

Chapter R

Dealers

Introduction

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

When using this manual, be aware that:

- The only areas addressed are those administered by DMV. Dealers may be subject to other federal, state, and local laws, ordinances, or regulations.
- Not all DMV-related duties and responsibilities are covered and there may be exemptions that apply. Obtain more information from [Oregon statutes](#), [administrative rules](#), or by contacting DMV.

DMV Business Licensing in Salem, **503-945-5052**, can assist with questions concerning business certificates and ordering dealer plates, trip and temporary registration (temp) permit books, and with questions regarding certification and renewal issues. Non-Oregon dealers wanting to issue Oregon trip permits must be DMV Trip Permit Agents. Forms needed to obtain certification are available from DMV's Web site at <https://www.oregondmv.com/>. Contact Business Licensing for Trip Permit Agent agreements.

For questions about application fees, contact Business Licensing at **503-945-5052** or **DMVINSERT@odot.oregon.gov**. **Business Licensing's mailing address is 1905 Lana Ave NE, Salem OR 97314.**

DMV reviews all dealer applications before issuing a dealer certificate and number. DMV will not issue an Oregon dealer certificate if the local jurisdiction (city or county) has not approved the proposed business location. DMV will not issue an Oregon dealer certificate if the applicant does not have a permanent location for their dealer business in Oregon and will not be acting as a vehicle dealer in Oregon. "Dealer Activity" requiring certification is outlined in [ORS 822.005](#).

Contact DMV Dealer Investigations at 503-945-5281 for assistance with any regulatory or enforcement questions, including investigations or inspections, and the proper use of trip and temporary registration permits. To file a complaint against another dealer, go to: [DMV2U - Dealer/Dismantler Complaint](#), call DMV at 503-945-5281, or your local DMV Investigator.

NOTE: A list of current, cancelled, suspended, and expired dealers is available [at DMV2U - Dealer Search](#).

Dealer business 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. Have displayed 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. Have displayed, in a publicly accessible and conspicuous manner, the vehicle dealer certificate.

Requests for exemption from the [first three requirements above](#) must be submitted to DMV in writing, and be based on restrictions from the local zoning authority that prevent compliance.

Certified vehicle dealers must also:

- Obtain a supplemental dealer certificate from DMV at least 3 days prior to selling or displaying vehicles from any location other than the location listed on the dealer certificate.
- 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.

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.

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, and any temporary registration permit books 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. A refund of unused trip permits is available if a written request is provided to Business Licensing Unit. DMV will not allow two dealers in the same geographic area to have the same name at the same time. 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.

Changes

To:

- Change the business name,
- Change the business location,
- Add or remove an owner, partner, LLC member, or corporate officer, or
- Change the organizational structure,

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 each corrected vehicle dealer certificate. Contact Business Licensing at DMVINSERT@odot.oregon.gov or call 503-945-5052 with questions about business changes.

Supplemental locations

At least 3 days before conducting any business at a supplemental location, DMV must approve a completed Supplemental Dealer/Rebuilder Dealer Certificate Application, [Form 372](#). The instructions for completing the application show the current fee for application. A supplemental certificate will expire on the same date as the “main location” 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.

Dealer shows

[OAR 735-150-0020](#) allows a certified dealer to participate in a “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 displaying vehicles,
- The show will last 10 days or less, and
- the public is charged admission.

[OAR 735-150-0045](#) addresses requirements for RV dealers to host and participate in an “RV Show”. Contact Business Licensing at DMVINSERT@odot.oregon.gov to request an RV Show Certificate application.

Renewing a dealer business certificate

In order to maintain a vehicle dealer certificate, a dealer must apply for renewal before the certificate expires. Renewal application packets are mailed to dealers at least 6 weeks before the current certificate expires. A dealer must:

