCIATED TO THE OWNERSHIP AND THE BOND WILL BE VALID UNTIL 06/07/2021. OWNERSHIP TRANSFER MAY NOT BE ALLOWED OUTSIDE OF NEVADA.						
LIENHOLDER RELEASE - SECURITY INTEREST IN THE VEHICLE DESCRIBED ON THIS TITLE IS HEREBY RELEASED:						
SIGNATURE OF AUTHORIZED AGENT				DATE		
PRINTED NAME OF AGENT AND COMPANY						
FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT. The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):						
Printed Full Legal Name of Buyer				Nevada Driver's License or Identification Number <input type="checkbox"/> AND <input type="checkbox"/> OR		
Printed Full Legal Name of Buyer				Nevada Driver's License or Identification Number		
Street Address		City		State		Zip Code
I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following is checked.						
<input checked="" type="checkbox"/> NO TENTHS		<input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY <input type="checkbox"/> Exempt - Model year over 9 years old				
ODOMETER READING						
Signature of Seller(s)/Agent/Dealership				Printed Name of Seller(s)/Agent/Dealership		
I am aware of the above odometer certification made by the seller/agent				Dealer License Number _____ Date of Sale _____		
Signature of Buyer				Printed Full Legal Name of Buyer		
ACCORDING TO THE RECORDS OF THE DEPARTMENT OF MOTOR VEHICLES, THE PERSON NAMED HEREON IS THE OWNER OF THE VEHICLE DESCRIBED ABOVE, SUBJECT TO LIEN AS SHOWN.				CONTROL NUMBER 481231?		
VP-2 (Rev 01/2016)				(THIS IS NOT A TITLE NUMBER)		
ALTERATION OR ERASURE VOIDS THIS TITLE						

## **Odometer Mileage Disclosure**

### **NRS 482.245, NRS 484D.300 to 484D.345**

Federal and state laws and regulations require an odometer disclosure be completed upon transfer of ownership for vehicles nine years old or newer.

The odometer disclosure must be made in writing on the secure title document or on the secure reassignment document if one is used to reassign a title.

If the vehicle has never been titled, i.e., a new vehicle or one coming into the country for the first time, the disclosure can be made on a separate document. This document does not need to be secure, however, the same person (person includes company or corporation) cannot sign the disclosure as both the buyer and seller.

The seller and purchaser must jointly attest to the odometer reading shown on the vehicle's odometer apparatus at the time of transfer of ownership of the vehicle.

If the odometer reading is not the actual mileage of the vehicle, the appropriate designation must be made on the odometer disclosure.

If a vehicle does not have an odometer, the disclosure must include a statement to that effect, and the true mileage of the vehicle is not known.

An odometer disclosure must be completed when an out-of-state vehicle is titled for the first time in Nevada, even if there is no ownership change.

An odometer disclosure must include:

- The printed name and signature of each buyer and seller, the same person (person includes company or corporation) cannot sign the disclosure as both the buyer and seller.
- The current address of each buyer and seller.
- A complete vehicle description (make, model, year, body type and VIN).
- The current odometer reading, excluding tenths.
- The date of the transfer of ownership.

A Secure Power of Attorney must be used to disclose the mileage of the vehicle when a Certificate of Title or ownership is physically held by a lienholder or when a duplicate Certificate of Title or ownership is applied for. Refer to the Secure Power of Attorney section for additional information.

The original copy of the odometer disclosure statement must be submitted to the Department with the title documents.

## **Leased Vehicles**

Before a transfer of ownership is documented, each lessor of a leased motor vehicle shall notify the lessee in writing the lessee is required to provide a written odometer disclosure to the lessor regarding the mileage. The disclosure may be made on either the Certificate of Title, or if the reassignment area is filled, using the Dealer Reassignment of Title form. This disclosure must contain a reference to the federal law and must state that failure to complete or providing false information may result in fines and/or imprisonment. Reference may also be made to applicable state law.



Both the lessee and lessor must sign the disclosure.

### **Repossessed Vehicles**

The odometer reading for vehicles that have been repossessed must be reported by the legal owner of the vehicle (lienholder).

### **Unrecovered Stolen Vehicles**

Vehicles that are transferred to an insurance company when a payoff is made on an unrecovered stolen vehicle are exempt from the odometer disclosure requirements due to the unavailability of the vehicle.

### **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 round to the nearest whole number, the answer is used as the miles.

### **Secure Power of Attorney**

A Secure Power of Attorney (VP-221) is used when a Certificate of Title is physically held by a lienholder, or when a Certificate of Title has been lost. The owner of a vehicle may give power of attorney to a buyer for the purpose of mileage disclosure. The authorization to do so must be conveyed by a secure power of attorney.

The Secure Power of Attorney form may be purchased from any Occupational Business and Licensing section of the Department of Motor Vehicles. This is a \$0.50 fee for each form along with a \$1.00 technology fee.

Erasures, corrections or the use of correction fluid to correct any information other than an address voids the form. If a correction to an address is made, an Erasure Affidavit (Form VP-19) must be completed and attached to the Secure Power of Attorney. The Erasure Affidavit cannot be used for errors made to the Odometer statement.

The buyer and the seller must retain a copy of the statement.

### **Instructions for Completing the Nevada Secure Power of Attorney**

1. **Vehicle Description:** Enter the vehicle identification number, year, make, model, and body type.

#### **PART A: POWER OF ATTORNEY TO DISCLOSE MILEAGE**

2. **Sellers:** Enter the printed name of the sellers.
3. **Buyers:** Enter the printed full legal name of the buyers.
4. **Date:** Enter the date Part A was completed.
5. **Odometer Reading:** Enter the exact reading of the vehicle's odometer apparatus, excluding tenths.



6. Check the appropriate box if the odometer reading is not the actual mileage of the vehicle.
7. Enter the signature and printed name of the transferor/seller.
8. Enter the address of the transferor/seller.
9. Enter the signature and printed full legal name of the transferee/buyer.
10. Enter the dealer's business name, if applicable.
11. Enter the business license number of the dealer, if applicable.
12. Enter the address of the transferee/buyer.

**PART B: POWER OF ATTORNEY TO REVIEW TITLE DOCUMENT AND ACKNOWLEDGE DISCLOSURE**

**Note:** Part B is invalid unless Part A has been completed.

13. Enter the printed full legal name of the transferee/buyer.
14. Enter the printed name of the transferor/seller.
15. Enter the signature and printed full legal name of the transferee.
16. Enter the complete address of the transferee.
17. Enter the date Part B was completed.
18. Enter the seller's printed name.
19. Enter the exact reading of the vehicle's odometer apparatus, excluding tenths.
20. Check the appropriate box if the odometer reading is not the actual mileage of the vehicle.
21. Enter the signature and printed name of the transferor/seller.
22. Enter the dealer's business name.
23. Enter the business license number of the dealer.
24. Enter the complete address of the transferor/seller.

**PART C: CERTIFICATION**

**Note:** Part C is to be completed only if Parts A and B have been completed.

25. Enter the full legal name of the person exercising the power of attorney.
26. Enter the signature and printed name of the person exercising the power of attorney.
27. Enter the date Part C was completed.
28. Enter the complete address of the person exercising the power of attorney.

**Filing and Retention of Copies**

- The original copy of the Secure Power of Attorney must be attached to the Certificate of Title when received, and is to remain with the title until the seller making application for title for the buyer files it.
- The seller must retain the first copy of the Secure Power of Attorney for at least five

years.

- The second copy of the Secure Power of Attorney must be given to the seller who completed the power of attorney in PART A.

Direct Business Systems - 170.825.0645  
U.S. Patents 4,207,700 - 4,318,180

**A - 227002**

## NEVADA

### SECURE POWER OF ATTORNEY

**WARNING:** This form may be used only when title is physically held by lienholder or has been lost. This form must be submitted to the State by the person exercising Powers of Attorney. Failure to do so may result in fines and/or imprisonment.

#### VEHICLE DESCRIPTION

Vehicle Identification Number (VIN)	Year	Make	Model	Body Type
<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

#### PART A. POWER OF ATTORNEY TO DISCLOSE MILEAGE

Federal and State law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I, **2** \_\_\_\_\_, appoint **3** \_\_\_\_\_ as my attorney-in-fact, to sign all papers and documents required to secure the title and further grant the authority to endorse and transfer title thereto, and to disclose the mileage, for the vehicle described above, exactly as stated in my following disclosure.

Date of Statement **4** \_\_\_\_\_

I state that the odometer now reads **5** \_\_\_\_\_ (NO TENTHS) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked:

**6** ☐ 1. I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.

**6** ☐ 2. I hereby certify that the odometer reading is NOT the actual mileage. **WARNING - ODOMETER DISCREPANCY**

(Transferor's Signature) **7** \_\_\_\_\_ (Printed Name) \_\_\_\_\_ (Co-Transferor's Signature) **7** \_\_\_\_\_ (Printed Name) \_\_\_\_\_

Transferor's Address \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

(Transferor's Signature) **9** \_\_\_\_\_ (Printed Name) \_\_\_\_\_ (Dealership Name) **10** \_\_\_\_\_ (Dealer License Number) **11** \_\_\_\_\_

Transferee's Address \_\_\_\_\_ (Street) **12** \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

#### PART B. POWER OF ATTORNEY TO REVIEW TITLE DOCUMENT AND ACKNOWLEDGE DISCLOSURE

(Part B is invalid unless Part A has been completed)

I, **13** \_\_\_\_\_, appoint **14** \_\_\_\_\_ as my attorney-in-fact, to sign the mileage disclosure, on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below. The attorney-in-fact may endorse, release, or transfer ownership documents as required by Nevada Revised Statutes for the vehicle described above.

(Transferor's Signature) **15** \_\_\_\_\_ (Printed Name) \_\_\_\_\_ (Transferee's Address Street, City, State, Zip) **16** \_\_\_\_\_

Federal and State law require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

Date of Statement **17** \_\_\_\_\_

I, **18** \_\_\_\_\_ (Transferor's name, PRINT) state that the odometer now reads **19** \_\_\_\_\_ (NO TENTHS) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked:

**20** ☐ 1. I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.

**20** ☐ 2. I hereby certify that the odometer reading is NOT the actual mileage. **WARNING - ODOMETER DISCREPANCY**

(Transferor's Signature) **21** \_\_\_\_\_ (Printed Name) \_\_\_\_\_ (Dealership Name) **22** \_\_\_\_\_ (Dealer License Number) **23** \_\_\_\_\_

Transferee's Address \_\_\_\_\_ (Street) **24** \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

#### PART C. CERTIFICATION (To be completed if parts A and B have been completed)

I, **25** \_\_\_\_\_ (person exercising above powers of attorney, PRINT), hereby certify that the mileage I have disclosed on the title document is consistent with that provided to me in the above power of attorney. Upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

Signature **26** \_\_\_\_\_ Printed Name **26** \_\_\_\_\_ Date **27** \_\_\_\_\_

(Street) **28** \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

WARNING: DO NOT ACCEPT THIS POWER OF ATTORNEY DOCUMENT WITHOUT NOTING SECURITY WATERMARK. HOLD TO LIGHT TO VERIFY WATERMARK.

See reverse side for special instructions

DS300

## Salvage Title

### Form VP-2S and RD2S

Salvage Title ([NRS 487.810](#)) means a title for a vehicle, which contains a brief description of the vehicle, including, insofar as data may exist with respect to the vehicle, the make, type, serial number and motor number, or any other number of the vehicle.

The Department will issue a Salvage Title for a vehicle upon application by the: The owner of the vehicle;

- The person to whom the vehicle is titled;
- An insurance company that acquires the vehicle as a salvage vehicle; or
- A lienholder who acquires title to the vehicle.

If the Certificate of Title/Ownership is held by a lienholder, the registered owner must notify the lienholder within ten (10) days that the vehicle has become a salvage vehicle. The lienholder must, within thirty (30) days of receiving the notice, forward the title and the Application for Salvage Title or Non-Repairable Vehicle Certificate (Form VP-213) to the Department.

An Application for Salvage Title or Non-Repairable Vehicle Certificate (Form VP-213) and all accompanying documents will be returned to the applicant if they are not correctly completed in full.

#### Salvage Title Fees:

Licensed Nevada Automobile Wrecker	No Fee
Out of State Automobile Wrecker	\$11.00
Licensed Nevada Salvage Pool	\$11.00
In-State or Out-of-State Insurance Companies	\$11.00
Out-of-State Vehicle Dealers (must be registered with a Salvage Pool)	\$11.00
Above fees, include a \$1.00 technology fee.	

An owner of a salvage vehicle may only sell the salvage vehicle to a salvage pool, automobile auction, rebuilder, automobile wrecker, or a new or used automobile dealer.

The Authorization for Vehicle Restoration must be obtained prior to the vehicle being rebuilt for vehicles five (5) years old or newer.

The vehicle must be repaired or restored to operation, complete a VP-64 Certificate of Inspection / Affidavit of Vehicle Construction and have a branded title **before** the vehicle may be sold to a person other than the businesses listed.

## Out-Of-State Salvage Certificates/Titles

Salvage certificates issued by other states must be properly endorsed and must indicate and document a complete “chain of ownership” for the vehicle.

Contact the Department prior to accepting documents for a salvaged or junked vehicle, as laws from other states vary, and there may be instances where the Department must determine whether the documents can be accepted and whether a Salvage Title can be issued.

**Some states will issue a salvage title for vehicles that have been issued a junk or non-repairable designation in another state. Nevada will not issue a salvage title for any vehicle that has or has had a status, from any state, denoting the vehicle cannot or should not be repaired for use on public highways or roads.**

## Retention of Salvage Vehicles

An insured party (registered owner) may elect to retain a vehicle that has been declared a total loss insurance settlement. The insurance company or authorized agent must obtain the signature of the registered owner on the Application for Salvage Title or Non-Repairable Vehicle Certificate and the current vehicle title.

The insurance company must apply for a Salvage Title, by submitting the Application for Salvage Title, current title and fees, on behalf of the person who is retaining the salvage vehicle. The vehicle may not be sold or transferred until the registered owner has received a Salvage Title.

## Authorization for Vehicle Restoration

### **NRS 487.480**

### **Form VP-209**

As required by [NRS 487.480](#), the Department will not issue a Certificate of Registration or title for vehicles that have been issued a Salvage Title (if the vehicle is five (5) years old or newer) unless the Department has authorized the restoration of the vehicle. Form VP-209, Authorization for Vehicle Restoration, must be completed.

The authorization to restore the vehicle must be obtained prior to the vehicle being rebuilt. Only an authorized Nevada Department of Motor Vehicles Representative may complete the form.

In order to register and/or title the vehicle, the Authorization for Vehicle Restoration, Salvage Title and Certificate of Inspection/Affidavit of Vehicle Construction for Rebuilt or Specially Constructed Vehicles (VP-64 or VP-64M) must be provided. Additional documents may be required as deemed necessary.

## **Certificate of Inspection and Affidavit of Construction**

### **Certificate of Inspection / Affidavit of Vehicle Construction for Rebuilt Salvage, Reconstructed Specially Constructed, Rebuilt or Low Speed Vehicles Form VP-64 Rebuilt Salvage, Reconstructed Specially Constructed, Rebuilt Trailers Form VP-223**

Certificate of Inspection Affidavit of Vehicle Construction for Rebuilt Salvage, Reconstructed, Specially Constructed, Rebuilt or Low Speed Vehicles (Form VP-64) or Certificate of Inspection Affidavit of Construction for Rebuilt Salvage, Reconstructed, Specially Constructed, Rebuilt Trailers (Form VP-223) must be completed, in order to register or title a vehicle for which a Salvage Title has been issued. The Certificate of Title and other documentation, as required, must also accompany the VP-64, VP-64M or VP-223.

An owner or authorized employee of a Nevada registered garage or licensed body shop or rebuilder must certify that a salvage vehicle is repaired or rebuilt and must comply with the standards published and commonly applied in the motor vehicle repair industry.

Motorcycle repair shops must be registered with the Department.

If any safety equipment that was present in a motor vehicle at the time it was manufactured is repaired or replaced, the equipment must be repaired or replaced to the standards published and commonly applied in the motor vehicle repair industry.

If a motor vehicle has been in an accident and a garageman or operator of a body shop accepts or rebuilder assumes control of the motor vehicle to make any repair, the garageman or operator shall:

1. For a motor vehicle that is equipped with an airbag that has been deployed, replace the airbag in a manner that complies with the standards set forth in 49 C.F.R. § 571.208, Standard No. 208, for such equipment; and
2. For a motor vehicle that is equipped with a seatbelt assembly which requires repair or replacement, repair or replace the seatbelt assembly in a manner that complies with the standards set forth in 49 C.F.R. § 571.209, Standard No. 209, for such equipment.

A garageman, rebuilder or operator of a body shop who is licensed pursuant to the provisions of [chapter 487 of NRS](#) and who performs the work required must retain a written record of the work, including, without limitation, the date of the repair, rebuilding or replacement, and any identifying information regarding any parts or equipment used in the repair, rebuilding or replacement.

Nevada Highway Patrol Troopers, local police and sheriffs are considered authorized agents of the Department and may complete a VIN inspection (VP-15). The agency name and badge number must be recorded on the form. However, an Authorized DMV Agency Inspector must complete Forms VP-64 and Form VP-64M. Nevada Certificates of Title issued for vehicles using form VP-64, VP64-M or VP-223 will be branded in accordance with statements made on the form by the owner.

Form VP-64, VP-64M or VP-223 may also be used for inspection and VIN assignment on Specially Constructed trailers, required mechanic's inspections, and required Department safety checks from "not street legal" vehicle to "street legal declarations as applicable.

### **Instructions for Completing Form VP-64**

**PART I - TO BE COMPLETED BY A GARAGEMAN OR OPERATOR OR AUTHORIZED EMPLOYEE OF A LICENSED NEVADA BODY SHOP OR REBUILDER.**

1. Indicate whether the vehicle is Rebuilt Salvage, Reconstructed, Specially Constructed or a Manufactured Kit.

#### **SAFETY INSPECTION**

2. Vehicle description must be completed in full.
3. If items being inspected are acceptable, the applicable box must be checked after each item is inspected.
4. Business Name
  - a. Enter the Legal Business Name
  - b. Enter the DMV Business License or Registration Number
  - c. Enter the business address
5. Printed Name, Signature and Date
  - a. Print full legal name of affiant
  - b. Affiants signature
  - c. Date affiant signed affidavit

**PART II – AFFIDAVIT OF CONSTRUCTION FOR REBUILT SALVAGE, RECONSTRUCTED AND SPECIALLY CONSTRUCTED VEHICLES COMPLETED BY THE OWNER.**

- a. Check appropriate box for materials used.
- b. Vehicle information: Year, Make, Model, Type, and number of Axles.
- c. Affiant's printed full legal name.
- d. Affiant's driver's license number, ID card number or dated of birth.
- e. Telephone number.
- f. Affiant's physical address.
- g. Affiant's mailing address.
- h. County form was signed in.
- i. Date affiant signed form.
- j. Affiant's signature.
- k. Signature of Nevada DMV Agency Representative or notary.
- l. Nevada DMV Agency Representative ID number
- m. Date Nevada DMV Agency Representative or notary signed affidavit.

