

CHAPTER 4
REPLACEMENT VEHICLE IDENTIFICATION NUMBER SYSTEM

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TABLE OF CONTENTS

<u>RESPONSIBILITIES</u>	4-3
<u>VEHICLE IDENTIFICATION NUMBER OFFICER DESIGNATION</u>	4-3

<u>TRAINING</u>	4-3
Requirement.....	4-3
<u>VEHICLE IDENTIFICATION NUMBER EQUIPMENT</u>	4-4
<u>REQUISITION, SECURITY, AND ACCOUNTABILITY OF</u> <u>VEHICLE IDENTIFICATION NUMBER PLATES</u>	4-4
Requisition.....	4-4

<u>PREPARATION OF MONTHLY INVENTORY CONTROL REPORT</u>	4-5
Commander's Responsibilities	4-5
Preparation of CHP 97	4-6
Preparation of CHP 97A	4-8
Preparation of CHP 97B	4-8
<u>PROCEDURE – OFFICIAL CAPACITY DISCOVERY OF IDENTIFICATION</u> <u>NUMBER DISCREPANCIES</u>	4-8

<u>APPLICATION FOR VEHICLE IDENTIFICATION NUMBER ASSIGNMENT</u>	4-9
<u>COMPLETED VEHICLE IDENTIFICATION NUMBER APPLICATION</u>	4-9
Department of Motor Vehicles Instructions.....	4-9
Appointment Scheduling.....	4-9
Appointment Screening	4-9
<u>IDENTIFICATION</u>	4-10
<u>COMPONENT PART IDENTIFICATION</u>	4-11
<u>ASSIGNMENT OF VEHICLE IDENTIFICATION NUMBER PLATES</u>	4-11
Disassembled Vehicles	4-11
Frame Versus Body Vehicle Identification Numbers.....	4-11
Passenger and Commercial Motor Vehicle Processing.....	4-12
Stolen Vehicle Processing.....	4-13
Out-of-State Vehicle Identification Number Verifications	4-13
<u>VEHICLE IDENTIFICATION NUMBER PLATE ATTACHMENT TECHNIQUES</u>	4-14
Surface Cleaning.....	4-14
Typing of Plates.....	4-14

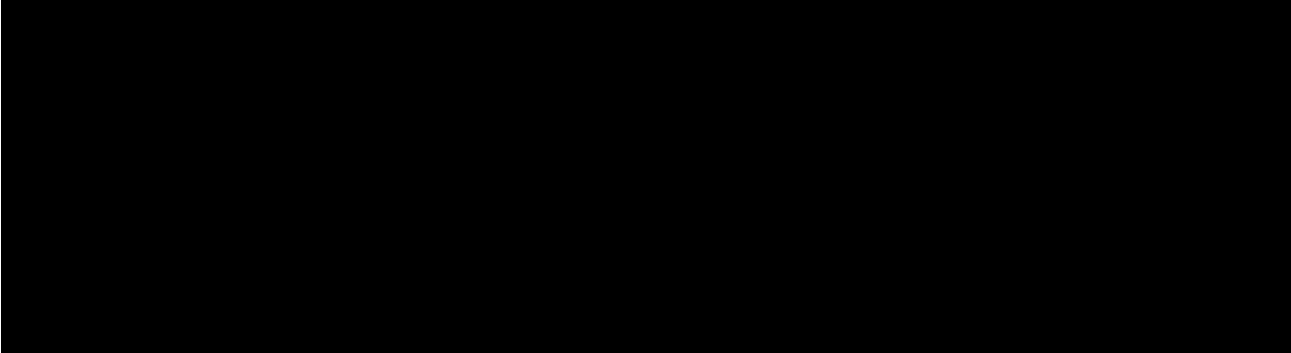
Placement of Plates.....	4-14
Security of Replacement Vehicle Identification Number Plates	4-14
<u>REMOVAL OF MANUFACTURER’S VEHICLE IDENTIFICATION</u>	
<u>NUMBER PLATES</u>	4-15
Damaged.....	4-15
Replacement Location.....	4-15
Erroneous Plates.....	4-15
<u>LOST OR MUTILATED VEHICLE IDENTIFICATION NUMBER PLATES</u>	
<u>FROM VEHICLES</u>	4-15
Previously Assigned Plates	4-15
Forms Completion	4-16
Replacement Requirement.....	4-16
<u>COMPLETION OF FORMS, DEPARTMENT OF MOTOR VEHICLES REG 124</u>	4-16
Document Validity.....	4-16
Officer Verification	4-16
Department of Motor Vehicles REG 124 Preparation.....	4-16
<u>SPECIAL HANDLING PROCEDURES</u>	4-18
Motorcycle Processing	4-18
Trailer Processing.....	4-21
Snowmobile Processing	4-21
Specially Constructed Vehicle Processing	4-21
House Car and Motor Home Processing.....	4-23
Lien Sale Vehicle Identification Requirement	4-23
Unibody Vehicles.....	4-24
Gray Market Vehicles	4-24
<u>ANNEXES</u>	
<u>A</u> – CHP 97B, VEHICLE IDENTIFICATION NUMBER REPRODUCTION MASTER OVERLAY	4-27
<u>B</u> – SAMPLE, VOID REPLACEMENT VEHICLE IDENTIFICATION NUMBER PLATE MEMORANDUM.....	4-29
<u>C</u> – DMV REG 124, APPLICATION FOR ASSIGNED VEHICLE IDENTIFICATION NUMBER PLATE.....	4-31
<u>D</u> – SAMPLE - SECTION G. FROM DEPARTMENT OF MOTOR VEHICLES REG 256, STATEMENT OF FACTS	4-33

CHAPTER 4

REPLACEMENT VEHICLE IDENTIFICATION NUMBER SYSTEM

1. RESPONSIBILITIES. It is the assigned responsibility of the California Department of Motor Vehicles (DMV) to administer the California Replacement Vehicle Identification Number (VIN) system. The California Highway Patrol (CHP) has assumed the operational responsibility of the assignment of identification numbers and the attachment of the State of California (CA) VIN plates. Guidelines in this chapter are compatible with DMV VIN program regulations.

2. VEHICLE IDENTIFICATION NUMBER OFFICER DESIGNATION. Division chiefs shall ensure Area commanders designate and make available one or more officer(s) who are proficient in the identification functions contained in this chapter. Their names shall be submitted to the appropriate Division chief and Investigative Services Unit (ISU) Coordinator. Division chiefs shall review these lists, adding those Division employees authorized to receive secondary number information and access to the National Insurance Crime Bureau (NICB) online system. The list shall be forwarded to Field Support Section (FSS) no later than ten days following the end of the quarter. At the Division chief's discretion, Division vehicle theft investigators may be assigned the Area VIN function. The Division chief may consolidate VIN activities, designating the Division office or a specific Area office as the location for VIN transactions.



4. TRAINING. The Division ISU Coordinator shall ensure all officers designated by Division or Area commanders as VIN officers attend initial and annual VIN specific training provided by either the Division ISU or FSS. (Refer to Chapter 2, Operational Procedures and Guidelines, paragraph 4.d., of this manual.)

a. Requirement. Field Support Section will monitor the progress of newly assigned VIN officers' training through the quarterly VIN officer designation

report. When a VIN officer is permanently assigned to the VIN program, one of the following minimum requirements should be adhered to within the first 90 days of assignment:

- (1) Commission on Peace Officer Standards and Training certified 40-hour, Vehicle Theft Investigation Course.
- (2) Division or FSS provided VIN officer vehicle identification training.

