

# ***Off-Highway Vehicle Registration and Title Guide***



September 2015

## **Preface**

The Nevada Department of Motor Vehicles has prepared this guide to assist the off-highway vehicle industry when conducting business with the Department. It was created as an informational and instructional reference, and attention to the detailed information and examples will ensure proper completion of forms required to register and/or title off-highway vehicles in the State of Nevada.

Familiarity by the off-highway vehicle industry with the occupational licensing information and compliance with the licensing requirements will ensure that the business records on file with the Department are accurate and that they reflect the correct status of a business license. An off-highway vehicle industry occupational license is considered a privileged license. The business principal is responsible for compliance with all requirements pertaining to the documents submitted to the Department.

If you have any suggestions that may help improved this guide, please provide them in writing to:

Nevada Department of Motor Vehicles  
Management Services and Programs Division  
Vehicle Programs  
555 Wright Way  
Carson City, NV 89711

Most of the forms are available on the DMV website at:

<http://www.dmvnv.com/dmvforms.htm>

## Table of Contents

### SECTION I – GENERAL INFORMATION

Vehicle Identification Number / Product Identification Number Information .....	I-3
Importance of Accuracy .....	I-3
Notaries Public.....	I-4
Transmittals to the Department.....	I-4

### SECTION II - OWNERSHIP DOCUMENTS AND FORMS

#### II

Manufacturer’s Certificate of Origin.....	II-2
Nevada Certificate of Title.....	II-7
Off-Highway Vehicle Erasure Affidavit .....	II-30
Duplicate Certificate of Title for an Off-Highway Vehicle.....	II-32
Off-Highway Vehicle Lost Title Affidavit .....	II-36
Off-Highway Vehicle Inspection Certificate .....	II-38
Title Fees .....	II-41

### SECTION III – COMPLETING OHV DOCUMENTS

Off-Highway Vehicle Dealer’s Report of Sale .....	III-2
Application for OHV Registration Decal .....	III-9
OHV Purchased Prior to July 1, 2012 .....	III-10
OHV Purchased from a Nevada Dealer after July 1, 2012.....	III-13
OHV Purchased from a Private Party after July 1, 2012 .....	III-16
OHV Purchased from an Out of State Dealer after July 1, 2012 .....	III-19
Homemade OHV.....	III-22
Duplicate Off-Highway Vehicle Registration Decal .....	III-25
Application for Off-Highway Vehicle Registration Renewal.....	III-28
Lease Terminations .....	III-31
Lease Assumptions.....	III-31
Selling Governmental Agency Vehicles .....	III-32
Off-Highway Vehicle Bill of Sale .....	III-33

Lien Release/Satisfaction of Lien..... III-36  
Affidavit for Transfer for Estates Under \$25,000..... III-38  
Off-Highway Vehicle One And The Same Affidavit ..... III-41  
Off-Highway Vehicle Repossession Affidavit ..... III-43  
Trusts ..... III-46  
Trustee Appointment & Powers Affidavit..... III-46  
Off-Highway Vehicle Power of Attorney ..... III-48  
Off-Highway Vehicle Transfer on Death..... III-51  
Change of Address Notification ..... III-53  
Registration Decal Fees..... III-56  
Sales Tax..... III-56  
Movement Permits and Dealer Placards..... III-56

**SECTION IV – FINANCIAL INSTITUTION INFORMATION**

Recording a Lien.....IV-2

**SECTION V – RECORDS SECTION**

Accessing Off-Highway Vehicle Registration and Title Information ..... V-2  
Off-Highway Vehicle Registration Information ..... V-3  
Off-Highway Vehicle Title Information..... V-3  
Off-Highway Vehicle History ..... V-3

**SECTION VI – OCCUPATIONAL AND BUSINESS LICENSING**

Vehicle Industry Licensing .....VI-2  
Being Contacted by the Department.....VI-3  
Business Information .....VI-3  
Application for Business License .....VI-6  
Licensing Requirements .....VI-7  
Requirements for New & Existing Licensees .....VI-7  
OHV Requirements for New Salesperson.....VI-8  
OHV Requirements for Existing Salesperson .....VI-8  
Instructions for Completing the Application for Business License .....VI-8  
Personal History Questionnaire .....VI-13