**PART III – AUTHORIZED AGENCY REPRESENTATIVE**



6. To be completed by an Authorized Nevada DMV Representative.
  - a. VIN and part description must be completed for all components used.
  - b. VIN indicated in Part 1 verified.
  - c. Vehicle inspection fee checkbox.
  - d. Assigned VIN or Kit Manufacturer's VIN.
  - e. VIN assignment fee checkbox.
  - f. Check box if VIN is assigned, Year, Make, Model and Type.
  - g. Reason VIN assigned.
  - h. Odometer reading.
  - i. Odometer brand, if odometer reading is not the actual mileage.
  - j. Check box if vehicle was restored prior to receiving authorization.
  - k. Additional comments.
  - l. Printed name of Nevada DMV Agency Representative.
  - m. Signature of Nevada DMV Agency Representative.
  - n. Nevada DMV Agency Representative ID number.
  - o. Date Nevada DMV Agency Representative signed affidavit.



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Las Vegas Area (702) 486-4DMV (4368)  
Rural Nevada or Out of State (877) 368-7828  
[www.dmvnv.com](http://www.dmvnv.com)

**CERTIFICATE OF INSPECTION / AFFIDAVIT OF VEHICLE CONSTRUCTION** NRS 482.223

- 1 ☐ Rebuilt Salvage ☐ Reconstructed ☐ Specially Constructed ☐ Manufactured Kit

**A VEHICLE LABELED FOR "OFF-ROAD USE ONLY" MAY NOT BE CONVERTED FOR ON-ROAD USE WITH THE EXCEPTION OF AN OFF HIGHWAY TWO-WHEELED MOTORCYCLE (REFERENCE FORM VP-254).**

### Instructions

- All parts of this form must be completed.
- A Nevada Registered Garage, Licensed Nevada Body Shop or Rebuilder must complete Part I.
- The vehicle owner must complete Part II and verify with a Nevada DMV Agency Representative or Notary Public.
- A Nevada DMV Agency Representative must complete Part III.
- A vehicle intended for "on-road" use by the manufacturer will be labeled stating FMV/SS and EPA standards have been met.
- All inspection items must be checked "PASS," indicating the item is in a safe operating condition before this vehicle can be registered.
- This form is not used for conversions. Reference Form VP-254 for an Off-Highway Two Wheeled Motorcycle Conversion Form.
- **OWNERSHIP DOCUMENTS MUST ACCOMPANY THIS FORM.**

**Important:** A new form and inspection must be completed if any inspection items are marked fail, not marked, improperly marked, or if corrections were made to the form.

## PART I SAFETY INSPECTION

**Must be completed by a Nevada Registered Garage, Licensed Nevada Body Shop or Rebuilder**

- 2** **Must be completed by a Nevada Registered Garage, Licensed Nevada Body Shop or Rebuilder**  
The work performed on the vehicle must meet the standards of the manufacturer for mechanical fitness and safety

Year	Make	Model	Type
------	------	-------	------

Vehicle Identification Number (VIN)

[illegible]

- 3 Important: Adding the equipment listed below will not qualify a vehicle labeled by the manufacturer for OFF-ROAD USE ONLY, to be registered for on-road use**

Check (✓) Appropriate Boxes

	PASS	FAIL	NA		PASS	FAIL		PASS	FAIL	NA
Windshield	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Headlights	<input type="checkbox"/>	<input type="checkbox"/>	Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Side Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tailights	<input type="checkbox"/>	<input type="checkbox"/>	Muffler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rear Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turn Signals	<input type="checkbox"/>	<input type="checkbox"/>	Mudguards (over 26,000 lbs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking Lights	<input type="checkbox"/>	<input type="checkbox"/>	Windshield Wipers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brake Lights	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Brake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Bags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brakes	<input type="checkbox"/>	<input type="checkbox"/>	Safety Belts, Shoulder Harness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

Other (explain) ☐ ☐

Before signing below all items above must be marked "pass" indicating the items are in a safe operating condition. N/A may apply to air bags, mudguards, reflectors and safety belts/shoulder harness only if the item was not original equipment. N/A may apply to glass and windshield if not present; if present it must be proper safety glass.

Please Print or Type

- 4 Please Print or Type Legal Business Name 4a 4b  
Name DMV Business License or Registration Number

Address 4c \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

By signing this document, I certify the described motor vehicle is mechanically safe to operate and is equipped with all required devices necessary for safe operation upon the highway. I further certify that if repaired, the passenger restraint devices (as applicable), to include seat belts and/or airbags, were repaired pursuant to Title 49 CFR 571.209, Standard 209, and Title 49 CFR 571.208, Standard 208, respectively, and have been satisfactorily repaired to the applicable standards of the manufacturer and the motor vehicle repair industry.

- 5 5a Printed Full Legal Name of Affiant 5b Signature and Position 5c Date

VP-84 (Rev 12/2015) Signatures must be originals. Photocopies are not acceptable. Changes may not be made once it is notarized.

**PART II AFFIDAVIT OF CONSTRUCTION FOR REBUILT SALVAGE, RECONSTRUCTED AND SPECIALLY CONSTRUCTED VEHICLES**

The undersigned, being duly sworn upon oath, deposes and says they are the owner of the vehicle listed below. This vehicle was rebuilt or built from parts and materials on hand, or parts and materials purchased from a supplier, or a manufactured kit purchased from a supplier, or purchased "as is" from a rebuilder, or otherwise lawfully acquired. The affiant or registered owner makes this affidavit as part of an application to the Nevada Department of Motor Vehicles for a Certificate of Registration and/or a Certificate of Title. The undersigned will indemnify and hold harmless the State of Nevada on account of the issuance of a Certificate of Registration and/or Certificate of Title for said vehicle.

6

6a ☐ Vehicle was constructed from parts/material on hand  
☐ Vehicle was built from purchased parts/material, receipts attached

☐ Vehicle was assembled from manufactured kit  
☐ Vehicle was purchased "as is" from rebuilder

**6b** Please Print or Type

Year	Make (if a manufactured kit)	Model	Type	No. of axes
<b>6c</b> Affiant's Full Legal Name				
(As appears on Driver's License or ID)				
Driver's License, ID Number or DOB	<b>6d</b>	First	Middle	Last
Affiant's Physical Address	<b>6f</b>	Telephone Number <b>6e</b>		
	Street	City	State	Zip Code
Affiant's Mailing Address	<b>6g</b>			
	Street	City	State	Zip Code
State of Nevada, County of	<b>6h</b>	signed and sworn to (or affirmed) before me on,		
<b>6i</b>	by, <b>6j</b>	Signature of Affiant		
Date				

6k

Signature of Affiant

Signature of Notary Public or Authorized DMV Representative

61

Authorized DMV Representative ID Number

Notary Stamp

## 7 PART III COMPLETED BY AN AUTHORIZED NEVADA DMV REPRESENTATIVE

**PART III** **COMPLETED BY AN AUTHORIZED NEVADA DMV REPRESENTATIVE**  
 Note: Attach copies of any title or purchase documents, supplied by owner, showing information of components used from other vehicles

VIN & Part VIN & Part

7a

VIN & Part \_\_\_\_\_ VIN & Part \_\_\_\_\_

VIN indicated in Part I Verified

[illegible]

7c Vehicle Inspection Fee ☐

DMV Assigned VIN or Kit Manufacturer's VIN

[illegible]

7e VIN Assignment Fee ☐

7f ☐ Different than listed in Part I Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Type \_\_\_\_\_

1000

7g Reason VIN assigned \_\_\_\_\_

--	--	--	--	--	--

[illegible]

--	--	--	--	--	--	--

If the vehicle's odometer apparatus only displays five numbers, please put an X in the first box.

☐ 2. The odometer reading is not the actual mileage. **WARNING – ODOMETER DISCREPANCY**

☐ 3. Exempt – Model year over 9 years old.

■ **OR Example:** *Model your liver's job.*

**7i** ☐ This vehicle was restored prior to authorization. The undersigned is authorizing restoration after the fact on this form in

lieu of form VP-209.

**7k** Additional comments:

7K Additional comments: \_\_\_\_\_

7l 7m 7n 7o

Printed Name of Nevada DMV Agency Representative	Signature of Nevada DMV Agency Representative	ID NO.	Date
--	---	--------	------

VP-84 (Rev 12/2015) Signatures must be originals. Photocopies are not acceptable. Changes may not be made once it is notarized.

**Certificate of Inspection and Affidavit of Construction**  
**Instructions for Completing**  
**Form VP-223**

To be completed by an authorized employee of the Department of Motor Vehicles.

1. Indicate whether the trailer is rebuilt, reconstructed, specially constructed or a manufactured kit.

**PART 1 – INSPECTION**

2. Enter the Unladen Trailer Weight.
3. Enter the Overall Width.
4. If items being inspected are acceptable, check the applicable box after each item is inspected.
5. Enter Vehicle Identification Number.
6. Check box for VIN Assignment Fee.
7. Year
8. Make
9. Model
10. Type
11. Number of axles
12. Does the trailer have living quarters – Yes or No
13. Enter reason the Vehicle Identification Number was assigned.
14. Additional comments.
15. Print the name of Nevada DMV Agency Representative.
16. Signature of Nevada DMV Agency Representative.
17. ID number of Nevada DMV Agency Representative.
18. Enter date Part I was completed.

**PART 2 – AFFIDAVIT OF TRAILER CONSTRUCTION**

Completed by the person who built or rebuilt the trailer, if available.

19. Check appropriate box for materials used.
20. Affiant's full legal name.
21. Affiant's driver's license, identification card number or date of birth.
22. Physical address.
23. Mailing address.
24. Phone number
25. Signature must be witnessed by Authorized Nevada DMV Representative or notarized.



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Las Vegas Area (702) 486-4DMV (4368)  
Rural Nevada or Out of State (877) 368-7828  
[www.dmv.nv.com](http://www.dmv.nv.com)

# CERTIFICATE OF INSPECTION AND AFFIDAVIT OF TRAILER CONSTRUCTION

NRS 482.220

- 1 ☐ REBUILT TRAILER ☐ RECONSTRUCTED TRAILER ☐ SPECIALLY CONSTRUCTED TRAILER ☐ MANUFACTURED KIT

## INSTRUCTIONS

- Maximum Width of 102 inches, if exceeded a Special Permit is Required through **NDOT**.
- Part I must be completed by an authorized Nevada DMV Representative
- All applicable items in Part I must be checked "Pass" and in safe operating condition before form is signed
- Owner must complete Part II if trailer is assembled by a person other than an established manufacturer
- Signature of Part II by Affiant must be witnessed by an authorized Nevada DMV Representative or notary

## PART I – INSPECTION

To be completed by an authorized Nevada DMV Representative

UNLADEN TRAILER WEIGHT **2** OVERALL WIDTH **3**

	PASS	FAIL		PASS	FAIL	N/A
<b>4</b> Brake Lights	<input type="checkbox"/>	<input type="checkbox"/>	Brakes (if required/over 1,500 lbs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tail Lights	<input type="checkbox"/>	<input type="checkbox"/>	Clearance Lights (Over 80 inches in Width NRS 484D.140)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn Signals	<input type="checkbox"/>	<input type="checkbox"/>	Marker Lights (Over 80 inches in Width NRS 484D.140)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflectors	<input type="checkbox"/>	<input type="checkbox"/>	Safety Devices (Chains) NAC 484.130	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fenders (NRS 484D.230)	<input type="checkbox"/>	<input type="checkbox"/>	Mudguards (Over 26,000 lbs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Breakaway Device (Over 3,000 lbs. NRS 484D.250)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Please Print or Type

DMV Assigned VIN or Kit Manufacturer's VIN

**5**

- 6** VIN Assignment Fee ☐

Year **7** Make **8** Model **9** Type **10** No. of Axles **11**

- 12** Does the trailer include living quarters? ☐ Yes ☐ No

**13** Reason VIN assigned:

**14** Additional comments:

**15** Printed Name of Nevada DMV Agency Representative **16** Signature of Nevada DMV Agency Representative **17** ID NO. **18** Date

VP 222 (Revised 8/2012)

Signatures must be originals. Photocopies are not acceptable.  
Changes may not be made to this form once it is signed and witnessed.

**PART 2 – AFFIDAVIT OF TRAILER CONSTRUCTION**

To be completed by trailer owner

The undersigned, being duly sworn upon oath, deposes and says they are the owner of the trailer described in Part 1 of this form. This trailer was built from parts and materials on hand, purchased materials from a supplier, a manufactured kit, "as is" from a builder, or otherwise lawfully acquired. The affiant or registered owner makes this affidavit as part of an application to the Nevada Department of Motor Vehicles for a Certificate of Registration and/or a Certificate of Title. The undersigned will indemnify and save harmless the State of Nevada on account of the issuance of a Certificate of Registration and/or Certificate of Title for said trailer.

- 19 ☐ Trailer was built from materials on hand ☐ Trailer built from purchased materials, (receipts attached)  
☐ Trailer was purchased "as is" from builder ☐ Trailer was assembled from a manufactured kit

20 Affiant's Full Legal Name \_\_\_\_\_

21 Nevada Driver's License, Identification Card Number, or Date of Birth \_\_\_\_\_

22 Physical Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

23 Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

24 Phone Number (\_\_\_\_\_) \_\_\_\_\_

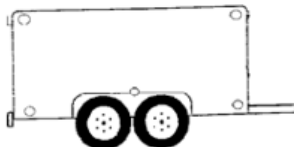
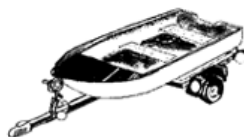
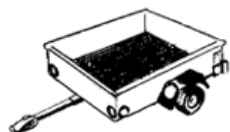
25 State of Nevada, County of \_\_\_\_\_

Signed and sworn to before me on \_\_\_\_\_  
Date \_\_\_\_\_

By \_\_\_\_\_  
Signature of Affiant

Notary Stamp

Notary Public or Authorized Nevada DMV Representative



VP 223 (Revised 9/2012)

Signatures must be originals. Photocopies are not acceptable.  
Changes may not be made to this form once it is signed and witnessed.



## Vehicle Inspection Certificate

### Form VP-15

Vehicle Inspection Certificate (Form VP-15) is a form provided by the Department and when completed shows evidence that, a vehicle inspection was completed by a DMV inspector or an authorized representative (including law enforcement) to verify the vehicle identification number.

Verification of the vehicle identification number (VIN) will be confirmed by a physical inspection of the vehicle.

Verification of the VIN ensures the accuracy of the information used to create a Nevada Certificate of Title.

### Instructions for Completing Form VP-15

1. Vehicle Description: Enter the year, make, model and body type.
2. Federal certification safety label and emission label. Low Speed Vehicles must meet safety standards set forth in Federal Motor Safety Standard No. 500 at 49 C.F.R. § 571.500 and if registered in Clark or Washoe Counties must pass an emission test, if applicable.
3. Vehicle Identification Number: Enter the complete vehicle identification number as it appears on the vehicle. Do not use other documents to retrieve this information. After inspecting the vehicle, compare the VIN from the vehicle to that on the other title documents to ensure they match.
4. Odometer Reading: Record the odometer reading as it appears on the vehicle's odometer apparatus.
5. Odometer brand, if odometer reading is not the actual mileage check the appropriate box.
  - a. Actual Mileage: the miles shown on the odometer are the exact miles the vehicle has been driven,
  - b. Exceeds Mechanical Limits; the vehicle has traveled more miles than the odometer is capable of showing.
  - c. Warning Odometer Discrepancy: the odometer reading is not the actual mileage (the odometer may have been broken or a new odometer may have been installed).
  - d. Exempt; the vehicle is ten (10) years old or older or meets the exemption qualifications in Title 49 Odometer Disclosure.
6. Cylinders/Rotor: Enter whether the vehicle has cylinders or rotors and how many.
7. If the vehicle is a trailer, indicate whether the vehicle has living quarters or not, by selecting the appropriate check box.
8. Fuel: Select the type of fuel this vehicle is powered by, if applicable.
9. Remarks: Comment on any unusual circumstances encountered during the inspection.
10. Authorized Officer-Inspector: The name and signature of the authorized individual who completed the inspection.

11. Badge or ID#: The badge number of the officer or employee ID of the authorized individual who completed the inspection.
12. Date: Date of when the inspection was conducted.
13. Address: Address of the authorized individual who completed the inspection.
14. Agency Name: Record the name of the agency conducting the inspection. Indicate whether the agency is law enforcement or an authorized agency such as a licensed Nevada dealer.



555 Wright Way  
Carson City, NV 89711  
Reno/Sparks/Carson City (775) 684-4DMV (4368)  
Las Vegas Area (702) 486-4DMV (4368)  
Rural Nevada or Out of State (877) 368-7828  
www.dmv.nv.com

**IMPORTANT NOTICE:** NEVADA LAW REQUIRES REGISTERED OWNERS TO MAINTAIN CONTINUOUS INSURANCE COVERAGE ON REGISTERED VEHICLES, FROM A LICENSED NEVADA INSURANCE COMPANY TO AVOID PENALTIES

NRS 482.220

**VEHICLE INSPECTION CERTIFICATE**  
FOR VEHICLE IDENTIFICATION NUMBER VERIFICATION

(To be completed by an Authorized Nevada DMV Representative or any Law Enforcement Officer)

Please Print or Type

I certify that I have examined the following vehicle:

1 Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Body Type \_\_\_\_\_

2 Federal Certification Safety Label and Emissions Label (LSVs only) ☐ Yes ☐ No

Vehicle Identification Number

3 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4 Odometer Reading (as shown on apparatus) 

--	--	--	--	--	--

 NO TENTHS

If the vehicle's odometer apparatus only displays five numbers, please put an X in the first box. Not all LSVs will have an odometer.

- 5 ☐ 1. The mileage stated is in excess of its mechanical limits.  
☐ 2. The odometer reading is not the actual mileage. **WARNING – ODOMETER DISCREPANCY**  
☐ 3. Exempt – Model year over 9 years old.

