

Dealer Details

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Newsletter of the DMV Business Regulation Section

Fall 2021

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Form 735-7022 (12-2021)

New laws affecting industry outlined in special edition

This issue contains important information including trip permit fee increases and possessory lien bond requirements.

At the latest ODAC meeting

The fourth quarterly meeting of the Oregon Dealer Advisory Committee (ODAC) was held on Oct. 28 via Microsoft Teams.

Ric Reznick, Operations and Policy Analyst for the Oregon Department of Environmental Quality (DEQ) Diesel Retrofit Compliance Program, presented a summary of DEQ's clean diesel retrofit requirements established during the 2019 Oregon legislative session with the passage of House Bill 2007.

This new law requires ODOT to deny registration in Clackamas, Multnomah and Washington counties for the renewal of 1996 or older, medium- and heavy-duty vehicles that are not capable of being powered by alternative fuel and equipped with approved retrofit technology that is certified by DEQ.

Medium-duty vehicles are classified as vehicles with a gross vehicle weight rating over 14,000 pounds and heavy-duty vehicles have a GVWR over 26,000 pounds. There are exemptions for certain vehicles (farm trucks, emergency vehicles, RV's, log trucks and training vehicles; and fleets containing five or fewer vehicles).

Requirements will be introduced in phases starting Jan. 1, 2023, and ending in 2029.

Please take a look at the DEQ

Diesel Retrofit Compliance fact sheet here: www.oregon.gov/deq/aq/programs/Pages/Diesel-Retrofit-Compliance.aspx.

Dealer Details email only

This is your last printed edition of *Dealer Details*. Starting with the Winter 2022 (February) edition, *Dealer Details* will be available by email subscription.

If you want *Dealer Details* emailed to you, sign up for the list serve. You can manage your own email address and update the address on the list serve here: <https://omls.oregon.gov/mailman/listinfo/dmv-dealer-details>.

Past and current issues are available on DMV's web page: www.oregon.gov/odot/DMV/Pages/Dealers/dealerdetails.aspx.

Business Regulation office at DMV Headquarters to reopen

The Business Regulation office at DMV Headquarters East Annex expects to reopen to customers in early 2022. Business Licensing will be able to accept applications and renewals in person at that time.

The next ODAC meeting is 9 a.m. Jan. 27, 2022. Contact Chuck Hoffman at 503-945-5206 for more information. Feel free to attend ODAC meetings.

Meeting minutes and agendas are posted on the DMV website at www.oregon.gov/odot/DMV/Pages/Dealers/ODAC.aspx.

Mike Wagner
ODAC Chair

Handbook updates include new fees for 2022

The November 2021 revision of the **Title and Registration Handbook** is available to view, print or copy at DMV's website www.OregonDMV.com. This revision updates the August 2021 Handbook.

The Handbook is normally updated quarterly. The next revision is scheduled for January 2022.

You may buy a printed copy from one of these organizations:

- Oregon Independent Auto Dealers Association (OIADA): 1-800-447-0302; info@OIADA.com; <http://www.oiaa.com>.
- Oregon Vehicle Dealers As-

sociation (OVDA): 1-877-541-2277; ovda@ordealers.com; www.ordealers.net.

Changes in the November 2021 Handbook revision are as follows:

Cover Page – The cover page reflects the revision date of 11-21.

Chapter M, Fees – This chapter has been revised to include early registration fees:

Since Nov. 1, 2021, DMV has been mailing renewal reminders to customers with vehicle registration that expires on or after Jan. 1, 2022. These customers must pay the increased fees even if they renew the

vehicle registration prior to Jan. 1, 2022.

A dealer who collects registration renewal fees for a vehicle with an expiration date on or after Jan. 1, 2022, must collect the new fees regardless of when the transaction is completed.

For vehicle transactions submitted with renewal fees for January/February 2022, you must adjust the registration fees listed in Chapter M.

The Title and Registration Handbook will be updated again on Jan. 1, 2022, to include all fee increases (a second revision to Chapter M) in addition to other legislative changes.

