



Dealer Time With Training

October, 2024

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Housekeeping

1. Enable Chat

2. Mute when not speaking

3. Turn off video

4. Type questions in the chat

5. Send to Everyone

6. Open a Snipping Tool

7. Watch for Red Star

AppsParticipantsChat

UnmuteStart video

Snipping Tool App

Apps Snip & Sketch

To: Everyone

Everyone

MNLARS Training Team (Host & Presenter)

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Handouts

1. Click the ...

2. Click Content

3. Pick a file/hover over ... and click Download symbol

4. Click the folder to view the file

5. It will be located in your Downloads

6. Repeat for 2nd file

7. Go back to Chat

Now you have handouts!!

WriteContent

ParticipantsChat

one slide handouts.pdf

TWT DR May 24 MV.pdf

one slide handouts.pdf

File Explorer

one slide handouts.pdf

ParticipantsChat

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Agenda

- 1. New Dealer Training: Held for Resale
- 2. Annual Contribution Fees
- 3. Legislative Updates
- 4. Special Plate Transfers
- 5. Dealer Tools & Tips
- 6. Dealer Resources



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New Dealer Training

Held for Resale

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Held for Resale (HR) Defined

- Acquired vehicles with intent to resell
- Statutes dictate requirements



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HR Statute Requirements

- MN Statutes 168A.10, 168.11, 168.301
- **48 hours** to add Held for Resale
- **20 calendar days** to submit title app & fees
  - No title is needed immediately
- Dealer applying for title?
  - Registration not necessary
  - **1-month registration tax** is required
- **License plate required to be removed**
- Retain proof (3 years) of transfer for sold vehicles





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Access to e-Services for Business



MINNESOTA DEPARTMENT OF PUBLIC SAFETY  
DRIVER AND VEHICLE SERVICES

RECORDS ACCESS AGREEMENT  
Dealership

FROM \_\_\_\_\_

This agreement is between the State of Minnesota, acting through its Department of Public Safety (hereinafter "STATE") and \_\_\_\_\_


an owner or an officer of \_\_\_\_\_

a licensed Minnesota dealership (hereinafter "DEALER"), assigned dealer number \_\_\_\_\_

I understand by signing this document I agree to the following terms and conditions to gain access to the STATE's Driver and Vehicle Services Division (hereinafter "DVS") information system for a DEALER and only for the uses described in number two (2) of this agreement.

1. Access to the DVS information system is restricted to the DEALER's authorized users who need access to perform their job duties.
2. The DVS data obtained by the DEALER will only be used in the normal course of DEALER business to verify the accuracy of personal information submitted by an individual for the purchase or sale of a motor vehicle, or to process that person (S.C. section 213A.02(2)(b)). Access is prohibited to place this information on the record as required under Minnesota Statutes, sections 168A.11 and 168A.13.
3. The DEALER will not use DVS data for personal or non-business purposes. Any such use is in violation of state and federal laws.
4. The DEALER is responsible for training all authorized users on the proper use and dissemination of DVS data. Training will be done in accordance with DVS data privacy training materials. The training material (discussing security and confidentiality of DVS and Records Access Agreement) must be retained by the DEALER and submitted to the STATE upon request. (See SUBB 1A.)
5. The DEALER will require each authorized user who has a business need to access the DVS data to sign an \_\_\_\_\_

- Records Access Agreement
- Set up Administrator by emailing [dvs.dataservices@state.mn.us](mailto:dvs.dataservices@state.mn.us)
- Administrator will add users
- Users will be emailed for access



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Marking Held for Resale e-Services



Minnesota Driver and Vehicle e-Services for Business

Action Center

- Mark Vehicle as Held for Resale
- Mark Vehicle as Junked
- Mark Vehicle as Removed from State

Vehicle Information

VIN : 1FT7W28T8DEA85498    Make : Ford    Model : F250  
Year : 2013    Color : Silver/Aluminum    Fuel Type : Diesel


Hold for Resale

When did you acquire the vehicle?

Have plates been removed?

Is this a salvage vehicle?

Upon submission of this request, the vehicle indicated above will be marked for resale in the Department of Public Safety's system.



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Removal of Plates for Held for Resale Vehicles

- Do you want to remove the plate with this transaction?
- Answer default is "Yes"
- All plates must be removed from all HR vehicles

Have plates been removed?

Yes



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HR e-Services Salvage Field

- Is this a Vehicle Salvage?
- Answer to the best of your knowledge
- Question added for reporting purposes (Forecasting inspections)
- Answering Yes will not add a brand to the title/report to NMVTIS

Is this a salvage vehicle?