6 ☐ Cylinders \_\_\_\_\_ ☐ Rotor \_\_\_\_\_

7 If vehicle being inspected is a trailer, does it include living quarters? ☐ Yes ☐ No

8 Fuel: ☐ Gas ☐ Diesel ☐ Propane ☐ Electric ☐ Other (see remarks)

9 REMARKS \_\_\_\_\_

Authorized Officer-Inspector - Printed Name 10 Badge or ID # 11

Authorized Officer-Inspector - Signature 10 Date 12

13 (If other than DMV Inspection Station) \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

14 ☐ Enforcement Agency \_\_\_\_\_ Agency \_\_\_\_\_

☐ Nevada Authorized Agency \_\_\_\_\_ Agency \_\_\_\_\_

VP-13 (Rev 9/2011)

## Title Fees

### NRS 482.429

A title fee must be submitted for the following transactions:

- Vehicles sold or leased to a governmental agency including city, county, state, etc.
- All unregistered vehicles
- Commercial vehicles registered by the Motor Carrier Branch of the Nevada Department of Motor Vehicles
- Lease terminations
- Vehicles being titled in a dealership's name
- Repossessed vehicles
- Unregistered vehicles being titled to perfect a lien against the vehicle
- Applications for a duplicate Nevada Certificate of Title
- All private-party transfers and dealer sales

#### **Fees:**

- First-time, change of ownership or duplicate certificates of title--\$21.00
- Vehicles not physically present in or registered in Nevada--\$36.00
- A \$1.00 Technology fee has been included in the above fees.

**Note:** A Title Processing Fee for \$8.25 must be charged on all title transactions that include a complete change of ownership.

Examples of when a title-processing fee is charged:

- Dealer sales
- Private party sales
- Sale between family members
- Gift transactions
- Any sale or transaction that is processed involving a change of ownership
- Lien sale transaction, lease assumptions and lease terminations
- Lease buyouts and at least one registered owner's full legal name is remaining on the title

Do not charge a Title Processing Fee for:

- Salvage titles
- Non-repairable vehicle certificates
- Duplicate titles
- Removing a lienholder
- Removing a name (if one (1) name from the original title remains on the new title)

- Changing a last name if person is “one-in-the-same” (e.g. married, legal name change)
- Changing an address
- Manufacturer’s Statement of Origin or Manufacturer’s Certificate of Origin is in the registered owner’s full legal name

Salvage Title Fees:

Licensed Nevada Automobile Wrecker	No Fee
Out of State Automobile Wrecker	\$11.00
Licensed Nevada Salvage Pool	\$11.00
In-State or Out-of-State Insurance Companies	\$11.00
Out-of-State Vehicle Dealers (must be registered with a Salvage Pool)	\$11.00
Above fees, include a \$1.00 technology fee.	

*Section 3*

## **COMPLETING OWNERSHIP DOCUMENTS**

## Dealer's Report of Sale

### Dealer, Rebuilder, or Lessor's Report of Sale or Lease

#### Nevada Revised Statute (NRS) [482.423](#) - [482.424](#)

As of July 1, 2014 all Dealer, Rebuilder or Lessor's Report of Sale or Lease data must be transmitted electronically to the Department. This is referenced as an Electronic Dealers Report of Sale (EDRS).

When a Dealer, Rebuilder or Lessor's Report of Sale (DRS) is required, dealers will utilize the Electronic Dealer Report of Sale Program (EDRS), a web-based system, using the Motor Vehicle Industry Portal (MVIP) to transmit vehicle and owner information to the DMV. The DMV will hold the data in a temporary table for sixty (60) calendar days from the date of sale. The dealer will not be able to query or access the DMV databases; however, limited changes to the vehicle and owner information will be possible during the sixty (60) days the data is held in the temporary table.

Through EDRS, customers who possess a Nevada Driver License, Nevada Identification Card, Driver Authorization Card or businesses with a Federal Employer Identification Number (FEIN) may have the option to register their vehicle via the DMV Online Registration. Customers using the web may choose to receive new license plates or transfer their current, valid license plates to their new vehicle and use applicable credits.

#### DMV Web Connectivity

The most compatible web browser is Internet Explorer. While using other web browsers some functionality may not function. To allow the EDRS PDF document to display, you must enable pop-ups on your PC.

#### When a DRS is required

A Dealer, Rebuilder or Lessor's Report of Sale or Lease (DRS) is the primary document used to register a vehicle sold or leased to a Nevada resident by or through a licensed Nevada dealer.

A DRS must also be issued when another dealer purchases a new or used vehicle for personal or business use that the dealership is not authorized to resell. In addition to issuing a DRS, the selling dealer must collect and remit sales tax.

A Nevada dealer may not issue a DRS to:

- Themselves.
- Other dealerships – for wholesale vehicles to be resold by that dealership.
- An out-of-state resident purchasing a vehicle in Nevada.
- An out-of-state dealership when handling a sale as a courtesy delivery.
- Buyers of off-road vehicles. These vehicle sales are handled by the Off- Highway Vehicle section of the DMV.
- For a Recreational Park Trailer. (Recreational Park vehicles are not registered with the Department.)

A DRS is issued the same date that all documents necessary to complete the sale or lease of a vehicle are executed. ([NRS 482.423](#) and [NRS 482.424](#)). The date of transaction is defined as the date of sale or lease and cannot be changed.



For sales to individuals, the name of the purchaser that appears on the DRS must be the full legal name as it appears on the purchaser's driver's license, driver authorization card, or state-issued identification card.

A dealer must furnish a copy of the DRS to the buyer not less than ten (10) calendar days before the expiration of the temporary dealer placard ([NRS 482.423](#) and [NRS 482.424](#)). The temporary dealer placard is given to the buyer of a vehicle upon entering into a contract of sale for a vehicle. The temporary dealer placard is valid for thirty (30) calendar days after the date the contract of sale was signed.

The DRS must be completed in full, and all information must match the information contained on the Manufacturer's Certificate of Origin, or outstanding title.

### **Submitting a DRS**

After the vehicle is sold, the dealer must submit the required documents to the Department's Carson City Title office to complete the transfer of ownership.

- If the vehicle is new, the documents must be submitted within twenty (20) calendar days of the DRS transmission date.
- If the vehicle is used, the documents must be submitted within thirty (30) calendar days of the DRS transmission date.
- If a correction was made to the DRS, include a copy of the updated DRS with an original signature.
- The DRS must be properly completed. Incomplete or incorrect information will result in the return of documents and delays for all parties involved.
- Information on the DRS must match the information on the Manufacturer's Certificate of Origin or the applicable Certificate of Title.
- Title fees must be submitted with the DRS.

### **DRS Copy Distribution**

The DRS consists of three (3) copies distributed as follows:

- One signed copy must be attached to all original, required title documents and forwarded to the Title Section in Carson City. If an update was made to the DRS, include a copy of the updated DRS with an original signature.

Department of Motor Vehicles  
Attn: Titles  
555 Wright Way  
Carson City, NV 89711

- One signed copy is given to the purchaser and is used to register the vehicle. The vehicle must be registered before the expiration date on the Temporary Dealer Placard. Late fees will be assessed if the vehicle is not registered within the thirty (30) calendar day period. If an update was made to the DRS, include a copy of the updated DRS with an original signature.
- Customers must submit their insurance information at the time they are registering their vehicle. Nevada law requires registered owners to maintain insurance coverage on registered vehicles from an insurance company licensed with the Department of Insurance in the State of Nevada to avoid a minimum \$250.00 fine.

- The dealer's copy is the dealer's record of sale and must be retained for seven (7) years from the date of transaction or three (3) years after the dealership has gone out of business. If a correction was made to the DRS, include a copy of the updated DRS with an original signature.

### **DRS Extensions**

Submittals for an extension of time on a DRS may be requested by the dealer (refer to Section X of this guide for additional information).

### **Instructions for Completing the Dealer or Rebuilder Or Lessor's Report of Sale**

Please reference the EDRS manual located at the link below for instructions to complete, update and print a DRS.

DMV Business Portal Manual      [DMV EDRS Manual](#)

### **Lease Buyout**

Lease Buyout means a person or business leasing a vehicle that terminates the lease by purchasing the vehicle. This constitutes a sale and is processed as a new transaction.

A Dealer's Report of Sale (DRS) must be completed when a lease is terminated as a result of purchase of a vehicle. If the owner information remains the same as it was during the lease period, the dealer shall:

- Attach the completed and properly released Certificate of Title and the \$29.25 title fee, which includes a Technology fee.
- Submit two copies of the DRS and the supporting documentation to the Department,
- Mark the appropriate box to indicate sales tax was collected. Nevada dealers are required to collect sales tax on all retail sales in Nevada, including lease terminations and lease buy-outs.
- Include \$5.00 for the new certificate of registration.

The Department's Carson City office will issue a new registration for the vehicle removing the lease information, and mail it to the registered owner.

If there are changes in the registered owner information, but there is not a complete transfer of ownership or lease, the dealer shall:

- Print "Lease Termination—Correction" across the top of the DRS; and
- Give a signed copy of the DRS that shows the modified information to the customer.
- Mark the appropriate box to indicate sales tax was collected. Nevada dealers are required to collect sales tax on all retail sales in Nevada, including lease terminations and lease buy-outs.

The customer retains the original set of license plates.

In all cases, the \$21.00 title and Technology fee and \$8.25 title-processing fee must be submitted with the title documents when they are sent to the Department's Carson City office.

**Note:** Please see Section II for Odometer Disclosure Information pertaining to leased

vehicles.

## **Selling Governmental Agency Vehicles**

**NRS [372.040](#), [372.055](#), and [372.325](#)**

### **Dealer licensed to auction:**

One or more of your auctioneers may be hired or contracted to assist a governmental agency with the sale or liquidation of one or more of their vehicles.

If the fee is a flat fee that is not a commission, fee, or other form of compensation derived or associated with the sale of each vehicle or group of vehicles:

### **DO NOT:**

- Sign onto the title.
- Issue a temporary dealer placard.
- Issue a Dealers Report of Sale.
- Provide a passing emission test.

**IMPORTANT:** Nevada sales tax exemptions apply to Nevada Government and U.S. Government vehicles only. Government vehicles (state owned) from other states that are brought into Nevada for retail sale, when sold by a licensed dealer or licensed dealer auction, are subject to the collection of sales tax.

**Note:** Sales tax exemptions only apply to the first sale of U.S. Government owned vehicles being sold, no matter where they are sold or purchased.

Government vehicles (owned by another state) that are purchased in another state and not registered in that state, then brought to Nevada to be registered, are subject to Nevada state sales tax.

### **Dealer licensed to auction:**

One or more of your auctioneers are hired or contracted to assist a governmental agency with the sale or liquidation of one or more of their vehicles.

If the fee is a commission, fee, or other form of compensation derived or associated with the sale of each vehicle or group of vehicles: or the fee is for the sale of each vehicle from each buyer,

### **YOU MUST:**

Issue a temporary dealer placard, NRS [482.423](#) & [482.424](#).

Issue a Dealer Report of Sale, [NRS 482.424](#).

Provide a passing emission test, [NRS 445B.800](#).

On the first public sale of governmental vehicles, you still DO NOT sign on to the title unless you are taking "ownership" of the vehicle prior to selling it to the public or another dealer. See Section II page #10 and #14 for instructions on how to complete and process the vehicle title.

**Important:** Pursuant to [NAC 445B.575](#): If a vehicle is required by state or federal law to

be equipped with an emission device and that device is missing or inoperable, the vehicle cannot be displayed or offered for sale to the public.

However, it may be sold to a Nevada licensed vehicle dealer or auto wrecker. The purchasing dealer should be provided with a written disclosure from the selling dealer advising the purchasing dealer the vehicle is missing the required emission device or that the device is inoperable.

The vehicle may be sold to a Nevada licensed auto wrecker without that disclosure.

## **Bill of Sale**

### **Form VP-104**

A Bill of Sale releases interest in a vehicle, and must be accompanied by a Certificate of Title or other ownership documents.

A Bill of Sale does not replace a Certificate of Title.

All areas of the Bill of Sale must be completed in full, and either typed or printed in ink. They must correspond to the title or other ownership documentation.

1. The purchase price must be written out in full (i.e., one hundred dollars).
2. The purchase price must also be identified numerically (i.e., \$100.00).
3. Full Legal Name of Buyer should be completed exactly as it appears on the buyer's driver's license, identification card, or business license.
4. Indicate "AND" or "OR" between names if there is more than one (1) owner. Using "and" will require all persons on the title to sign the title to release interest in the vehicle. "OR" will allow one (1) person to sign the title of the two (2) or more recorded, releasing interest in the vehicle.
5. Nevada Driver's License, Identification Card Number, Date of Birth or FEIN for businesses: Enter the number based on the document presented during the purchase transaction.
  - If the customer does not have a Nevada driver's license or identification card, "No Nevada DL or ID" must be printed in the registered owner's information area.
  - Customers purchasing a vehicle(s) for a business that does not have an FEIN (Federal Employer Identification Number), enter "No FEIN."
  - Do not enter or use the customer's social security number.
6. The Bill of Sale must include the physical address of the buyer.
7. The Bill of Sale must include the mailing address of the buyer.
8. Complete steps 3, 5, 6 and 7 if there is more than one (1) buyer.
9. Buyer's signature must be present.
10. The date the buyer signed the Bill of Sale form.
11. The telephone number of the buyer.
12. The email address of the buyer.
13. The Bill of Sale must include a complete description of the vehicle, including the

- year, make, model and vehicle identification number (VIN).
14. Select if the vehicle has been Rebuilt as defined in [NRS 482.098](#).
  15. Buyer certifies lien in favor of: This section must be completed.
    - If the new Certificate of Title is to reflect, a security interest in the vehicle the lienholder's name.
    - If there is no lienholder, "None" must be recorded in this section.
  16. Enter the Nevada Driver's License, Identification Card Number, Date of Birth, FEIN or NV ELT number for businesses for the lienholder.
    - Except for persons who are not normally engaged in the business or practice of financing vehicles, all lienholders shall use the electronic lien system to process all notifications and releases of security interests through electronic batch file transfers.
  17. Enter the mailing address for the lienholder.
  18. The Bill of Sale must include the name of the seller.
  19. Enter the Nevada Driver's License, Identification Card Number, Date of Birth or FEIN for businesses of the seller.
  20. The Bill of Sale must include the mailing address of the seller.
  21. The Seller's Signature must be included.
  22. The date of Seller has signed the Bill of Sale form.

**Note:** Any alteration or erasure on the Bill of Sale requires additional verification.



555 WRIGHT WAY  
CARSON CITY, NV 89711-0700  
Reno/Sparks/Carson City (775) 684-4DMV (4368)  
Las Vegas Area (702) 486-4DMV (4368)  
Rural Nevada or Out of State (877) 368-7828  
[www.dmvnv.com](http://www.dmvnv.com)

## BILL OF SALE

NRS 482.426

A Bill of Sale releases interest in a vehicle. A Certificate of Title or other ownership documents must accompany this form.

## INSTRUCTIONS

- All areas must be completed in full.
- Complete the buyer area exactly as the new Certificate of Title will be printed.
- Any alterations or erasures will require additional documentation and/or verification.

Please print or type

**Know all men by these presents**

That in consideration of 1 Dollars (\$ 2 ) and other value consideration, the receipt whereof is hereby acknowledged, the undersigned (seller) does hereby sell, transfer and deliver unto:

**+** transfer and deliver unto:  
**New Owner information** (if more than two owners, complete and attach an additional Bill of Sale (VP104) form; indicate "AND" or "OR" between second and third owners)

Full Legal Name of 1<sup>st</sup> Buyer 3 4 ☐ and ☐ or

Nevada Driver's License, Identification Card Number, Date of Birth, or FEIN for businesses 5

Physical Address	Address	City	State	Zip Code
6				

MailingAddress	Address	City	State	Zip Code
7				

Full Legal Name of 8  
2<sup>nd</sup> Buyer

Nevada Driver's License, Identification Card Number, Date of Birth, or FEIN for businesses 8

Physical Address 8

PhysicalAddress	0			
	Address	City	State	Zip Code
MailingAddress	8			

Mailing Address		Address		City	State	Zip Code
Buyer's Signature	9				Date	10

Telephone 11 E-mail 12

his right, title and interest in and to the following described vehicle:  
Vehicle Identification Number 12

Vehicle Identification Number 13

[illegible]

Year 13 Make 13 Model 13

☐ 14 This vehicle has been Rebuilt as the term is defined in NRS 482.098

Buyer certifies Lien in favor of 15

NV Driver's License, Identification Card Number, Date of Birth, NVELT # or FEIN for businesses 16

Address	17			
	Address	City	State	Zip Code

Seller certifies that he is the lawful owner of said vehicle; that he has the right to sell the aforesaid; and that he will warrant and defend the title of same against the claims and demands of all persons whomsoever except lienholder noted above.

Seller's Full Legal Name 18

Nevada Driver's License, Identification Card Number, Date of Birth, or FEIN for businesses 19

MailingAddress 20					
Address	City	Post Code	State	Zip Code	

Signature of Seller 21 Date 22



## Dealer Reassignment of Title

Dealer Reassignment of Title (form VP-190) is a form provided by the Department pursuant to [NRS 482.400](#) for use by a dealer for the transfer of ownership of a vehicle.

If a Certificate of Title is not available at the time of transfer of ownership, and it is not in the possession of a lienholder and it has not been lost or stolen, a dealer may use a Dealer Reassignment of Title form to transfer ownership of a vehicle.

The Dealer Reassignment of Title may also be used if the spaces on the reverse side of the Certificate of Title have been filled in or struck through.

The first assignment area on the Certificate of Title must always be completed.

If a dealer uses a Dealer Reassignment of Title form to transfer the ownership of a vehicle, the dealer shall, before submitting documentation concerning the transaction to the Department:

- Write the control number of the Dealer Reassignment of Title form in the upper right corner of the reverse side of the Certificate of Title for the vehicle;
- Attach the Dealer Reassignment of Title form to the Certificate of Title; and
- Strike through any spaces on the reverse side of the Certificate of Title that remain unfilled.

If a reassignment of title form is used, and the buyer is not a dealer, the buyer must be provided with an opportunity to examine:

- The Certificate of Title or a photocopy of the Certificate of Title; and
- Any power of attorney for the purpose of mileage disclosure that was given to the dealer in connection with his acquisition of the vehicle.

ACM 98-0946, 1998.

• written release from a person, business or

An Electronic Lien Title (ELT) must be released by the lienholder electronically. The

A lien release or satisfaction of lien enables a lienholder to release the security interest

The lion release must include:

1. A complete description of the vehicle, including the vehicle identification number

-

3. The registered owner's address.
4. The printed name of the lienholder.
5. The address of the lienholder.
6. The phone number of the lienholder.
7. The printed name of the lienholder representative.
8. The lienholder representative's title if the lienholder is a business.
9. The signature of an authorized representative.
10. A Lien release must be signed in the presence of a Notary Public or authorized Nevada Department of Motor Vehicles representative. If witnessed by a Notary Public, the stamp and signature of the notary public must appear on the affidavit. If witnessed by an authorized Department representative, the name and validation stamp or employee identification number, as applicable, must appear on the affidavit.