ATV permit reciprocity between Oregon and Washington ends

Washington residents must purchase an Oregon ATV Permit to legally operate on Oregon public lands open to all-terrain vehicles. Likewise, Oregon residents need to obtain registration through the Washington Department of Licensing to operate in that state.

This change took effect Oct. 1, 2021, when House Bill 1322 from the Washington Legislature took effect.

The bill changed Washington law to require Oregon residents to get a Washington ORV registration. They are allowing Oregon residents to get their decal for free.

To obtain a decal, the rider must go in person to a Washington Licensing Office during business hours and show proof of Oregon ATV Permit and Oregon Driver License.

Oregon accepts permits from 19 other states, which accept our permits, including California and Ne-



vada. Other states such as Washington, Idaho, Utah and Arizona do not accept Oregon permits, so Oregon cannot accept theirs.

For more information, visit the Oregon Parks and Recreation website at www.oregon.gov/oprd.

For information about the Washington decal, Oregon residents will need to contact a Washington Licensing Office. Find an office here: <https://fortress.wa.gov/dol/dolprod/vehoffices>

Or visit the Washington DOL site here: www.dol.wa.gov/vehicleregistration/offroad.html

Deaf / hard of hearing note available in 2022

Individuals may request notations placed on their driver license, permit or ID card if they are deaf or hard of hearing, starting Jan. 1, 2022.

The Oregon Legislature passed House Bill 2498, which amends Oregon law to allow this option. The new law also allows a notation to be placed on the vehicle registration card to indicate that a registered owner, or the person operating the vehicle, may be deaf or hard of hearing.

Customers will not be required to provide proof that they are deaf or hard of hearing.

DMV will make the option available when the law takes effect Jan. 1, 2022.

DMV-related questions may be directed to (503) 945-5000 or (503) 299-9999 (Portland Metro Area), or visit OregonDMV.com.

Proposed Civil Penalties and Sanctions

Dealer	City	Violations Found	Offense	Count	Amount
Robert Zhivago Uanno	Clackamas	Acting as a vehicle dealer without a current dealer certificate		1	\$12,500
Jai J. Nicholson	Molalla	Acting as a vehicle dealer without a current dealer certificate		1	\$22,500
Stewart P. Donaldson	Portland	Acting as a vehicle dealer without a current dealer certificate		1	\$25,000
Ismael Villegas-Garrobo	Salem	Acting as a vehicle dealer without a current dealer certificate		1	\$25,000
Robert Allen Sanders Jr	Forest Grove	Acting as a vehicle dealer without a current dealer certificate		1	\$22,500
Mazin Nsaif Lami	Portland	Acting as a vehicle dealer without a current dealer certificate		1	\$25,000
Proficient Auto Center Inc	Brookings	Failure to submit title, fees and all documents to DMV within 90 days		1	\$1,000
Larry D Jakobson	Milwaukie	Failure to submit title, fees and all documents to DMV within 90 days		1	\$1,000
Dba Premier Auto Wholesale		Allowing a non-employee to imply an affiliation with the vehicle dealership in order to engage in unlicensed dealer activity		1	\$750
		Allowing or permitting the unlawful use of a vehicle dealer plate		2	\$250
The Hertz Corporation	Portland	Failure to submit title, fees and all documents to DMV within 90 days		1	\$1,000
		Failure to furnish title to purchaser within 90 days		1	\$1,000
Chal Enterprises LLC	Portland	Failure to submit title, fees and all documents to DMV within 90 days		1	\$2,000
Dba White House Motors		Knowingly making a false statement of material fact in any DMV investigation		1	\$500
10X Auction LLC	Boardman	Failure to allow DMV to conduct an administrative inspection		1	\$1,000
(3 Year Suspension)		Knowingly making a false statement of material fact in an application for a dealer certificate		1	\$500
Sunset Motorsports LLC	Gresham	Failure to furnish title and all documents to security interest holder, lessor, or purchaser within 90 days		1	\$2,000
		Failure to maintain records of good faith efforts		2	\$500
		Failure to provide a written notice of delay within 25 days of date of sale		2	\$500
		Failure to submit title, fees and all documents to DMV within 90 days		1	\$3,000
Stumptown Motorcycle Ventures LLC	Salem				
Dba Timber Town Harley-Davidson		Failure to submit title, fees and all documents to DMV within 90 days		1	\$6,000
Northwest Auto Sales LLC	Salem	Failure to refund excess processing fees		1	\$1,000
(3 Year Suspension)		Issuing a dishonored check		1	\$1,000
ServiceCorpUSA LLC	Portland	Failure to submit title, fees and all documents to DMV within 90 days		1	\$3,000
Vital Auto Brokers LLC	Portland	Failure to submit title, fees and all documents to DMV within 30 days		2	\$250
Dba Vital Auto		Failure to provide a written notice of delay within 25 days of date of sale		2	\$1,000
(3 Year Probation)		Knowingly making a false statement of material fact on a DMV document		1	\$1,000