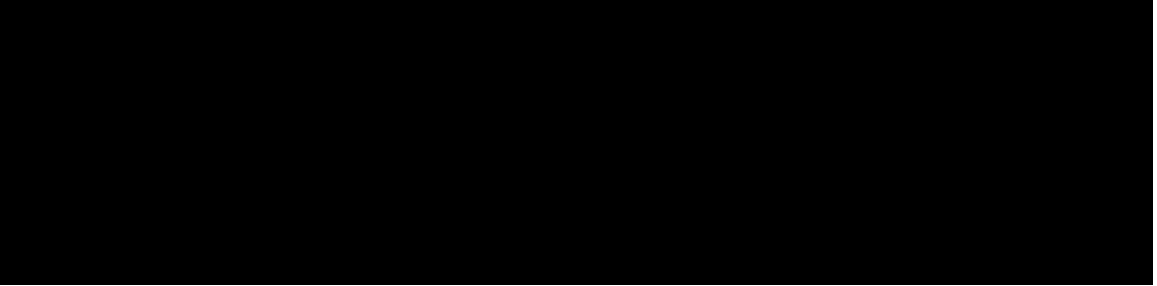
5. VEHICLE IDENTIFICATION NUMBER EQUIPMENT. Each Division/Area office is responsible for ordering operational equipment for the VIN program through the normal requisitioning process. The theft, loss, or damage of tools, equipment, or property belonging to the state, and used in connection with the VIN replacement program, must be reported to Administrative Services Division as required by the Highway Patrol Manual (HPM) 11.2, Materials Management Manual, Chapter 8, Equipment.

6. REQUISITION, SECURITY, AND ACCOUNTABILITY OF VEHICLE IDENTIFICATION NUMBER PLATES.

a. Requisition. Replacement VIN plates must be requisitioned from FSS using a CHP 41, Supply Requisition, or the bottom portion of the CHP 97A, Monthly Inventory Control Replacement VIN Plates (Blank Unnumbered). (All required forms can be located on the CHP Intranet Web site.)

- (1) If the CHP 41 is used, VIN plates or rivets for attaching the VIN plates shall be the only item listed on the requisition.
- (2) Rivets are to be ordered in increments of 50 (i.e., 50, 100, 150, etc.); unnumbered VIN plates are ordered in increments of five; and prenumbered VIN plates are ordered in increments of ten, based on anticipated needs for a six-month period.
- (3) Field Support Section will fill the requisition and ship directly to the requester by a secure express delivery service (e.g., UPS™, Fed Ex™, or a similar service).
- (4) Contact FSS for replacement of the California state logo die stamp.

(1) Each commander shall be responsible for submitting legible copies of either the DMV REG 124, Application for Assigned Vehicle Identification Number Plate, or DMV REG 256, Statement of Facts, for every plate issued by the command. These copies shall be made utilizing the CHP 97B, Vehicle Identification Number Reproduction Master Overlay (Annex A). Only CHP 97B template copies shall be submitted to FSS in conjunction with the CHP 97, Monthly Inventory Control Replacement VIN Plates (Prenumbered), and the CHP 97A.



(3) Field Support Section shall maintain an inventory of all replacement VIN plates in the possession of the CHP.

7. PREPARATION OF MONTHLY INVENTORY CONTROL REPORT.

a. Commander's Responsibilities. Commanders shall ensure the CHP 97, CHP 97A, and CHP 97B for the replacement VINs issued, are completed and forwarded to FSS, with a copy to the Division ISU Coordinator, no later than the 10th working day of each month, listing those plates issued during the previous month. Negative reports are required. Due to the similarity of the CHP 97 and CHP 97A, care must be exercised to assure that plate numbers are recorded on the proper form.

(1) The original CHP 97 and CHP 97A shall be forwarded to FSS. A copy shall be retained in the Division or Area office for three years, plus the current year, per the CHP Retention Schedule.

(2) The upper portion of the CHP 97 and the CHP 97A, Items A through E, shall be completed whether or not any plates were issued or used during the month.

(3) The CHP 97 and CHP 97A must be signed by the commander or commander's designee regardless of whether any plates were issued or used during the month.



(5) If no plates were issued, the words “No plates issued this reporting period” shall be entered in the itemized listing portion of the CHP 97 and CHP 97A.

(6) Do not send any other supporting documentation with the CHP 97B (i.e., registration documents, receipts).

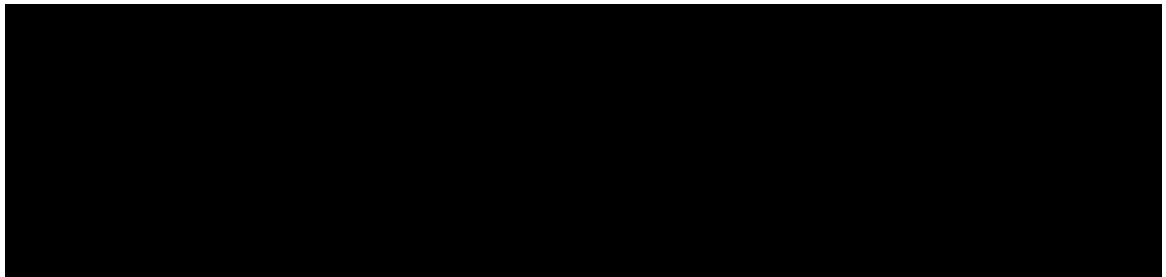
b. Preparation of CHP 97.

(1) Reporting Area. Enter name of Area.

(2) Location Code. Enter Area location code number.

(3) Report Month. Enter the appropriate reporting month.

(4) Year. Enter appropriate reporting year.



(7) Box C – Plates Issued. Enter the total number of plates that were issued or returned for each series of plates as indicated in boxes A and B.

(8) Box D – Plates On Hand. Enter the number of plates still on hand at the end of the month for each series of plates.

(9) Box E – Activities. Indicate the number of VIN verifications, VIN replacement functions (whether numbered or unnumbered), and the amount of time spent on these activities. The Year To Date column for Section 1 – 6 should reflect the cumulative number of VIN plate activities, not the number of hours.

(a) Section 1. Enter the number of vehicle verifications related to the VIN replacement program in which a DMV REG 31, Verification Of Vehicle, was completed and the number of hours expended on DMV REG 31 verifications.

(b) Section 2. Enter the number of vehicle verifications related to the VIN replacement program in which a DMV REG 124 was completed and the number of hours expended on DMV REG 124 activities.

(c) Section 3. Enter the number of vehicle verifications related to the VIN replacement program where a DMV REG 256 was completed and the number of hours expended on DMV REG 256 activities.

(d) Section 4. Enter the number of VIN assignments in which a prenumbered plate is used or a vehicle's existing number is repeated on an unnumbered plate and the number of hours expended on those assignments involving a DMV REG 124.

NOTE: Any time a VIN plate (either prenumbered and/or unnumbered) is attached to a vehicle, a single VIN assignment shall be counted regardless of the number of plates attached to the vehicle.

(e) Section 5. Enter the number of VIN assignments in which a prenumbered plate is used or a vehicle's existing number is repeated on an unnumbered plate and the number of hours expended on those assignments involving a DMV REG 256.

(f) Section 6. Enter the total number of hours reported on the automated CHP 415, Daily Field Record, for Beat 815 per HPM 40.71, CHP 415 User's Manual, Chapter 2, Beat Hours Summary. The time shown in Section 6 shall include the total time spent waiting for appointments, conducting VIN inspections, investigations, and completing VIN replacement paperwork.



(11) Assigned Prenumbered Plates. Enter the CA number preprinted on the VIN plate.

(12) Date Issued. Enter the date on which the VIN plate was issued.

(13) Vehicle Make & Year. Enter the type of vehicle if not readily identifiable by a make (e.g., Special Construction [SPCNS] Vehicle, 3-wheel motorcycle, sand rail).

(14) License Number (if available). This section may also be used to record engine number or any other supplemental numbers.