**Note:** A Lien Release (Form VP-186) is available from the Department. However, other forms will be accepted provided they contain the information specified above.



555 Wright Way  
 CARSON CITY, NV 89711-0700  
 Reno/Sparks/Carson City (775) 684-4DMV (4368)  
 Las Vegas Area (775) 486-4DMV (4368)  
 Rural Nevada or Out of State (877) 368-7828  
 www.dmv.nv.com

### LIEN RELEASE

This lien release can only be used to release a lien on a printed title. If the title is an electronic record the lienholder must release their lien electronically. After electronic receipt of lien release the DMV will create a new title without the lienholder listed and mail the clear title to the registered owner.

*Please print or type*

This is to certify the lien against the described vehicle has been fully satisfied.

Vehicle Identification Number 1

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year 1 Make 1 Model 1

Registered Owner(s) 2  
First Middle Last

Address 3  
Street City State Zip Code

Printed Name of Lienholder 4

Address 5  
Street City State Zip Code

Daytime Telephone Number ( ) 6 -

Lienholder Representative's Name 7  
First Middle Last

Lienholder Representative's Title 8

State of Nevada, County of

Signed and sworn to before me on                       
Date

By 9  
Signature of Lienholder Representative

10  
 Signature of Notary Public or Authorized Nevada DMV Representative

Notary Stamp

VP136 (Rev. 2015)

## **Erasure Affidavit**

### **Form VP-19**

An Erasure Affidavit (Form VP-19) must be completed whenever an error has been made on Certificate of Title documents. The affidavit provides for the removal of incorrect information.

Any changes of information require the signature of the person taking responsibility for the error. The Erasure Affidavit must be completed by the person whose name is being removed from the document, if applicable.

If a dealer completes the Erasure Affidavit, the name of the dealer and the signature of the authorized representative must be included.

When correcting information, draw a single line through the error and write the corrected information above. Do not obliterate the information. If the correct information cannot be placed in the appropriate area on the Certificate of Title, Manufacturer's Certificate of Origin or Salvage Title, it may be placed on the Erasure Affidavit.

### **Instructions for Completing the Erasure Affidavit**

1. The complete description of the vehicle, including the year, make, model and vehicle identification number. The description of the vehicle must match all corresponding documents.
2. A complete description of the reason for the change or removal of information on the title documents.
3. The full legal name of the person taking responsibility for the error or removal of information from the document.
4. The Nevada Driver's License, Identification Card Number, Date of Birth or FEIN for businesses.
5. The physical address of the person signing the affidavit.
6. The mailing address of the person signing the affidavit.
7. The signature of the affiant.
8. An Erasure Affidavit must be signed in the presence of a Notary Public or authorized Nevada Department of Motor Vehicles representative. If witnessed by a Notary Public, the stamp and signature of the notary public must appear on the affidavit. If witnessed by an authorized Department representative, the name and validation stamp or employee identification number, as applicable, must appear on the affidavit. A licensed motor vehicle dealer in Nevada is not required to have his signature notarized.



555 Wright Way  
 Carson City, NV 89711-0700  
 Reno/Sparks/Carson City (775) 684-4DMV (4368)  
 Las Vegas area (702) 486-4DMV (4368)  
 Rural Nevada or Out of State (877) 368-7828  
[www.dmv.nv.com](http://www.dmv.nv.com)

## ERASURE AFFIDAVIT

NRS 482.245

An individual taking full responsibility for an error, change, or removal of information on ownership documents must complete and sign the Erasure Affidavit. If a person is being removed from the ownership documents, that individual is required to sign the affidavit. When representing a business, the business name and the name of the authorized business representative must appear on the affidavit.

*Please print or type*

Year **1** \_\_\_\_\_ Make **1** \_\_\_\_\_ Model **1** \_\_\_\_\_

Vehicle Identification Number **1** \_\_\_\_\_

The undersigned, being duly sworn, states that the error or change appearing on the attached ownership documents for the described vehicle was made due to:

**2** \_\_\_\_\_

(Please describe what and where error/s.)

**I declare under penalty of perjury that the foregoing is true and correct.**

Affiant's Printed Full Legal Name **3** \_\_\_\_\_

Nevada Driver's License, Identification Card  
 Number, Date of Birth, or FEIN for Businesses **4** \_\_\_\_\_

Physical Address **5** \_\_\_\_\_  
 City State Zip Code

Mailing Address **6** \_\_\_\_\_  
 City State Zip Code

State of Nevada, County of \_\_\_\_\_

Signed and sworn to before me on \_\_\_\_\_  
 Date

By **7** \_\_\_\_\_  
 Signature of Affiant

Notary Stamp

**8** \_\_\_\_\_

Notary Public **or** Authorized Nevada DMV Representative

VP-019 (01/2014)

Signatures must be originals. Photocopies are not acceptable.  
 Changes may not be made to this form once it is signed and witnessed.



## **Affidavit for Transfer of Title for Estates Under \$25,000**

### **Form VP-24**

Pursuant to [NRS 146.080](#), estates not exceeding \$25,000.00 may transfer assets of an estate (including vehicles) without issuance of letters of administration or probate of a will when an affidavit is provided that shows the rights of the affiant or affiants to receive money or property or to have evidence transferred.

A forty (40) day waiting period (following the death of the decedent) is required before the application for the transfer of ownership will be processed.

The decedent must be a Nevada resident, and the vehicle must have been titled in Nevada.

If the decedent was an out-of-state resident and had an out-of-state title for the vehicle, application for transfer of the vehicle must be made in the state of residence.

A certified copy of the death certificate must accompany the affidavit and outstanding current Certificate of Title.

All documents must be signed by the affiant, and as the decedent's name appears on the Certificate of Title, i.e., John Jones by Mary Jones.

### **Instructions for Completing the Affidavit for Transfer Of Title for Estates**

1. The full legal name of the person completing and signing the form.
2. The day, month and year the owner of record died.
3. The name of the deceased owner of record.
4. The relationship of the person completing the form to the deceased (spouse, son, daughter, etc.).
5. The vehicle identification number and description of the vehicle (year, make and model).
6. The reason the affiant is authorized to complete the affidavit (i.e., closest surviving relative).
7. The affiant's physical address.
8. The affiant's mailing address.
9. An Affidavit for Transfer of Title for Estates (Form VP-24) must be signed in the presence of a Notary Public or authorized Nevada Department of Motor Vehicles representative. If witnessed by a Notary Public, the stamp and signature of the notary public must appear on the affidavit. If witnessed by an authorized Department representative, the name and validation stamp or employee identification number, as applicable, must appear on the affidavit.
10. The signature of the affiant.
11. The signature of the authorized representative or Notary Public.



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[www.dmvnv.com](http://www.dmvnv.com)

# AFFIDAVIT FOR TRANSFER OF TITLE FOR ESTATES WITHOUT PROBATE

Pursuant to NRS 146.080, estates not exceeding \$25,000 or \$100,000 as a surviving spouse may transfer assets of an estate without issuance of letters of administration or probate of a will when an affidavit is provided, showing rights of the affiant or affiants to receive money or property or to have evidence transferred.

*Please print or type*

Before the undersigned came 1. \_\_\_\_\_  
Full Legal Name of Affiant

Who, after being sworn, states and deposes as follows:

That on the 2 day of 2, 202, 3,  
Name of Deceased

A resident of the State of Nevada, died, leaving no real property or interest therein, nor lien thereon, situated in the State of Nevada;

- That the total value of the decedent's property, situated in the State of Nevada, does not exceed Twenty Five Thousand Dollars (\$25,000), excluding amounts due decedent for services in the armed forces, and that the property does not include any real property nor interest therein or lien thereon;
- If the transfer is to a surviving spouse, the estate value must not exceed \$100,000;
- That no application or petition for the appointment of a personal representative is pending or has been granted in any jurisdiction;
- That all debts of decedent, including funeral and burial expenses, have been paid or provided for;
- That the Affiant has given written notice by personal service or by certified mail, identifying his claim and describing the property claimed, to every person whose right to succeed to the decedent's property is equal or superior to that of the Affiant and that at least 14 days have elapsed since the notice was served or mailed; and
- That the Affiant is personally entitled to full payment or delivery of the property claimed or is entitled to payment or delivery on behalf of and with written authority of all other successors who have an interest in the property.

Affiant states that his relationship to the above named decedent is that of 4. \_\_\_\_\_

Affiant further states that he is entitled by law to succeed to the title in the decedent's vehicle, as described:

Year **5**, \_\_\_\_\_ Make **5**, \_\_\_\_\_ Model **5**, \_\_\_\_\_

Vehicle Identification Number 5.

Transferred to the Affiant for the reason that Affiant is 6. \_\_\_\_\_

*Affiant finally states that more than forty days have passed since the death of the decedent as evidenced by a certified copy of the death certificate attached hereto. Affiant acknowledges that he understands that filing a false affidavit constitutes a felony in this state.*

7. Affiant's Mailing Address 8. Affiant's Physical Address

10. Affiant's Signature \_\_\_\_\_ Affiant's Printed Name and Title (if applicable) \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_ Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

9. By: \_\_\_\_\_

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

Notary Seal

VP-24 (Rev 8/2015)

Signatures must be original. Photocopies are not acceptable.  
Changes may not be made to this form once it is signed and witnessed.

## One and the Same Affidavit

### Form VP-185

The One and the Same Affidavit is used when an individual is known by more than one name, either the first name or last name.

The One and the Same Affidavit must be completed in full.

The One and the Same Affidavit must be signed in the presence of a Notary Public or authorized Nevada Department of Motor Vehicles representative. If witnessed by a Notary Public, the stamp and signature of the notary public must appear on the affidavit. If witnessed by an authorized Department representative, the name and validation stamp or employee identification number, as applicable, must appear on the affidavit.

## Repossession Affidavit

### Form VP-20

A lienholder, as recorded on a Certificate of Title, may take possession of a vehicle that is in default of the terms of the applicable security agreement. To take such possession, the lienholder must submit the documents and follow the procedures required by [NRS 482.516](#) through [482.518](#).

Any person repossessing a vehicle without the knowledge of the registered owner must report the repossession orally to the police or sheriff's office in the county where the repossession is made.

A lienholder must give written notice to the person named as liable on the security agreement of the intent to sell a repossessed vehicle. The written notice must be provided at least 10 days prior to the sale, and must be provided in person or sent by mail to the address as shown on the security agreement. The notice must:

- Inform the person of their right to redeem the vehicle and the total amount required to do so as of the date of the notice.
- Inform the person of their privilege of reinstatement of the security agreement, if the lienholder extends such a privilege.
- Give notice of the lienholder's intent to resell the vehicle at the expiration of 10 days from the date of the notice.
- Disclose the location where the vehicle will be returned to the buyer upon redemption or reinstatement.
- Designate the name and address of the person to whom payment must be made.

During the period provided under the notice, the person liable on the security agreement may pay the debt in full.

The lienholder must sell the vehicle in a commercially reasonable manner. The proceeds of the sale must be applied in the following order:

- To cover the reasonable expenses of retaking, holding, preparing for sale, selling, and to the extent provided for in the security agreement, reasonable attorney's fees and legal expenses incurred by the secured party.
- To satisfy the indebtedness secured by the security interest under which the

disposition is made.

- To satisfy the indebtedness secured by any subordinate security interest in the collateral if written notification of demand is received before distribution of the proceeds is completed. If requested by the secured party, the holder of a subordinate security interest must furnish reasonable proof of his interest, and unless he does so, the secured party need not comply with his demand.
- The payment of any surplus to the debtor.

To obtain the Certificate of Title in the lienholder's name for a vehicle that has been repossessed, attach the Repossession Affidavit (Form VP-20) to the outstanding title. The title must be released by the lienholder as shown on the face of the title.

If a vehicle has been resold, usual procedures for transfer of ownership must be followed. The Repossession Affidavit must be submitted with the transfer of ownership documents.

### **Instructions for Completing the Repossession Affidavit Form VP-20**

1. Enter the name of the lienholder as shown on the Certificate of Title.
2. Enter the name of the registered owner of the vehicle exactly as shown on the Certificate of Title.
3. Enter the complete description of the vehicle, including the year, make, model and vehicle identification number.
4. If the person repossessing the vehicle is:
  - An individual, enter their Nevada Driver's License or Identification Card.
  - Licensed Nevada DMV Business, enter DMV License Number.
  - Business other than a Licensed Nevada DMV Business, enter their FEIN.
5. Write the physical address of the person or business repossessing the vehicle.
6. Write the mailing address of the person or business repossessing the vehicle.
7. Enter the printed full legal name of the person or business repossessing the vehicle.
8. Enter the county the affidavit is notarized.
9. Enter the date the affidavit was completed.
10. Enter the signature of the individual authorized by the business to repossess the vehicle. The name of the business must be included.
11. The Repossession Affidavit must be signed in the presence of a Notary Public or authorized Nevada Department of Motor Vehicles representative. If witnessed by a Notary Public, the stamp and signature of the notary public must appear on the affidavit. If witnessed by an authorized Department representative, the name and validation stamp or employee identification number, as applicable, must appear on the affidavit.



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### REPOSSESSION AFFIDAVIT

Please print or type

I, **1** \_\_\_\_\_ being first sworn deposes and says I am the legal  
Owner and a Lienholder of the vehicle described below and in the name of

Registered Owner **2** \_\_\_\_\_

Registered Owner **2** \_\_\_\_\_

Described as follows:

Vehicle Identification Number **3**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year **3** \_\_\_\_\_ Make **3** \_\_\_\_\_ Model **3** \_\_\_\_\_

I certify that all provisions of Nevada Revised Statutes 482.516 through 482.518 have been complied with, and make this affidavit for the purpose of satisfying the Nevada Department of Motor Vehicles. I also hereby release, discharge and agree to hold harmless the Nevada Department of Motor Vehicles of and from any and all liability to anyone whomsoever which may arise by reason of any contest of the validity of the repossession herein referred to, or the validity of the repossession of the vehicle under provisions of the conditional contract in the manner prescribed in Nevada Revised Statutes.

Nevada Driver's License, Identification Card Number, Date of Birth, or FEIN for businesses number:

**4** \_\_\_\_\_

Physical Address **5** \_\_\_\_\_  
City State Zip Code

Mailing Address **6** \_\_\_\_\_  
City State Zip Code

Printed Full Legal Name of Business or Individual(s)

**7** \_\_\_\_\_

State of Nevada, County of **8** \_\_\_\_\_

Subscribed and sworn to before me on **9** \_\_\_\_\_  
Date

By **10** \_\_\_\_\_  
Signature of Affiant

Notary Stamp

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

## Trusts

### NRS 163

Trust documents are not required to be presented to the Department of Motor Vehicles for transfer of ownership into or out of the name of a trust.

In lieu of presenting trust documents to the Department of Motor Vehicles for transfer of ownership in the name of a trust, or to release interest in a vehicle titled to a trust, the Trustee must complete a Trustee Appointment & Powers Affidavit (Form VP-188).

#### **Trustee Appointment & Powers Affidavit Instructions for Completing Form VP-188**

1. Enter the printed full legal name of the trustee.
2. Enter the full legal name of the trust, as it appears on the notarized trust documents (verification will not be requested). Only the first fifty (50) characters of the trust name will appear on the title and/or registration. If pertinent parts of the name will not print, the name can be abbreviated. The insurance company must report the name exactly the same to avoid a possible sanction.
3. Enter the complete vehicle description, including the year, make, model and vehicle identification number.
4. Enter the printed full legal name of the person shown on the affidavit as trustee.
5. Enter the Nevada Driver's License, Identification Card Number or Date of Birth of the person shown on the affidavit as trustee.
6. Enter the physical address of the person shown on the affidavit as trustee.
7. Enter the mailing address of the person shown on the affidavit as trustee.
8. Enter the signature of the trustee completing the affidavit and the date the affidavit was completed.
9. The Trustee Appointment & Powers Affidavit must be signed in the presence of a Notary Public or authorized Nevada Department of Motor Vehicles representative. If witnessed by a Notary Public, the stamp and signature of the notary public must appear on the affidavit. If witnessed by an authorized Department representative, the name and validation stamp or employee identification number, as applicable, must appear on the affidavit.





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### TRUSTEE APPOINTMENT AND POWERS AFFIDAVIT

A Nevada Evidence of Insurance card is required at the time of registration in accordance with Nevada Revised Statute 482.215. The name of the insured on the Nevada Evidence of Insurance card must match either a name of a trustee or the trust as the vehicle will be registered.

The affiant completing this affidavit must be the same person that signs the certificate of title.

Please print or type

I 1 declare that I have been appointed

as a Trustee of 2  
Name of Trust (34 characters or less)

and have the power granted as a Trustee to sign for the transfer of the below described vehicle:

Year 3 Make 3 Model 3

Vehicle Identification Number 3

I declare under penalty of perjury that the foregoing is true and correct.

Affiant's Printed Full Legal Name 4

Nevada Driver's License, Identification  
Number or Date of Birth 5

Physical Address 6 City State Zip Code

Mailing Address 7 City State Zip Code

State of Nevada, County of \_\_\_\_\_

Signed and sworn to before me on 8 Date

By 8 Signature of Affiant

Notary Stamp

9

Notary Public or Authorized Nevada DMV Representative

VP-186 (8/2012)

Signatures must be originals. Photocopies are not acceptable.  
Changes may not be made to this form once it is signed and witnessed.

## Power of Attorney

### Form VP-136

A Power of Attorney is a written legal document whereby one individual conveys to another the legal right to act on his or her behalf.

If the right to release interest in a vehicle has been conveyed to another person or firm by Power of Attorney, the original Power of Attorney must accompany the title documents, and it must contain a complete description of the vehicle, including the vehicle identification number, year, make and model.

If a general Power of Attorney is used to convey an individual's legal rights, a photocopy attached to the title documents is acceptable.

A Power of Attorney becomes null and void upon the death of the individual who conveyed his or her rights to another.

The Power of Attorney must be exercised by the person or firm named as representative

on the form. To properly exercise the Power of Attorney, the name of the owner must be listed prior to that of the representative.

- Example for an individual:

Sharon Smith by Jane Doe, P of A

- Example for a business:

Sharon Smith by Morrison's Garage George Morrison, P of A

The Power of Attorney must be exercised on the Certificate of Title or document for which the authority was granted. Otherwise, it is null and void.