Required

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HR Submission to Deputy Registrar

- What to submit:
  - Contact name and phone number
  - Scanned receipt or proof of purchase/ownership

Name: John Doe  
Phone: 651-555-1234



Car Sales Receipt

Vehicle Information

Make: Honda

Model: Civic

Year: 2015

Color: Silver

VIN: 1HGBH41F10A000000

Registration Number

7

State of Purchase

Minnesota

Registration Information

Registration Number: 7

Registration Fee: \$10.00

Registration Tax: \$10.00

Registration Total: \$20.00

Car Sales Price (\$)

\$10,000.00

Registration Fee (\$)

\$10.00

Registration Tax (\$)

\$10.00

Car Sales Price (\$)

\$10,000.00

Registration Fee (\$)

\$10.00

Registration Tax (\$)

\$10.00

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Dealer Conditionals

- Used when unable to obtain required documents and/or signatures
- Dealer required to obtain missing items
- Allows compliance within 20-day transfer laws



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Dealer Conditionals Via e-Services

- What to submit through e-Services:
  - Complete Title Application
    - If signatures missing, photocopy of application sufficient
  - Submit letter requesting dealer conditional
  - Special Plate App (when applicable)
  - Taxes & Fees





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Dealer Conditional Submitted at Deputy Office

- What to submit:
  - Dealer Conditional Letter
  - Title Application
  - Special Plate App (when applicable)
  - Copy of signed purchase agreement
  - Taxes & Fees





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Driver and Vehicle Services  
A Division of the Minnesota Department of Public Safety

DPS-DVS Dealer Update

March 26, 2023

What's in this update

- Reminder: Vehicle Inspections
- Dealer conditionals filed through deputy register
- Held for resale notices filed through deputy register
- Record access agreements
- Previous news
- Dealer support/questions/resources

DVS  
Vehicle Inspections

Vehicle Inspections  
Starting April 1, vehicle inspections will require an appointment. Inspection sites will no longer offer walk-

- Check your Dealer Updates
  - System Functionality changes
  - System enhancements
  - Statute updates
  - Reminders/tips

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Reversing Held for Resale

- Used when added in error in e-Services for Business
- Search vehicle, log reason, and reverse
- Contact Dealer Unit to remove all others if needed

Action Center

Reverse Vehicle Held for Resale

Mark Vehicle as Removed from State

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EVTR Dealers

- When marking Held for Resale in EVTR:
  - Make sure someone is looking at plates on all trade-ins
  - Plates are automatically removed in EVTR
- Allows EVTR to be reversed in the event of a correction
- [DVS.EVTR@state.mn.us](mailto:DVS.EVTR@state.mn.us) for EVTR issues
- Does not impact certified EVTRs prior to Oct 1st
- If transaction reversed/redone on or after Oct 1st

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Dealer Update



Driver and Vehicle Services

A Division of the Minnesota Department of Public Safety

Oct. 1, 2024

DVS Dealer Update

What's New in This Update


- Oct. 1: Dealer Held for Resale changes

Today's News

Oct. 1: Dealer held for resale changes

Two parts of Minnesota statute 168 changed effective today, Oct. 1, 2024. A statement was added in Minnesota statute 168.29 that says a licensed motor vehicle dealer may only apply for replacement plates when they are applying for a title in the name of the new owner or the dealer.

Minnesota statute 168A.11, subdivision 2 added that the dealer must remove any plates from the vehicle and dispose of them in a prescribed manner. Communication went out on Sept. 17 on how to dispose of plates.



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Questions

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Annual Contribution Fees

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Annual Contribution (AC) Basics

- Annual Contributions support charities associated with organization
- Due on initial issuance of the plates
- Due each renewal – except Proud Vet (1-time contribution)
- Due when transferred to a different class of vehicle
- Not due when getting duplicates



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Annual Contribution Advanced

When reg is current and a vehicle is purchased with renewal:

- One contribution for the current period
- One contribution if also renewing
- Fees are based on purchase date, not transaction date
- Fees apply even if there is only 1 day left in reg period



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Example

Customer buys a vehicle from a dealer on Sep 29, 2024. Reg expires Sep 30. They also are renewing and getting a Club 100 plate. You receive paperwork today. One Annual Contribution or two?

- One for Oct 1, 2023 – 30 Sep, 2024 period
- One for Oct 1, 2024 – 30 Sep, 2025 period

Plate Fees			
100 Club Plate Fee	1	15.50	Waive
100 Club Contribution	2	80.00	Waive



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Plate Transfers

Due when going:

- To a vehicle in different class/use type
- From an expired vehicle to new one regardless of new vehicle's reg
- To a vehicle with multiple future reg periods >12 months
- Critical Habitat to different Critical Habitat (i.e. Moose to Loon)

Not due when:

- Going to a vehicle in same class with multiple future reg periods 12 months or less (i.e. going onto a new vehicle)

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Push Back

If customer pushes back about 2 Annual Contributions:

- Issue standard plates and change them on day 1 of new reg period
- Time to come back, plate fee, and filing fee almost make it a wash