- Complete an Application for Three Year Vehicle Dealer Certificate, [Form 370](#), that includes:
 - An Oregon Secretary of State Corporations Business Registry (Business Registry) number for the legal name and/or DBA name;
 - Location approval from the city or county **ONLY** if the business location is different than the location shown on the current dealer certificate;
 - The name, residence address, mailing address, and signature of all owners, partners, LLC members or corporate officers. All parties shown on the Business Registry as owners, partners, LLC members, or corporate officers, must be listed on the renewal application;
 - A copy of a valid, government-issued photo identification for all owners, partners, LLC members or corporate officers;
- Include a surety bond that has been completed, signed and sealed by the bonding company and which covers the certification period (the owners name(s), legal and business name, and business location must match the dealer application exactly). The bond must also contain an original (wet) signature of an owner, partner, LLC member, or corporate officer. (Anything other than a signed surety bond will not be accepted, and will delay the renewal process.)
- Include a DMV certificate of insurance completed, signed, and sealed by the insurance company, or include the **Liability Insurance Certification of Exemption** form (if applicable);
- Include a certificate of completion of 12 hours of continuing education, issued to a Principal of the business, by an approved provider or include the **Education Requirements Certification of Exemption** form (if applicable);
- Pay the appropriate renewal fees shown in the renewal packet;
- Submit the completed renewal application, the surety bond, the insurance and continuing education certificate (for non-franchise dealers), and fees by mail to DMV, Business Licensing, 1905 Lana Avenue NE, Salem OR 97314. Due to the high volume of mail received at DMV headquarters, it is recommended that applicants use a mail tracking service when sending applications.
- If the business location is not changing, approval by the local zoning authority (city/county) is not required for renewal applications.

NOTE: Submission of an application to renew a dealer certificate, including the required surety bond and insurance certification:

- Within 15 days after the expiration of the certificate shall be considered a timely application.
- Later 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 having the application investigated 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 who 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.

Dealer plates

A dealer plate may be used on a vehicle that is owned or controlled by the dealer. 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 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.

DMV issues a temporary plate (cardstock) for each dealer plate requested until the metal plate is received. Return temporary plates to DMV upon receipt of the corresponding metal plate.

Return dealer plates to DMV when the dealership is out of business.

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. Cease all business that requires a current, valid, dealer certificate until the required insurance or bond coverage is

obtained. To lift the cancellation and reinstate the dealer certificate, one of the following must occur within 45 days of cancellation:

- Have the bonding company or liability insurance company send DMV a reinstatement via email at DMVINSERT@odot.oregon.gov or
- Obtain a new bond or liability insurance certificate (on the DMV form).

If the new bond or liability insurance certificate is not obtained within 45 days of cancellation, the dealer certificate cannot be reinstated, and 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 necessitate the new agent completing the DMV form. The policy information must be on **the DMV Certificate of Insurance form**, not the insurance industry's "ACORD" form.

A dealer who does not have a continuous surety bond and any required liability insurance coverage is not allowed to conduct activity requiring a current, valid vehicle dealer certificate during any period not covered by the required surety bond and insurance.

Refunds

When a dealership is sold or is no longer in business, there is **no refund** on the fees paid to DMV. A refund is available for unused trip permits, if a written request is submitted to Business Licensing.

Ordering forms

How to order Secure Odometer Disclosure, Form 403 & Secure Power of Attorney, Form 402

Federal rules require the State of Oregon to control and issue secure forms. However, ODOT/DMV does not supply the secure forms directly to dealers, lenders, or other bulk users. Dealers, banks, credit unions, dismantlers, and others that transfer vehicles for their customers must purchase the forms from approved distributors, DMV Secure Form Agents. Dealers with more than one dealership operated under different dealer certificates (different certificate numbers), cannot transfer forms from one dealership to another. They must purchase the forms for each dealership. DMV's Secure Forms Agents are:

[Oregon Automobile Dealers Association \(OADA\)](#)

777 NE 7th Ave.

Portland, OR 97232

Phone: 503-233-5044 or 1-877-302-6232

Web site: www.oada.biz

[Oregon Independent Auto Dealers Association \(OIADA\)](#)

9150 SW Pioneer Ct. Suite H

Wilsonville, OR 97070
Phone orders: 1-800-447-0302
Toll-free FAX: 877-Car-Form
Email order: info@OIADA.com FAX:
Web site: www.oiada.com

Oregon Vehicle Dealers Association (OVDA)
Oregon Power Sports Association
PO Box 4290
Salem, OR 97302
Phone orders: 503-399-9199 FAX: 503-763-1233
Email order: ovda@ordealers.com
Web order: <https://www.ordealers.com/>

American Solutions for Business (ASB)
Automotive Solutions
14839 S Henrici Rd
Oregon City, OR 97405
Phone: 971-400-1400
Supply Catalog Link: www.autoformsandsupplies.com
Web Site: www.americanautoforms.com and www.americanbus.com

How to order forms from ODOT/DMV

To order forms (**except for** Secure Odometer Disclosure, Form 403, and Secure Power Of Attorney, Form 402 - [see above](#)) complete a Request for Forms to be Mailed, [Form 6110](#).

- For each form, determine the amount that will be used within a 6-month period and include it on the list of forms ordered. DO NOT order more than will be needed in a 6-month period. Forms are frequently revised.
- Mail or fax the order to:

ODOT Storeroom
DMV Forms Supply
455 Airport Road S.E. Bldg. K
Salem OR 97301-5348
FAX: 503-986-2801

Many DMV forms are also available to view and print from the DMV Website at: [Dealer forms](#).