NOTE: Civil penalty amounts may not reflect settlements or judgments

Possessory liens now require bond

If a lien is being foreclosed based on Oregon Revised Statute 87.152, commonly called a mechanic's lien, after Jan. 1, 2022, a new state law may affect the requirements needed to transfer or obtain a vehicle title.

House Bill 2311, passed in the 2021 legislative session, requires a surety bond or an irrevocable letter of credit in the amount of \$20,000 to be in effect before foreclosing the lien.

The bond or letter must be on file with DMV unless the lien claimant:

- is a franchised dealership, as defined under ORS 650.120(5);
- is a manufacturer, as defined under ORS 650.120;
- holds a towing business certificate issued under ORS 822.205; or
- is a national auction company titling the vehicle pursuant to ORS 87.152(3).

Lien claimants required to file a surety bond or letter of credit must submit to DMV an annual written certification that the bond or letter remains in effect. This means that even if the bond or letter of credit is continuous, you (the lien claimant) must notify DMV that it remains in effect each year.

DMV has modified the Certificate of Possessory Lien Foreclosure, Form 735-520, and created a new surety bond, Surety Bond – Possessory Liens, Form 735-522B. The Possessory Lien/Abandoned Vehicle Packet, Form 735-6828, that contains general information regarding possessory liens has been updated to include these forms and will be available after Jan. 1, 2022.

Liens foreclosed after Jan. 1, 2022, will only be accepted on the 1-22 version of the form.

Mail surety bonds, irrevocable letters of credit, and letters notifying DMV that bonds or letters are still in effect to:

DMV Business Licensing

1905 Lana Ave NE
Salem, OR 97314

New vehicle fees take effect Jan. 1, 2022

House Bill 2017 from the 2017 legislative session authorized an increase in fees effective Jan. 1, 2022. HB 2881 from the 2019 session authorized a reduced registration fee for electric vehicles and vehicles rated at 40-plus mpg that are enrolled in the OReGO program (pay-per-mile).

DMV began mailing registration renewal reminders Nov. 1 to customers with a vehicle registration that expires on or after Jan. 1, 2022. These customers must pay the new fees even if they renew the vehicle registration prior to Jan. 1.

A dealer who collects registration renewal fees for a vehicle with an expiration date on or after Jan. 1, 2022, must collect the new fees regardless of when the transaction is completed.

Fees are listed in Chapter M, Fees, of the Title and Registration Handbook in the Title and Registration Handbook revised on Nov. 1, 2021.

Please insert a copy of this article in the front of Chapter M if you use a hard copy of the Handbook. If you prefer to review the Title and Registration Handbook online, a copy of this article will be published at: <https://www.oregon.gov/ODOT/DMV/pages/dealers/titlereghndbk.aspx>.

For vehicle transactions submitted with renewal fees for January/February 2022 you must adjust the registration fees in Chapter M as listed in this article. The Handbook will be updated on Jan. 1, 2022 to include all of the fee increases in addition to other legislative changes.

DMV-related questions may be directed to (503) 945-5000 or (503) 299-9999 (Portland Metro Area), or visit the DMV website at [Oregon DMV.com](https://www.oregon.gov/DMV).