Civil Applicant Waiver .....	VI-16
Dealer Franchise Certification.....	VI-18
Bond Requirements for Business License .....	VI-19
Surety Bonds .....	VI-19
Deposit in Lieu of Bond.....	VI-20
Release of Deposit in Lieu of Bond.....	VI-20
Vehicle Industry Business License Bond .....	VI-21
Deposit Release Application .....	VI-23
Sample Business License.....	VI-24
Temporary Location License.....	VI-25
Temporary Location License Application .....	VI-27
Sample Temporary Location License.....	VI-29
Licensing of an Additional Location.....	VI-30
Change of Business Principal Information .....	VI-30
Adding a Business Principal .....	VI-30
Removing a Business Principal .....	VI-31
Change of Business Address.....	VI-31
Change of Physical Address.....	VI-31
Change of Mailing Address.....	VI-32
Renewal of Business License .....	VI-32
Going Out of Business .....	VI-33
Out of Business Memorandum .....	VI-34
Report of Sale Extension .....	VI-35
Authorizing an Employee to Conduct Business with the Department .....	VI-37
Letter of Authorization.....	VI-38
Occupational Salesperson Licensing .....	VI-39
Fees .....	VI-40
DMV Occupational License Sample.....	VI-41
Certificate of Employment.....	VI-42
Occupational License (Salesman) Disclaimer.....	VI-43

**SECTION VII – Glossary / Index**

Glossary .....	VII-2
----------------	-------

Index .....VII-4

# **SECTION I – GENERAL INFORMATION**

## **Guidelines**

- Always type or print in black or dark blue ink.
- Owner's full legal name and address information must be recorded on registration and title documents exactly as it reads on the owner's driver's license.
- Ensure the Vehicle Identification Number (VIN), year, make, registered owner and legal owner information are consistent on all documents.
- Signatures must always be handwritten, unless waived by the Department because the submittal is done by electronic means. A printed release will not be accepted unless accompanied by a notarized or witnessed statement (from the person in question) stating the signature is a legal signature.
- Do not use correction fluid or correction tape.
- Do not alter any information on the documents.
- A release should be the same as it appears on title documents, i.e., Elizabeth should sign as Elizabeth.
- All documents must be originals, unless certified to be true copies of the original documents.
- **Off-highway vehicle transactions cannot be completed at Department of Motor Vehicles offices. All forms and fees (if any) must be taken to a licensed Nevada off-highway vehicle dealer or mailed to the Department of Motor Vehicles at:**
  - ATTN: OHV SECTION**
  - 555 Wright Way**
  - Carson City, NV 89711**
- The Off-Highway Vehicle Section of the Department of Motor Vehicles can be reached by phone at (775) 684-4381 or by fax at (775) 684-4369.

## Vehicle Identification Number / Product Identification Number Information

For many years, some manufacturers of off-highway vehicles sold in the United States used a Vehicle Identification Number (VIN) to identify and describe off-highway vehicles in the same manner as vehicles manufactured for use on highways. In 2005, this practice was ended because it was decided a VIN should be reserved only for vehicles manufactured for use on highways. Many manufacturers have since implemented the use of a Product Identification Number (PIN) to identify and describe OHV's. However, this practice is limited in its use and many manufacturers are not conforming to any set standard for vehicle identification.

For the purpose of this manual, the unique number assigned to an off-highway vehicle by the manufacturer or the Department shall be referred to as the Vehicle Identification Number (VIN).

Variations exist in the location of a VIN and in the systems used for a VIN; they may vary by year of manufacture and between manufacturers.

A VIN should always be verified by a physical inspection of the off-highway vehicle.

### Importance of Accuracy

The Department of Motor Vehicles uses the VIN as the primary identifier for entry and retrieval of records. It is therefore critical that all documents are completed using the correct VIN.

#### TO AVOID ERRORS:

- Use the entire VIN at all times.
- Ensure the VIN is entered or recorded accurately. It is best to use block letters.
- If the VIN is handwritten, try to avoid the following most common errors:

<u>LETTER</u>	<u>MAY BE MISTAKEN FOR</u>
B	13 or 8
D	0
G	6 or C
J	T or I or 5
R	K
S	5
Y	4 or H
Z	2 or a 7 on a line

## **Notaries Public**

A licensed Nevada off-highway vehicle dealer's signature is not required to be acknowledged by a Notary Public on documents the dealer must file with the Department, except in regard to deposit in lieu of a bond. Nevada Revised Statutes (NRS) 490.430.