(15) Remarks. Enter the words "Faxed to DMV," if the DMV REG 124 or DMV REG 256 was faxed to DMV as required in paragraph 14.d.(4) of this chapter. Enter any additional remarks necessary.

(16) Certification. Enter the month and year which the report covers. The month and year shall be the same as paragraphs 7.b.(3) and (4).

(17) Commander. Obtain signature of commander or designated alternate.

c. Preparation of CHP 97A.

(1) The CHP 97A is completed in the same manner as the CHP 97.

(2) Exceptions include:

(a) The CHP 97A applies to unnumbered (blank) VIN plates.

(b) Section E represents the number of replacement identification number plates issued by vehicle type.

d. Preparation of CHP 97B.

(1) The CHP 97B is designed to be used as a master form in conjunction with the Area's copier (Annex A). Original documents shall be used when copying, thereby producing the most legible copies.

(2) Place the completed white copy of the DMV REG 124, the applicant's identification, and the assigned VIN plate(s) on the photocopying surface of the copying machine. Place the master CHP 97B over the documents to be copied, each in their proper position, and make a copy.

(3) On the copy of the CHP 97B enter the control numbers, VIN locations, Area location code, and all other identifying information pertaining to the vehicle, including how the vehicle and/or components were identified, such as: engine number, confidential VIN, secondary VIN. This includes references to report numbers for recovered stolen vehicles, engines, or parts.

(4) Forward copies of all CHP 97Bs issued during a reporting period to FSS along with the CHP 97 and CHP 97A no later than the 10th working day of each month. Copies of the applicant's documents, receipts, photos, or additional copies of the DMV REG 124 are not to be forwarded.

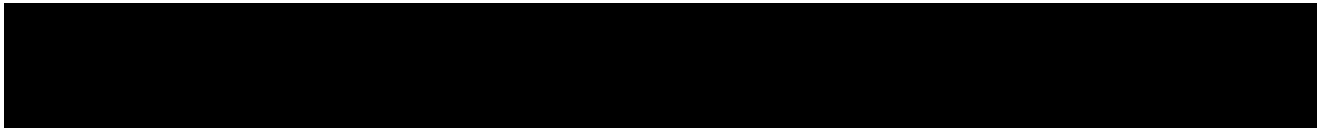
8. PROCEDURE – OFFICIAL CAPACITY DISCOVERY OF IDENTIFICATION NUMBER DISCREPANCIES.

a. When any officer of the Department discovers that any vehicle or component part is not displaying original identification numbers, or other approved numbers, the officer should impound the vehicle, using impound authority of California Vehicle Code (CVC) Section 22655.5, or component part for investigation of a violation of Section 10751 CVC, following procedures outlined in Chapter 5, Vehicle Code Section 10751 Disposition Of Vehicle/Component Parts, of this manual.

b. Upon satisfactory completion of the identification process for vehicles, the owner may be referred to DMV to initiate the DMV REG 124 process. However, the vehicle may be renumbered by duplicating the secondary number using an unnumbered plate, following the procedure outlined in DMV REG 256 assignments contained in paragraph 17.b of this chapter. If the owner is directed to return to the DMV, they shall be instructed to take the registration documents of the vehicle with them to the DMV. Provide a photocopy of the title to the owner as the original title shall be held as collateral at the Area command. The DMV will arrange to obtain it for correction.

NOTE: When renumbering the secondary number on an unnumbered plate, the officer should use the complete original VIN and not a partial VIN number.

c. Component parts which have been identified need not be referred to DMV. They shall be numbered according to instructions contained in paragraph 13.a.(1) of this chapter.



10. APPLICATION FOR VEHICLE IDENTIFICATION NUMBER ASSIGNMENT. Persons attempting to initiate proceedings for the initial assignment or reassignment of a VIN at any CHP facility shall be directed to the nearest DMV office for the purpose of completing a DMV REG 124.

11. COMPLETED VEHICLE IDENTIFICATION NUMBER APPLICATION.

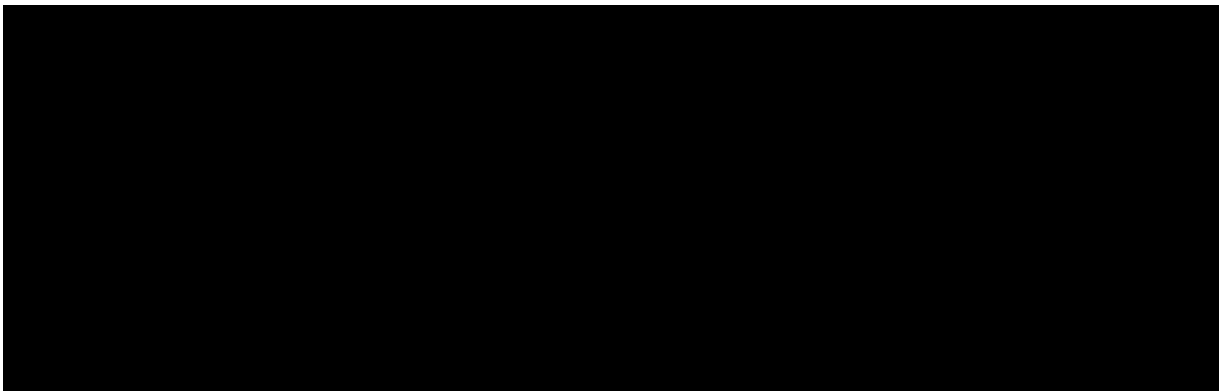
a. Department of Motor Vehicles Instructions. Upon completion of the DMV REG 124 (Annex C), the DMV will instruct the applicant to contact a CHP Division or Area office for a VIN inspection and/or assignment appointment.

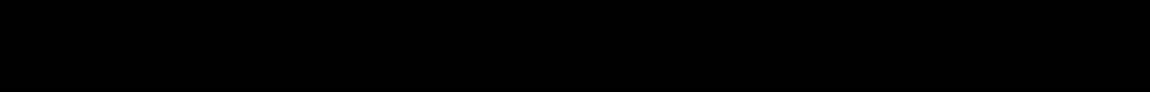
b. Appointment Scheduling. Appointments should be scheduled for the earliest date and time agreeable to the applicant and the officer performing the inspection. Appointments should be scheduled within 30 days, unless extenuating circumstances exist. Applicants shall be instructed to present all supporting documents of vehicle ownership when they appear for the scheduled appointment.

c. Appointment Screening. The individual receiving the DMV referrals for VIN inspection and/or assignments should screen the referral prior to making an appointment to ensure the referral is appropriate for the vehicles applicable to this program. The CHP VIN officers are responsible for the identification and attachment of replacement VIN plates for the following types of vehicles. All others shall be referred to DMV.

- (1) All SPCNS vehicles.
- (2) Passenger vehicles, including motor homes and house cars.
- (3) Trailers with an unladen weight of 6,000 pounds or more (excluding trailer coaches and mobile homes).
- (4) Trailers with two or more axles.
- (5) All auxiliary and logging dollies.
- (6) Snowmobiles when the original identification number has been removed (e.g., tunnel change), defaced, or obliterated.
- (7) Motorcycles.
- (8) Commercial vehicles.

12. IDENTIFICATION.





(2) If the inspecting officer is unable to positively identify a vehicle's secondary number and has reason to believe that the original identifying number has been intentionally removed, altered, mutilated, or is not satisfied with the ownership documents submitted, they should contact their Division ISU, Vehicle Theft Unit, for guidance, if needed.

13. COMPONENT PART IDENTIFICATION.

a. Component parts will be assigned replacement numbers only when a manufacturer's number has been previously removed, altered, or mutilated and the request results from a court directive, an enforcement document, or when the component part has been impounded by authority of Section 10751 CVC.