Registration

Passenger Vehicles	4 Year	2 Year	2-Year Rental	1-Year Rental
Passenger 0-19 MPG	\$252.00	\$126.00	\$128.00	\$ 65.00
Passenger 20-39 MPG	\$272.00	\$136.00	\$138.00	\$ 70.00
Passenger 40 MPG+	\$312.00	\$156.00	\$158.00	\$ 80.00
Passenger Electric NOT Enrolled in OReGO	\$632.00	\$316.00	\$318.00	\$160.00
Passenger Electric Enrolled in OReGO	\$172.00	\$ 86.00	\$ 88.00	\$ 45.00

• **Passenger vehicles:** Registration fees are increasing based on the combined mpg rating determined by DMV's VIN decoding software. Passenger vehicles are eligible for 2- or 4-year registration. Dealers can also provide the combined mpg rating to DMV for vehicles on the Application for Title and Registration, Form 226.

• **Motor Homes:** Registration fees for motor homes will not increase in 2022.

• **Quarterly Registered Vehicles (Trucks, Buses, Tow Vehicles, Charitable/Non-Profit, Manufactured Structure Toters, and Farm Vehicles):** Quarterly registration fees are increasing. This change are reflected in the DMV Fee Schedules

Light/Utility Trailer	4 year	2 year
	\$252	\$126

Motocycle/Mopeds	4 years	2 years
	\$176	\$88

	New Fee
Low-speed vehicle	\$126
Medium-speed vehicle	\$126

in the Title and Registration Handbook online starting Nov. 1, 2021.

• **Special Use Trailers:** Registration fees for special use trailers are not increasing in 2022.

• **Other Vehicles Registered for Two Years:** Registration fees for other vehicles registered for 2 years are increasing as of Jan. 1, 2022.

Titles	New Fee
Light Vehicle Title – no MPG rating	\$101
0-19 MPG	\$101
20-39 MPG	\$106
40+ MPG regardless of OReGO status	\$116
Electric regardless of OReGO status	\$192

Light-vehicle title fees are increasing based on the combined mpg rating as determined by DMV's VIN decoding software. If the VIN does not decode, the title fee will default to the lowest mpg rating and lowest title fee.

The increase is for each light vehicle title issued, even those with no mpg rating. Vehicles with no mpg rating will default to the lowest title fee. Customers who submit an application for a light vehicle title on or after the effective date will pay the new fee.

Heavy-vehicle and salvage title fees are not changing.

Dealers can also provide the combined mpg rating to DMV for vehicles on the Application for Title and Registration, Form 226.

Trip Permits	New Fee
DMV Light Vehicle Trip Permit (304)	\$34
RV Trip Permit (305) each	\$34
RV Trip Permit (305) 25/book	\$850
Dealer Light Vehicle Trip Permit (306) 25/book	\$850
Dealer Light Vehicle Trip Permit (306A) 5/book	\$170

The fees for light-vehicle trip permits and recreational vehicle trip permits are increasing Jan. 1, 2022. All other trip permit fees are staying the same.

Original plate configurations replaceable

A customer will be able to replace one or both of their license plates with a duplicate of the original configuration starting Jan. 1, 2022.

Under sections of House Bill 3055 from the 2021 legislative session, DMV will allow a customer to replace both their license plates and keep the same configuration without converting it to a custom plate if the following apply:

- Plate background and style are current issue;
- The original plates were not customized plates; and
- The replacement plate background will be an exact duplicate.

The bill also allows a customer to replace a single plate and keep the same configuration instead of replacing both plates.

Customers will pay the same fees for duplicate plates as they do for replacement plates. The fees are in addition to any other applicable title and registration fees owed (see table).

Only certain passenger plates are eligible for requesting duplicates with the same configuration without becoming a custom plate. This includes a duplicate single plate with the same configuration.

