Chapter R
Dealers

Introduction

This chapter covers major duties and responsibilities of Oregon dealers related to the Oregon Vehicle Code and other requirements.

DMV Business Licensing can assist with questions on:

- Dealer certificates
- Application questions and fees
- Dealer plates
- DMV2U Partner Login
- Bond and Insurance requirements
- Trip and temporary registration (temp) permit books

1905 Lana Avenue NE
Salem, Oregon 97314

DMVINSERT@odot.oregon.gov

503-945-5052

DMV Compliance and Investigations Unit can assist with any regulatory or enforcement questions, including:

- Investigations or inspections
- Proper use of trip and temporary registration permits
- Dealer record keeping requirements
- Dealer location requirements
- Appropriate use of dealer plates

To file a complaint against a dealer, auto auction, unlicensed dealer, dismantler, or unlicensed dismantler, go to: DMV2U - Dealer/Dismantler Complaint, call DMV at **503-945-5281**, or contact your local DMV Compliance Specialist.

⚠ The only areas addressed in this chapter are those administered by DMV. Dealers may be subject to other federal, state and local laws, ordinances, or regulations.

When an Oregon dealer obtains a vehicle to offer for sale

This section does not apply to vehicles consigned to the dealer for sale. See Consignments section later in this chapter.

When an Oregon dealer obtains a vehicle to offer for sale:

1. Immediately remove any foreign or out-of-state registration plates from vehicles purchased for dealership inventory. Dealers may retain the plates until the vehicle is sold. For more information, see Delivering Title Documents to Purchaser.
2. Within 7 days, complete and submit to DMV (for Oregon titled vehicles only) a Dealer's Notice of Vehicle Purchase, Form 165. See section titled Dealer Notice of Vehicle Purchase.
3. Within 15 days, satisfy any prior interest in any vehicle or camper purchased. See the section titled Satisfaction of prior interests.

Dealer Notice of Vehicle Purchase

DMV must be notified within 7 calendar days when an Oregon titled vehicle becomes part of an Oregon dealer's inventory for resale. The Dealer Notice of Vehicle Purchase, Form 165, allows an Oregon dealer to keep a vehicle in their stock without transferring title into their dealership name. Do not submit Form 165 for vehicles that are titled in another jurisdiction.

Include all vehicle description information, including the Oregon plate number, the VIN, and the title number when completing the form.

Paper stock versions of Form 165 contain two copies.

Mail the DMV copy of the form to:

DMV Services
1905 Lana Avenue NE
Salem OR 97314-2250

Maintain the dealer copy in the dealer records in accordance with inspection/audit requirements. This form is also available online as a PDF. When using the PDF version of the form, print two copies. One will serve as the "DMV copy" and should be mailed to the address above. The other must be maintained in the dealer records.

It is often more convenient and timely to submit the Dealer Notice of Vehicle Purchase, Form 165 through a dealer account in DMV2U. Dealers that submit a Dealer Notice of Vehicle Purchase through DMV2U are not required to maintain records of the submission.

Satisfaction of prior interests

Within 15 days of transfer of interest to the dealer (purchase), or within 15 days of obtaining clear title in dealer-to-dealer transactions, the dealer must satisfy all prior financial interests in the vehicle. This includes:

- The interest of the person from whom the dealer purchased or obtained the vehicle or camper; and
- The interest of any person from whom the person described above leased the vehicle or camper; and
- All security interests in the vehicle prior to the time of transfer.

When an Oregon dealer sells a vehicle

This section applies to vehicles either in dealer inventory or consigned to the dealer for sale. For additional consigned vehicle requirements, see the Consignments section later in this chapter.

Oregon dealers selling a vehicle:

1. Before finalizing a retail sale for a motor vehicle, conduct a vehicle record search in the National Motor Vehicle Title Information System (NMVTIS), or an equivalent commercially available system. See section NMVTIS Vehicle Record Search for more information.

2. Within 10 days of the date of sale, complete and submit to DMV a Notice of Sale or Transfer of Vehicle, Form 6890. See section Notice of Sale for more information.
3. Determine whether you will be submitting fees and documents required to title and/or register the vehicle with DMV, or if the purchaser will be applying for title and/or registration with DMV on their own. Timelines for each of these options are below:
    - Within **30 calendar days** of the date of sale, submit all fees and documents required to title and/or register the vehicle to DMV. See Submitting Application for Title and Registration section for more information.
    - Within **25 calendar days** of the date of sale, furnish the certificate of title or other primary ownership document for the vehicle and any required release of interest to the new buyer. See section Delivering Titling Documents to Purchaser for more information.
    - If you cannot comply with these timelines, see section Delay Letter.
4. Pay the vehicle privilege tax when applicable. See Vehicle Privilege Tax section for more information.

NMVTIS Vehicle Record Search

Before finalizing a retail sale, Oregon vehicle dealers are required to conduct a vehicle record search using NMVTIS or a commercially available system that is equivalent to NMVTIS that contains data reported by all states except Hawaii.

The following are exempt from this requirement:

- Vehicle types not reported to NMVTIS. See Chapter L for more information.
- Vehicles sold with a salvage title or certificate, or other document issued in place of a title to indicate the vehicle has been damaged.

Verify the title information in the report including the title number, title issue date, and issuing jurisdiction.

Inform the potential purchaser if there are any:

- Brands;
- Odometer reading discrepancies;
- Reports of damage to the vehicle;
- Discrepancies between the primary ownership document and the title information in the vehicle record report; or
- Indication the vehicle has been stolen.

Note: DMV references information from NMVTIS vehicle records when considering whether to title or brand a vehicle. For more information regarding NMVTIS, as well as how to purchase a NMVTIS vehicle record report, visit VehicleHistory.gov

Notice of Sale

⚠ Oregon law requires any person who transfers interest in an Oregon-titled vehicle to notify DMV within 10 days of the date of sale.

A vehicle dealer is exempt from this notice requirement if the dealer transfers the vehicle to another dealer or submits application for title to the vehicle to DMV on behalf of the buyer of the vehicle.

Dealers may submit the notification through their DMV2U account.

Notification may also be submitted on DMV Form 6890, Notice of Sale or Transfer of a Vehicle, or may be in your own format, as long as all required information is included. The minimum information required is the vehicle identification number, plate number, seller name, and buyer name.

Submitting Application for Title and Registration

All dealers are designated agents of DMV. However, acting as an agent is usually optional. DMV does not usually require dealers to perform the duties of an agent.

When selling a snowmobile, vehicle dealers are required to collect and submit all title and registration requirements on behalf of the purchaser.

Dealers acting as agents may choose to collect title and registration fees and documents to submit to DMV on behalf of the buyer. The title (or equivalent document), and all fees and documents necessary to transfer the title must be submitted to DMV within 30 calendar days of the date of sale. For a checklist of common documents required, see Chapter A.

VIN Inspection

In most cases, dealers may perform the required VIN inspection on vehicles they sell. If performing the inspection, collect and submit the VIN inspection fee to DMV on behalf of the buyer. See Chapter D for more information.

Processing Fee

Dealers may charge a fee for preparing DMV title and registration paperwork for submission to DMV.

The fee charged by the dealer must not exceed:

- $200 – when submitting without an integrator
- $250 – when processing the transaction electronically through a DMV Electronic Vehicle Registration (EVR) integrator

If processing through an integrator, $35 of the processing fee is paid to the integrator. The $35 fee paid to the integrator cannot be negotiated by the purchaser.

The dealer must inform the purchaser that they are being charged this optional fee. The purchaser can negotiate the processing fee with the dealer and can decline to have their transaction processed using an EVR Integrator.

The Oregon Department of Justice requires certain notice and advertising for the processing fee. The fee and its purpose must be described to the purchaser and must be clearly described in the contract or lease.

In transactions where the vehicle is paid in full and there are no current liens on either side of the sale or trade-in, the purchaser has the right to take their own paperwork to DMV and not be charged the fee.

⚠ If a dealer charges a document processing fee, the dealer is required to submit the transaction to DMV on the purchaser's behalf.

Issuing Temporary Registration Permits

If the purchaser is an Oregon resident, and the dealer is submitting the title and registration paperwork to the DMV, the dealer may issue a 90-day Temporary Registration (Temp) Permit, Form 315. See section Issuing an Oregon Temporary Registration Permit for more information.

Delivering Titling Documents to Purchaser

If not submitting the title/registration paperwork to Oregon DMV on behalf of the buyer, furnish the certificate of title or other primary ownership document for the vehicle and any required release of interest to the new buyer. Remove any year registration stickers from both of the Oregon registration plates on a passenger vehicle; unless the buyer is another Oregon certified dealer or an Oregon certified dismantler.

