

The logo for DVS (Driver & Vehicle Services) is centered within a white rectangular box. It features a stylized, blocky 'DVS' monogram in blue. Below the monogram, the words 'Driver & Vehicle Services' are written in a bold, blue, sans-serif font, with a thin horizontal line separating 'Driver' and 'Vehicle Services'.

Dealer Time With Training

October, 2024



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

86 Apps Participants Chat

Unmute Start video

7 2 3

To: Everyone 5

Everyone

Everyone

MNLARS Training Team (Host & Presenter)

4

Snipping Tool

App

Apps

Snip & Sketch

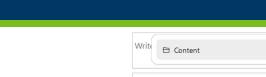
6



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!!



one slide handouts.pdf
7.1... - Todd - DVS Tra... 9:22 ...

TWT DR May 24 MIV.pdf
4.1... - Todd - DVS Tra... 9:22 ...

one slide handouts.pdf
7.1... - Todd - DVS Tra... 9:22 ...

File	Date modified	Type	Size
one slide handouts.pdf	5/6/2024 9:01 AM	Adobe Acrobat Document	7,709 KB



Participants Chat



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



New Dealer Training

Held for Resale

Held for Resale (HR) Defined

- Acquired vehicles with intent to resell
- Statutes dictate 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

Access to e-Services for Business

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 : 1F77W28T8DEA85498 Make : Ford
Year : 2013 Color : Silver/Aluminum
Model : F250
Fuel Type : Diesel

Hold for Resale

When did you acquire the vehicle? *

Required

Have plates been removed? *

Yes

Is this a salvage vehicle? *

Required

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

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

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

HR Submission to Deputy Registrar

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





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

*

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




*

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




*

Dealer Updates

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

March 24, 2023

DPS-DVS Dealer Update

What's in this update

- Reminder: Vehicle Inspections
- Dealer conditions filed through deputy registrar
- Minor or resale notices filed through deputy registrar
- 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-in services.

• Check your Dealer Updates

- System Functionality changes
- System enhancements
- Statute updates
- Reminders/tips

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Reversing Hold 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 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.



The logo for m1DRIVE features the word "m1" in a green, sans-serif font inside a green steering wheel icon. To the right of "m1" is the word "DRIVE" in a larger, bold, blue, sans-serif font, also inside a green steering wheel icon. The two steering wheel icons are connected by a horizontal bar.

Annual Contribution Fees

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



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



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	Wave
100 Club Contribution	2	80.00	Wave



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)



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





Legislative Updates

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



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



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

Reference

- Dealer Update sent Sep 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





Special Plate Transfers

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



YEAR

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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	Special plates cont.		
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Minnesota Golf			
<input type="checkbox"/> ARO/CB	<input checked="" type="checkbox"/> Minnesota Professional Sports			
<input type="checkbox"/> Blackout	Team Foundation			
<input type="checkbox"/> College/University	Team: Vikings			
School: <input type="checkbox"/> One	<input type="checkbox"/> Minnesota State Parks & Trails			
<input type="checkbox"/> Critical Habitat	<input type="checkbox"/> Missing and Murdered Indigenous			
Design: <input type="checkbox"/> One	Refugees <input type="checkbox"/> 2024			
<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Remembering Victims of Impaired			
Memorial Association	Drivers			
<input type="checkbox"/> Lion's Club	<input type="checkbox"/> Start Seeing Motorcycles			
<input type="checkbox"/> Minnesota 100 Club	<input type="checkbox"/> Support Our Troops			
Section B	<input type="checkbox"/> New	<input checked="" type="checkbox"/> Duplicate	<input checked="" type="checkbox"/> 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	1 5.00
Contribution Fee	1 30.00