(1) Use of Unnumbered Replacement Vehicle Identification Number Plate. Unnumbered VIN plates will be used when assigning a number to a component part(s). If the original number can be restored it will be duplicated on the unnumbered plate. In the event the original number cannot be restored, the part shall be assigned a new number consisting of: the calendar year the replacement VIN plate was issued, the CHP Area assigning the plate, and a sequential number. For example, the first component part receiving an assigned number in the South Los Angeles Area, in the year 2016, would receive number 16-530-1. This precludes any possibility of an assigned part number being mistaken for a VIN.

(2) Documentation. Assignment of an identification number to a component part will be documented on a DMV REG 256, which can be found on the DMV Web site at www.dmv.ca.gov, located within the Vehicle Registration tab, under Vehicle Registration Forms. This procedure will not require a DMV REG 124. The DMV REG 256 should list the part description, assigned number, control number of the blank plate, and name and address of the applicant. If available, the VIN of the vehicle on which the component part is being used should be included. The completed DMV REG 256, as outlined in paragraph 17.b, of this chapter, shall be forwarded to FSS. Additionally, the assigned plate shall be documented on the CHP 97A for control purposes.

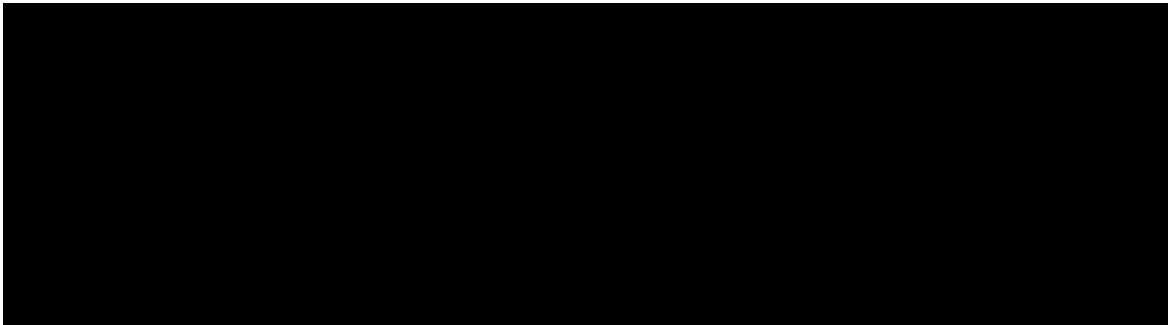
14. ASSIGNMENT OF VEHICLE IDENTIFICATION NUMBER PLATES.

a. Disassembled Vehicles. When presented for inspection, vehicles shall not be considered for a VIN assignment unless they are essentially assembled. Vehicles

shall be considered essentially assembled when all component parts carrying a serial number that can be used to identify that particular vehicle are assembled, including major component parts (e.g., engine, transmission, frame, etc.) necessary for the operation of that vehicle. This includes any body part required to be numbered on a vehicle.

b. Frame Versus Body Vehicle Identification Numbers. In circumstances where the frame and body VINs differ, the Department shall deem the frame number the true VIN. For example, an individual obtains a 1988 frame and rebuilds the vehicle utilizing a 1996 body of the same make and model, intending to register this vehicle as a 1996 for the higher resale value. The vehicle in this scenario is, in reality, a 1988 vehicle and would be identified and registered as such. The National Highway Traffic Safety Administration (NHTSA), automobile manufacturers, insurance industry, and law enforcement agencies agree the frame is the true and constant VIN. Vehicles with frames and bodies from different makes and models would be SPCNS. (Refer to paragraph 19.e. of this chapter.)

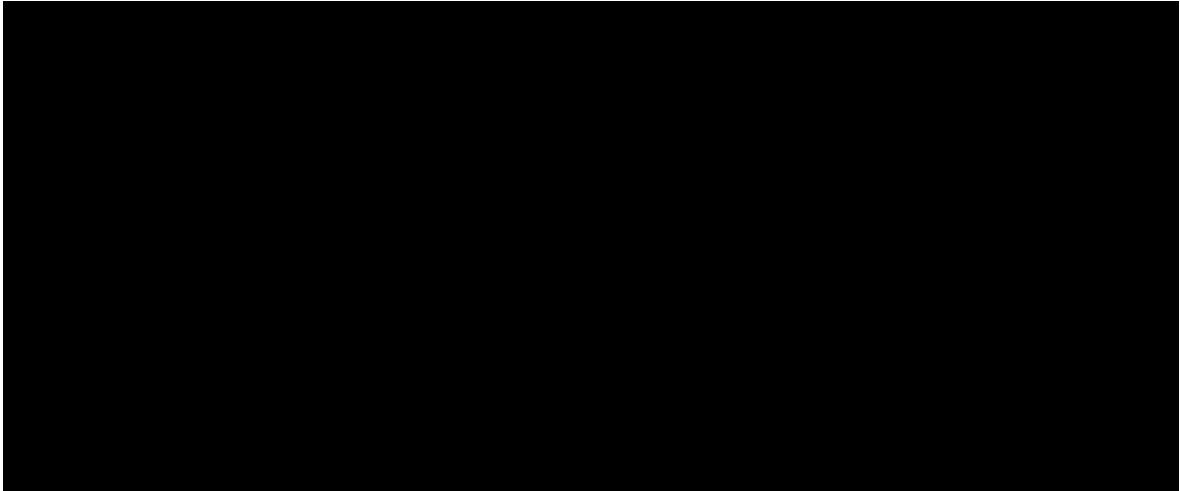
c. Passenger and Commercial Motor Vehicle Processing.



(2) Affix the replacement plate to a clean surface located on a portion of the left front door pillar post. If this is not possible due to the construction of the vehicle, alternate locations listed in the following order of preference should be used:

- (a) A portion of the frame on the driver's side of the vehicle in the engine compartment area.
- (b) Top center of the firewall.
- (c) Any portion of the vehicle frame which is visible and yet protected from possible damage or destruction.

(3) Complete the remaining portion of the DMV REG 124.



d. Stolen Vehicle Processing.

(1) Stolen Vehicle Recovery. If in the course of a vehicle inspection on a DMV referral, it is determined that the vehicle is stolen, a recovery shall be made. In addition to completing the DMV REG 124, a DMV REG 256 shall be completed and returned to DMV. A copy of DMV REG 256 need not be forwarded to FSS.

(2) Vehicle Identification. When a stolen vehicle, other than a DMV referral, is being processed for VIN assignment and the true VIN is established through restoration, obtain and log one unnumbered replacement VIN plate. Using a Pica type, imprint the original true number onto the plate and affix it as outlined in paragraph 15. of this chapter. The restored number on the vehicle shall not be covered by the VIN plate replacement.

(3) Release of Vehicle. The VIN assignment shall be completed prior to releasing the vehicle to the owner, and a DMV REG 256 stating the circumstances of the recovery shall be completed and forwarded to FSS for VIN plate accountability (Annex D). Ensure all applicable vehicle information (i.e., Year, Make, Model, VIN) are indicated within Section G, Statement of Facts. Detach Section G and attach it to the CHP 97B.

(4) Vehicle Identification Number Plate Still Outstanding. When there is a Department of Justice Stop appearing on the record of a recovered stolen vehicle, and the public VIN plate is unrecovered, a copy of the DMV REG 256 or DMV REG 124 shall be faxed immediately to DMV, Involuntary Transfer Section at (916) 657-5909.

e. Out-of-State Vehicle Identification Number Verifications. Except in extenuating circumstances or with verifiable documentation of a move to another state, the CHP

will not provide VIN verifications to individuals presenting VIN verification forms from states other than California. Verification forms from another state shall not be considered as evidence of a move. College acceptance letters, current utility bill receipts, rent deposit receipts, or current pay stubs indicating an out-of-state address would be examples of verifiable documentation.