Dealers may issue up to two 10-day trip permits when the stickers are removed from a motor vehicle. See Trip Permit section later in this chapter.

If license plates from another jurisdiction were removed from the vehicle at the time of purchase, destroy the registration plates:

- When the vehicle is to be titled in Oregon
- When the vehicle is to be titled in a jurisdiction other than the jurisdiction that issued the plates

If the vehicle will be re-registered in the former jurisdiction, the plates may be provided to the purchaser at the time of sale.

Delay Letter

Notify the buyer and any security interest holder and/or lessor within **25 business days** of the date of sale, if the transaction cannot be submitted to DMV or the ownership documents cannot be provided to the purchaser within the required timeframes. The notice to the buyer and other parties must include:

- Detailed reason for the delay;
- Anticipated extent of the delay; and
- Statement of rights and remedies available if the delay becomes unreasonably extended.

DMV considers unreasonably extended to be 45 days from the date of sale. The statement must inform the purchaser of their right to file a complaint against the dealer with DMV if the delay extends beyond 45 days from the date of sale.

Dealers must keep records that show they have complied with these requirements. If a dealer is unable to comply with these requirements, the dealer's records must contain sufficient documentation to establish that the dealer has made a good faith effort to comply, and that the dealer's inability to comply is due to circumstances beyond their control.

SAMPLE LETTER TO COMPLY WITH OAR 735-150-0050 (4) (5)
(DELAYED TITLE DOCUMENTS)

January 1, 2026

ABC Used Cars
123 Main Street
Salem, Oregon 97314

Mr. and Ms. Car Buyer
1234 Any Street
Portland, Oregon 97000

RE: 1997 Rolls Royce VIN: 1234LJD0509712670

Dear Mr. and Ms. Car Buyer,

Oregon Law requires we notify you and the lien holder (if applicable) within 25 business days when we are unable to submit the TITLE DOCUMENTS for processing to DMV within 30 calendar days, or if we are unable to provide the title and any release thereon within 25 calendar days.

We are experiencing a delay in obtaining the necessary documents for the following reason(s): ***list specific reasons***, *which must include that the circumstances were beyond the dealer's control.*

We anticipate the delay will be _____ days.

We are also required to inform you that you have the right to file a complaint against us with DMV if this delay becomes unreasonably extended.

Complaints should be addressed to DMV, Business Regulation Section, 1905 Lana Avenue NE, Salem OR 97314 or call (503) 945-5281, or online at *www.OregonDMV.com*

We thank you for your understanding and patience.

Sincerely,

Signature
ABC USED CARS

CC: Lienholder

SAMPLE

Vehicle Privilege Tax

The vehicle privilege tax is a tax for the privilege of selling new vehicles in Oregon. The tax is 0.5 percent of the retail sales price of new vehicles with 7,500 or fewer miles on the odometer that have never been titled in Oregon.
Dealers that sell new vehicles must register with the Department of Revenue. Registration instructions are available at https://www.oregon.gov/dor.

The following vehicles are exempt from the vehicle privilege tax:

- Vehicles with a gross vehicle weight rating of 26,000 pounds or more.
- Vehicles sold to out-of-state residents.
- Vehicles sold to businesses where the primary use of the vehicle does not take place in Oregon.
- Vehicles sold at auction if the auction event lasts less than 7 days and the public is charged admission.

The privilege tax applies to the sale of all new trailers, regardless of size.

Do not submit any privilege tax information or fees to DMV. Do not submit a vehicle transaction to DMV with privilege tax documents or include the tax fees on an application for title/registration.

If there are questions about the privilege tax, contact the Oregon Department of Revenue.

Consignments

Taking a vehicle on consignment

When the consignor is not another certified dealer, the dealer receiving the consignment must obtain proof the person consigning the vehicle is the registered owner, a security interest holder, or lessor of the vehicle, as shown in DMV records. Generally, DMV will accept the original or photocopy of one of the following as proof of ownership:

- The title; or
- Registration card; or
- Printout from DMV showing the consignor as an owner on the title.

⚠ The terms of the consignment must be in writing, and a copy of the agreement must be provided to the consignor at the time the vehicle is received on consignment.

The dealer and the consignor must agree, in writing, on what will happen with the money after the vehicle is sold.

For example, if the consignor has a lien on the vehicle and wants the dealership to pay off that lien from the proceeds of the sale, that is a provision that must be established in the consignment agreement when the consignment is accepted.

Consignment provisions must be in writing. The agreement must include a provision stating that if the terms of the agreement are not met, the consignor may submit a complaint in writing with Oregon DMV's Business Regulation Section. A sample form of an agreement that meets these requirements is shown later in this chapter.

Taking a consignment from another dealer

If the consignor is a certified dealer, the dealer receiving the consignment must obtain a copy of the current dealer certificate of the consigning dealer as proof of ownership. The dealer receiving the consignment must comply with the requirements of a written consignment agreement as outlined above. There are exemptions for some requirements for certain vehicle dealer auctions. Contact DMV Compliance and Investigations Unit with questions about consignments.

When selling a consigned vehicle

The dealer may NOT take any part of the fee or commission from the consignment until the transaction has been completed. The dealer cannot collect their fee or commission **until after** the consignor and all other parties have been paid, as outlined in the initial agreement. The consignor **must** be paid within 10 days of sale (ORS 822.060).

Provide the purchaser with a Disclosure Regarding Consignment Sales. Use a separate form for each vehicle. A suggested example follows in this chapter.

A dealer providing consignment sale or courtesy delivery sale service does not need to disclose the odometer reading unless the vehicle is actually in their inventory. When the vehicle is not in their inventory, the dealer is a disinterested third party. The dealer may disclose using a regular power of attorney for one of the parties (seller or buyer), but not for both. If the dealer is a buyer or seller, they may not sign by regular power of attorney on these transactions.

These requirements do not apply to wholesale vehicle auction companies, and national auction companies primarily dealing in totaled vehicles when they consign with other dealers [ORS 822.060(2)(a & b)].

See additional requirements in section “When an Oregon dealer sells a vehicle” in this chapter.

See sample vehicle consignment agreement on next page.

Sample VEHICLE CONSIGNMENT AGREEMENT (Forms are available from OADA, OIADA and OVDA)

(Use a separate form for each vehicle.)

Date: _____

I, the undersigned, hereby agree to leave with _____,
consignee, for sale, for _____ days, this vehicle:
Make: _____, Model: _____, VIN: _____, License No: _____,
with the following equipment: _____.

I represent that this vehicle is in good working order except as noted here: _____.

I agree to indemnify and hold harmless the dealer from any loss, cost, or expense, including attorney's fees for defense, occasioned by any claim brought against dealer for failure to disclose defects or conditions of the vehicle which are not noted above or arising from my breach or from any misrepresentation appearing on this agreement.

This vehicle has been totaled or sustained damages to 80% or more of its retail value at the time of damage:
No: _____
Yes: _____
Unknown: _____

Upon completion of sale, the net amount due me from the dealer shall be _____ dollars ($_____) less any costs for repairs or detailing previously agreed to by me.

If the consignee, after trying to sell the vehicle, believes the price should be lowered, I will agree to accept _____dollars ($_____), less above costs.

I understand reasonable charges not exceeding $_____ may be made for cleanup and detailing of the vehicle. If repairs are required during the period of consignment, consignee shall notify me and shall secure my approval before the work shall be commenced. I will be responsible for the authorized work of detailing and repairing whether or not the vehicle is sold and prior to the vehicle being returned to me.

I agree to receipt of payment from the dealer within ten (10) days of sale.

I understand that if after the end of the consignment period and return of the vehicle, I sell the vehicle to a customer who first looked at the vehicle at consignee's lot, that I shall pay a commission to consignee of 10 percent of the price paid.

I represent that I am the registered owner of the vehicle, a certified dealer, lessor, or security interest holder (who has completed a repossession action of the vehicle). I have the right to sell this vehicle. The title is in the name(s) of_____.
The only liens or claims against the vehicle are the following:
_____.

I will furnish the title to dealer immediately upon notification of sale, with authorization to pay off any outstanding liens or claims (all of which total less than the net amount due me after repairs and detailing).

I hold the consignee, and his agents and salespersons harmless from any loss or damage to the vehicle by fire, accident, theft, vandalism, or any other cause whatsoever. To the best of my knowledge, the current odometer reading of _____ is actual mileage ( ), or is over mechanical limits ( ).

