STATE OF CALIFORNIA
DEPARTMENT OF MOTOR VEHICLES

A Public Service Agency

VEHICLE REMANUFACTURER PROGRAM HANDBOOK

APPLICATION REQUIREMENTS
FOR VEHICLE REMANUFACTURER LICENSE

PURPOSE

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

WHAT IS A REMANUFACTURER?

A "vehicle remanufacturer" is any person who produces a vehicle consisting of used or reconditioned parts subject to registration under the California Vehicle Code Section 507.8.

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 *CVC § 11703, 11703 (c), 11705 (a)(1).* Persons previously working under a license issued by DMV, which was revoked or suspended for cause may also be denied a license.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 California Vehicle Code provides guidelines used by the department in determining whether a license should be issued. *CCR, Title 13, Chapter 1.*

REQUIREMENTS FOR A VEHICLE REMANUFACTURER LICENSE

CVC Sections 9262 and 11700 et seq.

Every applicant for a vehicle remanufacturer's license must:

- File an application with the department.
- Pay all required fees.
- Provide surety bond verification ($25,000 bond executed). *CVC § 11710(a), 11710(b), 11710.2 et seq.*
- Provide a list of enfranchised dealers. *CVC § 11701 and 11710*

VEHICLE REMANUFACTURER ORIGINAL LICENSING FEES

The fees to become a licensed vehicle remanufacturer are:

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

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

VEHICLE REMANUFACTURER ORIGINAL LICENSE FORMS

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

- **OL 21A**, Application for Occupational License, Part A
- **OL 29B**, Personal History Questionnaire, Part B, Busines Licensing Unit
- **OL 12**, Applicant for Occupational License, Part C
- **OL 25A** Surety Bond Verification ($25,000 bond executed) *CVC Section 11710*

- **OL 107**, Corporate Declaration/Limited Liability Company Declaration
- **OL 126**, Certification (out of state only)
- Live Scan Fingerprint Receipt
- **ADM 1316**, Fingerprint Card (**out of state only**)

ADDITIONAL ITEMS

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

- Brochure or drawing of the manufactured product (include the name)
- List of enfranchised dealers
- 17 digit VIN number or VIN sample configuration from the Society of Automotive Engineers. A copy of the assignment of ID and testing approval or waiver from the National Highway Transportation Association. This may also be required for auto/commercial and motorcycle classes
- Listing of the major components that are used or rebuilt
- If your firm is incorporated in a state other than California, provide:
  - Articles of Incorporation
  - Certification from incorporating state's Secretary of State that the corporation is in good standing
- Photographs of the manufacturing facility
- "Place of Business" Inspection – For California locations only

FEES TO RENEW A VEHICLE REMANUFACTURER LICENSE

The fees to renew a vehicle remanufacturer license are:

- $ 1 For Family Support Program
- $ 85 Renewal application fee
- $ 69 Renewal of special plates (each plate) (plus any county fees, if applicable)
- $ 50 Renewal of branch location (each location)

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

FORM TO RENEW A VEHICLE REMANUFACTURER LICENSE

- OL 45 Renewal Application

FEES TO CHANGE A VEHICLE REMANUFACTURER LICENSE

The fees to change a vehicle remanufacturer license are:

- $ 50 Name change
- $ 50 Address change
- $ 50 Add a branch
- $ 70 Officer Change

FORMS TO CHANGE A VEHICLE REMANUFACTURER LICENSE

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

- **OL 21**, Application for Modification to Occupational License
- **OL 22**, Application for Occupational License Special Plates, Stickers, Registration Cards and Duplicate License

- **OL 247**, Report or Replace Lost, Stolen or Surrendered Occupational License Special Plates
- **OL 15**, Certificate of Corporate Officers and/or Directors in Lieu of Corporate Minutes
- **OL 15A**, Certificate in Lieu of Certificate of Amendment to Articles of Organization, Limited Liability Company

VEHICLE REMANUFACTURER 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 contact your local Inspector or call (916) 229-3126.

Where can I obtain application forms?

All forms and application packages can be ordered by calling (916) 229-3126 or printed or 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 reviewing 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 Section 11719*

Where do I file my application?

Application packages for vehicle remanufacturers are submitted to Occupational Licensing Inspectors. For office locations refer to www.dmv.ca.gov/fo/inspector_office.htm.

Out of state applications are submitted directly to:

Occupational Licensing
P.O. Box 932342 MS L224
Sacramento, CA 94232-3420

Where do I call if I have questions?

If you have general licensing questions please call (916) 229-3126.

What is the license renewal period?

The vehicle remanufacturer'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 new or additional plates, stickers only, a duplicate registration card or license and submit to an Inspector or mail to:

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