Some plates from the eligible plate list are now issued on a new background. DMV will not process a single duplicate plate or pair of duplicate plates when a configuration was originally issued on a discontin-

Plate Type	Cutover Date	Additional Details
Air Force Insignia	--	
Army Insignia	--	
Coast Guard Insignia	--	
Crater Lake	--	
Cultural Trust	10/1/2021	Cutover date for all Cultural, regular issue and custom/ HAM
Disabled Veteran	9/20/2006	
Ex-POW	--	
Fallen Public Safety Officer	8/6/2014	Cutover to digital screened decal
Farm	--	
First Marine Division FMF	1/1/2008	
Gold Star Family	--	
Gray Whale	--	
HAM (yellow)	--	
Marines Insignia	--	
Merchant Marines Insignia	--	
National Guard	--	
Navy Insignia	--	
Non Commission Officers Association	1/1/2008	
Oregon Professional Firefighter	--	
Oregon State University	7/1/2013	Cutover to current decal
Pacific Wonderland	3/1/2010	Cutover date based on the date DMV implemented Pacific Wonderland.
Purple Heart	1/1/2008	
Salmon	9/1/2021	Cutover date for all Salmon, regular issue and custom/ HAM
Share the Road	--	
Smokey Bear	--	
Trail Blazers	--	
Tree	1/1/1992	Cutover date for all tree, regular issue and custom/ HAM
University of Oregon Duck	--	
Veterans for Human Rights	12/1/2010	
Veteran's Recognition	1/1/2008	
Vietnam Veterans of America	1/1/2008	
Wine Country	--	

Transaction	Replacement Fee	Plate Fee	Total Fee
Single duplicate, no renewal	\$10	\$12	\$22
Single duplicate, with renewal	\$5	\$12	\$17
Pair of duplicates, no renewal	\$10	\$24.50	\$34.50
Pair of duplicates, with renewal	\$5	\$24.50	\$29.50

ued background. For example, any SL Salmon plate cannot be ordered on the new background, regardless of how many plates the customer requests.

Each plate that has changed design significantly has a cutover date.

The large table lists the plate types that are eligible, the cutover date if the design has changed since DMV started issuing the plates, and any additional details.

If a license plate is listed as stolen in LEDS, a duplicate plate or pair of duplicate plates with the same configuration cannot be ordered and issued. The customer must apply and pay for replacement plates and

will receive a new pair of plates with a new configuration. DMV will notify the customer that the configuration is not available.

Customers may submit their request for a single, duplicate plate or duplicate pair of plates on DMV2U, at a field office, through a dealer or the electronic vehicle registration program (Vitu), or by mail.

Plates cannot be replaced and transferred at the same time.

To order a single duplicate plate or pair of duplicate plates:

- In the "Remarks" section at the top of the Application for

Title and Registration, Form 226, write "duplicate plate single" or "duplicate plate pair" and the configuration the customer is requesting.

- On the Application for Registration, Renewal, Replacement or Transfer of Plates and/or Stickers, Form 268, check the Duplicate Plate(s) box at the bottom of the form and check One or Two for the number of plates needed.

- Collect the plate fee and the applicable replacement fee (\$5 or \$10) in addition to any other required fees.

DMV-related questions may be directed to (503) 945-5000 or (503) 299-9999 (Portland Metro Area), or visit [OregonDMV.com](https://www.oregondmv.com).

Dismantler notice filing cannot be undone

DMV has been receiving requests to return ownership documents after a dismantler has submitted the Vehicle Dismantler's Notice, Form 270, with related ownership documents.

Submitting Form 270 is intended to happen after the vehicle has been crushed or dismantled. The requests from dismantlers to return the documents after submission usually indicate the documents were submitted in error. Often, the request is received after the dismantler has sold the vehicle through their dealer business.

Upon receipt of the ownership document and Form 270, DMV will

regard the vehicle as having been crushed or dismantled, and will no longer return the documents, regardless of circumstances.

Form 270 states: "Within 30 days after a motor vehicle is destroyed, submit to DMV..." Oregon law under ORS 822.133(2)(e) requires dismantlers to furnish a written report (Form 270) to DMV after a wrecked vehicle is dismantled or destroyed.

Dismantlers are prohibited from selling whole vehicles to anyone other than another certified dismantler.