If the terms of this agreement are not met, the consignor may file a complaint in writing with Driver and Motor Vehicles Services Division, Salem, Oregon. I acknowledge receipt of a copy of this agreement.

Name: _____
Address: _____
Phone: _____
Signature: _____

Dealer: _____(Consignee)
If dealer-to-dealer consignment, enter consigning dealer

SAMPLE

Example of DISCLOSURE REGARDING CONSIGNMENT SALES (similar forms are available from OADA, OIADA and OVDA)

DISCLOSURE REGARDING CONSIGNMENT SALE

_____ is selling the following described vehicle:
(Name of Dealer)

_____,
(Year) *(Make)* *(Model)* *(Vehicle Identification Number)*

on consignment.

☐ There is a security interest in this vehicle.

☐ There is not a security interest in this vehicle.

YOU SHOULD TAKE ACTION TO ENSURE THAT ANY SECURITY INTERESTS ARE RELEASED AND THAT THE TITLE TO THE VEHICLE IS TRANSFERRED TO YOU. OTHERWISE, YOU MAY TAKE TITLE SUBJECT TO ANY UNSATISFIED SECURITY INTERESTS.

Date:_____Dealer:_____

Date Copy Received:_____ Buyer's Signature:_____

(Use separate form for each vehicle.)

For more information on consignments see Consignment Practices & Title Delivery Requirements for the Oregon Dealer, Form 7080.

DMV2U

Dealers and other business partners can create their own online account to securely conduct certain DMV business using DMV's DMV2U web service. Dealers can submit required notices, Dealer Notice of Vehicle Purchase (Form 165) and Notice of Vehicle Sale/Transfer (Form 6890) electronically to DMV. Dealers are also able to purchase and print individual Trip Permits for their customers.

New dealer packets include a letter with information on creating a DMV2U account. Additional instructions may be found at: DMV2U Account instructions.

Issuing a Recreational Vehicle Trip Permit

Oregon dealers designated as agents of DMV may choose to issue recreational vehicle (RV) trip permits. These permits may only be issued for campers, travel trailers, and motor homes that the dealer has sold, and only to the purchaser of the vehicle.

These permits may not be issued to:

- *Park Model Recreational Vehicles (PMRV)*
- *Vehicles with a registration length over 45 feet.*

A recreational vehicle (RV) may not be issued trip permits totaling more than 10 days within a 12-month period. The permits are $35 each, and the fee remains the same, regardless of whether the permit is issued for 1 day or 10 days.

⚠ If the RV trip permit is for a motor home, the owner must be insured.

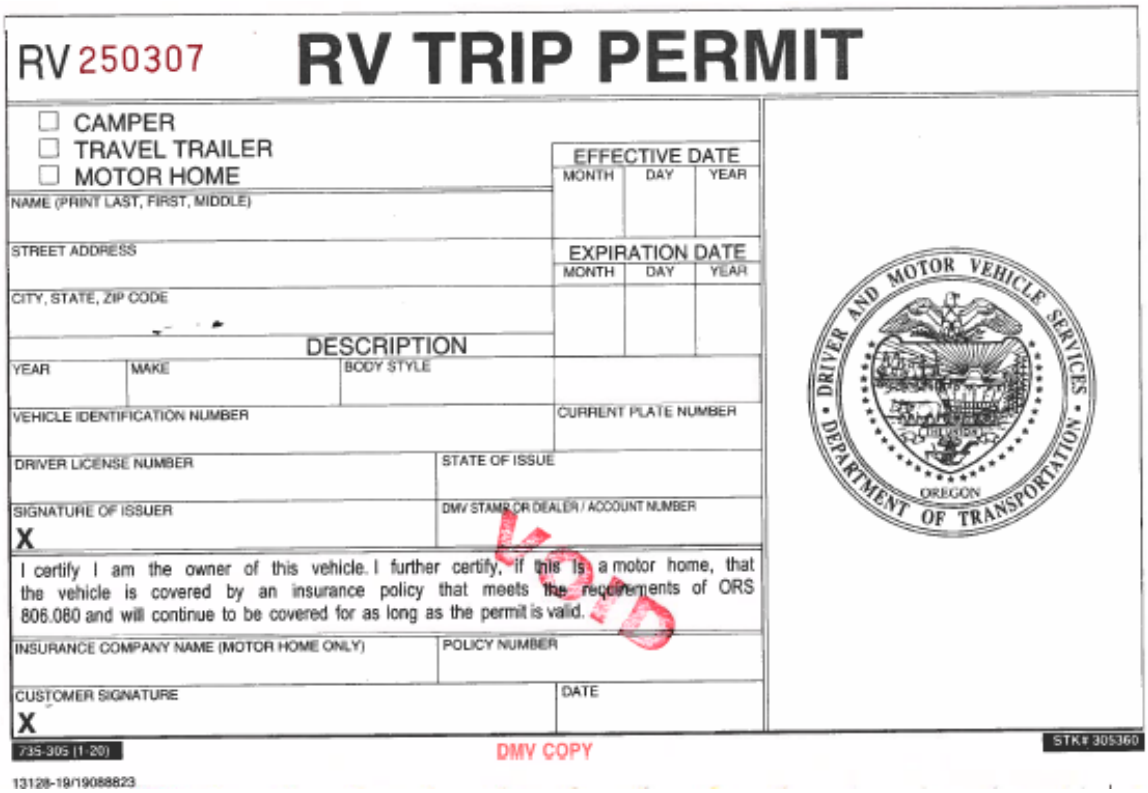
Recreational Vehicle Trip Permit Book, Form 305

For dealers who prefer to issue trip permits manually out of paper books, there are two options for ordering:

- Book of 25 permits - $875.00 ($35.00 for each permit)
- Book of 5 permits - $175.00 ($35.00 for each permit)

See section Issuing from Paper Trip Permit Books for more information on this option.

Example of RECREATIONAL VEHICLE TRIP PERMIT, FORM 305
Actual size 5½" x 8½"


RV 250307 RV TRIP PERMIT

☐ CAMPER
☐ TRAVEL TRAILER
☐ MOTOR HOME

EFFECTIVE DATE MONTH DAY YEAR

NAME (PRINT LAST, FIRST, MIDDLE)

STREET ADDRESS

EXPIRATION DATE MONTH DAY YEAR

CITY, STATE, ZIP CODE

DESCRIPTION

YEAR | MAKE | BODY STYLE

VEHICLE IDENTIFICATION NUMBER | CURRENT PLATE NUMBER

DRIVER LICENSE NUMBER | STATE OF ISSUE

SIGNATURE OF ISSUER | DMV STAMP OR DEALER / ACCOUNT NUMBER

X

I certify I am the owner of this vehicle. I further certify, if this is a motor home, that the vehicle is covered by an insurance policy that meets the requirements of ORS 806.080 and will continue to be covered for as long as the permit is valid.

INSURANCE COMPANY NAME (MOTOR HOME ONLY) | POLICY NUMBER

CUSTOMER SIGNATURE | DATE

X

DRIVER AND MOTOR VEHICLE SERVICES · DEPARTMENT OF TRANSPORTATION · OREGON

735-305 (1-20) DMV COPY STK# 305360

13128-19/19088823

Complete the permit as follows:

FRONT (Press firmly so the information transfers through to all copies.)

- Check the box indicating the vehicle type.
- Enter the effective date.
- Enter the name and address of the purchaser.
- Enter the vehicle description, making sure the VIN is correct and legible.
- Enter the purchaser's driver license number and the state of issue. (Leave this blank if the customer has no license or is a business.)
- Sign the permit and fill in your dealer number in the space provided.
- Have the purchaser:
    - Write in their insurance company name (not the agent's name) and policy number on the permit (for motor homes only);
    - Sign and date the permit form indicating they have not been issued trip permits for this vehicle for more than 10 days in the last 12 months; and
    - Provide proof they are the owner of the vehicle.

BACK

- Complete the back of the "Window Copy" with the effective date, dealer number and the expiration date (See Chapter S). Keep the goldenrod copy; this becomes part of the dealer records which are inspected by DMV. The effective date must match the date on the front of the permit.
- Write the expiration date, including the actual day, using a wide black felt marking pen so that the date is easily read. These permits are issued for no more than 10 days.

Attach this copy to the vehicle following the instructions for placement shown on the permit.

Within seven days of the issue date, send the DMV copy (white) to DMV Record Services, 1905 Lana Ave NE, Salem, OR 97314. Retain the yellow copy for dealer records.

