STATE OF CALIFORNIA
DMV
DEPARTMENT OF MOTOR VEHICLES

A Public Service Agency

VEHICLE MANUFACTURER PROGRAM HANDBOOK

OL 307 (REV. 1/2014)

APPLICATION REQUIREMENTS FOR VEHICLE MANUFACTURER LICENSE

PURPOSE

The purpose of this pamphlet is to assist the prospective manufacturer by describing the requirements to obtain a vehicle manufacturer license from the Department of Motor Vehicles (DMV).

WHAT IS A MANUFACTURER?

A "vehicle manufacturer" is any person who produces from raw materials or new basic components a vehicle of a type subject to registration under the California Vehicle Code (CVC) or off highway motorcycles subject to identification under CVC or who permanently alters new commercial vehicles by conversion into housecars. (CVC §§ 672 and 11700 et seq.)

BACKGROUND INVESTIGATION

A background investigation is conducted on all applicants. Failure to disclose convictions or providing incorrect information on the application may result in the refusal or denial of your license. The department may refuse to issue a license to any applicant who has been convicted of a crime or committed any act or engaged in any conduct involving moral turpitude which is substantially related to the qualifications or duties of the licensed activity. A conviction based on plea of nolo contendere is a conviction within the meaning of this section. CVC §§11703, 11703(c), 11705(a)(1). Persons previously working under a license issued by DMV, which was revoked or suspended for cause may also be denied a license. In addition, the California Code of Regulations (CCR) and other sections of the CVC provide guidelines used by the department in determining whether a license should be issued. (CCR, Title 13, Chapter 1.)

REQUIREMENTS FOR A VEHICLE MANUFACTURER LICENSE
(CVC §§9262 and 11700 et seq.)

Every applicant for a vehicle manufacturer's license **must**:

- File an application with the department.
- Pay all required fees.
- Provide a list of enfranchised dealers.
- Provide a list of authorized representatives and distributors.

VEHICLE MANUFACTURER LICENSING FEES
(CVC §11704 (B) and CCR, TITLE 13, Section 252.20(k))

The fees to become a licensed vehicle manufacturer are:

- $100 Non-refundable application fee
- $ 1 For Family Support Program
- $ 50 For each branch location (if applicable)
- $ 70 For each manufacture plate (plus county fees, if applicable)*

The Family Support Program fee is paid on original, renewal, and reinstatement applications.

* This figure will vary depending on the county where your business is located. Contact your local inspector for the total plate fee due for your location. Non-applicable for out-of-state manufacturer.

NOTE: Plates are optional, not mandatory.

VEHICLE MANUFACTURER LICENSE FORMS

An application for a vehicle manufacturer license consists of the following forms:

- OL 12, Application for Original Occupational License, Part C
- OL 21A, Original Application for Occupational License, Part A
- OL 29B, Application for Occupational Licensing Personal History Questionnaire, Part B, Business Licensing Unit
- OL 107, Corporate Declaration/Limited Liability Company Declaration
- ADM 9050, Appointment of Director as Agent for Service of Process
- DMV 8016, Request for Live Scan Clearance (Receipt), Required for each person completing form OL 29B. Out of state applicants call Occupational Licensing at (916) 229-3126 for Fingerprint Card (ADM 1316).

VEHICLE MANUFACTURER RENEWAL FEES

The fees to renew a vehicle manufacturer license are:

- $ 1 For Family Support Program
- $ 85 Renewal application fee
- $ 70 Renewal for each manufacturer plate (plus county fees, if applicable)*
- $ 50 Renewal of branch location (each location)

The Family Support Program fee is paid on original, renewal, and reinstatement applications.

* This figure will vary depending on the county where your business is located. Contact your inspector for the total plate fee due for your location.

FEES TO CHANGE A VEHICLE MANUFACTURER LICENSE

The fees to change a vehicle manufacturer license are:

- $ 50 Name change
- $ 50 Address change
- $ 50 Add a branch
- $ 70 Officer Change
- Live Scan Fingerprint Clearance (if new officer)
- $ 32 Fingerprint card (**Out of state only**)

FORMS TO CHANGE A VEHICLE MANUFACTURER LICENSE

Form(s) to change your existing vehicle manufacturer license:

- OL 21, Application for Modification to Occupational License
- OL 22, Application for Occupational Licensing Special Plates, Stickers, Registration Cards and Duplicate License
- OL 247, Report or Replace Lost, Stolen or Surrendered Occupational License Special Plates
- OL 15, Corporate Officer and/or Director Change
- OL 15A, Limited Liability Company Member, Manager, and/or Appointed Officer Change

ADDITIONAL ITEMS

The following items are also needed as part of the application package:

- Brochure or drawing of the manufactured product (include the name)
- 17 digit VIN number
- List of authorized representatives
- List of enfranchised dealers (CCR Section 252.20(h))
- Photo of the manufacturing facility
- Provide a copy of the following documents if firm is incorporated in state other than California
  - Articles of incorporation
  - Certification from incorporating state's Secretary of State that the corporation is in good standing
- "Place of Business" Inspection. After you have arranged an appointment with an Occupational Licensing Inspector he or she will:
  - Inspect the main business office (place of business) where the manufacturer conducts business.