If a document must be notarized, the provisions of NRS 240.010 through 240.150 must be followed.

A Notary Public may not perform any act authorized by NRS 240.065 if he or she:

1. Executed or is named in the instrument acknowledged or sworn to;
2. Will receive directly from a transaction relating to the instrument any commission, fee, advantage, right, title or interest, property or other consideration in excess of the authorized fees; or
3. Is related to the person whose signature is to be acknowledged or sworn to as a spouse, sibling, or lineal ancestor or descendant.

## **Transmittals to the Department**

(Only applicable to Nevada Licensed Off-Highway Vehicle Dealers)

Nevada licensed off-highway vehicle dealers must include two copies of the transmittal form when mailing title documents to the Department. Both copies of the transmittal form will be date stamped upon receipt; one form will be returned to the submitting business and the second retained by the Department for its records.

The transmittal form must be completed in full, and must identify the name and address of the business.

The transmittal form should also be used when resubmitting title documents that were returned by the Department for correction or because of the need for additional information. In cases where title documents are resubmitted, write "RESUBMITTAL" in red across the top of the transmittal form, and include any correspondence provided by the Department. Re-submittals will take priority in processing.

Please note the Department does not supply the transmittal form. However, the sample form details the information that must be provided when submitting title documents to the Department.

**TRANSMITTAL FORM  
TITLE SECTION**

Company Name, Address and Telephone

Date of Transmittal:		By:				
No	Customer	VIN	Year	Make	Legal Owner	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

# **SECTION II - OWNERSHIP DOCUMENTS AND FORMS**

## **Manufacturer's Certificate of Origin**

*Manufacturer's Statement of Origin/Certificate of Origin (MSO/MCO)* means a document similar to a certificate of title or certificate of ownership issued by a manufacturer that must be completed and executed by the seller of a new off-highway vehicle when the off-highway vehicle is sold or leased for a fixed period of more than 31 days for the first time.

The Manufacturer's Certificate of Origin (MCO or MSO) must be assigned by the manufacturer to the dealer, and properly reassigned by the dealer to the purchaser of the off-highway vehicle.

The MCO or MSO is a secure document, which means there are security features contained on it that prevent erasing, altering or unauthorized reproduction.

Security features may include:

- Intaglio printing – a printing process where an engraved plate meets the paper under extremely high pressure forcing the paper into the incisions below the surface of the plate.
- High-resolution printing – a printing process that achieves excellent art clarity and detail quality approaching that of the intaglio process.
- Security paper – paper containing a security watermark and/or a security thread. The paper may have been chemically treated to detect chemical alterations.
- Erasure-sensitive background inks – a process whereby the text is printed in a dark color ink over a fine line erasure-sensitive prismatic ink tint.

**MANUFACTURER'S CERTIFICATE OF ORIGIN  
(FRONT)**

The MCO contains the following:

1. Date – The date the MCO was completed by the manufacturer.
2. Description of Off-Highway Vehicle – Must be completed by the manufacturer.
3. Dealer or Distributor – The name of the dealer or distributor the off-highway vehicle was initially delivered to.
4. Issuing Manufacturer's Information – The name and address of the manufacturer and the original signature of the manufacturer's authorized representative.

CERTIFICATE OF ORIGIN FOR A VEHICLE



**POLARIS**  
INDUSTRIES INC.

DATE	INVOICE NO.
1 05/21/10	703905
VEHICLE IDENTIFICATION NO.	MODEL YEAR
2 4XAZN85A3AA011456	2 2010
BODY TYPE	MAKE
2 ATV-10, SPM XP 850, GRN	2 POLARIS
H.P.(S.A.E.)	LENGTH
2	" 2
G.V.W.R.	SHIPPING WEIGHT
2	767
NO.CYLS.	SERIES OR MODEL
2 2	2 A10ZN85AX
ENGINE SIZE	ENGINE MODEL
2 850 cc	2 1203751
ENGINE SERIAL NO.	
2 0120375110138	

THIS ATV IS INTENDED FOR OFF-ROAD USE ONLY.