Issuing a 30-day Recreational Vehicle Trip Permit

Oregon dealers acting as agents may issue a 30-day trip permit for RVs purchased by out-of-state customers.

Permit Length:	30 consecutive days
Cost per permit:	$70
Number of permits:	Limited to one permit per vehicle
Eligible Vehicles:	Campers, travel trailers, and motor homes Cannot be issued to PMRVs

The permit can only be issued to the person who purchased the RV from the dealer, and it cannot be issued to a resident of Oregon. The purchaser must indicate on the purchase agreement that they intend to title the vehicle in a state other than Oregon. These permits

may not be issued to recreational vehicles with a registration length over 45 feet. If the RV trip permit is for a motor home, the owner must be insured.

This permit is available for purchase through the Dealer Portal in DMV2U. If you need assistance activating your DMV2U Login, contact Business Licensing at DMVInsert@odot.oregon.gov.

Issuing a Light Vehicle (21 Day) Trip Permit

Oregon dealers acting as agents of DMV may choose to issue light vehicle trip permits. These permits may only be issued for vehicles sold by the dealer, including passenger vehicles with a registration weight of 10,000 pounds or less, light trailers weighing 8,000 pounds or less, motorcycles, mopeds, low-speed vehicles and medium-speed electric vehicles. This permit is available for purchase through the Dealer Portal in DMV2U.

*A light vehicle trip permit may **not** be issued to the following types of vehicles:*

- *camper*
- *travel trailer*
- *motor home*
- *fixed load*
- *snowmobile*
- *tow/recovery*

Dealers may only issue light vehicle trip permits (non-commercial) for the following reasons:

1. When a new owner of a vehicle is not subject to Oregon registration requirements, but needs to operate the vehicle over highways to leave the state;
2. To allow a customer to drive an unregistered vehicle to a DEQ inspection station to get a certificate of compliance prior to applying for registration;
3. To allow a customer to drive an unregistered vehicle to DMV or to a law enforcement agency for a VIN inspection; and
4. To allow a customer to drive an unregistered vehicle to a DMV office to apply for registration if the dealer will not be submitting the application for title and registration on behalf of the new owner.

No more than one (21-day) trip permit may be issued under the conditions specified in reasons 1, 3, or 4, above. Up to two (21-day) trip permits may be issued under the conditions specified in reason 2 above, within any 12-month period, until there has been a complete change in ownership.

Dealers may only issue this type of permit for a single, consecutive 21-day period, per permit, including the date of issue. Do not issue a permit if the customer does not have insurance and cannot provide their insurance company name and policy number, or the vehicle has had two (21-day) light vehicle trip permits issued within the last 12 months.

Dealers may not charge more than they pay for trip permits.

Light Vehicle Trip Permit books, Forms 306 & 306A

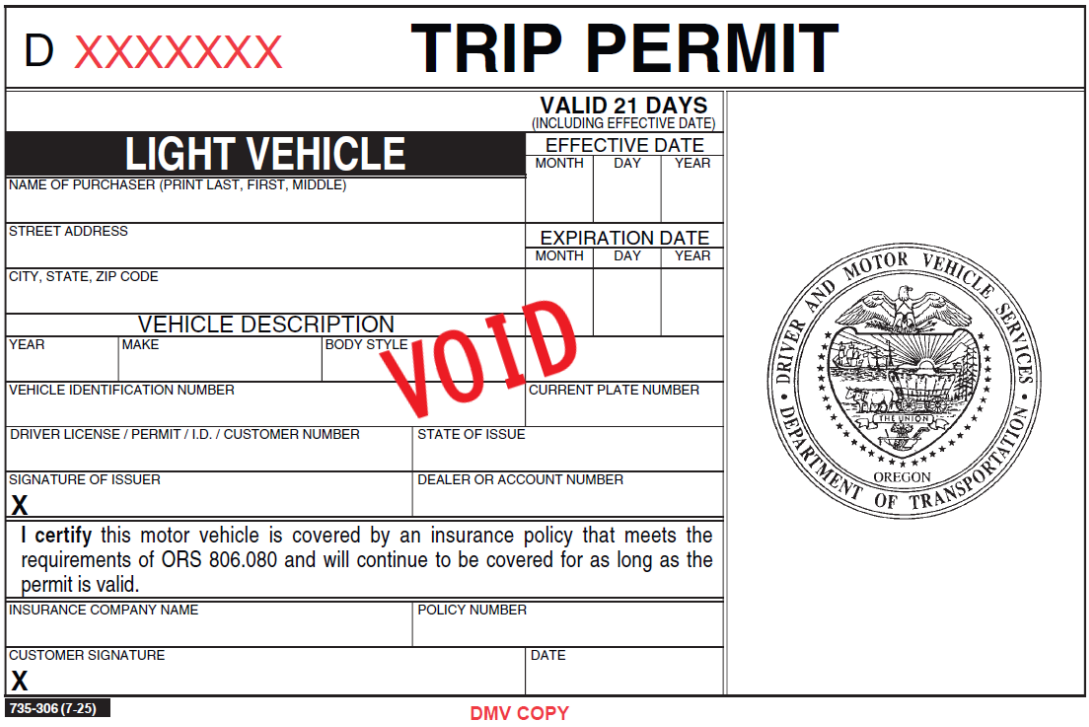
For dealers who prefer to issue trip permits manually out of paper books, there are two options for ordering:

- Form 306: Book of 25 permits - $875.00 ($35.00 for each permit)
- Form 306A: Book of 5 permits - $175.00 ($35.00 for each permit)

Forms 306 and 306A are identical except for the form number, and in the top right corner Form 306 has a “D” while Form 306A has a “DS.”

Example of LIGHT VEHICLE TRIP PERMIT, FORM 306

Actual size 5½" x 8½"


D XXXXXXX

TRIP PERMIT

VALID 21 DAYS
(INCLUDING EFFECTIVE DATE)

LIGHT VEHICLE

EFFECTIVE DATE
MONTH DAY YEAR

NAME OF PURCHASER (PRINT LAST, FIRST, MIDDLE)

STREET ADDRESS

EXPIRATION DATE
MONTH DAY YEAR

CITY, STATE, ZIP CODE

VEHICLE DESCRIPTION

YEAR | MAKE | BODY STYLE

VOID

VEHICLE IDENTIFICATION NUMBER | CURRENT PLATE NUMBER

DRIVER LICENSE / PERMIT / I.D. / CUSTOMER NUMBER | STATE OF ISSUE

SIGNATURE OF ISSUER
X

DEALER OR ACCOUNT NUMBER

I certify this motor vehicle is covered by an insurance policy that meets the requirements of ORS 806.080 and will continue to be covered for as long as the permit is valid.

INSURANCE COMPANY NAME | POLICY NUMBER

CUSTOMER SIGNATURE
X

DATE

DRIVER AND MOTOR VEHICLE SERVICES • DEPARTMENT OF TRANSPORTATION • OREGON

735-306 (7-25)

DMV COPY

Complete the permit as follows:

FRONT (Press firmly so the information transfers through to all copies.)

- Enter the name and address of the customer.
- Enter the effective date and expiration date.
- Enter the vehicle description, making sure the VIN is correct and legible.
- Enter the customer’s driver license, permit, or I.D. number, and the state of issue.
- Enter the customer number for a business.
- Sign the permit and enter your dealer number in the space provided.
- Have the customer:
    - Write in their insurance company name (not the agent’s name) and policy number on the permit (for motor vehicles only); and
    - Sign and date the permit form indicating they have not been issued more than two (21-day) trip permits for this vehicle in a 12-month period.

  The items listed above are required to make the permit valid. The operator of the vehicle could be at risk with law enforcement if the permit was not completed properly.

BACK

- Complete the back of the "Window Copy" with the effective date, dealer number and the expiration date. (See Chapter S.) Keep the blue copy; this becomes part of the dealer records which are inspected by DMV. The effective date must match the date on the front of the permit.
- Write the expiration date clearly in large numbers.

Attach this copy to the vehicle following the instructions for placement shown on the permit.

Within seven days of the issue date, send the DMV copy (white) to DMV Record Services, 1905 Lana Ave NE, Salem, OR 97314. Retain the blue copy for dealer records.

Issuing a Motor Vehicle (10 Day) Trip Permit

This type of trip permit may only be issued when a dealer is required to remove the registration year stickers from both Oregon registration plates that are on passenger vehicles they sell. Dealers may issue up to two 10 Day Trip Permits per vehicle for $15 each.

Dealers may only issue 10 day Trip Permits for 10 days from the issue date.