(1) All California VIN verifications should be accompanied by a California DMV-issued verification form (DMV REG 124, DMV REG 256, or DMV REG 31).

(2) If the verification form is issued by another state, and no other documentation supporting a move is provided, the individual should be instructed to visit a local California DMV office to obtain the proper forms prior to the verification being completed. Alternatively, if the individual's intent is to move out-of-state, and no other documentation supporting a move is provided, they should be directed to wait until they arrive in their new home state and have the verification completed there.

15. VEHICLE IDENTIFICATION NUMBER PLATE ATTACHMENT TECHNIQUES.

a. Surface Cleaning. Thoroughly clean the surface area where the replacement VIN plate is to be affixed. This may be accomplished by the use of a degreasing solution which is supplied by the Department. In some cases, it may be necessary to remove several layers of paint with a cutting instrument or paint remover to ensure the replacement VIN plate is adhered to a solid surface, which will deter removal of the plate unharmed. Personnel are cautioned to wear appropriate eye protection, heavy duty commercial grade rubber gloves, and long-sleeved garments to protect hands and arms from possible chemical burns when using a degreasing or paint removal solution. Additionally, if the skin comes in contact with these agents, immediately follow the decontamination procedures recommended by the manufacturer, in order to cleanse the affected area.

b. Typing of Plates. The VIN should be typed on the blank replacement VIN plate by use of a typewriter with Pica type (ten characters per inch). If an electric typewriter with touch control is used, the touch control should be set to obtain the heaviest impression on the plate. When a manual typewriter is used, the keys should be struck firmly enough to make a deep impression into the plate.

c. Placement of Plates. Remove the paper backing from the replacement VIN plate. Avoid touching the adhesive backing as this will have an adverse effect on the adhesive quality of the plate. Affix the plate to the vehicle being careful to ensure it is applied smoothly.

NOTE: If a VIN plate is attached improperly it may be removed with a knife edge before the adhesive has set; however, the same VIN plate shall not be reused since it will not properly adhere. A new replacement plate shall be used and affixed to the same location. Disposition procedures for the damaged plate must be adhered to as outlined in paragraph 6.b.(2) of this chapter.

d. Security of Replacement Vehicle Identification Number Plates.

(1) After the plate has been attached by means of the adhesive backing, use a center punch to strike indentations into the center of the crosses near each end of the plate.

(2) Drill a 3/16-inch hole at the depressions. Insert a tamper proof rivet and tap the stainless steel head into the plate.

NOTE: Do not drill holes when securing plates to an engine as severe damage to the engine may result.

(3) Die stamp the logo into each end of the replacement plate, overlapping the stamping onto the surface metal, preferably on alternate corners.

16. REMOVAL OF MANUFACTURER'S VEHICLE IDENTIFICATION NUMBER PLATES.

a. Damaged. The VIN plates that are damaged, improperly stamped in error, or mutilated shall be removed.

b. Replacement Location. A replacement plate will be affixed to the left door pillar post or specified alternate location. It should not be placed on the dash.

c. Erroneous Plates. If a situation arises in which an erroneous manufacturer's VIN plate must be removed from the dash, which requires the removal of the windshield to access the VIN plate, it will be the responsibility of the owner to have it removed prior to the affixing of a replacement VIN plate.

17. LOST OR MUTILATED VEHICLE IDENTIFICATION NUMBER PLATES FROM VEHICLES.

a. Previously Assigned Plates. When a vehicle has been issued either a prenumbered or unnumbered replacement VIN plate on a prior occasion, a substitute unnumbered replacement VIN plate bearing the same numbers as previously assigned may be issued when:

(1) The applicant surrenders the original replacement VIN plate which became detached or mutilated.

(2) The applicant makes available the vehicle upon which the replacement plate is affixed. In this instance, the replacement VIN plate shall be removed by the inspecting officer.

b. Forms Completion. A DMV REG 256 shall be prepared and forwarded to FSS describing what change took place. The DMV REG 256 shall include all the new control number(s) used during the VIN assignment. The plate(s) removed from the vehicle will also be forwarded to FSS. Ensure all applicable vehicle information (i.e., Year, Make, Model, VIN, Color) is indicated within Section G (refer to sample in Annex D). Detach Section G and attach it to the CHP 97B.

c. Replacement Requirement. If the applicant is unable or unwilling to produce replacement plates, the applicant must produce a partially completed DMV REG 124.

(1) Remove any replacement VIN plate appearing on the vehicle.

(2) Issue new prenumbered and unnumbered (blank) plates, if both are necessary. A DMV REG 256 shall be prepared requesting that the original issued CA plate be canceled. The DMV REG 256 shall accompany the DMV REG 124, which is returned to DMV. A copy of the DMV REG 256, together with any mutilated VIN plates, shall be sent to FSS. Ensure all applicable vehicle information (i.e., Year, Make, Model, VIN, Color) are indicated within Section G. Detach Section G and attach it to the CHP 97B.

18. COMPLETION OF FORMS, DEPARTMENT OF MOTOR VEHICLES REG 124.

a. Document Validity. The DMV REG 124 may be accepted by DMV and CHP for up to three years from the date fees are paid.

b. Officer Verification. Upon completion of the identification process and the affixing of a State of California replacement VIN plate, the identifying officer will complete the verification portion of the remaining documents.

(1) The original (white) of the completed DMV REG 124 may be mailed or hand carried to the originating DMV office.

(2) The first copy (yellow) is retained by the Area, attached to the CHP 97B. The copy shall be retained in the Area for three years plus the current year.

(3) The second copy (pink) is given to the applicant as a receipt document, pending receipt of a corrected registration certificate.

c. Department of Motor Vehicles REG 124 Preparation. The DMV REG 124 shall be prepared in the following manner:

(1) The top portion of the form shall be filled out by the applicant prior to the inspection.

(2) The center portion of the form is normally completed by a DMV employee. If the DMV referral to CHP portion is not completed, do not process. Send the applicant back to the DMV. If the vehicle is a SPCNS, which has not been pre-verified by DMV (i.e., make, body type, year, license number, and state), CHP VIN officers may complete these portions of the DMV REG 124.

(3) The bottom portion is for use by the DMV or CHP. The following is a description of the DMV REG 124 (Annex C) bottom portion:

(a) License Number. Enter license number of vehicle being assigned a vehicle identification number plate.

(b) State. Enter the initials of the state in which the vehicle is registered.

(c) Make. Enter the make or type of the vehicle (e.g., SPCNS, Ford).

(d) Year. Enter the year of the vehicle being assigned a vehicle identification number plate. If SPCNS, the year should read 0000, with an explanation in the Comments section, indicating actual year the vehicle was identified.

(e) Model. Enter the model of the vehicle being assigned a vehicle identification number plate.

(f) Body Type. Enter the body type of the vehicle inspected.

(g) MO. POWR. Enter the motive power of the vehicle inspected.

(h) Axles. Enter the number of axles of the vehicle inspected.

(i) GVWR (Pickups). Enter the gross vehicle weight rating of the vehicle inspected.

(j) EST. Weight (TRLS). Enter the estimated weight of the trailer inspected.