The Power of Attorney must be signed in the presence of a Notary Public or authorized Nevada Department of Motor Vehicles representative. If witnessed by a Notary Public, the stamp and signature of the notary public must appear on the affidavit. If witnessed by an authorized Department representative, the name and validation stamp or employee identification number, as applicable, must appear on the affidavit.

When the Power of Attorney is used to release ownership of a vehicle, the Certificate of Title must be signed in the appropriate area by the individual appointed as Power of Attorney.

If a specific power of attorney is used to release ownership of a vehicle, a copy is acceptable only if it is a certified copy. The following statement must be included on the copy:

"I hereby certify that this is a true and exact copy of the original that is being held in our files. I further certify the original will be available during normal business hours for review by Department of Motor Vehicles personnel if necessary."

If a power of attorney is given to a business, the certification statement must include the business stamp or the printed or typed name of the business, the signature of the individual authorized to act on behalf of the business and the printed or typed name of the person certifying the copy of the specific power of attorney.

A general or specific power of attorney cannot be used to disclose the odometer reading on vehicles nine years old or newer.

## **Transfer on Death**

### **Form VP-239**

Transfer on Death allows vehicle owners to add or remove a beneficiary to their title. A title fee, the title, and the application must be submitted to the Department Motor Vehicles to make this change. A new Nevada title will be issued with the beneficiary's name and the "Transfer on Death" designation.

A beneficiary cannot be added to the title when there is a lienholder or ownership is designated as "Tenants in Common." The beneficiary does not have interest or control of the vehicle. If a lienholder is added to the title later, the beneficiary will be removed from the title.

To transfer the ownership to the beneficiary, the beneficiary must submit the title (if available), title fee, and certified death certificate of the vehicle's legal owner(s). If more than one owner is on the title, the beneficiary cannot become the vehicle owner until all owners are deceased.

*Section 4*      **Non- US VEHICLES**

**FOREIGN, CANADIAN AND GRAY  
MARKET VEHICLES**

**U.S. MILITARY**

**REGISTRATION AND TITLES**

**FOREIGN AND GRAY MARKET VEHICLES**

## 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; or
  - 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 VP-15)
- 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 VP-22) 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.

**Vehicles that are sold in the United States and designated for importation out of the United States cannot be titled in Nevada.**

## 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
- Federal Forms
  - NHTSA Conforming Vehicle
    - DOT form HS-7, Declaration of Conformity.
    - CBP form 7501 Entry Summary.
  - NHTSA Non-Conforming Vehicle

Vehicles not originally manufactured to comply with all applicable FMVSS cannot be permanently imported unless NHTSA decides that a vehicle is eligible for importation (capable of being modified to comply with all applicable FMVSS and regulations). Vehicles not previously determined eligible for importation must go through a petition process that takes between ninety (90) and one hundred twenty (120) days.

    - Non-Conforming Vehicle with a bond release letter
      - DOT form HS-7, Declaration of Conformity.
      - CBP form 7501 Entry Summary.
      - Bond release letter from NHTSA (showing conformity of vehicle).
    - Non-Conforming Vehicle without a bond release letter
      - DOT form HS-7, Declaration of Conformity.
      - CBP form 7501 Entry Summary.
      - NHTSA Statement of Conformity.
- Certificate of Fact from importer attesting NHTSA guidelines were followed.
- A completed Vehicle Inspection Certificate (Form VP-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 (9) years old or newer
- A notarized or witnessed Bill of Sale, if applicable
- A Statement of Facts (Form VP-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 7th Street, SW,  
Washington, DC 20590  
1 (888) 327-4236  
<http://www.nhtsa.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, and 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)  
<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 director assistance for the proper location.

<https://www.alberta.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/>

### 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

<https://www.ontario.ca/>



## Canadian Contact Information, continued

### 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.nl.ca>

### Nova Scotia

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

<https://beta.novascotia.ca/>

### Northwest Territories

### Prince Edward Island

Department of Transportation & Public Works  
Highway Safety Operations  
PO Box 2000  
Charlottetown, Prince Edward Island  
C1A 7N8  
<https://www.princeedwardisland.ca/en>

### 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 11th Avenue  
Regina, Saskatchewan S4P 2N7  
Phone: (306) 751-1200  
<https://www.saskatchewan.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:

<http://www.embassy.org>

## 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 7th 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 VP-15).

Notarized lien release if the lien has been satisfied or lienholder information when there is a lienholder.

Statement of Facts (VP-22) 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 nine (9) years old or newer if not on the title.

## Military Nevada Resident Vehicle Registration

Nevada residents on active duty in the U.S. Armed Forces may maintain a Nevada vehicle registration while stationed in other states. However, you are not entitled to tax relief under the Service Member's Civil Relief Act of 2003. You may be entitled to a Veterans Exemption. Contact your [Nevada County Assessor](#).

If your registration renewal requires an emission inspection and you cannot have it completed in Nevada, you must have a smog check completed if you are currently residing in an area that requires emission inspections or submit an affidavit if testing is not required in your location. You may wish to consider renewing early when you are in Nevada.

The DMV will waive registration late fees for active duty military members assigned to combat or combat support positions. Use the [Active Duty Military Combat Affidavit \(VP 258\)](#) when you renew your registration. This form must be submitted at the time of renewal. You may renew by mail if the form is notarized or you may sign it and renew in person at a DMV office.

If you wish to obtain an original registration or transfer an existing Nevada registration

and plates to another vehicle, please [email](#) the Vehicle Identification Number and other specifics such as where and how the vehicle was purchased, sales price and any sales taxes paid. We will return an estimate of fees and instructions on how to complete the registration.

*Section 5*      **REGISTRATION INFORMATION**

## General Registration Information

Registration requirements include Nevada liability insurance, a passing emission control certificate when the vehicle is registered in Clark and Washoe Counties, current odometer reading, 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 continuous Nevada liability insurance coverage on registered vehicles, from a licensed Nevada insurance carrier to avoid reinstatement fees and fines. Mopeds are exempt from insurance requirements.

**Note:** An insurance company must be licensed through the State of Nevada, Department of Insurance and approved by the Department of Motor Vehicles to sell vehicle insurance policies in Nevada.

- Minimum liability insurance amount is:
  - \$25,000 for bodily injury to or death of one person in any one accident;
  - Subject to the limit for one person, in the amount of \$50,000 for bodily injury to or death of two or more persons in any one accident; and
  - \$20,000 for injury to or destruction of property of others in any one accident.

## Vehicle Registration Fees

Nevada Revised Statutes (NRS) [482.205](#) requires that every owner of a vehicle intended to be operated on any Nevada highway apply to the Department or a registered dealer to obtain a valid registration before the vehicle can be operated on Nevada highways. Nevada requires all vehicles to be registered for twelve (12) consecutive months ([NRS 482.206](#)).

Exceptions:

- Recreational and utility trailers may be registered for three years at a time.
- The Motor Carrier Division offers a permanent registration and license plate for full and semi-trailers.
- Mopeds are a one-time registration without renewal. A moped is registered until the date which the owner transfers the ownership or cancels the registration.

All 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 only for 100 percent (100%) Nevada based vehicles for the balance of the year (if the carrier can prove they did not run prior to registering).

Owners of fleet vehicles (ten (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 <a href="#">482.480</a> , <a href="#">482.482</a> and <a href="#">482.483</a> are as follows	
Passenger Vehicles	\$34.00
Motorcycles (registration fee \$33.00 and \$6.00 for motorcycle education)	\$40.00
Moped	\$33.00
Travel Trailer	\$28.00
Golf Cart	\$11.00
Trailer or Semitrailer (under 1,000 lbs.)	\$13.00
Trailer or Semitrailer (over 1,001 lbs.)	\$25.00
Motortruck, truck or bus	
Less than 6,000 lbs.	\$34.00 (flat rate)
6,000 to 8,499 lbs.	\$39.00 (flat rate)
8,500 to 10,000 lbs.	\$49.00 (flat rate)
10,001 to 26,000 lbs. (per thousand pounds or portion thereof)	\$12.00
26,001 to 80,000 lbs. (per thousand pounds or portion thereof)	\$17.00
<b>Note:</b> A \$1.00 Technology fee has been associated to each fee above.	

## 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 (35%) of the Manufacturer's Suggested Retail Price (MSRP) of the vehicle, excluding options and extras, when the vehicle was first offered for sale

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

The original value of the vehicle may be based on \$0.50 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 \$0.04 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 (9) years old. Buses, trucks or truck tractors having a declared gross weight of 10,000 pounds or more and each trailer or semi-trailer having an unladen weight of 4,000 pounds or more are depreciated by the Department annually until they are ten (10) years old ([NRS 371.060](#)).



Governmental Services Taxes are rounded to the nearest dollar.

**Note:** In the Motor Carrier Division, vehicles with a GVW of 26,001 pounds or more are assessed GST and SGST based on the Original Purchase Cost (OPC) chart established by the Division.

### **Supplemental Governmental Services Taxes**

[NRS 371.045](#) authorizes boards of county commissioners to impose additional governmental services taxes of not more than \$0.01 per \$1.00 of valuation of the vehicle.

Supplemental Governmental Services Taxes are rounded to the nearest dollar and will be calculated at the time of registration as applicable to the county in which the vehicle is based.

### **License Plate Production Fee**

As required by [NRS 482.268](#), the Department also collects a License Plate Production Fee. The fee amount is set by regulation in [NAC 482.295](#).

### **Prison Industry Fee**

As required by [NRS 482.268](#), the Department also collects a Prison Industry Fee of \$0.50 per license plate.

### **Technology Fee**

As required by [NRS 481.064](#), the Department will collect a \$1.00 Technology fee associated to each transaction.

### **Military Nevada Resident Vehicle Registration**

Nevada residents on active duty in the U.S. Armed Forces may maintain a Nevada vehicle registration while stationed in other states. However, you are not entitled to tax relief under the Service Member's Civil Relief Act of 2003. You may be entitled to a Veterans Exemption. Contact your [Nevada County Assessor](#).

If your registration renewal requires an emission inspection and you cannot have it completed in Nevada, you must have a smog check completed if you are currently residing in an area that requires emission inspections or submit an affidavit if testing is not required in your location. You may wish to consider renewing early when you are in Nevada.

The DMV will waive registration late fees for active duty military members assigned to combat or combat support positions. Use the [Active Duty Military Combat Affidavit \(VP 258\)](#) when you renew your registration. This form must be submitted at the time of renewal. You may renew by mail if the form is notarized or you may sign it and renew in person at a DMV office.

If you wish to obtain an original registration or transfer an existing Nevada registration and plates to another vehicle, please [email](#) the Vehicle Identification Number and other specifics such as where and how the vehicle was purchased, sales price and any sales taxes paid. We will return an estimate of fees and instructions on how to complete the registration.

## *Section 6*     **MOVEMENT PERMITS**

## **15-Day Special Drive-Away Permit**

### **Nevada Revised Statute [\(NRS\) 482.3955](#)**

The 15-Day Special Drive-Away Permit 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 a secure document and may not be photocopied or duplicated in any manner.

The permit is not intended for casual driving.

The fee for the permit is \$9.25, which includes a \$1.00 Technology fee.

The permit is only valid for the dates and destinations as shown on the permit for a maximum of 15 days. The permit expires at 11:59 p.m. on the Expiration Date.


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 (NAC) [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. Permit may only be used for the vehicle that it was assigned to. In accordance with Nevada Revised Statute (NRS) [485.185](#), insurance must be maintained while using this permit.

### **Instructions for Dealers Completing the 15-Day Special Drive-Away Permit (Form VP-110)**

1. Beginning Date: Enter the first date the permit will be effective.
2. Expiration Date: Enter the date the permit will expire. The date must not be more than fifteen (15) days after the Beginning Date.
3. Year, Make, and VIN: Enter the complete description of the vehicle.
4. Present Location: Enter the state where the vehicle is currently located.
5. Destination: Enter the state where the vehicle is going to be moved to.
6. Owner Signature: Registered owner signs this line.
7. Issue Date: Enter the date permit is issued. The Issue date can be the same as or older than the Beginning Date.



555 Wright Way  
Carson City, NV 89711  
Reno/Sparks/Carson City (775) 684-4DMV (4368)  
Las Vegas area (702) 486-4DMV (4368)  
Rural Nevada or Out of State (877) 368-7828  
www.dmvnv.com

Fee \$8.25      **SPECIAL DRIVE-AWAY PERMIT** No: **1017001**  
Valid for 15 Days  
(Expires 11:59 PM on the Date of Expiration)

**Beginning Date:** **1**      Month      Day      Year  
**Expiration Date:** **2**      Month      Day      Year

This permit authorizes the operation of the following vehicle:  
Year: **3**      Make: **3**  
VIN: **3**

Present Location: **4**      Destination: **5**  
Owner Signature: **6**      Issue Date: **7**

I understand that I am required to maintain motor vehicle liability insurance on this vehicle as required by NRS 485.185. Trailers are exempt from this requirement.

RD-110 (Rev 12-2006)      (O) 3625

## Temporary Dealer Placard

Temporary Dealer Placards are completed using the Secure E Tag web-based application and must be printed on a synthetic paper that is waterproof, tear-resistant, durable and designed to withstand high and low temperature fluctuations 0.7 mils in thickness.

A Temporary 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 Temporary Dealer Placard is valid for a period of thirty (30) days from the date the contract of sale was entered into.

The Temporary Dealer Placard must be displayed on the rear license plate bracket of the vehicle; be free from foreign materials and clearly visible from the rear of the vehicle.

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

Please contact a full service DMV offices with an Occupational and Business License Section regarding purchasing Security Seals.

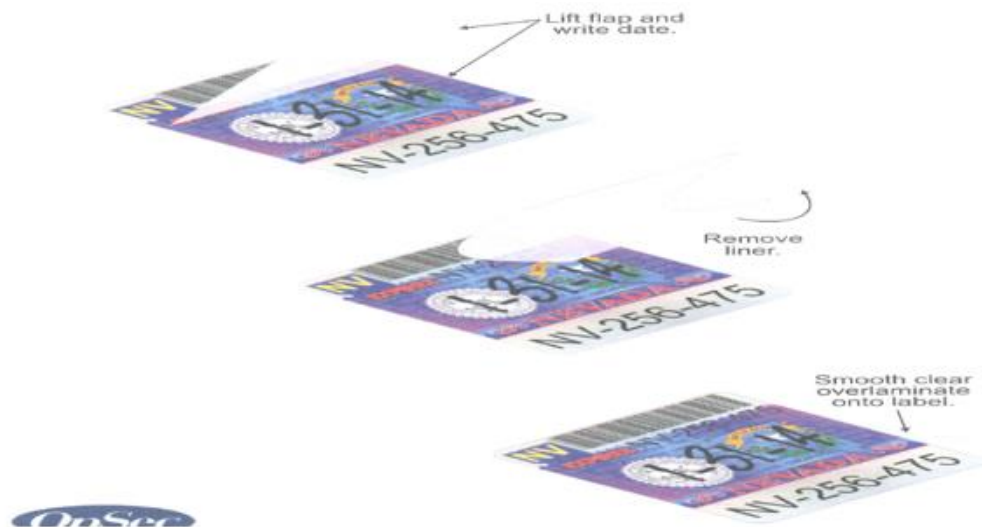
### Instructions for Completing the Temporary Dealer Placard

The buyer information will be entered into the Secure E Tag application and the placard will be printed. Once the placard is printed, the corresponding Security Seal will be attached to the placard.

Secure E Tag application is located at [Secure E Tag Application](#).

1. Log into the Secure E Tag application using your user name and password.
2. The initial screen displayed is the Issue Tag transaction.
3. Enter the VIN for the vehicle and select Verify.
  - If the VIN cannot be decoded, a message will be displayed. Re-enter the VIN; if it cannot be decoded, the second time the vehicle information must be entered.
4. The screen will change to the owner information screen.
5. Owner(s) names;
  - a. Enter the owner's first name, middle initial and last name,
  - b. Select if there are multiple owners; or
  - c. Enter the Company's name.
6. Enter the owner's address.
7. Enter the owner's city.
8. Owner's state is defaulted to NV.
9. Enter the owner's zip code.
10. Select the county the vehicle will be based.
11. The dealership name will be displayed.
12. Enter the purchase date.
13. The vehicle information will be displayed, update or enter any required information.
14. Select Continue.
15. The screen will change to the New Security Seal Serial Number screen.
16. Enter the security seal number to be issued to the placard/vehicle.
17. Select Review Before Printing.
18. Verify the displayed information is correct.
19. Select –
  - a. Cancel to cancel issuing the placard.
  - b. Issue Tag Now to issue and print the placard.
  - c. Edit Values to make changes to input information.
20. The screen will change to the print placard screen.
21. Verify the correct placard paper is loaded in the printer.
22. Select to print the placard (verify the placard prints correctly before closing the print queue window).
23. Apply the security seal to the placard, in the appropriate space.
24. The expiration date must be written on the security seal.

- Lift the flap and write the date in the seal.
- Remove the liner.
- Smooth the clear over laminate onto the label.



- Remove the lower section of the placard and keep in the vehicle.
- Attach the placard to the rear license plate bracket of the vehicle.

### Temporary Dealer Placard

**NEVADA**  
TEMPORARY PLACARD

VIN: 1G1XXXXXXXXXXXXX YEAR 1998 MAKE CHEV MODEL CAVALI

NV-000-000

NOV 22 - 2015

NV-000-000

Nov 22 2015

NV-000-000

(Remove below section and keep in the vehicle)

Issue Date	Expiration Date	VIN	Year	Make	Model
10/23/2015	11/22/2015	XXXXXXXXXXXXX	1998	CHEV	CAVALI
Owner Name	Mailing Address	City	State	Zip	
PUBLIC, JOHN Q	1 MAIN ST.	LAS VEGAS	NEVADA	89706	
Dealer Name	Dealer Number	Placard Number	Bar Code		
NEVADA AUTO DEALER	DLR0000001	NV-000-000			

**TEMPORARY PLACARD**



*Section 7*      **FINANCIAL INSTITUTION  
INFORMATION**

## Recording a Lien

Per Nevada Revised Statute (NRS) [482.4285](#), Except for persons who are not normally engaged in the business or practice of financing vehicles, all lienholders shall use the electronic lien system to process all notifications and releases of security interests through electronic batch file transfers

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 \$29.25 title fee, this includes a technology fee.

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 VP-15)
- Sales tax or proof that sales tax has been paid
- The \$29.25 title fee (\$44.25 if the vehicle is not present in or registered in Nevada), this includes a Technology fee.

If the 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 \$29.25 title fee (\$44.25 if the vehicle is not present in or registered in Nevada), this includes a Technology fee.

If the 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 VP-15)
- Sales tax or proof that sales tax has been paid

- The \$29.25 title fee (\$44.25 if the vehicle is not present in or registered in Nevada), this includes a Technology fee.