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

3

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

4

POLARIS INDUSTRIES INC.

4

BY: *BJ Mory* President/COO  
(SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)

4

MEDINA, MINNESOTA 55340 USA  
CITY-STATE

PI003448640

## MANUFACTURER'S CERTIFICATE OF ORIGIN

### (BACK)

1. Name and Address: The full legal name and address of the purchaser.
2. Odometer Reading: Not required for an OHV.
3. Name of Dealership: The name of the off-highway vehicle dealer.
4. Signature: The signature of the authorized off-highway vehicle dealer representative.
5. Notarization: Not required to be completed in Nevada.
6. Odometer Disclosure: Not required for an OHV.
7. Lienholder: The name and address of the lienholder, if applicable. If there is no lienholder, "None" must appear in this section.

**Note:** A Manufacturer's Certificate of Origin is invalid if it has been altered in any manner. The reassignments can only be completed between off-highway vehicle dealers. If the off-highway vehicle is sold to an individual, the ownership paper work must be submitted to the Department of Motor Vehicles.

	<p>Each undersigned seller certifies to the best of his knowledge, information and belief under penalty of law that the vehicle is new and has not been registered in this or any state at the time of delivery and the vehicle is not subject to any security interests other than those described herein and warrant title to the vehicle.</p> <p style="text-align: center;">FOR VALUE RECEIVED I TRANSFER THE VEHICLE DESCRIBED ON THE FACE OF THIS CERTIFICATE TO</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 1	<p>NAME OF PURCHASER(S) _____ (1)</p> <p>ADDRESS _____ (1)</p> <p>I certify to the best of my knowledge that the odometer reading is _____ (2) No Tenths</p> <p>DEALER _____ (3) BY: _____ (4)</p> <p style="font-size: small;">NAME OF DEALERSHIP DEALER'S LICENSE NUMBER</p> <p>Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me</p> <p>State of _____ (5) before this _____ day of _____ 19 _____</p> <p>County of _____ Notary Public</p> <p style="text-align: center; font-size: x-small;">USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 2	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY: _____</p> <p style="font-size: small;">NAME OF DEALERSHIP DEALER'S LICENSE NUMBER</p> <p>Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me</p> <p>State of _____ before this _____ day of _____ 19 _____</p> <p>County of _____ Notary Public</p> <p style="text-align: center; font-size: x-small;">USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 3	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY: _____</p> <p style="font-size: small;">NAME OF DEALERSHIP DEALER'S LICENSE NUMBER</p> <p>Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me</p> <p>State of _____ before this _____ day of _____ 19 _____</p> <p>County of _____ Notary Public</p> <p style="text-align: center; font-size: x-small;">USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 4	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY: _____</p> <p style="font-size: small;">NAME OF DEALERSHIP DEALER'S LICENSE NUMBER</p> <p>Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me</p> <p>State of _____ before this _____ day of _____ 19 _____</p> <p>County of _____ Notary Public</p> <p style="text-align: center; font-size: x-small;">USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
ODOMETER DISCLOSURE FOR RETAIL SALE	<p>Federal law requires you to state the odometer mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and or imprisonment.</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked, Odometer Reading _____ No Tenths. <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. <b>WARNING ODOMETER DISCREPANCY</b></p> <p>Signature of Seller(s) _____ (6) Date of Statement _____ Date of Sale _____</p> <p>Printed Name(s) of Seller(s) _____ Dealer's No. _____</p> <p>Signature of Purchaser(s) _____</p> <p>Printed Name(s) of Purchaser(s) _____</p> <p>Company Name (if Applicable) _____</p> <p>Address of Purchaser(s) _____</p> <p>State of _____</p> <p>County of _____</p> <p style="text-align: center; font-size: x-small;">USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
LIENHOLDER	<p>1st lien in favor of _____ (7)</p> <p>whose address is _____</p> <p>2nd lien in favor of _____</p> <p>whose address is _____</p>

## **Nevada Certificate of Title**

The Department previously issued Certificates of Title for off-road vehicles, however, on August 15, 2005, the Department ceased that practice. It was determined only vehicles meeting the definition outlined in NRS 482.135 would be titled through the Department of Motor Vehicles, as no statutory authority existed for the Department to issue titles for off-highway vehicles. With the passage of SB 394 during the 2009 legislative session, statutory authority was established that will allow the Department to issue Certificates of Title for off-highway vehicles.