DMV2U

Dealers and other business partners have the ability to create their own online account to securely conduct some DMV business using the division's DMV2U web service. Currently, dealers can submit required notices, such as the 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. DMV is working to expand online transactions available through DMV2U.

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

When an Oregon dealer obtains a vehicle to offer for sale

This section does not apply to vehicles consigned to the dealer for sale.

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

- Within 7 days, complete and submit to DMV (for Oregon titled vehicles only) a Dealer's Notice of Vehicle Purchase, [Form 165](#). See [instructions for completing this form](#) later in this chapter. **NOTE:** Dealers may submit the Dealer's Notice of Vehicle Purchase, [Form 165](#), through a [DMV2U](#) account.
- 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.
- Destroy the registration plates from other jurisdictions if the vehicle is to be titled in Oregon or in a jurisdiction other than that where the vehicle was previously registered. (If the vehicle will be re-registered in the former jurisdiction, the plates may be provided to the purchaser at the time of sale.)

An Oregon dealer may:

- Renew the Oregon registration on a vehicle in dealer inventory:
 1. The DMV vehicle record must have a sold indicator that lists the dealer requesting renewal. If there is no sold indicator on the record, no dealer number listed, or the dealer wishing to renew is not the same as the dealer who sold the vehicle, the dealer must complete and submit a Dealer Notice of Vehicle Purchase, [Form 165](#), before the vehicle registration can be renewed.

The dealer must complete an Application for Registration, [Form 268](#). List the registered owners on record and complete the one-time mailing address to show c/o dealer name and dealer address. The dealer must sign and counter sign the Form 268.

The dealer applying for renewal must provide any required insurance, residency/domicile and DEQ information.

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 section later in this chapter titled [Consignments](#).

When an Oregon dealer sells a vehicle:

- Provide a signed and dated release of interest. This may be on the title, MCO, bill of sale, or on a separate piece of paper. Include the dealer number on the bill of sale. If the vehicle is consigned, the release must be from the consignor.
- Provide an odometer disclosure from the dealership to the purchaser, unless the vehicle is exempt from odometer disclosure requirements. See [Chapter H](#) for more information. If the vehicle is consigned, the odometer disclosure must be from the consignor (not the dealer).
- Submit fees and documents required to title and/or register the vehicle to DMV within **30 calendar days** of the date of sale, or furnish the certificate of title or other

primary ownership document for the vehicle and any required release of interest to the new buyer (**see remark below) within **25 calendar days** of the date of sale.

- Satisfy any prior interest in any vehicle or camper sold **within 15 days** from the date of sale (see section titled [Satisfaction of prior interests](#) later in this chapter).
- If not submitting the title/registration paperwork to Oregon DMV on behalf of the 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 (wrecker). (Oregon licensed towers must also remove stickers from Oregon registration plates on passenger vehicles they sell, unless the buyer is an Oregon certified dealer or an Oregon certified dismantler.) Dealers and towers may issue up to two 10-day trip permits, Form 307 when the stickers are removed from a motor vehicle. See trip permit section later in this chapter.
- Pay the vehicle privilege tax when applicable. See section titled, "[Vehicle Privilege Tax](#)," below.

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. See the [sample notice](#) later in this chapter. 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**. See the [sample notice](#) to the buyer later in this chapter for examples or circumstances beyond the dealer's control that are acceptable to DMV, if proven.

**** Oregon law requires any person who transfers interest of a vehicle covered by an Oregon title to notify DMV of the transfer 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.**

Notification may be submitted on DMV [Form 6890](#), Notice of Sale or Transfer of a Vehicle (see [example](#) that follows), 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.

NOTE: Dealers may submit the Notice of Sale or Transfer of a Vehicle, Form 6890, through their [DMV2U account](#).

Failure to comply with these requirements may result in DMV taking action which may include probation, suspension, revocation, or cancellation of the dealer certificate, or against the dealer Principal(s), and/or the assessment of civil penalties. In addition, failure to comply may be subject to criminal action by law enforcement.

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.

DO NOT submit any privilege tax information or fees to DMV. If there are questions about the privilege tax contact the Oregon Department of Revenue.

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 not subject to 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 event is less than 7 days and the public is charged admission.

NOTE: The tax applies to sale of all new trailers regardless of size.

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


Satisfaction of prior interests

Within 15 days of transfer of interest to the dealer, or within 15 days of obtaining clear title in dealer-to-dealer transactions, the dealer must satisfy:

- The interest of any 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 entered into prior to the time of transfer.

