STATE OF CALIFORNIA

DMV
Department of Motor Vehicles®

INDUSTRY HOLDOUT/CORRECTION REQUEST
Fax Transmission Sheet

Please print or type all information. This form must be submitted via fax or dropped off by 10:00 a.m. on the business day following the submission of your work. Additional documentation for approved holdout requests must be submitted within five business days. Please allow 48 hours for your request to be processed.

SECTION 1 — RECIPIENT INFORMATION

OFFICE NAME	OFICE FAX NUMBER ( )
TODAY'S DATE	TIME

SECTION 2 — REQUEST TYPE

☐ Holdout   ☐ Correction

SECTION 3 — CORRECTED REGISTRATION CARD

☐ Hold for pick-up   ☐ Mail to Owner (*Does not apply to holdout applications*)

SECTION 4 — INDUSTRY CUSTOMER INFORMATION

BUSINESS NAME	OL NUMBER
REPRESENTATIVE NAME	TELEPHONE NUMBER ( )

SECTION 5 — VEHICLE INFORMATION

NAME OF REGISTERED OWNER	PLATE OR TIN NUMBER	LAST 3 DIGITS OF VIN

SECTION 6 — APPLICATION INFORMATION   (*Counter items only*)

DATE ISSUED	SEQUENCE NUMBER	TECH ID

SECTION 7 — APPLICATION INFORMATION   (*Mail/Drop off items only*)

DATE BUNDLE WAS SUBMITTED	NUMBER OF BUNDLE ITEMS	DOLLAR AMOUNT SUBMITTED

SECTION 8 — REASON FOR HOLDOUT/CORRECTION REQUEST

DMV USE ONLY		
REQUEST RECEIVED BY (*TECH ID AND INITIALS*)	CONTROL CASHIER TECH ID AND INITIALS	Is holdout/correction needed? ☐ YES ☐ NO
MANAGER INITIALS	☐ APPROVED	☐ DENIED
REASON FOR DENIAL		

ATTACH THIS DOCUMENT TO THE INDUSTRY CUSTOMER HOLDOUT/CORRECTION REQUEST LOG
SEE BACK OF FORM FOR INSTRUCTIONS

FO 31 (NEW 8/2016) **WWW**

HOW TO COMPLETE THE INDUSTRY HOLDOUT/CORRECTION REQUEST FORM

SECTION 1 — RECIPIENT INFORMATION

Indicate the name of the office that you submitted your work to and from which you are requesting the holdout/correction:

- Indicate the office fax number.
- Indicate the current date.
- Indicate the time.

SECTION 2 — REQUEST TYPE

Indicate the type of request:

- Holdout is an item that requires additional documentation for completion of the application submitted.
- Correction is an item that does not require additional documentation and is a modification to the registered owner's name/address, DL/ID number, or the legal owner name/address.

SECTION 3 — CORRECTED REGISTRATION CARD

If a correction (not holdout) has been processed, indicate how the registration card will be handled:

- Hold for pick-up – If the card is not picked up within five business days, the card will be mailed to the registered owner directly.
- Mailed to owner – Corrected registration card is to be mailed to the registered owner.

SECTION 4 — INDUSTRY CUSTOMER INFORMATION

Indicate the industry customer requesting the holdout/correction:

- Business name – Indicate the name of the business.
- OL number – Indicate the OL number of the business.
- Representative name – Indicate the name of the person completing the form.
- Telephone number – Indicate the contact phone number, including the area code.

SECTION 5 — VEHICLE INFORMATION

Required Application Information - To assist the field office in locating the requested item, the following application information is always required:

- Name of Registered Owner – Indicate the name of the registered owner listed on the registration card.
- Plate or TIN – Indicate the vehicle license plate number or temporary identification number (TIN) of the application.
- Last 3 digits of VIN – Provide the last 3 digits of the vehicle identification number (VIN).

SECTION 6 — APPLICATION INFORMATION   *Counter Items Only*

For counter items the following information is needed from the registration card issued:

- Date issued – Located in the DATE ISSUED field.
- Sequence number – Four digit number located at the bottom of the registration card.
- Tech ID – Two digit number (alpha and/or numeric) located at the bottom of the registration card, two positions left from the sequence number.

SECTION 7 — APPLICATION INFORMATION   *Mail/Drop off Items Only*

For mail or drop off items the following information is needed:

- Date bundle was submitted.
- Number of bundle items.
- Dollar amount submitted.

SECTION 8 — REASON FOR HOLDOUT/CORRECTION REQUEST

Only transactions that are determined to have an error in accordance with departmental policies and procedures will be held out. Please list the error and/or correction.