Do not issue a permit if the customer does not have insurance and cannot provide their insurance company name and policy number.

This permit is available for purchase through the Dealer Portal in DMV2U.

10 day trip permits may not be issued to the following vehicle types:

- *camper*
- *travel trailer*
- *motor home*
- *fixed load*
- *snowmobile*
- *tow/recovery*
- *non-motorized vehicles*

Motor Vehicle (10 Day) Trip Permit Books, Form 307

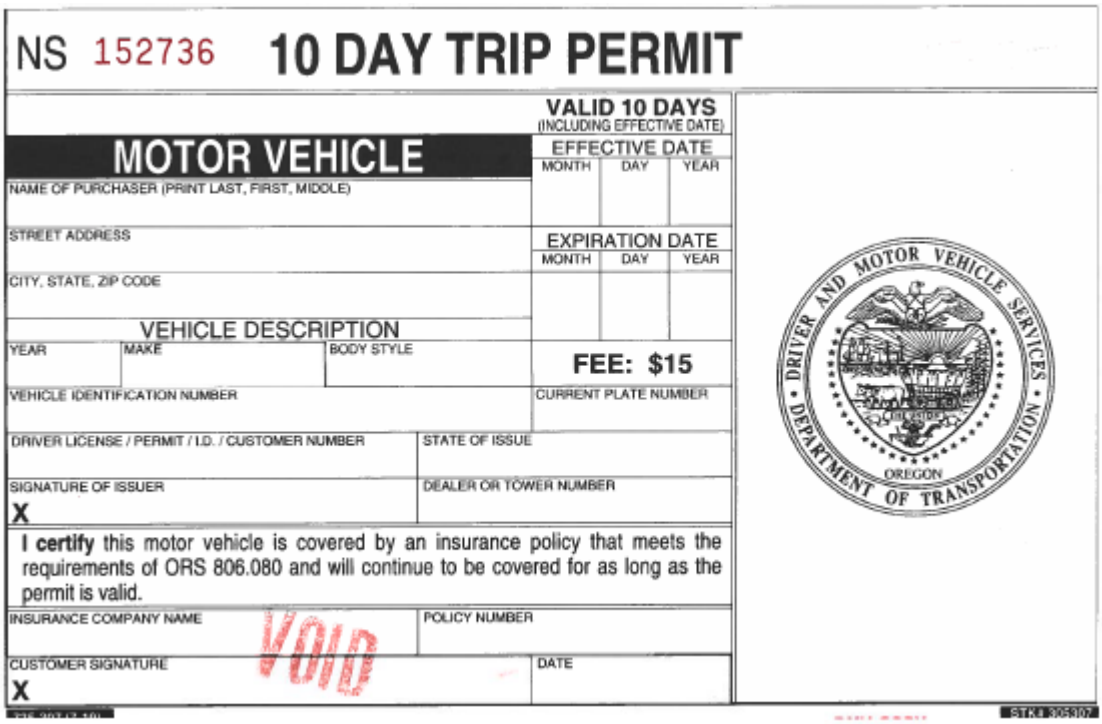
There are two options for ordering 10 Day Trip Permit books:

- Form 307: Book of 25 permits - $375.00 ($15.00 for each permit)
- Form 307A: Book of 5 permits - $75.00 ($15.00 for each permit)

Forms 307 and 307A are identical except for the form number, and in the top right corner Form 307 has an "NS" while Form 307A has an "SN."

See example of 10 Day Trip Permit on next page.

Example of 10 Day Trip Permit, FORM 307
Actual size 5½" x 8 ½"



NS 152736 **10 DAY TRIP PERMIT**

MOTOR VEHICLE

VALID 10 DAYS (INCLUDING EFFECTIVE DATE)

EFFECTIVE DATE — MONTH | DAY | YEAR

NAME OF PURCHASER (PRINT LAST, FIRST, MIDDLE)

STREET ADDRESS

EXPIRATION DATE — MONTH | DAY | YEAR

CITY, STATE, ZIP CODE

VEHICLE DESCRIPTION

YEAR | MAKE | BODY STYLE

FEE: $15

VEHICLE IDENTIFICATION NUMBER | CURRENT PLATE NUMBER

DRIVER LICENSE / PERMIT / I.D. / CUSTOMER NUMBER | STATE OF ISSUE

SIGNATURE OF ISSUER
X

DEALER OR TOWER NUMBER

I certify this motor vehicle is covered by an insurance policy that meets the requirements of ORS 806.080 and will continue to be covered for as long as the permit is valid.

INSURANCE COMPANY NAME — VOID — POLICY NUMBER

CUSTOMER SIGNATURE
X

DATE

DRIVER AND MOTOR VEHICLE SERVICES • DEPARTMENT OF TRANSPORTATION • OREGON

Complete the permit as follows:

FRONT (Press firmly so the information transfers through to all copies.)

- Enter the name and address of the customer.
- Enter the effective date and expiration date.
- Enter the vehicle description. Be sure the VIN is correct and legible.
- Enter the customer's driver license number and the state of issue. (Leave this blank if the customer has no license or is a business.)
- Enter the signature of dealer and dealer number.
- Have the customer:
  - Write in their insurance company name (not the agent's name) and policy number on the permit; and
  - Sign and date the permit form.

BACK

- Complete the "Window" copy (back) by writing in the effective date, dealer number and the expiration date. (See Chapter S.)
- Write the expiration date clearly in large numbers.

  The effective and expiration dates, including the day of expiration, must match those on the front of the permit.

Attach this copy to the vehicle following the instructions for placement shown on the permit.

Within 7 days of the date the permit was issued, send the white DMV copy to DMV Record Services, 1905 Lana Ave NE, Salem, OR 97314. Retain the blue copy for dealer records.

Issuing from Paper Trip Permit Books

When ordering trip permit books, complete a Trip Permit Order Request, Form 6937, and mail it with the fees to DMV Business Licensing, 1905 Lana Ave NE, Salem OR 97314.

When issuing to a customer, follow the instructions for completing the permits on the cover of the permit book. Be sure to press firmly when completing the permit so that the information transfers through to all three copies of the form. The operator of the vehicle could be at risk with law enforcement if the permit was not completed properly.

Within seven days of the issue date, send the DMV copy (white) to DMV Record Services, 1905 Lana Ave NE, Salem OR 97314.

Retain the blue copy of the permit for dealer records. If a permit is voided, return the "DMV" and "Window" copies to DMV with an explanation of why the permit was voided. A refund will be made if the explanation is acceptable.

Corrections on Trip Permit Forms

If an error is made on a trip permit form in an area that does not show on the window copy (customer copy), then the error can be lined through and corrected. If an error is made in an area of the permit that would show on the window copy (customer copy), the permit must be voided and all three copies left in the book, and a new permit **must** be issued. If the customer were to be contacted by law enforcement and asked to show the permit, law enforcement may question corrections on the window copy, and would have no method to determine if the permit was altered by the issuing dealer or the customer.

Issuing an Oregon Temporary Registration (Temp) Permit, Form 315

An Oregon Temporary Permit, Form 315 (temp permit), may be issued to a vehicle sold by an Oregon dealer, or delivered to a purchaser on behalf of another dealer, if the dealer charges title and registration or plate transfer fees, and if the dealer submits the combined title and registration application to DMV on the purchaser's behalf. Form 315 is for all vehicles other than motorcycles or mopeds. For motorcycle/moped temporary registration permits, see section "Issuing a Temporary Motorcycle Permit, Form 309."