**Note:** If a lienholder does not receive a Nevada Certificate of Title or electronic notification within one hundred twenty (120) days after submitting title documents contact DMV Records Section, see address below, to have a title search conducted.

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

### **Electronic Lien Title (ELT) Information**

Per [NRS 482.4285](#), Except for persons who are not normally engaged in the business or practice of financing vehicles, all lienholders shall use the electronic lien system to process all notifications and releases of security interests through electronic batch file transfers

The DMV contracted with a vendor to create an ELT Hub. The DMV will transmit and receive electronic title data from the ELT Hub only.

A lienholder is required to send and receive electronic notifications via the ELT hub. The lienholder can use a service provider or work directly with the ELT hub, depending on ELT hub requirements.

An electronic notification will be sent in place of a paper title as notification of a perfected lien.

An electronic notification will be sent by the lienholder to release a lien. After receiving the electronic lien release notification the DMV will print a new title, without the lienholder listed (clear title), and mail it to the registered owner.

*Section 8*      **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. These forms may be obtained on the DMV website (see below) or by contacting the Department. 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

## Application for Records Service



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

### APPLICATION FOR RECORDS ACCOUNT

1.	Corporation/Business Name: _____				
2.	DBA: (if applicable) _____				
3.	Federal Employer Identification Number (FEIN): _____				
4.	Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> Government Entity <input type="checkbox"/> Other _____				
5.	Incorporation Effective Date: _____ mm/dd/yyyy      Incorporation State: _____				
6.	Full Legal Name of Owners/Corporate Officers/Appointing Authority for Government Entities (if additional lines are needed, please attach a separate document):				
	Last Name	First Name	M.I.	Title (Check One)	Phone Number
	_____	_____	_____	<input type="checkbox"/> Corporate Officer <input type="checkbox"/> Manager <input type="checkbox"/> Owner <input type="checkbox"/> Other _____	(____) ____-____
	_____	_____	_____	<input type="checkbox"/> Corporate Officer <input type="checkbox"/> Manager <input type="checkbox"/> Owner <input type="checkbox"/> Other _____	(____) ____-____
7.	Business Physical Address _____ Address _____ City _____ State _____ Zip _____				
8.	Business Mailing Address _____ Address _____ City _____ State _____ Zip _____				
9.	Web Address: _____				
10.	Business Fax Number (____) ____-____				
11.	Primary Point of Contact: _____ Name _____ Phone Number (____) ____-____				
12.	Secondary Point of Contact: _____ Name _____ Phone Number (____) ____-____				
13.	Accounts Payable Name (if applicable): _____ Name _____ Phone Number (____) ____-____				
14.	IT Contact Name _____ Name & Email Address _____ Phone Number (____) ____-____				
15.	NAIC NUMBER (Insurance) _____				
16.	Type of business: _____				





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

## APPLICATION FOR RECORDS ACCOUNT

17.	List Specific Information Requested (see guidelines for Records inquiries IR-005) use additional sheet if necessary: _____
18.	Reason/need for information: _____
19.	How will information be used: _____
20.	Previous Nevada DMV Records Account? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, under what name? _____ Account Number? _____ When? _____
21a.	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 Driver's Privacy Protection Act and NRS 481.063.  It is further agreed payment on this account will be made within twenty-one (21) days of the billing date and, if required, a bond insuring payment of the account will be posted.  _____ Signature of Owner/Corporate Officer Title Date  _____ Printed Name of Owner/Corporate Officer Title
21b.	_____ Signature of Primary Point of Contact Title Date  _____ Printed Name of Primary Point of Contact Title
21c.	_____ Signature of Secondary Point of Contact Title Date  _____ Printed Name of Secondary Point of Contact Title

**Please note:** Payment in full is due at the time record requests are submitted, except for requests charged to a Records Account. Monthly invoices will be issued for Records accounts and payment in full is due within 21 days of the billing date. If your account is suspended for non-payment, you will be required to pay not only the past due amount, but any current invoice amounts before any further business can be conducted with the Department. In addition, per NRS 353C, your account will be turned over to a private collection agency. Accounts referred for private collection may be required to pay a private collection fee. Accounts referred to the collection agency will remain suspended until proper notification of payment in full is received directly from the collection agency.

ACCOUNT NO. \_\_\_\_\_  
IR001 (Rev 10/2014)

PL-001-10-01-01

# Affidavit



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

State of \_\_\_\_\_

## AFFIDAVIT

County of \_\_\_\_\_

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

- (a) I submit I have been duly authorized to represent myself or organization(s) for which I enter into this binding agreement. Subsequently 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, 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 and NRS 485.316 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.
- (e) I understand that I and the organization(s) I represent shall keep all data, information, reports, tests, manuals, instructions, plans, system designs, computer codes, and any documents or drawings that are related to infrastructure security received from the State of Nevada, Department of Motor Vehicles ("Department"), or created by the agency as necessary to render performance under this Agreement, strictly confidential. Except for the sharing of information among law enforcement agencies for law enforcement purposes under NRS 481.063 Section 5, I agree that I will not disclose any of the items as referenced in this subsection to a person who is not a party to this agreement absent the express written consent of the Department. I further understand and agree that the Department may be required to disclose, in certain instances, some of the above items in compliance with Nevada Public Records Law, and these instances do not change my or my organization's obligations to maintain confidentiality as set out above.  
The confidential items, as set out above, specifically include, but are not limited to, the following items:
  - 1) Information regarding defense in-depth strategies, Information Security Policies, Information Security Plans, Intrusion Protection / Prevention systems, access control measures, network and/or systems architecture, security passwords, security access codes, and security programs; access codes for software applications; and security procedures, processes, and recovery plans.
  - 2) Specific data collected in preparation of connection to the Department's infrastructure or information essential to the Department's information security.
  - 3) Security testing results, especially if the results identify specific system vulnerabilities.

I also agree and understand that this confidentiality provision's purpose is to prevent public disclosure that may have an impact on public safety or security, including but not limited to, security of personally identifiable (PII) information. In addition to any other indemnification agreements contained in this Affidavit, I further agree to indemnify, hold harmless, and defend the Department from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, based on the agencies release of the aforementioned items. If I must disclose some of the above items to a third party, I shall obtain the written consent of the Department and the third party must agree, in writing, to the terms of this provision. The terms of this provision shall survive the completion of performance under this Agreement and/or the termination of this Agreement.

I attest to the fact that I am an authorized representative for myself or of the requesting organization. I declare under penalty of perjury that the foregoing is true and correct. **Signatures must be original. Photocopies are not acceptable.**

DATED this \_\_\_\_\_ day of \_\_\_\_\_, (20 \_\_)

Signature of Applicant

Printed Name and Title (if applicable) of Applicant

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, (20 \_\_)

By \_\_\_\_\_

NOTARY Public or Authorized Nevada DMV Representative

(Notary Seal)

(RC03 (Rev 3/2013))

## Records Section Fee Schedule



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

### GUIDELINES AND FEES FOR RECORD INQUIRIES

This guide is for the most effective use of Nevada records facilities. If you provide us with certain basic information, a record search can be accomplished in a very short period of time.

Identifiers for driver's license inquiries are:  
Driver's License Number  
Social Security Number  
Name, Date of Birth and address

Identifiers for registration/title inquiries are:  
Vehicle Identification Number (VIN)  
Registered Owner's Name and address

#### PLEASE DO NOT SEND CASH

- D1 DRIVER LICENSE INFORMATION – provides information shown on the front of the driver's license. Fee: \$5.00 + \$1.00 technology fee = total of \$6.00
- D2 DRIVER RECORD INFORMATION – provides information shown on the front of the driver's license and convictions for the past three or ten years. Fee: \$7.00 + \$1.00 technology fee = total of \$8.00
- D3 DRIVER LICENSE CLEARANCE LETTER – states Nevada record is clear to obtain a driver's license in other states. Fee: \$6.00 + \$1.00 technology fee = total of \$7.00  
NO MATCH CLEARANCE LETTER – states Nevada does not have a match for a driver's license. Fee: \$6.00 + \$1.00 technology fee = total of \$7.00
- V1 VEHICLE REGISTRATION INFORMATION – provides the year, make, model, expiration date and registered owner's name and address. Fee: \$5.00 + \$1.00 technology fee = total of \$6.00
- V2 VEHICLE TITLE INFORMATION – provides owner(s) name and address, and/or lienholder(s), name and address, title number, and date title was created. Fee: \$5.00 + \$1.00 technology fee = total of \$6.00
- V3 (a) REGISTRATION HISTORY Fee: \$7.00 + \$1.00 technology fee = total of \$8.00
- V3 (b) TITLE HISTORY – Fee: \$7.00 + \$1.00 technology fee plus any additional research (S3) \$3.00 per page (includes front & back) + \$1.00 technology fee (not per copy).
- S2 CERTIFICATION OF DOCUMENTS Fee: \$4.00 + \$1.00 technology fee = total of \$5.00
- S3 RESEARCH FEE: \$3.00 per page includes front and back + \$1.00 technology fee per transaction (not per page).
- S4 TITLE VERIFICATION LETTER – states no Nevada title has been issued to a specific vehicle. Fee: \$7.00 + \$1.00 technology fee = total of \$8.00  
INSURANCE INFORMATION - provides current insurance information on file. Fee: \$5.00 + \$1.00 technology fee = total of \$6.00  
HANDICAP PLACARD INFORMATION – provides placard issuance information. Fee: \$5.00 + \$1.00 technology fee = total of \$6.00  
ORIGINAL ISSUE DATE – Date driver's license was originally issued (includes drive history). Fee: \$10.00 + \$1.00 transaction fee for history and \$1.00 transaction fee for letter = total of \$12.00

Note: A \$1.00 Technology fee has been added to each transaction as of July 1st 2015.

Social Security Numbers are not released. License plate numbers are not released, nor can information be obtained by the presentation of a license plate number; except to law enforcement agencies, governmental agencies processing parking violations, vehicle insurance companies, public administrators, public guardians, public defenders and private investigators. No information will be released when multiple listings are found on a search by name only where no positive match can be established.

## **Vehicle Registration, Title and History Information**

### **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 record, 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 (10) 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 9*      **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 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.

Hybrid Vehicles (Gasoline/Electric), effective October 1, 2007 are exempt from emission testing:

- Based on the model year of the vehicle.
- Exempt for five model years. Emission testing will resume in the 6th year.

**Note:** If vehicle is a 2007 and purchased new in 2008 there is no extension allowed. Emission will be required in the sixth model year, upon renewal in 2013.

### **Vehicle Ratings**

#### **For Gasoline Powered Vehicles**

##### **Light-Duty Vehicles Defined**

- Trucks with a manufacturer's gross vehicle weight rating less than 8,500 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 8,500 pounds or more
- A passenger motor vehicle designed to transport 16 or more 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

- 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

Light Duty	CO	HC	Heavy Duty	CO	HC
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:
  - First failed emissions test before repairs were performed on the vehicle.
  - Receipts for parts and labor repairs dated after the first failed test.
  - Second failed emission test after repairs were performed.
  - Vehicle must be present for inspection to verify repairs were performed.

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

### **Diesel Vehicles Requiring and 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

The emission inspection requirement is irrelevant to the weight that the registered owner declares, and only the Manufacturer's Gross Vehicle Weight Rating is the determining factor. These vehicles are tested for opacity (density of smoke existing in 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 percent (40%) and in Clark County, the maximum is 30 percent (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 fifteen (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 (7664) in Reno, and 642-SMOG (7664) 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 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 <https://dmvnev.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 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 (35%) of the average shop labor rate, evaluated within each county during the final quarter of each year. A \$6.00

vehicle inspection report fee is charged for each inspection throughout the State of Nevada. 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.

### **DMV Emission Control Test Lab**

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:

2621 East Sahara Avenue

Las Vegas, NV 89104

(702) 486-4981

*Section 10*    **OCCUPATIONAL AND BUSINESS  
LICENSING**

## Vehicle Industry Licensing

### Vehicle Industry 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

305 Galletti Way

Reno, Nevada 89512-3817

(775) 684-3564

2621 East Sahara Avenue

Las Vegas, Nevada 89104-4170

(702) 486-4930

8250 West Flamingo Road

Las Vegas, Nevada 89117-4111

(702) 486-8620

1399 American Pacific Drive

Henderson, Nevada 89074-4111

(702) 486-1371

Licensing forms can be located at our website <https://dmvnev.com/>.

## **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. The Department's Compliance Enforcement Division will 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 (VP240), 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 three (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 impact 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 of business, he cannot conduct business under the new name or at the new location, until he has been issued a license for the new name or location, from the Department. Forms and instructions for change may be obtained at any Occupational and Business Licensing office, or on the DMV web site, <https://dmv.nv.com/>.

### **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 eight (8) inches high and formed by lines that are at least one (1) inch wide. Two (2) 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, Nevada Revised Statute ([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 from that listed on the application.

### **Place of Business**

1. 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. Have boundaries that are clearly marked. If more than one (1) business is located at the address, boundaries clearly separating one business from the other are required.
2. Short term Lessors must:
  - a. Designate one (1) location as the principal place of business and all other locations 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](#).
3. 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](#).
4. 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 (10) days. Forms and instructions for change of address may be obtained at any Occupational and Business Licensing office or on the DMV web site at <https://dmv.nv.com/>. [NRS 482.326](#).
5. 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 482.36357](#).

### **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 company, the filing with the Nevada Secretary of State must accompany the application along with a list of members and/or 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. 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 Occupational and Business Licensing offices as listed in Section X or telephone (775) 684-4690 to have an application packet mailed to you.

Processing of the application will be accomplished in approximately two (2) to three (3) 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 be obtained at any of the Occupational and Business Licensing offices and on the Department website at <https://dmvnev.com/>:

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

## **Dealer, Rebuilder, Lessor, Manufacturer, Distributor**

### **NRS 482.325**

#### **Licensing Requirements:**

1. Application for Business License (form OBL 237) completed in full and signed by a principal of the business.
2. Personal History Questionnaire (form OBL 242) completed by each principal or corporate officer being listed on the license application.
3. One (1) set of fingerprints for each principal and/or corporate officer. Applicants must be fingerprinted by an authorized DMV representative or a law enforcement agency. Some agencies may charge for fingerprinting. Check with your local agency.
4. DPS Civil Applicant Waiver (form OBL 256) completed and signed by each applicant.
5. A surety bond (form OBL 210) or a deposit in lieu of bond in the amount of:
  - \$10,000.00 for utility or boat trailers with an unladen weight or 3,500 pounds or less,
  - \$50,000.00 for motorcycles, horse trailers without living quarters or utility trailers with an unladen weight of 3,501 pounds or more,
  - \$100,000.00 for all other vehicle types.
6. Insurance certificate showing automobile liability coverage. See insurance information sheet (form OBL 273).
7. A non-refundable license application fee of \$126.00, which includes a Technology fee.
8. Fingerprint-processing fee of \$40.25 for each principal listed on the application.
9. City or county business license.
10. Fictitious Firm Name filing, if applicable.
11. An electronic mail (email) address for the business
12. Copy of Certificate of Incorporation and Corporate filing with names of officers, filed with the State of Nevada, Secretary of State's office, if applicable.
13. The Federal Employer Identification Number (FEIN) of the business.
14. Established place of business within the state, with a permanent enclosed building large enough to accommodate an office and sufficient space to display one (1) or more vehicles.
15. A permanently affixed display sign with the name of the business in lettering eight (8) inches high, formed by lines that are at least one (1) 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.
16. Two (2) color photographs that clearly show the exterior of the business to include the display sign.

17. New Vehicle Dealers: Dealer Franchise Certification (form OBL 253) completed and signed by manufacturer or distributor authorizing sale of designated vehicle makes.
18. Manufacturers: Fax confirmation or confirming letter from the SAE Strategic Alliance notifying the applicant of their World Manufacturer Identifier (WMI) assignment. Contact SAE at <https://www.sae.org/> or (724) 772-8511.

## **Vehicle Broker**

### **NRS 482.333**

#### **Licensing Requirements**

1. Application for Business License (form OBL 237) must be completed in full and signed by a principal of the business.
2. Personal History Questionnaire (form OBL 242) completed by each principal or corporate officer being listed on the license application.
3. One set of fingerprints for each principal or corporate officer. Applicants must be fingerprinted by an authorized DMV representative or a law enforcement agency. Some agencies may charge to fingerprint. Check with your local agency.
4. DPS Civil Applicant Waiver (form OBL 256) completed and signed by each applicant.
5. A surety bond (form OBL 210) or a deposit in lieu of bond in the amount of \$100,000.00. [NRS 482.3333](#).
6. A non-refundable license fee of \$126.00, which includes a Technology fee.
7. Fingerprint-processing fee of \$40.25 for each principal listed on the application.
8. City or county business license.
9. Fictitious Firm Name filing, if applicable
10. Copy of Certificate of Incorporation and Corporate filing with names of the officers filed with the State of Nevada, Secretary of State's office, if applicable.
11. The Federal Employer Identification Number (FEIN) of the business.
12. An electronic mail (email) address for the business.
13. An established place of business within the state with a permanent enclosed building large enough to accommodate an office.
14. A permanently affixed display sign with the name of the business in lettering eight (8) inches high, formed by lines that are at least one (1) 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 (2) color photographs that clearly show the exterior of the business to include the display sign.
16. 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 and Garage Registration  
(Form OBL 237)**

**OBL 237 form (page 1)**

1. State Business License Number – enter your Nevada Secretary of State Business license number.
2. DMV 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 business license number.
3. Individual/Corporate Name - if you are doing business as an individual or partnership, list all applicants' full legal names. If you are doing business as a LLP, LLC or corporation, list name of the corporation.
4. DBA 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.
5. 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.
6. Physical Address - list physical address of the business. It must also be on the city/county business license.
7. Business Phone Number – list the telephone number of the business.
8. Business Fax Number – list the fax number of the business.
9. Electronic Mail Address – list the e-mail address of the business. License renewal notices and industry bulletins issued by the Department will be sent to this address.
10. Federal Employer Identification Number (FEIN) - must be listed, The Internal Revenue Service assigns this number to businesses. <https://www.irs.gov/>.
11. Reason for Submittal - is used to report the type of request. One (1) or more boxes may be checked in this section, additional documentation may be required. See the change section of this workbook for more information.
12. Business Type: Select the type of license you are applying for or your existing license type.
13. Dealer (Business Activity): If you are applying for a dealer's license, check each type of business activity you will be conducting. The DMV business license will be restricted to the types of activities checked.
14. Schools (Business Activity): Select the type of school license and applicable business activity. Separate applications are required if applying for more than one (1) type of school license.
15. Emission Control (Business Activity): If applying for emission station license, check the applicable business activities for the license.
16. New Vehicle Franchised Dealers - Dealers selling new vehicles must list all vehicle

make franchises the business is authorized to sell. Attach copies of Dealer Franchise Certification (OBL 253). The form(s) must contain the dealer's DBA name and physical address.