Example of NOTICE OF SALE OR TRANSFER OF A VEHICLE, **FORM 6890**
 Actual size 5½" x 8½"

 DEPARTMENT OF TRANSPORTATION DRIVER AND MOTOR VEHICLE SERVICES 1905 LANA AVE NE, SALEM OREGON 97314		<h2 style="margin: 0;">NOTICE OF SALE OR TRANSFER OF A VEHICLE</h2>	
		This form: <ul style="list-style-type: none"> • Is NOT a bill of sale. • Must be submitted to DMV within 10 days of transfer of interest. • Is ONLY used by DMV to note on the vehicle record that it is sold. • Does not change ownership on DMV records. The owner(s) on DMV records will not change until the buyer is issued a title. 	
PLATE NUMBER	YEAR	MAKE	
VEHICLE IDENTIFICATION NUMBER		TITLE NUMBER	
BUYER / TRANSFEREE			
The vehicle was sold or ownership transferred to:			
NAME OF BUYER OR TRANSFEREE (PLEASE PRINT)		ODL/CUSTOMER NUMBER (IF AVAILABLE)	
PHONE NUMBER ()		DATE OF BIRTH (MM-DD-YYYY)	
NAME OF BUYER OR TRANSFEREE (PLEASE PRINT)		ODL/CUSTOMER NUMBER (IF AVAILABLE)	
PHONE NUMBER ()		DATE OF BIRTH (MM-DD-YYYY)	
ADDRESS, CITY, STATE, ZIP CODE			
SIGNATURE OF BUYER OR TRANSFEREE (IF AVAILABLE)		DATE OF PURCHASE	
X			
SIGNATURE OF BUYER OR TRANSFEREE (IF AVAILABLE)		DATE OF PURCHASE	
X			
SELLER / TRANSFEROR			
NAME OF SELLER OR TRANSFEROR (PLEASE PRINT)		ODL/CUSTOMER NUMBER (IF AVAILABLE)	
PHONE NUMBER ()		DATE OF BIRTH (MM-DD-YYYY)	
NAME OF SELLER OR TRANSFEROR (PLEASE PRINT)		ODL/CUSTOMER NUMBER (IF AVAILABLE)	
PHONE NUMBER ()		DATE OF BIRTH (MM-DD-YYYY)	
ADDRESS, CITY, STATE, ZIP CODE			
SIGNATURE OF SELLER OR TRANSFEROR		DATE OF SALE	
X			
SIGNATURE OF SELLER OR TRANSFEROR		DATE OF SALE	
X			
This form is NOT an assignment or release of interest in the vehicle.			
735-6890 (11-21)		STK # 300440	

DMV TITLE AND REGISTRATION HANDBOOK
Chapter R: Dealers

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

January 1, 2020

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 there on 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 <http://www.oregondmv.com/DMV2u>.

We thank you for your understanding and patience.

Sincerely,

Signature
ABC USED CARS
cc: Lienholder

Consignments

Taking a vehicle on consignment

When the consignor is other than 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.

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, to what will happen with the money after the vehicle is sold. This, for example, means if the consignor has a lien on the vehicle and the dealership is able to pay off that lien at the time of sale from the proceeds of the sale, it must be established at the time the consignment is taken and must be in writing. The agreement must include a provision stating if the terms of the agreement are not met, the consignor may file a complaint in writing with the Department of Transportation, Salem, Oregon. A sample form of an agreement that meets these requirements is shown [later in this chapter](#).

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

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 agreements as outlined in the above section. There are exemptions for some requirements for certain vehicle dealer auctions. Contact DMV Dealer Investigations with questions about consignments.

When selling a vehicle

The dealer may NOT take any part of the fee or commission until the transaction has been completed. Do not collect your fee or commission **until after** the consignor and all other parties have been paid that were 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.

See additional requirements in the section in this chapter titled "[When an Oregon dealer sells a vehicle.](#)"

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

sample

Example of DISCLOSURE REGARDING CONSIGNMENT SALES (similar forms are available from OADA, OIADA and OVDA)
(Use separate form for each vehicle.)

DISCLOSURE REGARDING CONSIGNMENT SALE			
_____ is selling the following described vehicle:			
<i>(Name of Dealer)</i>			
_____	_____	_____	_____
<i>(Year)</i>	<i>(Make)</i>	<i>(Model)</i>	<i>(Vehicle Identification Number)</i>
on consignment.			
<input type="checkbox"/> There is a security interest in this vehicle.			
<input type="checkbox"/> 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: _____	

Dealer Notice of Vehicle Purchase, **Form 165**


DMV must be notified **within 7 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 possess a vehicle without transferring title into their dealership name. **Do not** submit a 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. DMV uses the information supplied on these forms to indicate the vehicle is in dealer inventory. If some of the information is missing or in error, DMV may return the form to the dealer.