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Legislative Updates

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Removing Plates – Oct 1

- Dealers must remove plates from vehicles and dispose of them when placing vehicles in Held for Resale
- This will also happen systematically
  - All vehicle types including Collector, ST, and Plicker
- When doing VTAPs for existing MN vehicles, new plates will be required even if not marked Held for Resale
- EVTR will require this as well in near future
- Special Plates can still be transferred to new purchases



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Invalidate & Dispose

- Invalidate the plates:
  - Mark up with black permanent marker (including tabs)
  - Bend up or cut in half
- Dispose of properly:
  - Dumpster
  - Recycle if you choose (aluminum)
  - Plickers can remain on trailer



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Other Oct 1, 2024 Legislative Changes

- Dealers may only apply for plates if they apply for a title and reg
- Late Transfer Fees change from 10 business days to 20 calendar days from purchase date
- 21 Day Permits change from 21 days to 60 days
  - Use same permit paper

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Reference

- Dealer Update sent Sep 18, 2024



Driver and Vehicle Services

A Division of the Minnesota Department of Public Safety

Sept. 18, 2024

DVS Dealer Update

What's New in This Update

- Brooklyn Center vehicle inspection site opening soon
- Pre-populated special plate applications
- Oct. 1: Dealer held for resale and replacement plates

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Questions

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Special Plate Transfers

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Special Plate Transfers

- Please don't tell customers they can't transfer special plates
- Special plates can be transferred on any purchases
  - Via VTAP – Answer Yes to the question
  - Via EVTR – contact your EVTR vendor if you need help
- Exception – 7-year replacements of non-personalized
- Customers unhappy paying excess transfer fees

Transfer plate?  
Yes



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Customer Has Personalized Plates

- Customers retain rights to plate messages for 1 year after expiration
- Best Practice! – Look at plates on trade-in vehicle always
- If customers ask for personalized plates – ask if they have them currently
- Customer owns personalized plates
- Wants to put them on the new purchase
- Wants a different style
- Many customers have paid \$100 again when not needed





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VTAP

- Yes to Transfer Plate is critical

Plate Type

Print 21-day Permit?

Yes

Plate Category

Professional Sports

☐ Disability Plate


☒ Personalized Plate

Plate Type

Vikings Personalized

Transfer plate?

Yes



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Next Screen

- Say Yes to re-order personalized plate
- Enter the plate message – character limit is determined by the new plate style and graphics
- Enter Relationship to current plate owner – generally Self/Same Owner
- Need a signed note from prior owner if personalized are staying with vehicle

Vikings Personalized

Reorder personalized plate?

Yes

Plate Number

SKOL

Relationship to current plate owner

Self/Same Owner

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Last steps

- Get a signed PS2010 – Special Plate App with Transfer checked (also Duplicate if applicable)

Section A

Special plates

☐ Agriculture

☐ ARO/IB

☐ Blackout

☐ College/University

School:

☐ Critical Habitat

Design:

☐ Law Enforcement

☐ Memorial Association

☐ Lion's Club

☐ Minnesota 100 Club

Special plates cont.

☐ Minnesota Golf

☒ Minnesota Professional Sports Team Foundation

Team:

☐ Minnesota State Parks & Trails

☐ Missing and Murdered Indigenous Relatives (available 2024)

☐ Remembering Victims of Impaired Drivers

☐ Start Seeing Motorcycles

☐ Support Our Troops

☐ Other\*

Section B

☐ New

☒ Duplicate

☒ Transfer

← Check only one!

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Last steps

- Review Fees – customer should only be paying for the new plate style

Plate Fees			
Plate Fee		1	15.50
Plate Transfer	Vikings Personalized	1	5.00
Contribution Fee		1	30.00

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Resource

- Special Plate Brochure – character limits were added

Minnesota Department of Public Safety  
Driver and Vehicle Services  
445 Minnesota St., Saint Paul, MN 55101 Phone: 651-296-6911 TTY: 651-282-6555

**Minnesota Special License Plates**

Many special plates can be ordered online. To order a special plate online use the [change plate transaction](#). You will need to provide your current license plate number, VIN and payment information. Plates with asterisks (\*) cannot be ordered online.

All plates can be ordered in person. To order in person, use [Find an Office](#) for a list of locations that offer this service. Search for offices that offer vehicle registration renewal.

