



Automobile Dealers Association of Indiana, Inc.

REGULATORY BULLETIN

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BULLETIN # 7

Revised BMV Imported Vehicle Title Requirements (Effective December 4, 2001)

The following is a summary of the titling requirements indicated in a memorandum sent to all BMV license branches on December 4, 2001 (#M 129-01) revising the procedures explained in an earlier memorandum effective September 24, 2001 (#M 107-01) and printed in the October 2001 Showroom. The revised requirements took effect immediately.

Personal Use Vehicle:

Titling requirements for a vehicle that is imported for personal use requires the following documentation:

- 1) A letter from the manufacturer (Ford, GM, Chrysler, etc.) that states the vehicle conforms to FMVSS (Federal Motor Vehicle Safety Standards).
- 2) Customs Entry Form (One of the following: CF 368, CF 3299, CF 3311, CF 3461, CF 6059B, CF 7501, CF 7523, or equivalent Department of Defense form for military personnel).
- 3) Department of Transportation, National Highway Traffic Safety Administration (NHTSA) - NHTSA - HS7 Declaration Form (Importation of Motor Vehicle & Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards).
- 4) Environmental Protection Agency - EPA 3520-1 Emissions Form.
- 5) Original Documents of Ownership (bill of sale, transfer on title or registration, etc.).
- 6) Police Inspection on Affidavit of Police Officer - Physical Inspection of an Indiana Resident's Vehicle (State Form 39530, R4 / 12-96). NOTE: Dealer or branch inspections are not allowed on import vehicles.
- 7) Odometer Statement containing original signatures and printed names of both the seller and the purchaser.
- 8) Application for Title (State Form 44049, R3 / 1-98).

Resale Vehicles:

“Only Registered Importers (RI) can import vehicles for resale. A registered importer doing business in Indiana must have an Indiana dealer's license and have a Registered Retail Merchant (RRM) number. Title applications for resale import vehicles can be processed only by a registered importer, or a subsequent purchaser (i.e. dealer) that obtained the imported vehicle from a registered importer, where the vehicle was properly assigned / reassigned to the subsequent purchaser, and the subsequent purchaser is in possession of the bond release letter that was sent to the registered importer by NHTSA.”

(Over →)

The following **documentation is required for titling a vehicle in the registered importer's (RI) name:**

- 1) A document showing that applicant is a Registered Importer.
 - 2) In lieu of a NHTSA Bond Release Letter, the following:
 - a) Manufacturer's Certification of Motor Vehicle Conformity, if applicable
 - b) Statement of Conformity (information on manufacturer recall attached) or the NHTSA HS-7 Declaration form,
 - c) Insurance statement,
 - d) DOT Bond - Form HS-474 (I-90),
 - e) EPA Form 3520-1, and
 - f) US Customs Service - Customs Entry Form 7501
- NOTE: The bond release letter is not a requirement when applying for a title in the registered importers business name (not a d/b/a) prior to a bond release letter being issued. However, the RI cannot sell or transfer the title until they obtain a bond release letter.
- 3) Original ownership documents (bill of sale, transfer on title or registration, etc.)
 - 4) Odometer statement
 - 5) Indiana Police Inspection Form #39530 - completed by police officer only
 - 6) Application for Title (State Form 44049, R3/1-98)
 - 7) ST108E.

The following **documentation is required for titling a vehicle imported for resale in the subsequent purchaser's name (dealer):**

- 1) A Bond Release Letter issued by the National Highway Traffic Safety Administration (NHTSA).
- 2) Original ownership documents (bill of sale, transfer on title or registration, etc.).
- 3) Odometer Statement containing original signatures and printed names of both the seller and the purchaser.
- 4) Police Inspection on Affidavit of Police Officer - Physical Inspection of an Indiana Resident's Vehicle (State Form 39530, R4/12-96). NOTE: Dealer or branch inspections are not allowed on import vehicles.
- 5) Application for Title (State Form 44049, R3 /1-98). The application should be in the name of the subsequent purchaser.
- 6) ST-108E.

If you would like a copy of the complete, revised memorandum or have any questions, do not hesitate to contact me at ADAI Headquarters.