Form 165 is a two-part form. Mail the top copy of the form to DMV Services, 1905 Lana Avenue NE, Salem OR 97314-2250. Maintain the bottom copy in the dealer records. This is an inspection/audit requirement.

NOTE: Dealers are encouraged to submit Dealer Notice of Vehicle Purchase, Form 165 through a dealer account in **DMV2U**. Contact DMV Business Licensing to set up 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.

Example of DEALER NOTICE OF VEHICLE PURCHASE, FORM 165
 Actual size 5½" x 8½"

 <small>DEPARTMENT OF TRANSPORTATION DRIVER AND MOTOR VEHICLE SERVICES 1905 LANA AVE NE, SALEM OREGON 97314</small>		<h2 style="margin: 0;">DEALER NOTICE OF VEHICLE PURCHASE</h2>	
INSTRUCTIONS: <ul style="list-style-type: none"> ● Submit this form ONLY for Oregon titled vehicles. DO NOT submit this form if the vehicle is titled in another jurisdiction. ● Complete this form immediately after the purchase or transfer of interest of an Oregon titled vehicle. ● The Vehicle Identification Number (VIN) MUST be complete and correct. ● If you fail to provide accurate, legible and complete information, DMV will not be able to update the vehicle record and you will not be in compliance with ORS 803.092(2)(b) and 803.105(1)(b). ● Mail the white copy to DMV Record Services, 1905 Lana Ave NE, Salem OR 97314-2250. 			
OREGON PLATE NUMBER:			
VEHICLE IDENTIFICATION NUMBER (VIN) (MUST BE COMPLETE)			
OREGON TITLE NUMBER	YEAR	MAKE	BODY STYLE
DATE OF PURCHASE			
NAME or ODL/CUSTOMER NUMBER OF PERSON or BUSINESS VEHICLE PURCHASED FROM			
▼ DEALER INFORMATION MUST BE COMPLETE ▼			
DEALER NUMBER	FEDERAL EMPLOYER IDENTIFICATION NUMBER	DATE SUBMITTED TO DMV	
DEALER NAME			
DEALER ADDRESS			
CITY			ZIP CODE
735-165 (4-21)		STK# 300092	

Added responsibilities of Oregon dealers acting as agents

All dealers are designated agents of DMV. When signing the application for a business certificate, you are also agreeing to comply with the regulations for agents. **You are not obligated to actually perform any agent duties.** Acting as an agent is optional, except for the sale of snowmobiles, when it is mandatory for dealers to collect fees and submit all title and registration requirements to DMV on the buyer's behalf.

Along with other duties, dealers acting as agents **may** do the following:

- Perform the required inspection of the VIN on vehicles they sell, and collect and submit the VIN inspection fee to DMV on behalf of the buyer. (See [Chapter D](#))
- 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.
- Charge a fee for preparing DMV title and registration paperwork for submission to DMV. **If a dealer charges a document processing fee, the dealer is required to submit the transaction to DMV on the purchaser's behalf.** The fee charged by the dealer must not exceed \$115. A dealer who is using Electronic Vehicle Registration (EVR) can charge a fee of up to \$150 (\$25 is paid to the integrator) for preparing DMV title and registration paperwork and processing the transaction electronically through DMV's integrator. The dealer must inform the purchaser that they are being charged the optional fee. The purchaser has the choice of having the transaction processed electronically or not and can negotiate the processing fee with the dealer. (Note that the Oregon Department of Justice has requirements concerning notice and advertising for this fee.) The fee and its purpose must be described to consumers and must be clearly described in the contract or lease. In transactions where the car is paid in full and there are no lien issues 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.
- Issue a 90-day Temporary Registration Permit, Form 315, if the buyer is an Oregon resident, when collecting applicable title and registration fees. If the vehicle will be registered in a DEQ area, DEQ certification is required before the permit is issued. More information on issuing a temporary registration permit appears [later in this chapter](#).
- Issue Light Vehicle Trip Permits to unregistered vehicles the dealer sells. More information on trip permits is covered later in this chapter.
- Issue Recreational Vehicle Trip Permits to unregistered recreational vehicles the dealer sells.

Any questions concerning the use of business certificates, dealer plates, trip permits, and temporary registration permits should be directed to a local DMV investigator, or to DMV Investigation Program Specialist at 503-945-5281.