There are currently several valid styles of Nevada Certificates of Title in circulation that were used for off-highway vehicles. Form RD-2 or VP-2 was used for titles issued prior to 2012 and form OHV-009 will be used for titles issued after July 1, 2012. For the purpose of this guide, RD-2 Revisions 1/06, 10/01, 10/96, and the original version of OHV-009 (11/11) will be addressed.

The registered owner or seller must sign the Certificate of Title exactly as the name appears on the face of the Certificate of Title:

- If there is more than one registered owner or seller, joined by “and,” the signature of each registered owner or seller is required.
- If there is more than one registered owner or seller, joined by “and/or” or “or,” only one of the owner or seller’s signature is required.
- If there is more than one registered owner or seller, and not joined by “and” or “and/or” or “or” the signature of each registered owner or seller is required. The Department considers no name indicator as “and” in these cases.
- If the owner or seller information is in the name of a business, the name of the business must appear along with the signature of an authorized business representative.
- Buyer information must be completed indicating exactly how the new Certificate of Title is to read, and it must show the buyer’s full legal name.

**Notice of Release of Liability / Nevada Certificate of Title for an Off-Highway Vehicle  
(Form OHV-009)  
(FRONT)**

Notice of Release of Liability

This portion of the title should be completed and returned to the Nevada DMV by the seller within 10-days of the sale of the OHV. Only the original Notice of Release of Liability removed from the Certificate of Title of the OHV being sold will be accepted.

1. Buyer's Information: The name, address and driver's license or identification card number of the individual that purchased the OHV.

Note:

- If the buyer does not have a Nevada driver's license or identification card, "No Nevada DL or ID" should be printed in the driver's license/identification card information area.
- Do not enter or use the buyer's social security number.

2. Seller's Information: The name, address and driver's license or identification card number of the individual that sold the OHV.

Note:

- If the seller does not have a Nevada driver's license or identification card, "No Nevada DL or ID" should be printed in the driver's license/identification card information area.
- Do not enter or use the seller's social security number.

3. Signature of Seller: Signature of the seller and the date of transaction.
4. Vehicle Information: The off-highway vehicle identification number, year, make, model and off-highway vehicle body type.
5. Title Number: The number assigned at the time the title is created.

Certificate of Title for an Off-Highway Vehicle

6. Vehicle Information: The off-highway vehicle identification number, year, make, model and off-highway vehicle body type.
7. Title Number: The number assigned at the time the title is created.
8. Date Issued: The date the title was issued.
9. Fuel Type: The type of fuel the off-highway vehicle uses.
10. Brands: The description of an off-highway vehicle. When more than one brand applies, those brands will be listed:
  - Not Street Legal
  - Total Loss
11. Owner(s) Name and Address: The name and address of the person or persons

the Certificate of Title is issued to.

12. Lienholder(s) Name and Address: The name and address of the legal owner of the off-highway vehicle who holds the security interest if different from number 11.
13. Lienholder(s) Release: All Nevada Certificates of Title that show a lienholder require a release of lien to transfer ownership. The lienholder or authorized agent of the lienholder must complete this section. The signature of the lienholder or the authorized agent and the date of the signature are required to complete the release. If the lienholder is a business, the business name must appear along with the signature of an authorized representative of the business.
14. Full Legal Name and Address of Buyer(s): Record the registered owner's full legal name exactly as it appears on the customer's driver's license, identification card, or business license. This is the name that will be recorded on the off-highway vehicle Certificate of Title when created. Customers purchasing an off-highway vehicle(s) for a business are not required to present their business license.

Note:

- If the registration is to read "doing business as" enter "DBA" preceding the business name.
- If the off-highway vehicle is leased, the words "Lessee" and "Lessor" must be included prior to the full legal name
- If there is more than one Lessee, separate the Lessees with a semi-colon " ; " .