Vikings Personalized

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Resource

- Special Plate Brochure – character limits were added

Minnesota Department of Public Safety
Special Plates Division
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 Plates 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 158-1285		For 50 vehicles Replacement	Motorcycle - Requires a minimum \$20 contribution to the Minnesota Agriculture Account. Funds go to the 4-H Future Farmers of America Foundation, and the U of M Extension Service to support Minnesota 4-H.	Standard - 6 Disability - 4	16
Agricultural Plate 158-1285		For 50 vehicles Replacement	Passenger class vehicles, noncommercial one to pickup trucks and recreational vehicles. Requires a minimum \$20 contribution to the Minnesota Agriculture Account. Funds are for the 4-H Future Farmers of America Foundation, and the U of M Extension Service to support Minnesota 4-H.	Standard - 6 Disability - 4 Weighted - 5 Weighted - 5 Weighted Disability - 4	2,316
American Legion 158-1285		For 50 vehicles 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 - 4 Weighted - 5 Weighted - 5 Weighted Disability - 4	199

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Questions

Dealer Tools & Tips

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



Issue with VTAP

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



Questions

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	<input type="text" value="21,500"/>
Registered Weight Interval	<input type="text" value="Code I - 21,000 lbs"/>
<input checked="" type="checkbox"/> Enter Vehicle Registered Weight	<input type="text" value="15,500"/>



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



Forms and Documents

Home Divisions Media Center Contact DPS Translate

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

Search

MOTOR VEHICLE DEALERS FORMS

PS2123 Dealer Close out Form
 PS2401 Dealer License Application
 PS2404 Dealer Franchise Agreement
 PS2405 Dealer Demonstration/In-transit Plate Application
 PS2406 Used Parts and Scrap metal Dealer License Application
 PS2080AD Auctioneer Declaration Form
 PS2407 Dealer Property Lease Verification Form

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Public Online Resources

Vehicle Services
 > Renew Vehicle Tabs (Registration)
 > Update Insurance Information
 > Request Duplicate Plate/Stickers/Registration Card
 > Mark Vehicle as Sold/Donated/Removed from State
 > Estimate Vehicle Registration Tax
 > Search for Registration Tax Paid
 > Change My Vehicle's Address
 > Check My Plate/Sticker Order Status
 > Change My Plates
 > Check My Title Status
 > View List of Dealers
 > Request or Renew Disability Parking Certificate
 > Check My Vehicle Status
 > Pay Stevens County Wheeledge Tax

Appointments
 Schedule or view an already scheduled appointment
 > Schedule an Appointment
 > Find, Reschedule or Cancel an Appointment
 > Manage your Appointment Availability
 > Request Group Class D Knowledge Test

Driver and Vehicle Services Information

Renew a vehicle registration online.
 Provide updated insurance information for your motor vehicle record.
 Request a duplicate plate, stickers, or registration card.
 Mark vehicle as sold, donated, or removed from state in the MNDRIVE system online.
 Search for passenger vehicle registration tax paid in previous years.
 Change the address associated to a vehicle in the MNDRIVE system online.
 Search for a plate/sticker order in the MNDRIVE system online.
 Request to change your license plates.
 Search for a title in the MNDRIVE system online.
 View list of dealers licensed in Minnesota.
 Request or renew a disability parking certificate online.
 Request or renew a vehicle status information on e-Services.
 Pay your Stevens county wheeledge tax balance

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Dealer Associations Contacts

National Independent Auto Dealers Association
 817-640-3838
<https://niada.com>

Minnesota Auto Dealers Association (MADA)
 651-291-2400
services@mada.com

DEALERSHIP

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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	DEALER UNIT • DVS.dealerquestion@state.mn.us • 651-201-7800
Unprocessed apps submitted through DR	DEALER LIAISON • MVdealerLiaison@state.mn.us • 651-201-7805
MV Ownership Transfers Titles Vehicle Registration	MOTOR VEHICLES UNIT • DVS.Motor.Vehicles@state.mn.us

Dealer Support Contact Information at DVS	
Password Reset Login Issues Admin Changes Update Authentication	DATA PRACTICES UNIT • DVS.DataServices@state.mn.us
EVTR questions or issues	Your specific EVTR vendor
Add someone to the DVS Dealer Update communication	DVS COMMUNICATIONS • DVS.Communications@state.mn.us



Questions

TWT Dealer Survey

Dealer Training Feedback



Remember what session number you attended!

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

Next Dealer Training

December

Tues **10** Thurs **12**



DVS.Training@state.mn.us 