



# DEALER NEWS

DC DMV Vehicle Services Administration Quarterly Dealer Newsletter

ISSUE NO. 15

1/11/2022



## Dealer Services Update

This is the District of Columbia, Department of Motor Vehicles (DC DMV) update for Automobile Dealers, as of Tuesday, January 11, 2022.

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- Online Dealer Interface System (ODIS)



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## Dealer Services

### Dealer Transactions Processing

- **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 ten (10) business days for dealer transactions.**
- **DC DMV online services remain available, and customers are encouraged to use online options by visiting [dmv.dc.gov](https://dmv.dc.gov).**
- **Please visit the DC DMV official website at [dmv.dc.gov](https://dmv.dc.gov) for current updates on our operational status and hours of operation.**
- **All inquiries on submitted dealer work should be sent to [dcdmvdealerinfo.dc.gov](mailto:dcdmvdealerinfo.dc.gov)**



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## Title Verifications via NMVTIS (National Motor Vehicle Title Information System)

**Effective December 13, 2021, DC DMV is now using NMVTIS to verify vehicle titles before issuance of District of Columbia titles. NMVTIS is a nationwide vehicle title database which allows titling jurisdictions to instantly and reliably verify vehicle titles with the jurisdictions that previously issued them.**

**NMVTIS is designed to protect consumers from fraud and unsafe vehicles and to keep stolen vehicles from being resold. NMVTIS is also a tool that assists jurisdictions and law enforcement in deterring and preventing vehicle title fraud and other crimes.**

**When processing vehicle titles and registrations, DC DMV will be using NMVTIS to verify the vehicle title history for both new and used vehicles. If there is some historical error or unverifiable data on a vehicle's NMVTIS inquiry, the title and registration transaction package will be returned to the dealer for correction and resolution.**

**There are no processing time delays associated with the NMVTIS inquiries, since the results are received in seconds. There are also no additional transaction processing fees.**



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### DC DMV Service Centers Updates

#### In-Person Services at DC DMV Service Centers

- **All DC DMV Service Center locations, including Ticket Adjudication Services, have resumed their normal operational policies, i.e. “walk-in, first come, first serve” operations.**
- **The DC DMV Inspection Station continues to operate on a “first come, first serve” basis. There are no delays for vehicle inspections.**
- **DC Government COVID-19 public safety guidelines are in force at all DC DMV locations, and no service will be provided to customers who do not comply with these guidelines.**



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### Inspection Station Hours – Reminder



#### Address

1001 Half Street, SW, Washington, DC 20024

#### Phone

311 or (202) 737-4404

### Inspection Station Hours

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

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

### Self-Service Vehicle Emissions Test Kiosk

**District residents can 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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## Fee Changes For Residential Parking Permits (RPP) - Reminder

Effective June 1, 2021, the annual fee for a one-year Residential Parking Permit (RPP) sticker for the first vehicle registered at a legal mailing address increased from \$35 to \$50. Subsequently, additional fees would apply to other vehicles in that household.

The new fee structure for all eligible vehicles registered at a legal mailing address is as follows:

**\$50 for the first vehicle**

**\$75 for the second vehicle**

**\$100 for the third vehicle**

**\$150 for each vehicle beyond the first three vehicles**

An exemption exists for one resident 65 years of age or older per household. They will pay a \$35 annual RPP fee for the first vehicle registered at a legal mailing address. The fee for each subsequent vehicle registered at a legal mailing address will be identical to the tiered rates noted above.

Please see <https://dmv.dc.gov/node/1118912> for additional information on Residential Parking Permits.



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### Excise Tax Fee Structure Reminder

Excise Tax rates/fees are determined by both the vehicle unladen weight and the mpg city rating:

Unladen Weight	20MPG or Less	21MPG - 25MPG	26MPG - 30MPG	31MPG - 39MPG	40MPG or More
3,499 or Less	8.1%	4.4%	3.1%	2.2%	1.0%
3,500 - 4,999	9.1%	5.4%	4.1%	3.2%	2.0%
5,000 or More	10.1%	6.4%	5.1%	4.2%	3.0%

**Formula - Fair Market Value (FMV) X MPG Taxable Percentage(%) = Excise Tax**

#### Notes:

- Fuel efficiency is not based on MPGe (equivalent)
- Individuals who qualify for the District Earned Income Tax Credit (EITC) may elect to pay by weight class (6%, 7%, 8%), or the MPG adjusted tax benchmark/schedule depending on lowest costs.
- If EITC is applied to the excise tax, documentation from the Office of Tax and Revenue (OTR) will be required prior to vehicle titling.
- 100% electric vehicles are exempt from the vehicle excise tax.

Please see <https://dmv.dc.gov/book/vehicle-fees/vehicle-title> for additional information on DC DMV Excise Tax fees.



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### Vehicle Inspections – Reminders



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 inspections both Safety and Emissions.

### 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.

### Child Car Seat Fittings

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





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### Dealer Transactions - Reminders



#### 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 valid 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 Transactions — Reminders — Cont'd



#### 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  
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Email: [dcdmvdealerinfo@dc.gov](mailto:dcdmvdealerinfo@dc.gov)  
Website: [dmv.dc.gov](http://dmv.dc.gov)



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### 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 DC DMV Vehicle Services Administrator, Darnell Fountain, at [darnell.fountain@dc.gov](mailto:darnell.fountain@dc.gov)