15. Nevada Driver's License, Identification Card Number, or FEIN for businesses: Enter the number based on the document presented during the purchase transaction. The DMV will use these numbers to ensure the full legal name of the owner is placed on the title.

Note:

- If the customer does not have a Nevada driver's license or identification card, "No Nevada DL or ID" must be printed in the owner's information area.
- Customers purchasing an off-highway vehicle(s) for a business that does not have an FEIN (Federal Employer Identification Number), enter "No FEIN."
- Do not enter or use the customer's social security number.

16. And/Or: If the title is in more than one name, the appropriate box must be marked to indicate "and" or "or." Using "and" will require all persons on the title to sign the title to release interest in the off-highway vehicle. "OR" will allow for one person to sign the title to release interest in the off-highway vehicle, if there are two or more recorded owners.
17. Signature and Printed Name of the Seller(s)/Agent/Dealership.
18. DMV issued Off-Highway Vehicle Dealer's License Number.
19. Date of Sale: The actual date ownership of the off-highway vehicle was

transferred.

- 20. Signature and Printed Full Legal Name of the Buyer(s).
- 21. The address the Certificate of Title will be mailed to.

**Note:** Any alteration or erasure voids a Nevada Certificate of Title. The control number in the lower right hand corner of the Certificate of Title is not the title number. The Department uses this number internally.

**NOTICE OF RELEASE OF LIABILITY**  
 TO RELEASE LIABILITY IN THE OHV BELOW, PLEASE REFER TO THE INSTRUCTIONS ON REVERSE SIDE  
 Please type or print in ink

1. Printed Full Legal Name of Buyer  
 1. Nevada Driver's License Number or Identification Number

2. Address  
 1. City  
 2. State  
 Zip Code

3. Printed Full Legal Name of Seller  
 2. Nevada Driver's License Number or Identification Number

Address  
 2. City  
 State  
 Zip Code

4. Signature of Seller  
 Date of Transaction

4. VIN  
 4. YEAR  
 4. MAKE  
 4. MODEL  
 4. VEHICLE BODY

5. TITLE NUMBER

---

**STATE OF NEVADA**  
 DEPARTMENT OF MOTOR VEHICLES

**CERTIFICATE OF TITLE FOR AN OFF-HIGHWAY VEHICLE**

6. VIN  
 6. YEAR  
 6. MAKE  
 6. MODEL  
 6. VEHICLE BODY  
 7. TITLE NUMBER

8. DATE ISSUED  
 9. FUEL TYPE  
 10. BRANDS

11. OWNER(S) NAME AND ADDRESS  
**TEST**

12. LIENHOLDER(S) NAME AND ADDRESS

13. LIENHOLDER(S) RELEASE -INTEREST IN THE VEHICLE DESCRIBED ON THIS TITLE IS HEREBY RELEASED:  
 13. SIGNATURE OF AUTHORIZED AGENT  
 13. DATE  
 13. PRINTED NAME OF AGENT AND COMPANY

The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):

14. Printed Full Legal Name of Buyer  
 15. Nevada Driver's License Number or Identification Number  
 AND  OR

14. Printed Full Legal Name of Buyer  
 15. Nevada Driver's License Number or Identification Number

14. Address  
 City  
 State  
 Zip Code

17. Signature of Seller(s)/Agent(s)/Dealership  
 17. Printed name of Seller(s)/Agent(s)/Dealership

18. Dealer's License Number  
 19. Date of Sale

20. Signature of Buyer  
 20. Printed Full Legal Name of Buyer

ACCORDING TO THE RECORDS OF THE DEPARTMENT OF MOTOR VEHICLES, THE PERSON NAMED HEREON IS THE OWNER OF THE VEHICLE DESCRIBED ABOVE, SUBJECT TO LIEN AS SHOWN.