Even if a certified dismantler also has a vehicle dealer certificate, once a

vehicle is purchased by a dismantler business, sale of that vehicle by the dismantler business to anyone other than another certified dismantler is a violation that can result in civil penalties. The vehicle cannot even be transferred to the dismantler's dealer business if it was purchased by the dismantler business.

Make sure any paperwork submitted to DMV is accurate. Before submitting to DMV, confirm the vehicle is in dismantler inventory, and that the VIN on the vehicle matches the VIN on the ownership document and on Form 270.

Odo disclosures now apply for up to 20 years

Starting in January 2022, DMV will require an odometer disclosure for vehicles up to 20 years old in title transfers – an increase from the previous 10 years – to meet federal requirements.

You must submit to DMV an odometer disclosure with a title transfer or when a complete change in ownership occurs for vehicles model year 2011 or newer until the vehicle is 20 years old or older.

For example, in 2031, vehicles that are model year 2011 or older will be exempt from odometer disclosure. In 2032, vehicles that are model year 2012 or older will be exempt from odometer disclosure.

The change, part of House Bill 3055 from the 2021 Oregon Legislature, allows DMV to set odometer disclosure requirements and exemptions that are in line with federal requirements that took effect in 2021.

The National Highway and Traffic Safety Administration had expected dealers to comply on Jan. 1, 2021. The Title and Registration Handbook Chapter H, Odometer Disclosure Requirements, was updated Jan. 1, 2021 to reflect the federal requirements.

DMV will use existing processes for rejecting transactions or requesting missing requirements for transactions received or postmarked Jan. 1, 2022 or later. Other exemptions were already in compliance with federal requirements.

New law prohibits purchase of catalytic converters separately

A new state law taking effect Jan. 1, 2022, prohibits vehicle dismantlers from acquiring any catalytic converter that has been removed from a vehicle and offered for sale independent of the vehicle.

Senate Bill 803, passed in the 2021 legislative session, revises the definition of "major component part" in Oregon Revised Statute 822.137, related to dismantlers, to include catalytic converters. The law also establishes additional recordkeeping requirements for transactions involving catalytic converters.

Upon inspection of dismantlers, DMV investigators will verify that the dismantler is conducting correct recordkeeping related to buying/selling/storing catalytic converters as a major component part. Documents regarding the sale or disposal must show the transaction date, dollar amount, stock or yard number assigned to the catalytic converter and the signatures of the buyer and seller.

Recordkeeping violations for catalytic converters are covered under the existing civil penalty matrix and potential sanctions.

A new dismantler violation – "Offering for sale a used catalytic converter or component part thereof that was acquired independent of a motor vehicle" – will be subject to a civil penalty of \$1,000 for each count. Sanctions, up to and including revocation of the dismantler certificate, are also possible for this violation.

Cultural Trust plate design updated Oct. 1

DMV started issuing a new design for the Cultural Trust license plate Oct. 1, 2021.

DMV ceased issuance of the original design Sept. 30, 2021.

This specialty plate made its debut in January 2001. The Oregon Cultural Trust is the recipient of the surcharge monies collected and requested a redesign of the Cultural Trust license plate.

The new Cultural Trust license plate design configuration will start with CU67501.

For regular issue, custom and Amateur Radio Operator (HAM) plates, the design a customer is issued depends on when DMV issues the inventory, not when the dealer completes the sale.

Any transaction entered in DMV's computer system on or before Sept. 30 will receive the old Cultural Trust design.

Any transaction entered in DMV's system on or after Oct. 1 will receive the new Cultural Trust design.

For electronic vehicle registration (EVR) dealers, the design issued is dependent on when Vitu issues the plates.

Any plates issued by Vitu through Sept. 30 are the original design. Any plates issued by Vitu on or after Oct. 1 are the new design.

License plates on the original design may still be renewed and transferred. Since Oct. 1, any plate replacement will be on the redesigned Cultural Trust plate.

There are no changes to the surcharge collected.