Issuing a Recreational Vehicle Trip Permit, Form 305

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 for Park Model Recreational Vehicles (PMRV). A recreational vehicle (RV) may **not** be issued trip permits totaling more than 10 days within a 12-month period. The permits are \$34 each, and the fee remains the same, regardless if the permit is issued for 1 day or 10 days. Permit books can be purchased for \$850 for a book of 25 permits or for \$175 for a book of 5 permits through DMV Business Licensing. 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**.

Complete the permit as follows:

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

- Check the box indicating the vehicle type.
- Write the effective date.
- Complete the name and address of the purchaser.
- Write the vehicle description, making sure the VIN is correct and legible.
- Write 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 only issued for 10 days. Attach this copy to the vehicle. Instructions for placement are on the permit.

Send the DMV copy (white) within seven days of the issue date to DMV, Attn.: Records Services, 1905 Lana Avenue NE, Salem OR 97314. Retain the yellow copy for dealer records.

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

RV 250307		RV TRIP PERMIT	
<input type="checkbox"/> CAMPER <input type="checkbox"/> TRAVEL TRAILER <input type="checkbox"/> MOTOR HOME		EFFECTIVE DATE MONTH DAY YEAR	
NAME (PRINT LAST, FIRST, MIDDLE)		EXPIRATION DATE MONTH DAY YEAR	
STREET ADDRESS			
CITY, STATE, ZIP CODE			
DESCRIPTION			
YEAR	MAKE	BODY STYLE	
VEHICLE IDENTIFICATION NUMBER		CURRENT PLATE NUMBER	
DRIVER LICENSE NUMBER		STATE OF ISSUE	
SIGNATURE OF ISSUER X		DMV STAMP OR DEALER / ACCOUNT NUMBER	
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 X		DATE	

13128-19/19088823 **DMV COPY** STK# 305360

Issuing a Light Vehicle Trip Permit, Form 306 & 306A

Oregon dealers acting as agents of DMV may choose to issue light vehicle trip permits. These permits may only be issued for 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 that the dealer has sold.

There are two options for ordering Light Vehicle Trip Permits:

- **Form 306:** Book of 25 permits - \$850.00 (\$34.00 for each permit)
- **Form 306A:** Book of 5 permits - \$170.00 (\$34.00 for each permit)

NOTE: Dealers can also issue Light Vehicle Trip Permits from DMV2U.

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." (See the [example](#) end of this section.)

When ordering trip permits, complete a Trip Permit Order Request, [Form 6937](#), and mail it with the fees to DMV Business Licensing, 1905 Lana Avenue NE, Salem OR 97314. 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;

*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*

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 issue this type of permit for a 21-day period per permit only, including the date of issue. Dealers **may not charge** more than what they pay for trip permits.

Complete the permit as follows:

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

- Complete the name and address of the customer.
- Write the effective date and expiration date.
- Write the vehicle description, making sure the VIN is correct and legible.
- Write the customer's driver license, permit or I.D. number and the state of issue.
- Write the customer number for a business.
- Sign the permit and **fill in 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.

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.

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, including the actual day, using a wide black felt marking pen so that the date is easily read.** These permits are only issued for 21 days. Attach this copy to the vehicle. Instructions for placement are on the permit.

Send the DMV copy (white) within seven days of the issue date to DMV, Attn.: Records Services, 1905 Lana Avenue NE, Salem OR 97314. Retain the blue copy 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.

Example of LIGHT VEHICLE TRIP PERMIT, FORM 306
Actual size 5½" x 8½"

D 1000007		TRIP PERMIT	
		VALID 21 DAYS (INCLUDING EFFECTIVE DATE)	
LIGHT VEHICLE		EFFECTIVE DATE	
NAME OF PURCHASER (PRINT LAST, FIRST, MIDDLE)		MONTH	DAY YEAR
STREET ADDRESS		EXPIRATION DATE	
CITY, STATE, ZIP CODE		MONTH	DAY YEAR
VEHICLE DESCRIPTION			
YEAR	MAKE	BODY STYLE	
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	



735-306 (5-19) DMV COPY STK# 305044

Issuing a Motor Vehicle (10 Day) Trip Permit, Form 307

Formerly titled a Dealer/Tower Trip Permit, Form 307, this form 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 (see section in this chapter entitled “When an Oregon Dealer Sells a Vehicle” for more information).

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 the [example](#) end of this section.)

*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 issue up to two 10-day trip permits per vehicle for \$15 each if the registration stickers have been removed.