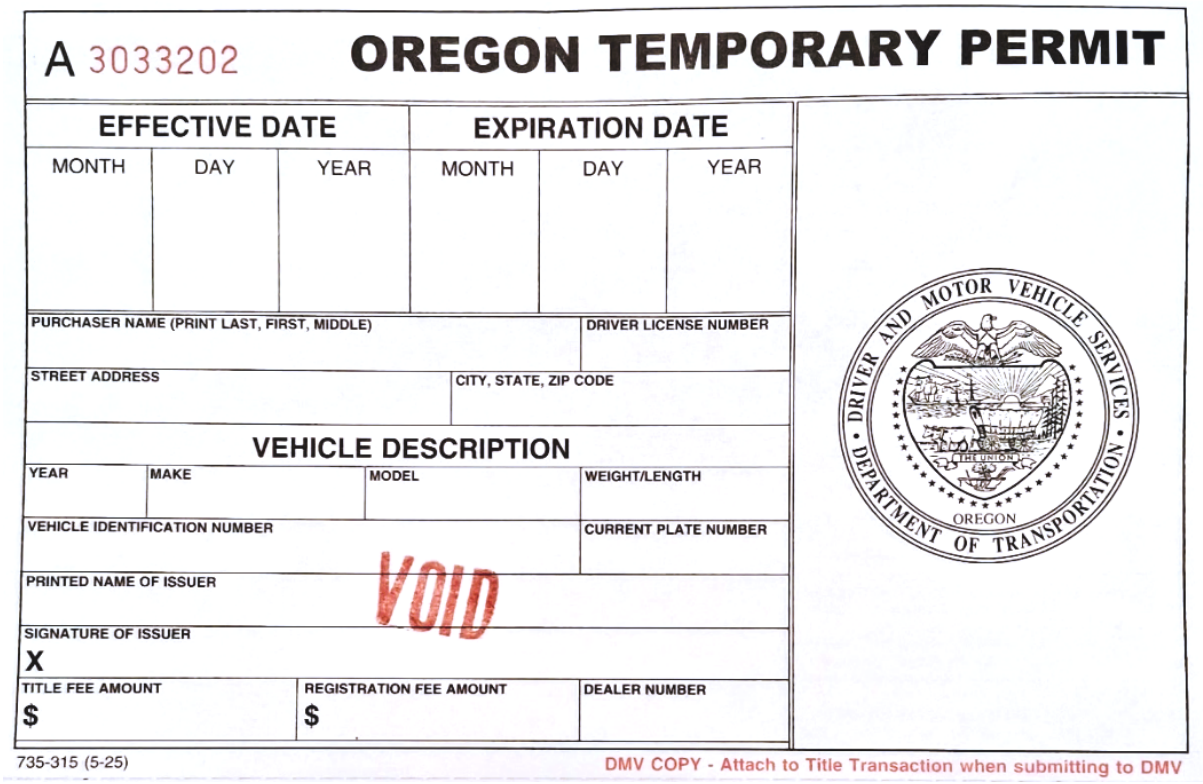
Form 315 allows the use of the vehicle while the customer is waiting for plates and stickers. Temp permits are valid for 90 calendar days. Dealers cannot extend the temp permit beyond its 90-day limit, nor can they issue a second permit. If a customer needs another permit, they must go to a DMV office.

⚠ When a temp permit has been issued, the DMV copy of the permit and all title and registration documents and fees must be received by DMV within 30 calendar days from the date the dealer sells the vehicle.

Form 315 is proof of temporary registration until a transaction is processed at DMV headquarters. The effective date of the registration is the date the temp permit is issued.

A dealer who delivers a vehicle to a purchaser and submits an application and fees for title and registration in the purchaser's name on behalf of another dealer, must write "Delivery Only" on the DMV and issuers copies of the permits.

Example of OREGON TEMPORARY PERMIT, FORM 315
Actual size 5½" x 8½"



A 3033202 **OREGON TEMPORARY PERMIT**

EFFECTIVE DATE			EXPIRATION DATE		
MONTH	DAY	YEAR	MONTH	DAY	YEAR

PURCHASER NAME (PRINT LAST, FIRST, MIDDLE) | DRIVER LICENSE NUMBER

STREET ADDRESS | CITY, STATE, ZIP CODE

VEHICLE DESCRIPTION

YEAR	MAKE	MODEL	WEIGHT/LENGTH

VEHICLE IDENTIFICATION NUMBER | CURRENT PLATE NUMBER

PRINTED NAME OF ISSUER — VOID

SIGNATURE OF ISSUER
X

TITLE FEE AMOUNT	REGISTRATION FEE AMOUNT	DEALER NUMBER
$	$	

DRIVER AND MOTOR VEHICLE SERVICES • DEPARTMENT OF TRANSPORTATION • OREGON

735-315 (5-25) DMV COPY - Attach to Title Transaction when submitting to DMV

Issuing a Temporary Registration Permit for a DEQ Subject Vehicle

Oregon dealers may issue a temporary registration permit to a vehicle subject to DEQ without proof of DEQ compliance. If issuing a permit in this way, the dealer must provide the purchaser a written notice that includes the following:

- The vehicle is subject to pollution control requirements (ORS 815.295).
- The purchaser must complete DEQ testing before the temporary registration expires (ORS 803.625) or the purchaser will be required to reapply for registration.
- The vehicle cannot be registered until proof of compliance is submitted (ORS 802.250).
- If the vehicle fails emissions, the purchaser must notify the dealer immediately (ORS 803.625).
- The dealer must ensure compliance before initial registration (ORS 468A.365, ORS 815.095).
- Once DEQ requirements for registration are met, the dealer is not responsible for future testing.

Dealers must provide the written notice when the temp permit is issued and retain a copy in their business records. If the dealer learns after the sale that a vehicle needs DEQ testing and they have already issued a temp permit, the dealer must send the above-described written notice to the purchaser within 5 business days of discovery.

The written notice described above is only required when dealers issue a Temporary Registration Permit. Dealers may choose instead to issue the purchaser a Light Vehicle (21 Day) Trip Permit to allow them to drive an unregistered vehicle to a DEQ inspection station to get a certificate of compliance. See section Issuing a Light Vehicle (21 Day) Trip Permit in this chapter.

Complete the temp permit as follows:

FRONT (Press firmly so the information transfers through to all copies.)

- Enter the effective date and expiration date. Dealers may only issue temp permits for a maximum of 90 days from the issue date.
- Enter the name, customer number, and address of the customer. Leave the customer number box blank if the customer has no license or is a business. (This does not copy through to the window copy.)
- Enter the vehicle description. Be sure the VIN is correct and legible. The Weight/Length box must be completed if the vehicle's registration is calculated by weight or length.
- Enter the printed name and signature of dealer employee and dealer number (not the signature of the customer).
- Enter the Title and registration fees charged. If a plate transfer is occurring, write "$30 plate transfer fee" in the registration fee box.

BACK

- Complete the "Window" copy (back) by entering the effective date, dealer number and the expiration date. (See Chapter S.)
- Write the expiration date clearly in large numbers.

  The effective and expiration dates, including the day of expiration, must match those on the front of the permit.

Attach this copy to the vehicle following the instructions for placement shown on the book.

Attach the DMV copy (white copy) to the title documents submitted to DMV. Leave the yellow copy in the book.

Issuing a Temporary Motorcycle Permit, Form 309

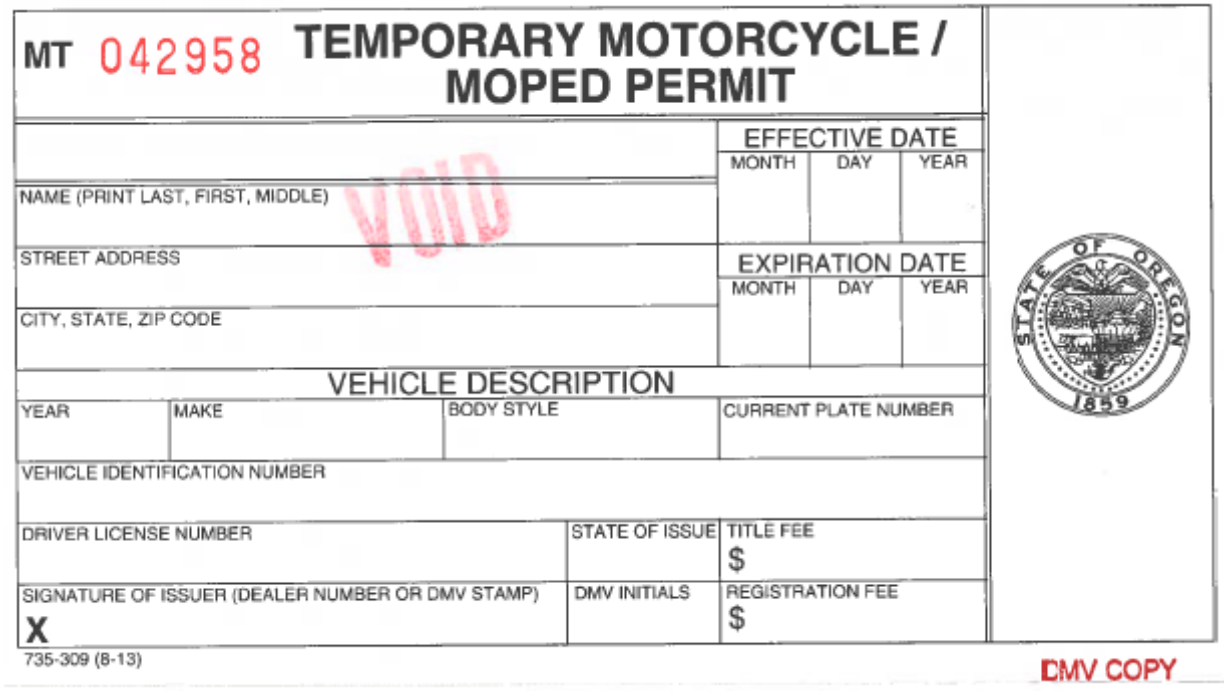
A Temporary Permit, Form 309, may be issued to a motorcycle or moped sold by an Oregon dealer, if the dealer charges title, and registration or plate transfer fees, and if the dealer submits the combined title and registration application to DMV on the purchaser's behalf. Form 309 is only for motorcycles or mopeds. For other temporary registration (temp) permits, see section titled "Issuing an Oregon Temporary Registration Permit, Form 315."