A surcharge of \$50 is required at application for issuance of the Cultural Trust plates and \$50 upon



TOP: DMV began to issue the new design for the Oregon Cultural Trust plate on Oct. 1. The design a customer is issued depends on when DMV issues the inventory, not when the dealer completes the sale.

BOTTOM: The original design still remains valid as long as vehicle owners continue to renew their registration.

each registration renewal. If a customer purchases Cultural Trust plates and later decides they do not want them, the plate transaction is not eligible for a refund.

Cultural Trust license plates are available at DMV field offices, through the mail from DMV headquarters and through participating EVR dealerships.

To order a plate set:

- In the "Remarks" section at the top of the Application for Title

and Registration, Form 226, or the Application for Registration, Renewal, Replacement or Transfer of Plates and/or Stickers, Form 268, write "Cultural Trust."

- Collect the plate fee, the applicable replacement fee (\$5 or \$10) and the \$50 surcharge in addition to any other required fees.

DMV-related questions may be directed to (503) 945-5000 or (503) 299-9999 (Portland Metro Area), or visit OregonDMV.com.

Yellow helps expedite Expedite Title Service

An Oregon vehicle dealer may request a transaction for title only to be expedited if the dealer pays the required fee and submits the transaction in the manner required by DMV.

Oregon Administrative Rule 735-022-0065 specifies the requirements and provisions for the dealer Expedite Title Service. Dealers' expedited title transactions must either be mailed to DMV Headquarters or delivered to DMV Business Regulation Section.

These transactions cannot be accepted at DMV field offices.



A yellow envelope with this address is available for this service – Form 333Y – at the DMV Business Regulation Section office and the DMV field offices that have dealer centers.

DMV does not require the envelope but recommends it as a way to avoid misdirection.

Be sure to write “Dealer Expedite” in the Remarks box at the top of Form 226.

DMV recommends mailing these transactions to:

**Oregon Vehicle Dealer
Expedite Title Service**

**DMV Services
1905 Lana Ave. NE
Salem OR 97314**

More information about dealer expedite titles is in [Chapter D of the Title and Registration Handbook](#).

DMV recommends caution in automating bills of sale

DMV has received inquiries from vehicle dealerships asking if the dealers could just use or modify computer-generated vehicle invoices, purchase orders or purchase agreements for use as a bill of sale to show transfer of ownership from the dealerships to the vehicle purchaser.

DMV understands why a dealership would want to computerize, automate and streamline their document processes – to save time by not having to duplicate efforts and to re-enter information.

Although DMV is allowed to accept a bill of sale in practically any format, DMV recommends against repurposing another document in order to avoid potential confusion and errors – and the risk of incomplete transactions.

Under Oregon Administrative Rule 735-020-0075 (2)-(4), a release or assignment document must include the following:

- The make, model year, license plate number (if available) and VIN;
- The full name and signature of

the transferor(s), or the transferor's representative;

- If available, the date the interest in the vehicle was released or assigned; and

- A statement or other indicator in the document that the vehicle was sold, ownership was transferred or released.

As long as the document contains all the information listed above, it is a valid release of interest for a transfer of ownership. A modified invoice, purchase order or purchase agreement that has all of the required information can be considered a valid release of interest for the dealership.

However, as several dealerships have brought this question forward to DMV, DMV continues to discourage the use of their computerized, automated documents as multipurpose documents.

Although these documents are used with every vehicle purchase, not all purchases where these documents are drawn up are finalized or completed. Some transactions are

withdrawn, unwound or are unable to be completed due to the lack of financing. Thus, DMV has determined that these documents do not always constitute a completed sale or transaction.

It is true that a bill of sale can be written on practically anything as long as it contains the required information (Dealer Handbook Chapter E). However, to minimize any confusion about documents DMV receives, it is important that dealers provide as clear a transaction as possible, especially because of the volume of work vehicle dealerships produce.

To help dealers and other customers, DMV provides a Bill of Sale form (# 735-0501), which dealers can order in bulk through the ODOT Storeroom. Fax orders using form 735-6110.

Dealers can also develop their own “Bill of Sale” for these purposes that are clearly/intentionally separate from an invoice, purchase order/agreement.