Complete the permit as follows:

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

- The name and address of the customer.
- The effective date and expiration date. Dealers may **only** issue 10-day Trip Permits for **10 days** from the issue date.
- Vehicle description. Be sure the VIN is correct and legible.
- Customer's driver license number and the state of issue. (Leave this blank if the customer has no license or is a business.)
- 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.

DO NOT ISSUE A PERMIT if the customer does not have insurance and cannot provide their insurance company name **and** policy number.

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 using a wide black felt marking pen. The effective and expiration dates, including the day of expiration, must match those on the front of the permit. Place this copy in the vehicle.

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

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)	
NAME OF PURCHASER (PRINT LAST, FIRST, MIDDLE)		EFFECTIVE DATE	
STREET ADDRESS		MONTH DAY YEAR	
CITY, STATE, ZIP CODE		EXPIRATION DATE	
VEHICLE DESCRIPTION		MONTH DAY YEAR	
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		DEALER OR TOWER NUMBER	
X			
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		DATE	
X			



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

An Oregon Temporary Permit, Form 315 (temp permit), may be issued to a vehicle purchaser by an Oregon dealer if the dealer collects 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 below titled "[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. When a temp permit has been issued, the DMV copy of the permit and all title and registration documents and fees **must be taken or mailed to DMV within 30 days from the date the dealer sells the vehicle.** 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.

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.

Form 315 **cannot** be issued if the vehicle has not met DEQ requirements where applicable. If DEQ is required for a vehicle, a Trip Permit, Form 306, may be issued so that the vehicle can be legally driven to a DEQ inspection station.

Complete the temp permit as follows:

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

- The effective date and expiration date. Dealers may only issue temp permits for a maximum of 90 days from the issue date.
- 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.)
- 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.
- Printed name and signature of dealer employee and dealer number (not the signature of the customer).
- Title and registration fees. If a plate transfer is occurring, write \$6 plate transfer fee in the registration fee box.

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 using a wide-tipped permanent ink pen.** 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 vehicle.

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

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


When all permits have been issued, return the temp book with all the yellow copies, in numeric order, for exchange to:

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

The 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 replacing temp books. DO NOT submit an empty temp book to a DMV local office. Mail to DMV Business Licensing at the address listed above.

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

A 1541986			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					
SIGNATURE OF ISSUER					
X					
TITLE FEE AMOUNT		REGISTRATION FEE AMOUNT		DEALER NUMBER	
\$		\$			



VOID

DMV COPY

735-315 (1-21)

Issuing a Temporary Motorcycle Permit, Form 309

A Temporary Permit, Form 309, may be issued to a motorcycle or moped purchaser by an Oregon dealer if the dealer collects the 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 above titled "[Issuing a Temporary Registration Permit, Form 315.](#)"

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.

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. 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 days from the date the dealer sells the vehicle.** 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.

Form 309 **cannot** be issued if the vehicle has not met DEQ requirements where applicable. If DEQ is required for a vehicle, a Trip Permit, Form 306, may be issued so that the vehicle can be legally driven to a DEQ inspection station.

Complete the permit as follows:

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

- The name and address of the customer.
- The effective date and expiration date. Dealers may only issue temporary registration permits for a maximum of 90 days from the issue date.
- Vehicle description. Be sure the VIN is correct and legible.
- Customer's driver license number and the state of issue. (Leave this blank if the customer has no license or is a business.)
- Title and registration fees. If a plate transfer is occurring, write \$6 plate transfer fee in the registration fee box.
- Signature of dealer employee and dealer number (not the signature of the customer).

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 using a wide-tipped permanent ink pen.** 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 sent to DMV. Leave the yellow copy in the book.

If a permit is voided, leave all 3 pages of the voided permits 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 DMV local office. Mail to DMV Business Licensing at the address above.

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

MT 042958		TEMPORARY MOTORCYCLE / MOPED PERMIT			
NAME (PRINT LAST, FIRST, MIDDLE)		EFFECTIVE DATE			
		MONTH	DAY		YEAR
STREET ADDRESS		EXPIRATION DATE			
CITY, STATE, ZIP CODE		MONTH	DAY		YEAR
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		
735-309 (8-13)					

DMV COPY

Dealer business submitted to DMV

Dealers may submit applications for title and/or registration to DMV offices accepting dealer transactions or by mail to DMV Headquarters. Dealers are encouraged to confirm with their local DMV office if the office is accepting transactions, and if accepting, how many transactions the dealer can drop off for processing.