17. Type of Business Structure - check appropriate box reflecting type of business structure: Individual, Partnership, LLP, LLC or corporation. 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.
18. Enter the State the business is incorporated in (if applicable).



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

### APPLICATION FOR BUSINESS LICENSE AND GARAGE REGISTRATION

State Business License Number \_\_\_\_\_ DMV License Number \_\_\_\_\_ (If new applicant, please leave blank)

Individual/Corporate Name \_\_\_\_\_

DBA Name \_\_\_\_\_

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

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

Business Phone Number \_\_\_\_\_ Business Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_ FEIN: \_\_\_\_\_

Reason for Submittal	Business Type	Dealer (Business Activity)	Schools (Business Activity)
<input type="checkbox"/> New Application <input type="checkbox"/> Principal Location <input type="checkbox"/> Branch Location <input type="checkbox"/> Change <i>Mark type of change(s)</i> <input type="checkbox"/> Add Activity <input type="checkbox"/> Remove Activity <input type="checkbox"/> Change of Principal(s) <input type="checkbox"/> Adding <input type="checkbox"/> Deleting <input type="checkbox"/> Change of Business Structure <input type="checkbox"/> Change of Business Address <input type="checkbox"/> Mailing <input type="checkbox"/> Physical <input type="checkbox"/> Change of Curriculum <input type="checkbox"/> Change of Class Schedule <input type="checkbox"/> Change of Email Address <input type="checkbox"/> Change of Business Name  Requested Name _____  Previous Name _____ <input type="checkbox"/> Duplicate License	<input type="checkbox"/> Rebuilder <input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Transporter <input type="checkbox"/> Broker <input type="checkbox"/> Wrecker <input type="checkbox"/> Electronic Notification <input type="checkbox"/> Salvage Pool <input type="checkbox"/> Consignment Auction <input type="checkbox"/> Live <input type="checkbox"/> Internet <input type="checkbox"/> Body Shop <input type="checkbox"/> Class A Certificate  <b>Garage Registration</b> <input type="checkbox"/> Garage  Number of Technicians _____ Type of Repairs _____ _____ _____	<input type="checkbox"/> Dealer <input type="checkbox"/> New Motor Vehicle <input type="checkbox"/> Used Motor Vehicle <input type="checkbox"/> New Trailer <input type="checkbox"/> Used Trailer <input type="checkbox"/> New Motorcycle <input type="checkbox"/> Used Motorcycle <input type="checkbox"/> Moped <input type="checkbox"/> Long Term Lessor <input type="checkbox"/> Short Term Lessor <input type="checkbox"/> Short Term Tlr Lessor <input type="checkbox"/> Consignment Auction <input type="checkbox"/> Live <input type="checkbox"/> Internet <input type="checkbox"/> OHV Dealer <input type="checkbox"/> New OHV <input type="checkbox"/> Used OHV <input type="checkbox"/> Long Term OHV Lessor <input type="checkbox"/> Short Term OHV Lessor <input type="checkbox"/> OHV Manufacturer	<input type="checkbox"/> 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"/> Traffic Safety School <input type="checkbox"/> Classroom <input type="checkbox"/> Correspondence <input type="checkbox"/> Internet <input type="checkbox"/> DUI School <input type="checkbox"/> Classroom <input type="checkbox"/> Correspondence <input type="checkbox"/> Internet  <b>Emission Control (Business Activity)</b> <input type="checkbox"/> Emission Station <input type="checkbox"/> Gas <input type="checkbox"/> Diesel <input type="checkbox"/> Test Only <input type="checkbox"/> Test & Repair <input type="checkbox"/> Fleet, Test Only <input type="checkbox"/> Fleet, Test & Repair

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

☐ Individual ☐ Partnership ☐ LLP ☐ LLC ☐ Corporation Incorporated in State of \_\_\_\_\_ File Date \_\_\_\_\_

OBL237 (11/2016) Page 1 of 2

### OBL 237 form (page 2)

1. Ownership – list the full legal names and titles of each principal of the business.
2. Resident Agent - if your business wishes to list a resident agent, list that person's full legal name.
3. For Garage Registration: list information for any additional locations.

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 be listed.
5. The Principal's Signature - must be notarized or witnessed by an authorized Nevada DMV representative.



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

**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.

Name (Last, First, Middle)	Title

Registered Agent's Information: \_\_\_\_\_

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

Name of Business	Address	Phone Number and Managers Name	# of Technicians

**Nevada Revised Statute and Nevada Administrative Code Chapters:**

NRS/NAC Chapters 445B & 482	NRS/NAC Chapters 482 & 490	NRS/NAC Chapter 483	NRS/NAC Chapters 487 & 597 (Body Shop & Garage only)
Station and Inspector licensing.	Broker, Dealer, Distributor, Long Term Lessor, Manufacturer, Rebuilder, Salesman, Short Term Lessor and Transporter licensing, including Off-Highway Vehicle Industry Licensing.	Instructor and School licensing.	Body Shop, Garage, Salvage Pool and Wrecker licensing or registration.

I understand providing false information or the omission of the requested information in this application is grounds to deny, suspend, or revoke my business license or registration and constitutes a gross misdemeanor under Chapter 482, 483, 487, 445B and 490 of the Nevada Revised Statutes. Furthermore, I understand it is my responsibility to review the aforementioned Nevada Revised Statute and Nevada Administrative Code Chapters with respect to the license or registration I am applying for and agree to comply with the requirements stated therein. I declare under penalty of perjury that the foregoing is true and correct.

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

*Signatures must be original. Photocopies are not acceptable.*

Applicant's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
State of Nevada \_\_\_\_\_  
County of \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ by \_\_\_\_\_

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

\_\_\_\_\_  
Notary Seal



## Personal History Questionnaire (page 1)



Occupational and Business Licensing  
555 Wright Way  
Carson City, Nevada 89711 - 0100  
(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 ☐ Registered Agent/Manager

Occupational License: ☐ Salesperson ☐ Drive School Instructor ☐ Traffic Safety School Instructor☐ Inspector    ☐ DUI School Instructor

All lines and spaces must be completed in full. If not applicable enter (N/A).

Full Legal Name:     
Last First Middle

Additional names you have been known by (maiden name, stage name, nickname):

Mailing Address

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. [REDACTED] ☒ Female ☐ Male

Height  Weight  Hair  Eyes

Scars, marks, and/or tattoos 

**Employment History for the past 5 years beginning with the most current (*without gaps*):**

[illegible]



## Personal History Questionnaire (page 2)

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

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

Name	Address	Phone Number

**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. If additional space required, use a separate sheet of paper.

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

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*.)

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

**Child Support Information:**

Nevada Revised Statute 482.319 requires all professional and occupational licensing agencies to request statements regarding child support from applicants for new licenses and for renewal of all occupational licenses. Please mark the appropriate response and complete the remainder of the form. Failure to mark one of the three and completion of the form 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.

## Personal History Questionnaire (page 3)

Applicant's 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 in this State or by any other State's occupational licensing authority? ☐ 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 hereby authorize the Department of Motor Vehicles to make any background investigation necessary as it pertains to the issuance of my license. In relation, I authorize any person or entity contacted by the Department of Motor Vehicles, its agents or employees to furnish any information or opinions they may have during the course of my initial background investigation. I release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, Department of Motor Vehicles, its agents or employees and all persons or entities furnishing information or opinions to the Department of Motor Vehicles related to my background investigation. I understand providing false information or the omission of the requested information in this questionnaire is grounds to deny, suspend, or revoke my business or occupational license. Furthermore, I understand 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 \_\_\_\_\_

**Signatures must be original. Photocopies are not acceptable.**

State of Nevada  
County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

Notary Public or Authorized Nevada DMV Representative \_\_\_\_\_ (Notary Seal)

**For Department Use Only**

Case No \_\_\_\_\_

☐ Application completed and signed ☐ Fingerprints ☐ Background Investigation ☐ Total Fees \$ \_\_\_\_\_

Recommendation: ☐ Approved ☐ Denied

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

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

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



Occupational and Business Licensing  
 555 Wright Way  
 Carson City, Nevada 89711-0100  
 (775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

### 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 initial and annual background investigations, 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.

I \_\_\_\_\_ 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. I fully understand that this is an annual process and by signing this form I hereby grant the Department permission to perform a background check, as they deem necessary. I declare under penalty of perjury that the foregoing is true and correct.

**Signatures must be original. Photocopies are not acceptable.**

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

\_\_\_\_\_  
 Date

State of Nevada, County of \_\_\_\_\_

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

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

\_\_\_\_\_  
 (Notary Seal)

CSJL204 (04-2012)

### Bond Requirements for Business License

Upon application for a vehicle dealer, rebuilder, manufacturer, distributor or lessor license, the applicant must furnish a surety bond in the amount of:

- \$10,000.00 for utility or boat trailers with an unladen weight of 3,500 pounds or less,
- \$50,000.00 for motorcycles, utility or horse trailers without living quarters with an unladen weight of 3,501 pounds or more,
- \$100,000.00 for all other vehicle types.

- An application for a broker license must include a bond in the amount of \$100,000.00. [NRS 482.345](#) and [482.3333](#).

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 business name

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

## **Surety Bonds**

### **Form (OBL 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 suspension of the business license.

The bond form 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 located 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 OBL 251

Pursuant to [NRS 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.

## Vehicle Industry Business License Bond (page 1)



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

### VEHICLE INDUSTRY BUSINESS LICENSE BOND

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

License Type:

- ☐ Broker
- ☐ Dealer/Rebuilder/Lessor
- ☐ Distributor
- ☐ Manufacturer
- ☐ Off-Highway Vehicle

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 \_\_\_\_\_, 20\_\_\_\_

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 consumer, as defined in NRS 482.345, 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 or Chapter 490 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.



## Vehicle Industry Business License Bond (page 2)

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 \_\_\_\_\_, 20\_\_\_\_

X \_\_\_\_\_  
(Principal's Signature)\_\_\_\_\_  
(Principal's Printed Name)\_\_\_\_\_  
(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)  
(The Corporate Seal of the Surety Company must be imprinted or affixed  
to the bond form)  
(Surety Seal)

(A licensed agent of the issuing company must countersign this form)  
Countersigned on behalf of:

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

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signature, Agent)\_\_\_\_\_  
(Printed Name, Agent)\_\_\_\_\_  
(Business Name, Agent)\_\_\_\_\_  
(Business Address, Agent)

(All signatures must be original. Electronic signatures and/or photocopies  
will not be accepted. Any alterations will void this form.)

## Deposit Release Application



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

### DEPOSIT RELEASE APPLICATION

Pursuant to Nevada Revised Statutes

Individual/Corporate Name: \_\_\_\_\_ DMV Business License # \_\_\_\_\_

DBA Name: \_\_\_\_\_ Phone Number \_\_\_\_\_  
(If applicable)

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

Street City State Zip

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

Street City State Zip

#### Type of Deposit:

☐ Cash ☐ Savings/Time Certificate No. \_\_\_\_\_ ☐ Other \_\_\_\_\_

Amount of Deposit: \$ \_\_\_\_\_

Bank Name \_\_\_\_\_

Address \_\_\_\_\_

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

Principal's Printed Name \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

State of Nevada

County of \_\_\_\_\_

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

Notary Public or Authorized Nevada DMV Representative \_\_\_\_\_ (Notary Seal)

### FOR DEPARTMENT USE ONLY

Authorized DMV Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_ ☐ Approved ☐ Denied

Supervisor/Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_ ☐ Approved ☐ Denied

Administrator's Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_ ☐ Approved ☐ Denied

Reason for Denial: \_\_\_\_\_

OBL251 (05/2015)

## Insurance Requirements for Business Licensing

Dealers, rebuilders, manufacturers, and distributors must furnish and keep in force automobile liability insurance as a requirement of licensing, [NRS 482.325](#). The current insurance requirements for business licensing can be found at:

[Business Licensing Insurance Requirements](#) (form OBL 273).

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.

### 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>THIS DOCUMENT AUTHORIZES YOU TO ENGAGE IN BUSINESS AS A LICENSEE OF THE DEPARTMENT OF MOTOR VEHICLES UNTIL 12-31-2002.</p>
---	---

### Temporary Location License

#### Form OBL 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 on or about each vehicle;
2. Any solicitation or sale is prohibited;
3. A salesperson or representative of the licensed dealer is not present; and
4. A telephone or any other device for communication with a salesperson or representative of the dealer is not provided.

A Temporary Location License to exhibit vehicles for sale is valid for a period not to exceed twenty-one (21) days. The license fee to exhibit vehicles at a temporary location is \$26.00, which includes a Technology fee.

“Display a vehicle for sale” means to display one (1) 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 seven (7) days. The license fee to display vehicles for sale at a temporary location is \$76.00, which includes a Technology fee.

A maximum of six (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 three 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 (2) 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.

## Application for Temporary Location License



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

### APPLICATION FOR TEMPORARY LOCATION LICENSE

Must be submitted at least three (3) days prior to commencement of the event

Fees: ☐ \$26.00 Exhibit of Vehicle(s)  
Number of Vehicles: \_\_\_\_\_  
☐ \$76.00 Display of Vehicle(s) for Sale  
☐ new vehicles (see reverse of application for requirements)  
☐ used vehicles

The above fees include a Technology fee.

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: \_\_\_\_\_

Authorized Representative's Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*  
The section below 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) \_\_\_\_\_

OBL 261 (07-2015)

## 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 not provided.

### Display for Sale or Exhibit Vehicles

Applications must be submitted to the Department at least three (3) 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.


### 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

<b>State of Nevada</b> <b>Department of Motor Vehicles</b> <b>Occupational and Business Licensing Section</b> <b>Temporary Business License</b>		
<b>SAMPLE BUSINESS</b> <b>555 WRIGHT WAY</b> <b>CARSON CITY</b> <b>TYPE OF LICENSE: DEALER</b>	 <b>NV 89711</b> <b>Used Motor Vehicle</b> <b>Used Trailer</b>	<b>License #: D0000207</b>
<b>DISPLAY FOR SALE:</b>	<b>SAMPLE DISPLAY LOCATION</b> <b>555 WRIGHT WAY</b> <b>CARSON CITY</b>	<b>NV 89711</b>
<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>		

## **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 fingerprints, it is not necessary to submit additional fingerprints 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 business 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 business name, a separate bond will be required.
- If the additional location has the same business name as the principal 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 for an additional location is processed in the same manner as an original application. Processing time is two (2) to three (3) weeks. Upon approval, a business license number will be issued. Supplies 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 OBL 242) completed with one (1) set of fingerprints, Civil Applicant Waiver, and fingerprint processing fee, must be submitted for the new business principal with the business license application.

Updated Personal History Questionnaire (form OBL 242) must be completed by existing principal(s).

Licensee / Registrant Acknowledgement (form OBL 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, update the records of the Department 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 OBL 242) 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 original license.

## **Change of Business Address**

When a licensee changes the location and/or name of any of the established places of business, he cannot conduct business under the new name, or at the new location, until he has been issued a license for the new name and/or location from the Department [NRS 482.326.4](#).

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 OBL 242) 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 a county different from 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 Dealer Franchise Certification (form OBL 253) noting the change, if applicable.

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 of each year. Licenses and registrations issued throughout the year expire on December 31 and pay the same fee; there is no prorating of fees. Licenses issued on or after November 1, are valid through the following year.

Renewals may be processed on the web at <https://dmvny.com/>, by mail or in person. The Occupational and Business Licensing Section of the Compliance Enforcement Division processes all renewals. Licensees are urged to submit the renewal forms and fees early to allow for processing time.

Licenses that are renewed after the expiration date are subject to a \$25.00 late fee.

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, (OBL 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, 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. If the principal wishes, he 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 the "Letter of Authorization" (form OBL 276), and signed by a business principal. This person must submit a completed Personal History Questionnaire (form OBL 242).

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

Salesperson licenses may be renewed at the time of renewal of the dealer business license. If a licensee does not wish to renew a salesperson's license, follow the instructions on the renewal notice. A completed Child Support form, (OBL 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 that may be issued to a dealer or rebuilder is a number that is limited to the total number of active principals and salespersons licensed to the business, multiplied by 1.5.

Example: Total of ten (10) principals and salespersons

$10 \times 1.5 \text{ plates} = 15 \text{ dealer license plates}$

Manufacturers and distributors may obtain business plates. These 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 \$13.00, which includes a Technology fee plus a \$3.00 per plate production fee and a \$0.50 per plate prison industry fee. The business license plate may be renewed for a fee of \$13.00.

Business license plates expire on December 31 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 a license plate to be moved from one vehicle to another under the control of the business.

### **Business License Plate Display**

License plates must be securely attached to the vehicle. 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 display, demonstration, maintenance, sale, or exchange of a vehicle, driving the vehicle to a temporary off-site sale, etc.

Pursuant to [NAC 482.048](#), a manufacturer, distributor, dealer or rebuilder shall not authorize use of a business 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.

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.
- Vehicles purchased by a manufacturer, distributor, dealer, or rebuilder for personal use, which the licensee is not licensed or authorized to resell.

### **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 customer may use the vehicle 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 an organization that is tax exempt pursuant to the provision of section 501(c)(3) of the Internal Revenue Code, for the furtherance of the business of the organization.
- A dealer may use no more than six (6) of the loan plates for personal use by the dealer or member of his immediate family.

A customer may not use a loan license plate for more than ten (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 completion of a Supplemental Loan License Plates application, (form OBL 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 forty (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 complies with the statutes of the issuing state.

### **Going Out Of Business**

When a business licensee goes out of business, the business principal must notify the Department immediately. The licensee must complete an Out of Business Memorandum (OBL 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 15-Day Drive Away Permits, Short-Term Lessor Permits, Dealer Temporary Placard Security Seals 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 (3) years from the date of issue.

## Out of Business Notification



Occupational and Business Licensing  
555 Wright Way  
Carson City, NV 89711-0700  
(775) 684-4690  
[www.dmv.nv.com](http://www.dmv.nv.com)

### OUT OF BUSINESS NOTIFICATION

NRS Chapters 445B, 482, 483, 487 and 490

Business Name \_\_\_\_\_ DMV Business License # \_\_\_\_\_  
(Attach original business license to this form)

Business Address \_\_\_\_\_  
Street Address City State Zip Code

Reason for Closure \_\_\_\_\_ Date of Business Closure \_\_\_\_\_

**Forwarding Contact Information:**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_

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

**Business License Plates** List all plates surrendered. If a plate issued to this license is not surrendered for the reason that it is Lost or Stolen, please attach a completed Lost Plate Affidavit OBL238 form. (Attach additional sheet if necessary)

Plate Number(s)	Plate Number(s)	Plate Number(s)	Plate Number(s)

**Supplies:** List all unused secured documents surrendered. (Attach additional sheet if necessary)

Document Name	Control Number(s)	Document Name	Control Number(s)

**Dealers/Rebuilders Only:**

**Salespersons:** When a salesperson ceases to be employed by a licensed dealer, the dealer shall notify DMV by forwarding the salesperson's license to DMV within 10 days. NRS 482.362

**Dealer Report of Sale:** Please transmit Electronic DRS transactions prior to submitting this form to DMV. Once this form is processed by DMV, your login credentials to the EDRS web portal will no longer be valid.