Form 309 allows the use of the motorcycle or moped while the customer is waiting for plates and stickers. Temporary motorcycle permits are valid for up to 90 calendar days. Dealers cannot extend the temporary registration permit beyond 90 days, nor can they issue a second permit. If a customer needs another temp permit, they must go to a DMV office.

⚠ When a temp permit is issued by the dealer, DMV's copy of the permit and all title and registration documents and fees must be submitted to DMV within 30 calendar days from the date the dealer sells the vehicle.

The motorcycle/moped temp permit fits in the motorcycle/moped license plate frame. The permit is made of water-resistant material. Customers receive and carry a paper copy of the permit that also contains the owner and vehicle information in addition to the information listed on the temp permit.

Example of TEMPORARY MOTORCYCLE PERMIT, FORM 309
Actual size 4" x 7"


MT 042958 TEMPORARY MOTORCYCLE / MOPED PERMIT

EFFECTIVE DATE
MONTH | DAY | YEAR

NAME (PRINT LAST, FIRST, MIDDLE)

VOID

STREET ADDRESS

EXPIRATION DATE
MONTH | DAY | YEAR

CITY, STATE, ZIP CODE

VEHICLE DESCRIPTION

YEAR	MAKE	BODY STYLE	CURRENT PLATE NUMBER

VEHICLE IDENTIFICATION NUMBER

DRIVER LICENSE NUMBER	STATE OF ISSUE	TITLE FEE
		$
SIGNATURE OF ISSUER (DEALER NUMBER OR DMV STAMP)	DMV INITIALS	REGISTRATION FEE
X		$

STATE OF OREGON 1859

735-309 (8-13)

DMV COPY

Complete the permit as follows:

FRONT (Press firmly so the information transfers through to all copies.)

- Enter the name and address of the customer.
- Enter the effective date and expiration date. Dealers may only issue temporary registration permits for a maximum of 90 days from the issue date.
- Enter the vehicle description. Be sure the VIN is correct and legible.
- Enter the customer's driver license number and the state of issue. (Leave this blank if the customer has no license or is a business.)
- Enter the Title and registration fees charged. If a plate transfer is occurring, write

"$30 plate transfer fee" in the registration fee box.

- Enter the signature of dealer employee and dealer number (not the signature of the customer).

BACK

- Complete the "Window" copy (back) by entering the effective date, dealer number and the expiration date. (See Chapter S.)
- Write the expiration date clearly in large numbers.

  The effective and expiration dates, including the day of expiration, must match those on the front of the permit.

Place the window copy in the motorcycle/moped license plate frame. Attach the DMV copy (white copy) to the title documents submitted to DMV. Leave the yellow copy in the book.

If a permit is voided, maintain all 3 pages of the voided permit in the book. Write "VOID" across the face of all 3 pages, and include a brief, signed explanation as to why the permit is voided.

When all permits have been issued, return the book and yellow copies to:

DMV Business Licensing
1905 Lana Ave. NE
Salem, OR 97314

Temporary motorcycle registration permit books will be audited and a replacement book will be mailed to the dealership. If the yellow copies were removed for any reason, they must be put back into the book in numerical order for auditing. Yellow copies not in order will cause a delay in DMV exchanging the returned permit book. Do not submit an empty book to a local DMV office. Mail to DMV Business Licensing at the address listed above.

BUSINESS REGULATION

Compliance and Investigations

DMV Compliance and Investigations Unit monitors compliance with laws and rules relating to operation as a vehicle dealer. The primary tool is the dealer inspection conducted by a DMV Compliance Specialist. Routine inspections occur at appropriate time intervals and may be scheduled during normal DMV business hours, Monday through Friday.

Compliance Specialists conduct inspections to determine if the dealer is complying with location requirements, document submission timelines, and other record keeping requirements. After the inspection, the compliance specialist will email the dealer an Inspection Report and Correction Notice listing any findings.

Not all inspections, of course, are routine. Some are prompted by consumer complaints or other information DMV receives. This type of inspection is an investigation, where the dealer may be asked to produce records of specific transactions. After the investigation, dealers will receive an Inspection Report and Correction Notice, providing the outcome of the investigation.

Dealer location requirements

Each business location established by a dealer must:

1. Have sufficient space to display one or more vehicles of the type the dealer has been issued a certificate to sell;
2. Provide a means for the public to contact the dealership or an employee of the dealer at all times during normal business hours;
3. Display an exterior sign permanently affixed to the land or a building which identifies the dealership by the name shown on the vehicle dealer certificate, with letters clearly visible to the major avenue of traffic; and
4. Display the vehicle dealer certificate in a publicly accessible and conspicuous manner.

Requests for exemption from the first three listed requirements must be submitted to DMV in writing and be based on restrictions from the local zoning authority that prevent compliance. DMV may grant an exemption if a reasonable alternative is not available.

Supplemental locations

At least 3 days before conducting any business at a supplemental location, a completed Supplemental Dealer/Rebuilder Vehicle Dealer Certificate Application, Form 372, must be received with the fees and approved by DMV. A supplemental certificate expires on the same date as the primary location's certificate, regardless of when obtained. Supplemental certificate fees are not prorated.

All supplemental locations must be operated under the exact business name and ownership as the main location, and the location must be approved by the local zoning authority. A dealer must obtain a separate dealer certificate for any business operated

under a business name that is different from what is shown on the dealer's current certificate.

A dealer is not required to obtain a supplemental certificate for sales completed entirely online or electronically. A dealer does not need a supplemental certificate to deliver a vehicle sold to a purchaser.

Dealer shows

Oregon certified dealers may participate in an auto show at a site other than the main or supplemental location listed on the dealer's certificate without the need for a supplemental certificate if:

- There are at least 2 certified Oregon dealers or manufacturers, except camper or trailer manufacturers, displaying vehicles;
- The show will last 10 days or less; and
- The public is charged admission.

There are separate requirements for Recreational Vehicle dealers to host and participate in an RV Show, which can be found in OAR 735-150-0045. The Application for Recreational Vehicle Show Certificate, Form 735-7225, can be accessed on the DMV Webpage.

Dealer Records

Dealers are required to maintain records relating to the purchase and sale of vehicles or campers for a total of 5 years:

- The current and previous year's original records must be maintained at the dealer's main location or a supplemental location (for supplemental location records).
- Records for the prior 3 years may be maintained at any location within the State of Oregon that is convenient for the dealer.
- Records must be maintained in a manner that allows for timely and efficient retrieval when requested by DMV or law enforcement personnel.

Records must include the following information:

1. A record of the purchase, sale, or exchange of the vehicle or camper, or the dealer's receipt for purpose of sale.
2. A description of the vehicle or camper, and its vehicle identification number (VIN).
3. The name and address of the seller, the purchaser, and the alleged owner or other person from whom the vehicle was purchased or received or to whom it was sold or delivered.
4. A duly assigned certificate of title, other primary ownership record or a bill of sale from the registered owner of the vehicle or camper from the time of delivery to the dealer until the dealer disposes of the vehicle.
5. A copy of a vehicle record report for each used motor vehicle, subject to NMVTIS reporting, that the dealer sells to a retail customer. The report may be obtained from either:
    - NMVTIS data provider or

- Commercially available system that is equivalent to NMVTIS

For more information on which motor vehicles are subject to NMVTIS reporting, see Chapter L.

Record privacy

Federal and state privacy regulations restrict what personal information in a dealer's file may be redisclosed by the dealer.

Personal information is defined as:

- Name
- Address
- Customer number
- Telephone number

Any personal information obtained from DMV by a dealer has redisclosure restrictions as described in ORS 802.175 through 802.270.