Dealers choosing to wait in line for a customer service representative, will be offered the same options as other customers. DMV field offices will accept no more than 2 (two) transactions at a time per appointment. The 2-transactions only limit policy is a courtesy to the public because dealer business limits the time DMV employees in field offices can serve other customers at the counter. There are no transaction limits for transactions mailed to DMV Headquarters or dropped off at Dealer Center locations. If a dealer drops off transactions at a local dealer center or chooses to mail transactions to DMV headquarters it is recommended to include one (1) check for all transactions submitted, up to 15 transactions.

When a dealer submits more than one transaction to a DMV field office, the office will process the work in about 7 to 10 business days. If there is a problem with one or more transaction(s), that office will contact the dealer within 3 business days. Once a transaction is accepted by DMV, either by mail or at a field office, the average title processing time is 5 weeks. The processing time will be longer if a transaction is not in order.

If an application shows a security interest holder, the application must be retained by DMV even if it is incomplete. For incomplete transactions submitted, DMV will provide the dealer a "Missing Requirement Letter" indicating additional requirements are still needed. Plates and/or stickers will not be issued until all title and registration requirements are met. When the requirements are met, take the title/registration application **with the Missing Requirements Letter** to the same field office, or mail the applications to DMV Headquarters. DMV will issue plates and/or stickers when all requirements are received.

When an incomplete application is submitted that does not show a security interest holder, the application will be returned with a refund of the fees for that application. Please note that all refunds are sent from headquarters.

When submitting Transitional Ownership Documents (TOD) when other documents are submitted, make sure to **write a separate check for the TOD**. For more information on submitting documents at DMV field offices, please contact the manager at the office. See [Chapter I](#) for more information on TOD.

When a dealer submits an application that includes issuance of license plates and/or stickers, the dealer is responsible for ensuring the purchaser receives these items within a reasonable time. The dealer must maintain records of the actions taken to notify the purchaser or to deliver the registration items. When a customer contacts DMV about license plates and/or stickers that the dealer was responsible for providing to the customer, the customer will be referred back to the dealer.

NOTE: DMV will not return documents when a deal unwinds that have been submitted and are being processed. DMV must comply with ORS 803.045 which requires DMV to produce a title when an application is submitted and the documents are in order.

Doing business as (DBA)

As an example, if a vehicle is owned by Retail Sales DBA Auto Services, a release of interest is required from the primary or parent company. In this case, it would be required from Retail Sales. A release of interest as "Retail Sales DBA Auto Services" would also be acceptable. A release of interest from Auto Services is not sufficient because the release must be from the parent company. If an original signed statement is provided that indicates Retail Sales and Auto Services are one and the same, a release of interest from Auto Services is acceptable.

Some MCOs show the ownership transferred to a DBA, with no parent company listed. In this case, DMV can accept a release from the DBA since no parent company is listed.

One and the same

A one-and-the-same statement must contain an **original (wet) signature**. If the statement or the signature on the statement is a copy, a certification that the statement is a true copy of the original is required. The certification must be made with each transaction submitted.

A title signed by an out-of-state business with 2 different names must include a one-and-the-same statement. For example, if a bank was purchased by a different financial institution, proof that the purchasing bank can sign for the bank that was purchased must be provided.

Dealerships with more than one name must provide a one-and-the-same statement when selling a vehicle under a different name than the parent company.

Compliance and sanctions for all dealers

Failure of a vehicle dealer to comply with Oregon laws and rules may result in the dealer's business certificate being revoked, suspended, or the certificate being placed on probation. In addition, civil penalties may be assessed.

DMV Dealer Investigations monitors compliance with laws and rules relating to operation as a vehicle dealer. The primary tool is the dealer inspection or audit conducted by a DMV Investigator. Routine inspections (audits of dealer records) occur at appropriate time intervals. Investigators inspect to determine if the dealer is complying with location requirements, document submission timelines, and other record keeping requirements. At the end of the inspection, the investigator will give the dealer an Inspection Report and Correction Notice specifying any deficiencies found.

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 a specific transaction. At the conclusion of the investigation, the dealer will receive an Inspection Report and Correction Notice, advising the outcome of the investigation.

Sanctions and Civil Penalties

If the DMV investigator discovers a violation, the investigator will submit a report to the Chief of Investigations. The reports are reviewed, and if an administrative sanction is deemed appropriate, DMV has several alternatives, including sanctions. 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. Dealers may also be assessed civil penalties in addition to or in lieu of sanctions.

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 negligent operation. 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 an investigator, fraudulent title or registration submissions, failure to pay off liens on vehicles purchased, repeated failure to submit title documents on time, and illegal consignment practices.

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

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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.

Any dealer, certified or unlicensed, is entitled to an administrative 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.