Special Plate Types	Sample Image	Plate Fees	Criteria for Issuance	Personalized Character Limit	FY23 Total Plates Registered
Agricultural Plate Motorcycle 168 185		\$20.50 initial & replacement	Motorcycle - Requires a minimum \$20 contribution to the Minnesota Agriculture Account. Funds are for the MN Future Farmers of America Foundation, and the 2nd Extension Service to support Minnesota 4H.	Standard - 5 Disability - 4	16
Agricultural Plate 164 184		\$20.50 initial & replacement	Passenger class vehicles, noncommercial class (see pickup trucks and recreational vehicles). Requires a minimum \$20 contribution to the Minnesota Agriculture Account. Funds are for the MN Future Farmers of America Foundation, and the 2nd Extension Service to support Minnesota 4H.	Standard - 6 Disability - 4 Vanguard - 5 Vanguard Disability - 4	2,316
American Legion* 165 125		\$20.50 initial & replacement	Passenger class or self-propelled recreational vehicles. Owner must be a member of a congressionally chartered veterans service organization. Must present a valid card indicating membership in the American Legion.	Standard - 6 Disability - 5 Vanguard - 5 Vanguard Disability - 4	199

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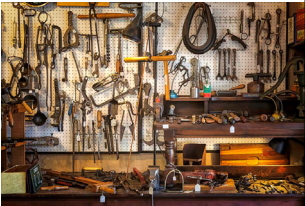
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Dealer Tools & Tips

- Issue with VTAP
- Gross Weight
- Stickers placed on titles



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Issue with VTAP

- Incomplete error on Owner or address page
- Caused by changing drop-downs with additional fields
  - E-renewals changing from Yes to No
  - Yes to Mailing Address then changing to No
- Discard and start fresh without changing drop downs

Section Error

 The current section is not complete or is in error. Please complete before continuing.

OK

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Questions

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### Gross Weight

- When doing VTAPs for weighted vehicles:
  - If under 80,000 Do not check box to enter weight
  - Doing so & entering a weight is confusing for DRs
  - This box was designed for over 80,000

Registered Weight

Registered Weight Interval

Code I - 21,000 lbs

☐ Enter Vehicle Registered Weight

Registered Weight

21,000

Enter Weight (lbs)


21,000



### Questions

### Stickers on Titles

- Never cover title information with stickers
- DVS has to be able to verify critical title information
- This title is unacceptable and will need a duplicate
- Place stickers in blank space







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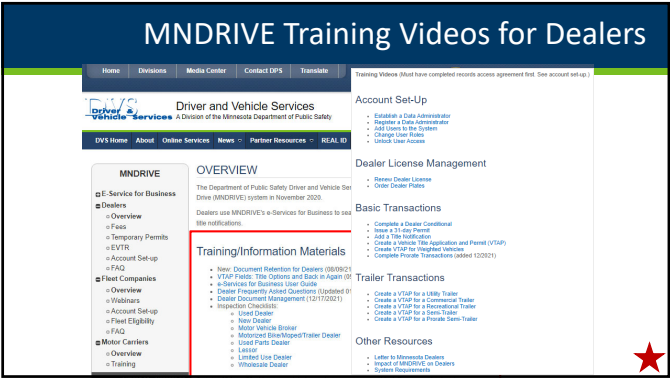
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[illegible][illegible]

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Upcoming MADA Training Sessions

Title Basics

Wednesday, Sep 18 | 8:30 am – 11:00 am Virtual  
Wednesday, Oct 16| 8:30 am – 11:00 am Virtual  
Wednesday, Nov 20| 8:30 am – 11:00 am Virtual

Certified Title & Reg Program

Thursday, Aug 22| 9:00 am -3:30 pm | MADA HQ  
Thursday, Sep 19| 9:00 am -3:30 pm | MADA HQ  
Thursday, Nov 21| 9:00 am -3:30 pm | MADA HQ

Contact Alice Morse

titleandregistration@mada.org or 651-789-2956

Dealer Support Contact Information at DVS

Dealer Licensing Dealer Applications VTAP issues	<div>DEALER UNIT</div> <div><div>DVS.dealerquestion@state.mn.us</div><div>651-201-7800</div></div>
Unprocessed apps submitted through DR	<div>DEALER LIAISON</div> <div><div>MVdealerLiaison@state.mn.us</div><div>651-201-7805</div></div>
MV Ownership Transfers Titles Vehicle Registration	<div>MOTOR VEHICLES UNIT</div> <div><div>DVS.Motor.Vehicles@state.mn.us</div></div>

Dealer Support Contact Information at DVS

Password Reset Login Issues Admin Changes Update Authentication	<div>DATA PRACTICES UNIT</div> <div><div>DVS.DataServices@state.mn.us</div></div>
EVTR questions or issues	Your specific EVTR vendor
Add someone to the DVS Dealer Update communication	<div>DVS COMMUNICATIONS</div> <div><div>DVS.Communications@state.mn.us</div></div>



# Questions

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TWT Dealer Survey

Dealer Training Feedback



Remember what session number you attended!

<http://s.alchemer.com/s3/Dealer-Training-Feedback-October-2024> ★

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Next Dealer Training

December

Tues

10

Thurs

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DVS.Training@state.mn.us ★

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**Thank you!**

for joining

**Time with Training**

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