Principal's Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Signatures must be originals. Photocopies are not acceptable.

OBL Office Use Only		
Date Received _____	Date Processed _____	Tech Number _____

OBL266 (05/2016)

## Requests for Extension of Time for Submitting a Report of Sale

### Form OBL 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:

- If the vehicle is new, the documents must be submitted within twenty (20) calendar days of the DRS transmission date.
- If the vehicle is used, the documents must be submitted within thirty (30) calendar days of the DRS transmission date.

A request for an extension must be submitted to an Occupational and Business Licensing office on a Report of Sale Extension Request (form OBL 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 and a photocopy of the DRS must accompany the request.

An extension should be requested only when 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.

A notice of approval or denial of the DRS extension will be mailed to the business. If the request is denied, the reason will be marked on the extension form.

**Date of Transaction:** NRS [482.423](#), [482.424](#), [482.4235](#), [482.4245](#) defines the actual date of the sale or lease of a new or used vehicle as the day the DRS is executed. This date may not be changed, extended, or altered.



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



**REPORT OF SALE EXTENSION REQUEST**  
NAC 482.565 and NAC 490.095  
(For Highway and Off-Highway Vehicle Dealers)

Date: \_\_\_\_\_ DMV License Number: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Phone Number \_\_\_\_\_ FAX Number \_\_\_\_\_  
DRS/ORS Number: \_\_\_\_\_ Date of Sale: \_\_\_\_\_ DRS/ORS Issuance Date: \_\_\_\_\_  
Year: \_\_\_\_\_ Make: \_\_\_\_\_ VIN: \_\_\_\_\_  
Reason extension is being requested (explain in detail): \_\_\_\_\_

Requested by: \_\_\_\_\_  
Printed Name of Business Principal or Authorized Representative  
Signature of Business Principal or Authorized Representative \_\_\_\_\_ Title of Authorized Representative \_\_\_\_\_

**Instructions:**

1. Extension requests must be submitted within the statutory time frame required for submission of the DRS/ORS:
  - Twenty (20) days from the DRS issuance date on new highway vehicles.
  - Thirty (30) days from the DRS issuance date on used highway vehicles.
  - Thirty (30) days from the ORS issuance date on new or used off-highway vehicles.
2. A photocopy of the DRS/ORS must accompany this form.

\*\*\*\*\*

**To Be Completed by Occupational and Business Licensing Personnel Only:**

- ☐ An extension of time for submitting this DRS/ORS has been granted until: \_\_\_\_\_
- ☐ An extension of time for submitting this DRS/ORS has been denied for the following reason(s):
- ☐ Not submitted within the statutory time frame.
  - ☐ A photocopy of the DRS/ORS 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: \_\_\_\_\_

OBL275 (11/2016)

## **Letter of Authorization**

### **Authorizing an Employee to Conduct Business with the Department Form OBL 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 OBL 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.



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

### LETTER OF AUTHORIZATION

Please print or type

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

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

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

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"/> Pick Up Titles   | <input type="checkbox"/> Sign Forms            |
| <input type="checkbox"/> Sign Renewal Form | <input type="checkbox"/> Sign Titles      |  |

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

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

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

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

The listed Agent(s) is no longer authorized to represent my business:

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

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

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

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

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

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

OBL276 (7/2009)

## Occupational Salesperson Licensing

### “Salesperson” means:

1. 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
2. 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. Certificate of Employment (form OBL 236) completed and signed by a licensed Nevada Dealer.



2. Personal History Questionnaire (form OBL 242) completed by applicant.
3. One set of fingerprints. Applicants must be fingerprinted by an authorized DMV representative or law enforcement agency. Some agencies may charge for fingerprinting. Check with your local agency.
4. DPS Civil Applicant Waiver (form OBL 256) completed and signed by applicant.
5. Occupational License (Salesman) Disclaimer (form OBL 264). Disclaimer must be notarized or signature witnessed by an authorized DMV representative.
6. Non-refundable license application fee.

Note: All forms must be completed in full. See each form for specific information required.

Item	Fee Amount	Total Fee Amount
Initial License		\$116.25
Fingerprint Fee	\$40.25	
Salesperson License	\$75.00	
Technology Fee	\$1.00	
Annual Renewal		\$41.00
Renewal Fee	\$40.00	
Technology Fee	\$1.00	
Transfer		\$21.00
Transfer Fee	\$20.00	
Technology Fee	\$1.00	

Occupational salesperson licenses expire on December 31 of each year. The cost for licensees issued throughout the year is the same, there is not prorating of fees. If the license has been expired for six (6) months or more, the applicant must submit an updated new salesperson application and pay the original license fee

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 (18) years of age.

Upon receipt of the completed application and fees, the Department may issue a sixty (60) day temporary permit, 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 permit, as well as the permanent license, must be displayed at the employer's business, in a place where it is visible by the public.

If a person ceases to be employed, the employer must notify the Department within ten (10) days of the date of termination and return the license or temporary permit to the Department.

A salesperson may not re-engage in the activities of a salesperson until a Certificate of

Employment (form OBL 236) form is completed by the new employer and is submitted to the Department. A license transfer fee is required.

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

If a licensed salesperson changes their residential address, the salesperson must submit a written notice of the change to the Department within ten (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	TYPE: SALESMAN		
ISSUED TO: SALESMEN SAMPLE			
DATE OF BIRTH: 01-01-1972	SEX: MALE	EYES: BROWN	
HEIGHT: 6' 00" WEIGHT: 150 LBS	HAIR: BROWN		
EMPLOYER: SAMPLE BUSINESS	LICENSE NO: D0000207		
555 WRIGHT WAY			
CARSON CITY, NV, 89711			
DATE ISSUED: 01-01-0001	EXPIRES: 12-31-2002		
<b>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.</b>			

## Certificate of Employment



OCUPATIONAL & BUSINESS LICENSING  
555 WRIGHT WAY  
CARSON CITY, NV 89711-0100  
(775) 684-4690  
www.dmvnv.com

### CERTIFICATE OF EMPLOYMENT

☐ SALESPERSON    ☐ INSPECTOR  
Class: ☐ One ☐ Two ☐ Diesel    ☐ Registration Renewal    ☐ New    FEES \$ \_\_\_\_\_  
☐ Renewal    \$ \_\_\_\_\_  
☐ Transfer    \$ \_\_\_\_\_

☐ DRIVE SCHOOL INSTRUCTOR:    ☐ Behind the Wheel    ☐ General Classroom  
☐ CDL ☐ Non CDL    ☐ General Classroom Under 18  
☐ DUI SCHOOL INSTRUCTOR    ☐ Trainee  
☐ TRAFFIC SAFETY SCHOOL INSTRUCTOR

#### EMPLOYEE:

Full Legal Name \_\_\_\_\_ DMV Occupational License # \_\_\_\_\_  
NV Driver's License # or Date of Birth \_\_\_\_\_ Telephone Number ( ) - \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Street City State Zip  
Physical Address \_\_\_\_\_  
Street City State Zip

#### Nevada Revised Statute and Nevada Administrative Code Chapters:

NRS/NAC Chapters 445B & 482	NRS/NAC Chapters 482 & 490	NRS/NAC Chapter 483	NRS/NAC Chapters 487 & 597 (Body Shop & Garage only)
Station and Inspector licensing.	Broker, Dealer, Distributor, Long Term Lessor, Manufacturer, Rebuilder, Salesman, Short Term Lessor and Transporter licensing, including Off-Highway Vehicle Industry Licensing.	Instructor and School licensing.	Body Shop, Garage, Salvage Pool and Wrecker licensing or registration.

I understand it is my responsibility to review the aforementioned Nevada Revised Statute and Nevada Administrative Code Chapters with respect to the license or registration I am applying for and agree to comply with the requirements stated therein. I declare under penalty of perjury that the information contained in this form is true and correct.

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

#### EMPLOYER:

Business Name \_\_\_\_\_ DMV Business License # \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip Telephone Number ( ) - \_\_\_\_\_

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

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

## Frequently Asked Questions

### Dealer and Loan License Plates

- 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 ten (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

*Section 11*   **GLOSSARY & INDEX**

## Glossary

*Abandoned Vehicle* refer NRS [487.210](#).

*Appraised Value* means the estimated monetary value of a vehicle based on the condition of the vehicle utilizing publications that are common in the industry. A State of Nevada Vehicle Appraiser or an authorized representative appraises vehicles.

*Appraiser* means an authorized employee of the Department of Motor Vehicles, a county assessor or his employee as an agent of the Department of Motor Vehicles, a person licensed by the Department of Motor Vehicles as a dealer or an independent appraiser authorized by the Department of Motor Vehicles.

*Assigned VIN* (Vehicle Identification Number) means a unique vehicle identification number (VIN) assigned by a DMV inspector or authorized representative when a vehicle is homemade or when the original VIN has been destroyed or obliterated.

*Authorized Agency* means a licensee of the Department of Motor Vehicles.

*Authorization for Vehicle Restoration* (Form VP-209) refer to [NRS 487.480](#).

*Authorized Inspection Station* refer to [NRS 445B.710](#).

*Authorized Person* means members of law enforcement and some federal and state agencies.

*Authorized Person* means a person authorized by the Department of Motor Vehicles to conduct business with the Department.

*Authorized Representative* means a person authorized by a principal of a Department Business Licensee to conduct business with the Department on behalf of the licensee. Some authorized representatives may be limited to only have authority to conduct certain types of transactions.

*Authorized Station* refer to [NRS 445B.720](#).

*Bill of Sale* means a document that releases interest in a vehicle. A Certificate of Title or other ownership documents must accompany a Bill of Sale. The Bill of Sale must also include a complete vehicle description.

*Broker* refer to [NRS 482.0127](#).

*Certificate of Inspection* (Form VP-15) means a form provided by the Department and when completed shows evidence that, a vehicle inspection was completed by a DMV inspector or an authorized representative (including law enforcement) to verify the vehicle identification number.

*Certificate of Inspection/Affidavit of Construction for Rebuilt, Reconstructed, or Specially Constructed Vehicle* (Form VP-64) is a form provided by the Department for the purpose of certifying, before a vehicle is issued a title; that:

1. A vehicle has had a proper safety inspection by a Nevada Registered Garage or Licensed Nevada Body Shop.
2. A Nevada Registered Garage or Licensed Nevada Body Shop has attested to the mechanical fitness of a vehicle.
3. An applicant declares where the parts came from on a rebuilt vehicle.

*Certificate of Inspection and Affidavit of Construction for a Homemade or Assembled*

*Trailer* (Form VP-223) means a form provided by the Department for the purpose of certifying a trailer is equipped with all required safety items and is fit to be on public roads before a title is issued; that:

1. A trailer has had a proper safety inspection by a Nevada DMV Representative.
2. An applicant declares where the parts came from to construct the trailer.

*Certificate of Title* (Form VP-2) means a document provided by the Department that contains the information required by subsection 2 of [NRS 482.245](#). This document is commonly referred to as a certificate of title or ownership.

*Component Part* means each part contained in or upon a vehicle, including but not limited to the engine or motor; the transmission or transaxle; the chassis, frame or load bearing major structural equivalent thereof; any door, hood deck lid, hatch or tailgate; any bumper; any fender or quarter panel; a cowl or firewall; a cargo compartment or passenger compartment floor or floor panel; and any motorcycle frame, front fork or crank case.

*Crush* means the compression, destruction or deformation of a vehicle.

*Currently Registered* means, for the purpose of issuing a junk certificate, a vehicle which has record of an un-expired registration in any jurisdiction. For the purpose of research it means a record of registration or ownership, expired or un-expired, in any researched jurisdiction.

*Dealer or Vehicle Dealer* refer to [NRS 482.020](#).

*Department* means the Nevada Department of Motor Vehicles.

*Destroy* means the destruction or demolition of the vehicle beyond the point of repair or renewal.

*Discard* has the same meaning as 'abandoned vehicle' as found in [NRS 487.210](#).

*Dismantle* means the removal of component parts from a vehicle for the purpose of monetary gain.

*Distributor* refer to [NRS 482.028](#)

*Electronic Lien Title (ELT)* refer to [NRS 482.4285](#).

*Electronic Mail* means an electronic message executable program or computer file which contains an image of a message that is transmitted between two (2) or more computers or electronic terminals, or within or between computer networks and from which a confirmation of receipt is received.

*Evidence of compliance* refer to [NRS 445B.730](#)

*Flood Damaged* refer to [NRS 487.740](#)

*Foreign vehicle* refer to [NRS 482.040](#).

*Inoperable Vehicle* means vehicle which has been wrecked, destroyed or otherwise damaged to such an extent that the owner, leasing company, financial institution or the insurance company that insured the vehicle considers it uneconomical to repair the vehicle; and because of that wreckage, destruction or other damage, which is not repaired by or for the person who owned the vehicle at the time of the event resulting in the damage.

*Junk Certificate* refer to [NRS 487.260](#).



*Junk Vehicle* means a vehicle, including component parts which has been discarded or abandoned; has been ruined, wrecked, dismantled or rendered inoperative; is unfit for further use in accordance with the original purpose for which it was constructed; is not currently registered with the Department or has not been reclaimed by the registered owner or a person having a security interest in the vehicle within fifteen (15) days after notification pursuant to [NRS 487.250](#); has value principally as scrap which does not exceed \$200.00.

*Lease* refer to [NRS 482.053](#).

*Legal Owner* means legal owner or lienholder who is a person (partnership, LLC or corporation) who holds a security interest in a vehicle and whose name appears on the certificate of title as legal owner.

*Lien Claimant* refer to [NAC 108.030](#).

*Lienholder* refer to [NRS 482.055](#).

*Lien Sale* means the sale of a vehicle by auction pursuant to [NRS 108.310](#) to satisfy a lien resulting from the storage, maintenance, keeping or repair of motor vehicles, including the operator of a salvage pool, as provided in [NRS 108.270](#).

*Long-term lessor* refer to [NRS 482.053](#).

*Manufacturer* refer to [NRS 482.060](#).

*Mileage* ([49 C.F.R. 580.3](#)) means actual distance that a vehicle has traveled.

*Mini Motor Home* refer to [NRS 482.066](#).

*Motor Home* refer to [NRS 482.071](#).

*Motor Truck* refer to [NRS 482.073](#).

*Motor vehicle* refer to [NRS 482.075](#).

*Non-Rebuildable* means a motor vehicle that cannot be rebuilt.

3. *Non-Repairable Vehicle* refer to [NRS 487.760](#)

*Non-Repairable Vehicle Certificate* (VP-261 or RD-2NR) means a certificate printed on secure paper using the same standard format as used on a title.

*Non-U.S. Vehicle* means a motor vehicle that was manufactured outside of the United States and that was not provided with a U.S. warranty commonly referred to as a "gray-market vehicle."

*Odometer* refer to [NRS 484D.300](#).

*Odometer Brands* means odometer brands are required for vehicles nine (9) years old or newer. Vehicles greater than nine (9) years old are classified "Exempt" from requirements of Title 49. Odometer brands may be one of the following:

1. The mileage stated is in excess of its mechanical limits.
2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY
3. Exempt - Model year over nine (9) years old.

*Odometer Disclosure Statement* means a document or portion of a document that shows the vehicle's odometer reading and contains the seller's certification and the buyer's

acknowledgment of the seller's certification that the odometer reading is correct.

*Odometer Exempt* means

1. A vehicle with a Gross Vehicle Weight of more than 16,000 pounds.
2. Vehicles not subject to registration, without an odometer or not self-propelled, such as a trailer or a vehicle that is not Street Legal.
3. Vehicles manufactured at least ten (10) years before January 1 of the current calendar year, (example: vehicle transfers occurring during calendar year 2000, model year 1990 or older vehicles are exempt).
4. A vehicle sold directly by the manufacturer to any agency of the United States in conformity with contractual specifications.

*Out-of-State Salvage Title or Certificate* means a salvage title certificate issued by a state other than Nevada that was issued to indicate the vehicle was damaged, destroyed, wrecked or salvaged.

*Owner* refer to [NRS 482.085](#).

*Property* refer to [NRS 132.285](#).

*Rebuilt Vehicle* refer to [NRS 482.098](#)

*Rebuilt Trailer* means a trailer where one (1) or more major components have been replaced. On a trailer, a major component is the frame, axle or wiring harness.

*Reconstructed Trailer* means any trailer that has been assembled or constructed largely by means of essential parts, new or used, derived from other trailers or vehicles or makes of trailers or vehicles of various names, models, or types 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 trailers or vehicles or makes of trailers or vehicles.

*Reconstructed Vehicle* refer to [NRS 482.100](#).

*Registered Owner* refer to [NRS 482.102](#).

*Salvage Pool* refer to [NRS 487.400](#).

*Salvage Title* means a title of ownership issued by the Department to an automobile owner.

*Salvage Vehicle* refer to [NRS 487.770](#).

*Scrap* means a vehicle the appraised valued does not exceed \$200.00.

*Specially Constructed Trailer* means any trailer that shall not have been originally constructed under a distinctive name, make, model, or type by a generally recognized manufacturer of trailers.

*Specially Constructed Vehicle* refer to [NRS 482.120](#).

*Total Loss Vehicle* refer to [NRS 487.790](#).

*Towable Tools or Equipment* refer to [NRS 484D.055](#).

*Tow Car Operator* refer to [NAC 706.4024](#).

*Trailer* refer to [NRS 482.125](#).

Travel Trailer refer to [NRS 482.127](#).

- Vehicle refer to [NRS 482.135](#).

*Vehicle Identification Number (VIN)* means the identification number or other distinguishing number or identification number or identification mark of a vehicle or part of a motor vehicle that was placed or stamped on that vehicle or part by the manufacturer pursuant to federal law or regulation, or as assigned by the Department of Motor Vehicles.

*Vehicle Inspection Certificate (Form VP-15)* means a form that must be completed following a vehicle examination by a Department inspector; a Nevada authorized agent or a law enforcement officer to verify a vehicle identification number (VIN).

*Verified Mail* means any method of mailing offered by the United States Postal Service that provides evidence of mailing.

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