- (k) CMP/CCH/MTRHM (TRLS). Enter the appropriate abbreviation for the type of vehicle inspected (refer to DMV REG 31, page 2, for appropriate DMV abbreviations).
- (l) Identification Number or Explanation Label Status. Enter the vehicle identification number, if found. If no numbers are found, or they are illegible, indicate: numbers ground off, mutilated.
- (m) Engine Number or Explanation, If None. Enter the engine number of vehicles. On motorcycles, show complete engine number.
- (n) VIN Plate Affixed To Frame. Enter the number that has been assigned to the vehicle. The number in this space is the number under which DMV will register the vehicle.
- (o) VIN Plate Affixed To Engine. Enter a number in this space only if one is assigned to the engine by the inspecting officer. If no number is attached to the engine, enter "none." Motorcycles with valid engine numbers at the time of inspection shall have the engine number entered as contained in paragraph 19.a.(2).(c) of this chapter.
- (p) US Federal Certification Label Status. Check the appropriate box for the vehicle inspected.
- (q) US Federal Certification Label Indicates (24 Model Years Old and Newer). Check the appropriate box for the vehicle inspected.
- (r) Odometer Mileage Reading. Record mileage exactly as shown on vehicle odometer.
- (s) Supporting Documents. Mark appropriate box.
- (t) Check Box If Original VIN Restored To Vehicle. Self-explanatory.
- (u) Replica. If the vehicle inspected meets the definition of a special construction or "kit" vehicle, check this box.
- (v) Emission Label Indicates. Mark appropriate box.
- (w) Comments. For body type model "VA" (all other) describe vehicle.
- (x) DMV Employee or CHP Officer's Signature and Printed Name. Provide signature of officer affixing the assigned number and printed name.

(y) Title/ID or Badge No. and Office. Enter departmental identification number and office of assignment.

(z) Date. Enter the date the identification number plate is assigned.

19. SPECIAL HANDLING PROCEDURES.

a. Motorcycle Processing.

(1) In the event that an applicant is in possession of a motorcycle from which the engine number or frame number has been removed, altered, mutilated, or destroyed, the inspecting VIN officer should contact their Division ISU, Vehicle Theft Unit, should further guidance be required. In the event the officer performing the inspection is unable to contact a vehicle theft investigator, concurrence of a supervisor must be obtained prior to impounding the motorcycle, per Section 22655.5 CVC, for further investigation as permitted by Section 10751 CVC.

(2) Assembled motorcycles presented for inspection which have no identification number on a legitimate frame, including SPCNS motorcycles, shall have replacement VINs assigned in the following manner:

(a) A prenumbered CA plate is to be used in all cases. See paragraph 15. of this chapter for specific guidelines for VIN plate attachment.

(b) Affix the plate to the clean surface area on the frame near the headstock (right side is primary location). Do not apply to the headstock itself; drilling in this location may damage the vehicle's steering system. If this area is impaired by a wiring harness or other obstruction, the left side is the alternate location. Do not drill if the frame is of the special oil-filled type.

(c) The engine number on all motorcycles and motor-driven cycles shall be recorded in the appropriate box on the DMV REG 124 and CHP 97B.

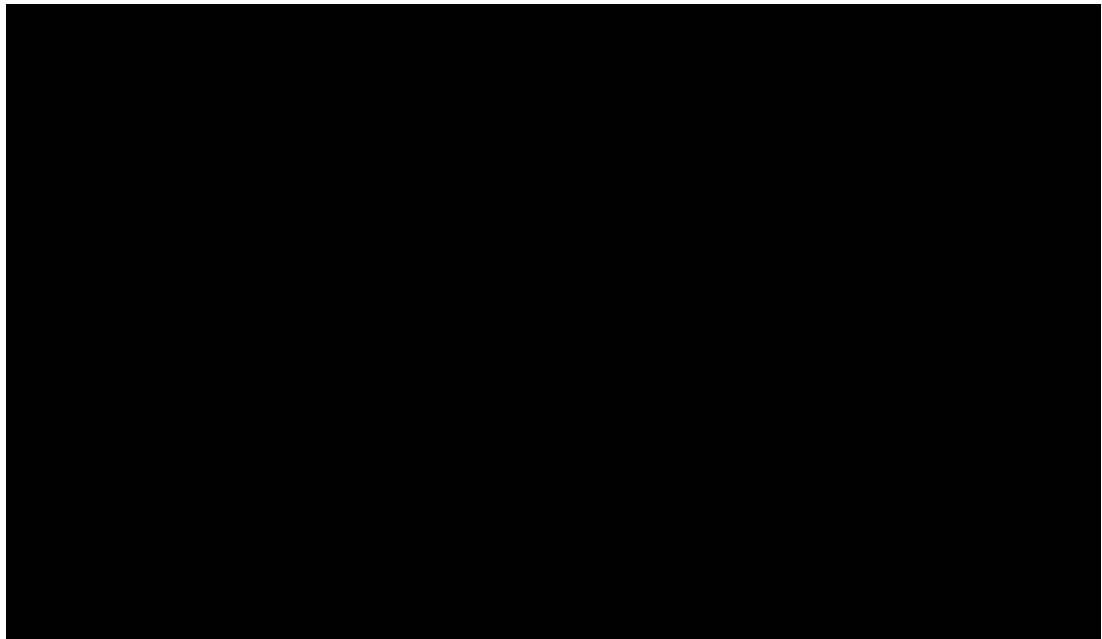
NOTE: Motorcycles are registered by both frame and engine number (Section 4150.2 CVC).

(3) If an assembled motorcycle presented for inspection has a legitimate frame number but an unnumbered engine, a legitimate engine number but an unnumbered frame, or an unnumbered frame and engine, the VIN officer should proceed as follows:



(b) Assign a separate prenumbered CA plate to either the frame or engine in all cases.

(c) Affix the replacement VIN plate to a clean surface on the engine as close as practicable to where the original engine number would be located. Do not drill into the engine.



(e) Complete the remaining portion of the DMV REG 124.

(4) Assembled motorcycles which are referred due to an engine case change shall be handled as follows:

(a) Determine if the engine case to be registered is a replacement for a previously existing engine case. The replacement case must be installed on the engine, and the engine installed on the motorcycle.

(b) Visually inspect the old or replaced case to ascertain that it is, in fact, the engine case being replaced.

(c) If it is determined that the replacement engine case bears entirely different identifying numbers, the applicant may retain the original engine case.

(d) If it is determined that the replacement engine case bears the same identifying numbers as that of the case being replaced, the replaced engine case shall be destroyed. Crushing is the most effective method for ensuring the case cannot be reused. There are other effective methods of destruction, such as using a torch to cut the case into several pieces through the crankshaft hole, or melting it into an unusable condition. The VIN officers must use sound judgment in determining whether destruction has been accomplished, with consideration given to preventing the replaced engine case from being rebuilt or reused following repair.

NOTE: It is the responsibility of the registration applicant to destroy the replaced engine case to the satisfaction of the VIN officer.

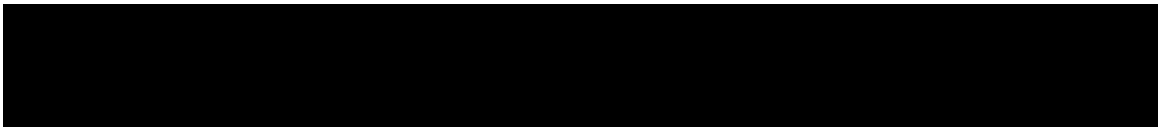
(e) Prepare a DMV REG 256, attesting to the proof of destruction of the replaced engine case, and give it to the applicant for submission to the DMV to complete the registration process. A copy of the DMV REG 256 shall be sent to FSS. If a replacement VIN plate has been issued to this vehicle, the DMV REG 256 shall be submitted to FSS with the monthly report.

NOTE: These procedures apply to **all** motorcycle engines having an engine change.

b. Trailer Processing.

(1) When a true identification number can be determined, it should be typed on an unnumbered VIN plate and the plate affixed to the vehicle near the right front corner of the trailer or near the location of the original manufacturer's VIN plate.

(2) If the vehicle does not have an identification number and it has been cleared through the Division ISU, obtain and log a prenumbered CA replacement VIN plate and attach it to a clean surface area near the right front corner of the trailer.



c. Snowmobile Processing.