CONTROL NO.  
 000000  
 (THIS IS NOT A TITLE NUMBER)

OHV 509 (ORIGINAL 10/5/11)

**STATE OF NEVADA**

ALTERATION OR ERASURE VOIDS THIS TITLE

MAIL TO ADDRESS



## **Nevada Certificate of Title for an Off-Highway Vehicle**

### **(BACK)**

1. Dealer Only First Reassignment of Title: To be completed only by an off-highway vehicle dealer upon the first reassignment of the Certificate of Title. The off-highway vehicle dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
2. Dealer Only Second Reassignment of Title: To be completed only by an off-highway vehicle dealer upon the second reassignment of the Certificate of Title. The off-highway vehicle dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
3. Dealer Only Third Reassignment of Title: To be completed only by an off-highway vehicle dealer upon the third reassignment of the Certificate of Title. The off-highway vehicle dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
4. Dealer Only Fourth Reassignment of Title: To be completed only by an off-highway vehicle dealer upon the fourth reassignment of the Certificate of Title. The off-highway vehicle dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
5. Lienholder to be recorded: This section must be completed if the new Certificate of Title is to reflect a security interest in the off-highway vehicle. The lienholder's name and address must be recorded.
6. Enter the lienholder's ELT number and the title will be processed electronically.

**If there is no lienholder, "None" must be recorded in this section.**

Note: Any alteration or erasure voids a Nevada Certificate of Title. The reassignment on the front of the title (beginning on item 14 on the front of the title) must be completed before the Dealer Only First Reassignment of Title is completed.

**NOTICE OF RELEASE OF LIABILITY**

**DO NOT DETACH THIS NOTICE UNTIL THE OHV IS SOLD**

- This form is to be used to release liability only for the OHV described on the attached title.
- This form will not transfer ownership of the OHV. Transfer of ownership occurs when the new owner applies for a transfer by submitting the properly endorsed Certificate of Title.
- If the information provided in this form is illegible or incomplete, the records of the DMV will not be updated, and your liability will not have been released.
- Please remember to sign and date the notice.
- Mail the completed notice to:

**ATTN OHV SECTION**  
 Nevada Department of Motor Vehicles  
 555 Wright Way  
 Carson City NV, 89711

FIRST RELEASE ONLY DEALER ONLY	1. The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):	
	Printed Full Legal Name of Buyer	Nevada Driver's License Number or Identification Number <input type="checkbox"/> AND <input type="checkbox"/> OR
	Printed Full Legal Name of Buyer	Nevada Driver's License Number or Identification Number
	Address City State Zip Code	
	Signature of Seller(s)/Agent/Dealership	Printed Name of Seller(s)/Agent/Dealership Dealer's License Number Date of Sale
	Signature of Buyer	Printed Full Legal Name of Buyer
SECOND RELEASE ONLY DEALER ONLY	2. The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):	
	Printed Full Legal Name of Buyer	Nevada Driver's License Number or Identification Number <input type="checkbox"/> AND <input type="checkbox"/> OR
	Printed Full Legal Name of Buyer	Nevada Driver's License Number or Identification Number
	Address City State Zip Code	
	Signature of Seller(s)/Agent/Dealership	Printed Name of Seller(s)/Agent/Dealership Dealer's License Number Date of Sale
	Signature of Buyer	Printed Full Legal Name of Buyer
THIRD RELEASE ONLY DEALER ONLY	3. The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):	
	Printed Full Legal Name of Buyer	Nevada Driver's License Number or Identification Number <input type="checkbox"/> AND <input type="checkbox"/> OR
	Printed Full Legal Name of Buyer	Nevada Driver's License Number or Identification Number
	Address City State Zip Code	
	Signature of Seller(s)/Agent/Dealership	Printed Name of Seller(s)/Agent/Dealership Dealer's License Number Date of Sale
	Signature of Buyer	Printed Full Legal Name of Buyer
FOURTH RELEASE ONLY DEALER ONLY	4. The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):	
	Printed Full Legal Name of Buyer	Nevada Driver's License Number or Identification Number <input type="checkbox"/> AND <input type="checkbox"/> OR
	Printed Full Legal Name of Buyer	Nevada Driver's License Number or Identification Number
	Address City State Zip Code	
	Signature of Seller(s)/Agent/Dealership	Printed Name of Seller(s)/Agent/Dealership Dealer's License Number Date of Sale
	Signature of Buyer	Printed Full Legal Name of Buyer
LIEN	5. <b>LIENHOLDER TO BE RECORDED</b>	
	Printed Full Legal Name of Lienholder (If no lienholder write "NONE")	FEIN
	Address Street City State Zip Code	