NOTE: Place of business inspection is within California only.

(CVC §§320 (a), 672 (c), and CCR, Title 13, Sections 290.00 and 290.02.)

VEHICLE REPRESENTATIVE

A manufacture may also have a representative (CCR Title 13, Section 252.20 (h))

MANUFACTURER'S CERTIFICATE/STATEMENT OF ORIGIN

The Manufacturer's Certificate/Statement of Origin (MCO/MSO) may be prepared at a factory, an assembly plant, or a business authorized by the manufacturer. All MCO/MSOs, except those for off-road equipment, should be produced in an identical format, and **must** include:

- The manufacturer's name and address.
- The make, identification number, body type, year model, and vehicle series or model name.
- The date and to whom the ownership was transferred from the manufacturer **and** the signature of the manufacturer's agent (a signature stamp is acceptable).

Related contacts for prospective manufactures seeking guidance on obtaining MCO or MSO documents:

- American Association of Motor Vehicle Administrators **http://www.aamva.org/**
- National Highway Traffic Safety Administration **http://www.nhtsa.gov**/

VEHICLE IDENTIFICATION NUMBER

Society of Automotive Engineers
400 Commonwealth Drive
Warrendale, PA 15096-001

Telephone: (724) 772-8511

Website **http://www.sae.org** (key in WMI/VIN in Search)

VEHICLE MANUFACTURER LICENSE - FREQUENTLY ASKED QUESTIONS

Listed below are the most frequently asked questions. This list is not all inclusive nor is it intended to be. If you have any questions, please call (916) 229-3154.

Where can I obtain application forms?

All forms and application packages can be downloaded from the Internet. Further licensing information is contained in the application package.

How long will it take for the department to process my application?

The average time for processing an application may be up to 120 days to allow the Department time for investigation and processing of the license.

Does the department issue temporary permits?

Pending the satisfaction of the department that the applicant has met the requirements for the license, the department may issue a temporary permit for a period not to exceed 120 days while it completes its investigation and determination of all facts relative to the qualifications of the applicant for the license. (CVC §11719)

Where do I file my application?

Application packages for vehicle manufacturers are submitted to:

Department of Motor Vehicles
Occupational Licensing Branch
P.O. Box 932342 L224
Sacramento, California 94232-3420

Where do I call if I have questions?

If you have general licensing questions please call (916) 229-3154.

What is the license renewal period?

The vehicle manufacturer's license is renewed annually, based on the month the original license was issued. Renewals should be made before the expiration of the license. If you do not renew your license before it expires, you may renew your license within thirty (30) days following the expiration date by paying the annual renewal fee and a penalty equal to 100 percent of the original application fee. Renewals will not be accepted for licenses that have been expired for more than 30 days.

How do I renew my license?

About 45 days before the expiration of your license you should receive a courtesy notice for renewal. After you complete the courtesy notice, you will need to mail your renewal form and fees to:

Department of Motor Vehicles
Occupational Licensing Branch
P.O. Box 932342 L224
Sacramento, CA 94232-3420

If you do not receive a courtesy notice please call (916) 229-3126.

How do I get additional plates, replacement plates, stickers only, or a duplicate registration card?

You will need to fill out form OL 22 for additional plates, replacement plates, stickers only, or a duplicate registration card and submit to your local Occupational Licensing Inspector.

What is the New Motor Vehicle Board Function?

The New Motor Vehicle Board (NMVB) accepts and arbitrates protests submitted by dealers on franchise termination, territory infringements and other disputes between the dealer and manufacturer. The NMVB also hears and considers appeals presented by dealers from a decision rendered by the department. (CVC §§3000 et seq.)

Who is the New Motor Vehicle Board?

The Board consists of nine members. Four of the appointed members are new motor vehicle dealers, engaged in business for a period of not less than five years preceding their appointment. The remaining five appointed members are public members not affiliated with any licensed dealer.

LICENSING AUTHORITY

California Vehicle Code – Sections 29, 320(a), 389, 672, 675, 1671, 3000 et seq., 5353, 8803, 9262, 9550, 9552, 9954, 9975,10750-10751 and 11700 et seq., 11930, 3065.1, 34715, 36115, 38021, 38087, 38231. May be purchased at all field offices of the Department of Motor Vehicles or ordered by mail or downloaded from the DMV Internet at **www.dmv.ca.gov**. Select the publication tab and the California Vehicle Code or California Vehicle Code Book Order Form (ADM 1B).

California Code of Regulations – Title 13, Chapter 1. May be downloaded from the DMV Internet at **www.dmv.ca.gov**. Select the publication tab and the California Code of Regulations.

Government Code – Section 6157 (a) - (d).