



DEALER NEWS

DC DMV Vehicle Services Administration Quarterly Newsletter

ISSUE NO. 12

10/9/2020

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Dealer Services Update

This is the District of Columbia, Department of Motor Vehicles (DC DMV) update for Automobile Dealers, as of Friday, October 9, 2020.

In-Person Services

- The District of Columbia Government is still operating under Phase Two of the re-opening phase due to the COVID-19 Public Safety Emergency.
- All DC DMV Service Center locations, including Ticket Adjudication Services, and the Brentwood Commercial Driver License (CDL) Office, are still operating on an "Appointment Only" basis throughout Phase Two of the District's reopening plan, by performing limited in-person services.
- The DC DMV Inspection Station continues to operate on a "first come, first serve" basis. The Inspection Station Fall/Winter operating hours are Tuesdays to Saturdays, from 7:00am to 3:00pm, and Wednesdays from 8:00am to 3:00pm. There are no delays for vehicle inspections.
- At the Southwest Service Center (95 M Street, SW), the appointment only services during the Phase Two Re-Opening, facilitates in-person, individual transactions for vehicle title and registrations, as well as, dealer/runner same day vehicle title and registrations with a three (3) transaction limit. The vehicle must have an expiring dealer issued temporary registration, which will expire within the next fifteen (15) days of the appointment date. Once again, the dealer/runner must have an appointment in order to receive window service.
- All DC Government COVID-19 public safety guidelines are in force at all DC DMV locations, and no service will be provided if customers do not comply with these guidelines.



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Dealer Services Update Cont'd

Mailed-In Dealer Services

- **Dealer transactions should still be submitted via mail or overnight mail, and must include return overnight shipping labels and envelopes for the expected deliverables.**
- **There will be no dealer services for expedited dealer transactions services until further notice.**
- **DC DMV has a target turn-around time of less than seven (7) business days for dealer transactions.**
- **DC DMV online services remain available, and customers are encouraged to use online options by visiting dmv.dc.gov.**
- **DC DMV has extended the expiration date for all documents expiring March 1 through the duration of the public health emergency, including driver licenses, identification cards, vehicle registrations, vehicle inspections, ticket payments and ticket adjudication responses, until 45 days after the public health emergency concludes.**
- **All driver licenses, vehicle registrations, and vehicle inspections scheduled to expire have been granted a waiver without penalty until DC DMV reopens at full operating capacity.**
- **Please visit the DC DMV official website at dmv.dc.gov for current updates on our operational status and hours of operation.**



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Dealer Services Update Cont'd

Dealer Services Changes

Fees

- **Effective October 1, 2020, Tag Transfer Fees are now \$12.00 per transaction, instead of \$7.00**
- **Effective October 1, 2020, Reciprocity Sticker Permit Fees for Military, Presidential Appointees and Members of Congress are now \$100.00 per transaction, instead of \$50.00 per transaction.**

DC Residents With Expired Driver Licenses or IDs

- **DC DMV will now process Vehicle Title and Tag transactions for DC residents with expired DC driver license or ID credentials. This exception will remain in force, until 45 days after the end of the COVID-19 Public Health Emergency.**

New DC Residents with no DC Driver Licenses or IDs

- **New DC residents who do not possess DC driver licenses or ID credentials, must first obtain their DC DL or ID credential, in order for their vehicles to be titled and registered in DC. This has to be done via appointment, in order for them to visit a DC DMV Service Center. The DC DMV Online Appointment Calendar is available 24/7 to schedule appointments. For DC residents who prefer the earliest possible appointment, they can check every Tuesday at noon, when the DC DMV Online Appointment Calendar is opened up for a brief period, due to cancellations, to see if they can schedule an appointment within a shorter timeframe.**



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Online Dealer Interface System



ODIS - Online Dealer Interface System

The District of Columbia Department of Motor Vehicles (DC DMV) provides new car dealerships and third-party providers with the ability to title and register new and used vehicles via the DC DMV Online Dealer Interface System (ODIS).

- From the convenience of their own location, approved new car dealerships and third-party providers can use ODIS to issue tags and registration stickers to their DC customers who purchase or lease passenger class motor vehicles.
- One of the benefits of using ODIS, is that at this time, there are no costs to dealerships and third-party providers for using ODIS.
- Another benefit of using ODIS, is that the dealer gets to complete the title and tag registration process on the same day the vehicle is purchased, even if the vehicle is a used vehicle and has not completed the vehicle inspection process as yet. ODIS allows the dealer to issue a 45-day registration with a hard tag, on a used vehicle. If there is no vehicle inspection. Once the customer takes the vehicle to DC DMV and passes the inspection, the customer can renew their registration online. This eliminates the time consuming process of the dealer issuing a temporary paper tag, sometimes twice, while waiting for the customer to take the vehicle through inspection.
- To expedite the ODIS registration process, DC DMV eliminated the fingerprint card and results requirements. Since the agency eliminated this from our list of requirements, the ODIS registration process is much faster. DC DMV also works continuously on enhancing the process for our ODIS users.
- If you are interested in using ODIS, please send an email to Darnell Fountain, DC DMV Vehicle Services Administrator, at: darnell.fountain@dc.gov



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Vehicle Inspections



Vehicles must pass DC DMV inspection before they can be registered with DC DMV. Passenger class vehicles require Emissions inspections only. Commercial class vehicles and For-Hire vehicles require both Safety and Emissions inspections.