Personal information that is obtained from a customer for the purpose of completing title and registration documents on behalf of the customer is not subject to redisclosure restrictions. The title and registration application does not become a motor vehicle record until it is submitted to DMV.

Do not disclose personal identifiable information (PII) obtained from a customer in email correspondence with the Oregon DMV. PII is any two pieces of personal information as defined above. For example, PII can be a customer's name and date of birth, or a customer's name and address. Completed DMV forms often contain PII and should not be emailed.

Dealer plates

A dealer plate may be used on a vehicle that is owned or controlled by the dealer and is being offered for sale. The plate must be displayed on the rear of the vehicle. When a dealer plate is used on a consignment vehicle, a copy of the consignment agreement must be in the vehicle. A dealer plate cannot be used on loaded vehicles, service vehicles, or on vehicles after they are sold.

Additional dealer plates can be ordered by completing and submitting Form 6938. Contact Business Licensing at DMVINSERT@odot.oregon.gov or call **503-945-5052** with questions about dealer plate issuance.

Replacing a dealer plate has a different fee than an original dealer plate. To replace a plate, the dealer must turn in the original plate to DMV. Lost or stolen plates cannot be replaced but the dealer can order additional plates. Dealers must report lost or stolen dealer plates to Business Licensing in writing, by mail or via email at DMVINSERT@odot.oregon.gov or by fax at **503-945-5289**. Report stolen dealer plates to local law enforcement and email Business Licensing with that information and any case number provided by law enforcement.

DMV issues a temporary plate (cardstock) for each approved dealer plate ordered, until the metal plate is received. Dealers must discontinue using and return temporary plates to DMV upon receipt of the corresponding metal plate.

Dealers must return dealer plates to DMV when the dealership is out of business.

Changes to Dealership Information

Complete and submit an Application to Correct Dealer/Rebuilder Vehicle Dealer Certificate, Form 371, to DMV Business Licensing, along with the appropriate fee as shown on the application, for any of the following changes to the dealer's business:

- Changing the business name,
- Changing the business location,
- Adding or removing an owner, partner, LLC member, or corporate officer, or
- Changing the organizational structure

Contact Business Licensing at DMVINSERT@odot.oregon.gov or call **503-945-5052** with questions about business changes.

Surety Bond, Liability insurance, cancellations, and reinstatements

If DMV receives a cancellation notice from the bonding company or liability insurance company, DMV mails a Notice of Cancellation letter to the dealer. The dealer must cease all business that requires a current, valid, dealer certificate until the required insurance or bond coverage is obtained. To remove the cancellation and reinstate the dealer certificate, one of the following must occur within 45 days of the cancellation date:

- DMV receives a reinstatement email at DMVINSERT@odot.oregon.gov from the bonding company or liability insurance company, or
- The dealer obtains and provides a new bond or liability insurance certificate (on the DMV form) to DMV.

If the new bond or certificate of insurance is not obtained within 45 days of cancellation, the dealer certificate cannot be reinstated. The dealer must reapply for a new dealer certificate. It is the dealer's responsibility to confirm reinstatement of their bond and/or insurance. Do not rely on the bond or insurance provider to submit reinstatement documents.

Dealers must maintain liability insurance coverage during the entire time the vehicle dealer certificate is valid, unless a certificate of exemption from liability insurance is submitted. The Notice of Cancellation letter provides information as to when the policy will or has expired. Changes in insurance companies require the new surety or insurance agent to complete the DMV form. The policy information must be on the DMV Certificate of Insurance form, not the insurance industry's "ACORD" form.

If a dealer does not have a continuous surety bond or any required liability insurance coverage, they are not allowed to conduct activity that requires a valid Oregon vehicle dealer certificate.

Renewing a Vehicle Dealer Certificate

To maintain a vehicle dealer certificate, a dealer must renew their dealer certificate before the certificate expires. DMV does not send reminders when a certificate is nearing expiration, dealers are responsible for timely renewal.

Deadlines for Submission and Late Renewals

To avoid late fees and renewal processing delays, submit a complete application to renew a dealer certificate.

Within 15 days after the expiration of the certificate will be considered a timely application.
More than 15 days but within 45 days after the expiration of the certificate will be accepted, but shall be assessed a late fee of $150 in addition to the renewal fee.
Later than 45 days after the expiration of the certificate shall be treated as a new dealer application and not as a renewal. This situation will result in the assignment of a new dealer number, and fulfillment of the same requirements for an original dealer certificate including city/county approval, completion of the education requirement, and investigation of the application contents prior to the issuance of a new certificate and dealer plates.
Any dealer activity conducted after the original certificate expiration date and before a new application is approved is considered to be acting as an unlicensed dealer, and civil penalties may be issued and/or other regulatory action may be taken by DMV.

A dealer that does not have a continuous surety bond and any required liability insurance coverage is not allowed to conduct dealer activity during any period not covered by the required bond and insurance.

Dealership Sold or Out of Business

When selling a dealership, the dealer certificate and dealer number cannot be transferred to the new owner. Return the dealer certificate, dealer plates, unused trip permits, and any temporary registration permit books to DMV. A refund of unused trip permits is available if a written request is provided to Business Licensing. There is no refund on the licensing (certificate) fees paid to DMV. The new owner must obtain a new dealer certificate. The new owner can use the same business name and address that was on the dealer certificate once the previous certificate is cancelled. DMV will not allow two dealers in the same geographic area to have the same name at the same time.

Upon closure of a vehicle dealership, the dealer must provide DMV with a list of all inventory vehicles. That inventory must be in writing and include a description of each vehicle which includes the VIN, make, model and year. The inventory list must also include a written plan to liquidate the vehicles within a proposed timeframe. More information on liquidation of dealer inventory can be found in OAR 735-150-0205.

For questions relating to the sale and/or closure of a dealership, call Business Licensing at **503-945-5052** or email DMVINSERT@odot.oregon.gov.

Sanctions and Civil Penalties

Failure of a vehicle dealer to comply with Oregon laws and rules may result in the dealer's business certificate being sanctioned and civil penalties assessed.

If the DMV compliance specialist discovers a violation, they will submit a report to their manager. After reviewing the report, the manager determines if a civil penalty or administrative sanction is appropriate. In such cases, the dealer's certificate and/or status as an agent of DMV may be placed on probation; the vehicle dealer certificate may be suspended, cancelled, or revoked. The principals of a dealer certificate may also have

their right to renew a dealer certificate, or to apply for a new certificate in a different business name suspended or revoked. Civil penalties may be assessed, in addition to or in lieu of sanctions.

Any dealer, certified or unlicensed, is entitled to a contested case hearing on any penalties or sanctions proposed by DMV. Information on how to obtain such a hearing is provided with the notice of proposed probation, suspension, cancellation, revocation, or civil penalty.

Civil Penalties

DMV has statutory authority to issue civil penalties of up to $1,000 per violation against certified dealers who violate laws or rules relating to dealer activity. DMV has adopted administrative rules to exercise that authority, which include a schedule of penalties for each violation, which may be used by DMV in assessing penalties. The most serious violations call for substantial penalties at the first offense. Other violations may result in a warning for the first offense.

DMV also has the authority to penalize persons acting as unlicensed dealers up to **$5,000 per vehicle**. In addition, DMV may seek criminal or injunctive action against unlicensed dealers.

Sanctions

DMV has the authority to issue sanctions against a dealer certificate and the principals. Sanctions include probation, suspension, and revocation. The principals of a dealer certificate may also have their right to renew a dealer certificate, or to apply for a new certificate in a different business name suspended or revoked.

Other than the issuance of a Correction Notice, probation (with terms of probation) is the least severe sanction DMV will impose. Probation results in closer scrutiny of dealer activity, including more frequent review of transactions submitted by the dealer. Follow-up inspection(s) will occur prior to the ending date of the probation. The dealer is subject to further sanctions, including suspension or revocation of the dealer certificate, if additional violations of a similar nature are committed.

While each case must stand on its own, suspension of a dealer certificate is generally reserved for serious violations or repeat offenders. DMV's intent in suspending a dealer certificate is to protect the public from possible loss due to a dealer's failure to comply with requirements. Violations that can result in the suspension of a dealer certificate include, but are not limited to:

- Providing false information on the dealer application or to a compliance specialist
- Fraudulent title or registration submissions
- Failure to pay off liens on vehicles purchased
- Repeated failure to submit title documents on time
- Illegal consignment practices.

In cases where dealers continue to commit repeated violations causing public harm, DMV may permanently revoke a dealer's certificate and the right of the principals to re-apply in the future.