(1) The primary responsibility for the inspection of snowmobiles rests with the DMV. If it appears that the original identification number has been removed, mutilated, or altered, the DMV will refer the matter to the CHP for identification purposes.

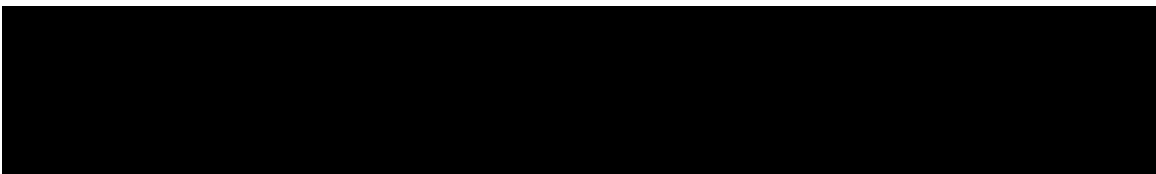
(2) Due to the circumstances under which referrals of snowmobiles are made to this Department, most of these cases will involve an attempt at number restoration. This may necessitate the services of departmental vehicle theft investigators.

(3) When the original identification number can be determined (e.g., tunnel change), obtain and log an unnumbered replacement plate. Using a Pica type (ten characters per inch), imprint the original VIN on the replacement plate.

(4) If the original identification number cannot be determined and no prosecution is in order, obtain and log a prenumbered CA replacement plate and attach the plate near the location of the original manufacturer's number.

d. Specially Constructed Vehicle Processing.

(1) Vehicles are classified as SPCNS by the DMV in accordance with Section 580 CVC and DMV's Registration Manual, Section 2.145. It is not the responsibility of CHP to classify vehicles as SPCNS; however, vehicles referred to the CHP as SPCNS, and classified by the DMV contrary to the DMV's regulations, should be clarified by contacting the DMV's office manager. A notation in the "Comments" portion of the REG 124 may also be made. Any controversy arising from the latter contact shall be referred to FSS.



(3) Vehicles constructed from readily identifiable, traceable vehicle component parts may be designated as SPCNS. Examples include:

(a) A 1957 Ford Cobra body on an aftermarket frame, or on another Ford model frame, modified for use with the Ford Cobra body, although not changing the appearance of the vehicle, is not how the Cobra was manufactured (Section 580 CVC).

(b) A Volkswagen (VW) frame used to construct a sand rail or dune buggy, using aftermarket component parts. Although the frame (or pan)

number may indicate the vehicle model as a VW, VW did not manufacture sand rails or dune buggies for sale.

(4) Record all supplemental identifying numbers found on the vehicle on the FSS copy of the CHP 97B (e.g., transmission number or any numbers on accessories or special equipment).

(5) If assignment of a public VIN is necessary on SPCNS motor vehicles, other than motorcycles, affix the plate to a clean surface on the left front door pillar post. If this is not possible due to construction of the vehicle, alternate locations are as follows:

(a) The frame on the driver's side of the vehicle in the engine compartment area.

(b) On the top of the frame tunnel between the front seats (this location should be used for specially constructed sand or dune buggies whenever possible).

(c) A portion of the vehicle frame which is visible and yet protected from possible damage or destruction.

e. House Car and Motor Home Processing.

(1) Motor homes made by licensed motor home manufacturers shall be registered under the make (name) affixed by the motor home manufacturer. However, the vehicle identification number shall be the number assigned by the chassis manufacturer. Licensed motor home manufacturers include specialty manufacturers such as Newport, Traveleze, Winnebago, and major automobile makers.

(2) Any other motor vehicle originally designed or permanently altered and equipped for human habitation, or to which a camper has been permanently attached, shall be registered under the make (name) and VIN assigned by the "auto" manufacturer (e.g., Chevrolet, Dodge, Ford).

(3) Although the foregoing are the usual ways of registering motor homes, different ways may be encountered. When verifying numbers, verify all numbers and also various combinations of the numbers, such as leaving off the model prefix. If the vehicle is identified by the motor home manufacturer's name and identification number, an unnumbered VIN plate shall be attached near the location of the original manufacturer's VIN. If the vehicle cannot be identified, contact the ISU Coordinator for disposition. When two plates are issued, the second plate shall be affixed in the same location as on SPCNS

vehicles. Indicate on the CHP 97B the location in which the plates were affixed.

f. Lien Sale Vehicle Identification Requirement.

(1) The DMV regulations state that a vehicle sold at a lien sale must have an identification number. Procedures for assigning a VIN to lien sale vehicles are the same as previously outlined in this chapter.

(2) Vehicles which are intended to be reregistered under Sections 3071 and 3072 of the Civil Code and Section 22851 CVC are required by DMV Regulation 1.260 to be sold at a lien sale and, therefore, must have an identification number. Additionally, the sale must be completed before an application can be submitted.

g. Unibody Vehicles.

(1) Unibody vehicles are utilized on most passenger vehicles and compact sport utility vehicles (SUV). Unibody vehicles provide structural strength to the vehicle and greater energy absorption in the event of an accident. The majority of light-duty trucks and full-size SUVs still use the traditional chassis body construction. The use of unibody construction does create vehicle identification and/or vehicle identification assignment problems. The overwhelming majority of unibody vehicle manufacturers place their secondary number on the vehicle's firewall, strut tower, or fender tabs. As a result, during the rebuilding process these components and/or the entire front clip (cowl forward to front bumper) are replaced. Thus, the secondary number changes from that of the original vehicle.

(2) When it is determined that the secondary number differs from that of the public VIN, the public VIN shall still be utilized as the true identity of the vehicle.

NOTE: If the vehicle is rebuilt utilizing numerous identifying parts (e.g., fenders, hood, trunk, doors), including the secondary VIN, strong consideration should be given in reidentifying the vehicle with that new VIN.

(3) In those instances, the owner should be advised to have the public VIN removed and surrendered to the inspecting officer for disposal. The federal safety certification label should remain on the vehicle and a blank blue tag should be placed on or adjacent to the federal label containing the correct VIN. Federal labels shall not be removed by departmental personnel, unless the label is determined to be a counterfeit or altered. Document all identifying numbers on vehicle and explain on the CHP 97B.

h. Gray Market Vehicles.

(1) A gray market vehicle is a vehicle whose owner has brought it into the United States from another country and wishes to have it titled and registered here. A gray market vehicle may or may not have been produced overseas: the distinguishing feature is that it has never been titled in the United States and it does not conform to federal motor vehicle safety standards. When a vehicle is presented for identification and/or VIN assignment, and the vehicle is determined to be a gray market vehicle, the officer must explain to the applicant that several steps must be completed prior to final verification or assignment of a VIN number (refer to paragraph 19.i.[2] below). However, it is recommended officers thoroughly inspect the vehicle and determine if the vehicle or any of its component parts are stolen. Once it is determined that no questionable parts exist, the owner shall be advised of the steps necessary to have the vehicle titled in conformance with federal and state law.

(2) In order for a gray market vehicle to be titled in the United States, under federal law the vehicle must meet all federal motor vehicle safety standards, California smog requirements, and other federal requirements, as applicable. Additionally, a vehicle imported for resale must be imported by an authorized Registered Importer as required by Title 49 of the Code of Federal Regulations.

(3) When a gray market vehicle is presented to a uniformed member of the Department, the owner shall be advised of the requirements mandated by federal law and advised that a verification and/or VIN assignment will not be completed until all requirements are met. Uniformed members of this Department may direct the owner (or individual presenting the vehicle for inspection), to the California Air Resources Board for smog related requirements and the NHTSA for federal motor vehicle safety standards.