Emissions Inspections Exempt List

The following vehicles do not need DC Emissions Inspections:

- New personal vehicles that have a manufacturer's Certificate of Origin
- Personal vehicles that are manufactured pre-1968
- Zero emission vehicles, i.e. diesel or 100% electric vehicles for personal use
- Trailers
- Motorcycles

NOTE:

- New personal, non-commercial, and not for-hire vehicles that have a manufacturer's Certificate of Origin (the title for a new vehicle) will automatically receive a 4-year new car inspection sticker upon DC DMV registration.
- Brand new passenger class vehicles should not be physically taken through inspection. Lately, there have been instances when DC DMV Inspection requirements were not explained to new vehicle customers. This results in the customer taking their new passenger class vehicle for an emissions inspection, and the customer receives a 2-year inspection sticker instead of the 4-year inspection sticker which is normally issued to new passenger class vehicles.

Child Car Seat Fittings

- The Inspection Station offers free child car seat installs and inspections during business hours.



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Inspection Station Location & Hours



Address

1001 Half Street, SW, Washington, DC 20024

Phone

311 or (202) 737-4404

Hours

Fall/Winter Vehicle Inspection hours are effective the first Tuesday of September.

Day	Time
Sunday:	Closed
Monday:	Closed
Tuesday:	7 am – 3 pm
Wednesday:	8 am – 3 pm
Thursday:	7 am – 3 pm
Friday:	7 am – 3 pm
Saturday:	7 am – 3 pm

NEW Self-Service Vehicle Emissions Test Kiosk

District residents can now perform their own vehicle emissions tests (for inspection renewals only) on a 24-hour, seven days a week basis.

Please go to <https://dmv.dc.gov/service/vehicle-inspections> for more information on the Self-Service Vehicle Emissions Test Kiosk.



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Reminders



Dealer Title & Registration Work Required Documents For Every Dealer Transaction



Dealer title/registration work should always include the following required documents:

Signed Title Application

Ownership Document (Title or MCO)

Bill of Sale

Copy of New Owner's Driver's License/ID For Each Owner

Power of Attorney For Each Owner

Odometer Statement

Lien Contract (if applicable)

Lien Release (if applicable)

Lease contract (if applicable)

DCRA Certificate of Occupancy & DCRA Business License (For Businesses)

Proof of DC Insurance

Vehicle Inspection

- Used Passenger Class vehicles must have valid DC Emissions Inspection unless exempt. All Commercial Class vehicles must pass DC Safety Inspection. Please visit <https://dmv.dc.gov/node/1118951> for the list of vehicles exempt from requiring Inspections

Excise Tax Calculator Sheet

- All excise tax calculations should be done using the DC DMV Online Excise Tax Calculator
- Please provide the completed Online Excise Tax Calculator sheet when submitting your transactions (see link below)

<https://public.dmv.washingtondc.gov/BusinessPages/VR/ExciseTax/VehicleSearch.aspx>



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Dealer Title & Registration Work - Areas of Opportunity For Dealerships & Third Party Providers

- **Vehicle title application submissions must always include completed Excise Tax Calculator Sheets when applicable**
- **When using the Online Excise Tax Calculator for new vehicles, the Vehicle Base Selling Price from the Bill of Sale may be used as Fair Market Value if the Fair Market Value field does not automatically populate. Incomplete POAs or altered POAs should never be submitted**
- **Take Home Vehicle Letters should be on official company letterheads.**
- **Return envelopes must be included for duplicate titles to be returned directly to the dealerships.**
- **White-out is never acceptable on any submitted document or payment method.**
- **Letters of Correction must always be notarized.**
- **Power of Attorney forms must be signed by the both the agent offering the service and the customer providing the authorization. DC DMV will reject Power of Attorney forms where we can clearly see that the customer did not sign the form, or if the form is incomplete and unacceptable.**
- **Please use the DC DMV Online Vehicle Registration and Title Fee Estimator when you are not sure of the cost for registering a vehicle. DC DMV also provides an online list of vehicle title and registration fees. As always, the information you input must be accurate, such as the correct unladen weight of the vehicle, or the correct mileage etc.**

District of Columbia Department of Motor Vehicles
95 M Street, SW, Washington, DC 20024
Email: dcdmvdealerinfo@dc.gov
Website: dmv.dc.gov



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