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ANNEX B

SAMPLE, VOID REPLACEMENT VEHICLE IDENTIFICATION NUMBER PLATE MEMORANDUM

State of California

Transportation Agency

Memorandum

Date: (Incident Date)

To: Field Support Section

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Area Name

File No.: (Location Code).Your Identification Number.File

Subject: VOID OF REPLACEMENT VEHICLE IDENTIFICATION NUMBER
PLATE, CONTROL NUMBER (INSERT CONTROL NUMBER)

On (insert date), replacement vehicle identification number (VIN) plate (insert control number) was voided due to (insert reason for void; e.g., typographical error). The attached VIN plate is being returned to Field Support Section as directed in Highway Patrol Manual 81.1, Vehicle Theft Control Manual, Chapter 4, Replacement Vehicle Identification Number System.

YOUR NAME, Rank




Safety, Service, and Security
CHP 51 (Rev. 06/2013) GPI 075

An Internationally Accredited Agency

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ANNEX C

DMV REG 124, APPLICATION FOR ASSIGNED VEHICLE IDENTIFICATION NUMBER PLATE

 APPLICATION FOR ASSIGNED VEHICLE IDENTIFICATION NUMBER PLATE		DMV USE ONLY ID REQUIRED FOR ALL VIN PLATE ASSIGNMENTS	
DRIVER LICENSE OR ID CARD OF PERSON PRESENTING THE APPLICATION AND VEHICLE H1234567		STATE CA	TECH. INITIALS [Signature]
VEHICLE INFORMATION (APPLICANT COMPLETES THIS SECTION) NOTE: For trailer VIN assignments – the primary location of the VIN placement by DMV is on the right side of the tongue (drawbar) near the body; the secondary location is on the metal frame near the front right corner.			
CALIFORNIA LICENSE PLATE NUMBER NONE	MAKE CHRY	YEAR/MODEL 1985	IDENTIFICATION NUMBER, IF ANY (FROM DOCUMENTS) IC35H48CZFN109186
ENGINE NUMBER, IF ANY (FROM DOCUMENTS)			
EXPLAIN REASON FOR REQUEST FOR ASSIGNED NUMBER (E.G., HOMEMADE TRAILER, ETC.) OR REFERRAL PUBLIC VIN MISSING			
REGISTERED OWNER (PRINT TRUE-FULL NAME - Last, First, Middle) SANDERS, KANDY		ADDRESS 401 N. 7TH ST	CITY STATE ZIP CODE SACRAMENTO CA 95811
I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I further certify that I am the lawful owner of or have a lien against the above described vehicle.			
APPLICANT'S SIGNATURE [Signature]		PRINTED NAME KANDY SANDERS	DATE 9-30-10
DMV USE ONLY – DMV REFERRAL TO CALIFORNIA HIGHWAY PATROL (CHP) (IF REFERRED TO CHP – CALL FOR AN APPOINTMENT) NOTE: CHP will not affix a VIN plate to a vehicle that is not completely assembled. This original form must be returned to DMV after completion by CHP.			
REFERRING OFFICE HIGHWAY PATROL	RECEIPT NO. – OFC. ID./WORK DATE/TECH. ID./SEQ. NO. 501	REASON FOR REFERRAL MISSING VIN	
EMPLOYEE'S SIGNATURE [Signature]	PRINTED NAME TONY RIOS	TITLE/ID NUMBER 401941	OFFICE DATE 550 9-30-10
FOR DEPARTMENT OF MOTOR VEHICLES OR CALIFORNIA HIGHWAY PATROL USE ONLY			
LICENSE NUMBER NONE	STATE CA	MAKE CHRY	YEAR 1985
IDENTIFICATION NUMBER OR EXPLANATION, IF NONE IC35H48CZFN109186	MODEL 4N	BODY TYPE G	MO./ROWR. G
ENGINE NUMBER OR EXPLANATION, IF NONE NO	AXLES NO	GVWR (PICKUPS) NO	EST. WEIGHT (TRLS.) NO
VIN PLATE AFFIXED TO FRAME NO	VIN PLATE AFFIXED TO ENGINE NO	CMP/CCH/MTRHM (TRLS.) Length _____ Width _____	
US FEDERAL CERTIFICATION LABEL INDICATES (24 MODEL YEARS OLD AND NEWER): <input checked="" type="checkbox"/> Agrees with VIN <input type="checkbox"/> Disagrees with VIN <input type="checkbox"/> Illegible/Damaged <input type="checkbox"/> Missing <input type="checkbox"/> None-N/A <input type="checkbox"/> See COMMENTS			
US FEDERAL CERTIFICATION LABEL INDICATES (24 MODEL YEARS OLD AND NEWER): <input checked="" type="checkbox"/> Vehicle complies with US Federal Motor Vehicle Safety Standards (US FMVSS). <input type="checkbox"/> Name of vehicle importer (Enter name of importer in "COMMENTS" below). <input type="checkbox"/> Label indicates vehicle complies with safety requirements of a country other than US.			
ODOMETER MILEAGE READING Record mileage exactly as shown on vehicle odometer. 1199,012.10		(no tenths)	<input checked="" type="checkbox"/> miles <input type="checkbox"/> kilometers <input checked="" type="checkbox"/> 5-digit odometer <input type="checkbox"/> 6-digit odometer <input type="checkbox"/> digital display
SUPPORTING DOCUMENTS <input checked="" type="checkbox"/> Agrees with VIN <input type="checkbox"/> Disagrees with VIN <input type="checkbox"/> No VIN on Documents <input type="checkbox"/> None <input type="checkbox"/> See COMMENTS		CHECK BOX IF ORIGINAL VIN RESTORED TO VEHICLE <input type="checkbox"/> Yes <input type="checkbox"/> No	
EMISSION LABEL INDICATES <input checked="" type="checkbox"/> Vehicle meets US EPA standards only. <input checked="" type="checkbox"/> Vehicle meets US EPA standards and California standards. <input type="checkbox"/> Engine displacement less than 50 cubic centimeters.		FOR BODY TYPE MODEL "VA" (ALL OTHER) DESCRIBE VEHICLE Vehicle meets California standards only. Vehicle meets California standards for Off-Highway Vehicles (OHVs). None <input type="checkbox"/> See COMMENTS	
COMMENTS VEHICLE POSITIVELY ID AND VIN PLACED ON DRIVER'S IS PLATE			
I certify that I physically inspected the above described vehicle. If a VIN was assigned, I did affix the numbered VIN plate(s) to that vehicle.			
DMV EMPLOYEE OR CHP OFFICER'S SIGNATURE [Signature]		PRINTED NAME D. SLOSSER	TITLE/ID OR BADGE NO. OFFICE DATE 17760 265 11/1/10

REG 124 (REV. 6/2010)

WHITE RECORD COPY YELLOW RETAINED BY OFFICE AFFIXING VIN PLATE PINK APPLICANT'S COPY

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ANNEX D

SAMPLE - SECTION G. FROM DEPARTMENT OF MOTOR VEHICLES REG 256, STATEMENT OF FACTS

G. STATEMENT OF FACTS

I, the undersigned, state:

This 2012, Dodge, Durango, red, California license plate 7ABC123, with vehicle identification number (VIN) 3B6543345CY123456, was a theft recovery with the public VIN plate removed. The vehicle was positively identified by myself through confidential means. A replacement VIN plate bearing control number 123456, with the above listed corresponding VIN, was attached to the vehicle.

H. APPLICANT'S SIGNATURE

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

PRINTED LAST NAME	FIRST NAME	MIDDLE NAME	DAYTIME PHONE NUMBER
Smith	John	M.	(916) 843-3470
SIGNATURE <i>JMSmith</i>			DATE 07/01/2016

REG 256 (REV. 8/2008) WWW

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