ALTERATION OR ERASURE VOIDS THIS TITLE

**Nevada Certificate of Title  
(Form RD-2 REVISION 1/06)  
(FRONT)**

**NOTE – The RD-2 is a motor vehicle title. As such, many of the items listed below may not apply to Off-Highway Vehicles**

1. Vehicle Information: The off-highway vehicle identification number, year, make, model and off-highway vehicle body type.
2. Title Number: The number assigned at the time the title is created.
3. Date Issued: The date the title was issued.
4. Odometer Miles: The reading indicated on the off-highway vehicle's odometer apparatus, if applicable.
5. Fuel Type: The type of fuel the off-highway vehicle uses.
6. Sales Tax Paid: the "Y" or "N" indicates whether sales tax was paid for the off-highway vehicle.
7. Empty Weight: The actual weight of the off-highway vehicle when empty.
8. Gross Weight: The maximum recommended weight of the off-highway vehicle when full (passengers, gear, etc.).
9. GVWR: The gross vehicle weight rating (the weight of the off-highway vehicle plus the off-highway vehicle's useful or maximum load).
10. Vehicle Color: The color of the off-highway vehicle.
11. Odometer Brand: The actual status of the odometer reading.
  - A. Actual Mileage; the miles shown on the odometer are the exact miles the off-highway vehicle has been driven.
  - B. Exceeds Mechanical Limits; the off-highway vehicle has traveled more miles than the odometer is capable of showing.
  - C. Warning Odometer Discrepancy; the odometer reading is not the actual mileage (the odometer may have been broken or a new odometer may have been installed).
  - D. Exempt; the off-highway vehicle is ten years old or older or meets the exemption qualifications in Title 49 Odometer Disclosure.
12. Brands: When a brand has been associated to an off-highway vehicle, it will be listed. Off-highway vehicles only have two brands associated:
  - Not Street Legal
  - Total Loss
13. Owner(s) Name and Address: The name and address of the person or persons the Certificate of Title is issued to.
14. Lienholder(s) Name and Address: The name and address of the legal owner of the off-highway vehicle who holds the security interest if different from number 13.

15. Lienholder(s) Release: All Nevada Certificates of Title that show a lienholder require a release of lien to transfer ownership. The lienholder or authorized agent of the lienholder must complete this section. The signature of the lienholder or the authorized agent and the date of the signature are required to complete the release. If the lienholder is a business, the business name must appear along with the signature of an authorized representative of the business.
16. Government owned off-highway vehicles subject to registration in Nevada and sold or liquidated through a licensed Nevada auction should NOT be listed on the title as an owner. In the area indicated by #16, write SOLD THROUGH, AUCTION NAME and the initials of the authorized representative of the auction company.
17. Full Legal Name and Address of Buyer(s): Record the registered owner's full legal name exactly as it appears on the customer's driver's license, identification card, or business license. This is the name that will be recorded on the off-highway vehicle registration certificate and Certificate of Title when created. Customers purchasing an off-highway vehicle(s) for a business are not required to present their business license.

Note:

- If the registration is to read "doing business as" enter "DBA" preceding the business name.
  - If the off-highway vehicle is leased, the words "Lessee" and "Lessor" must be included prior to the full legal name
  - If there is more than one Lessee, separate the Lessees with a semi-colon ";
18. Nevada Driver's License, Identification Card Number, or FEIN for businesses: Enter the number based on the document presented during the purchase transaction. The DMV will use these numbers to ensure the full legal name of the owner is placed on the registration and title.

Note:

- If the customer does not have a Nevada driver's license or identification card, "No Nevada DL or ID" must be printed in the registered owner's information area.
  - Customers purchasing an off-highway vehicle(s) for a business that does not have an FEIN (Federal Employer Identification Number), enter "No FEIN."
  - Do not enter or use the customer's social security number.
19. And/Or: If the registration and title are in more than one name, the appropriate box must be marked to indicate "and" or "or." Using "and" will require all persons on the title to sign the title to release interest in the off-highway vehicle. "OR" will allow for one person to sign the title to release interest in the off-highway vehicle, if there are two or more recorded owners.
  20. Odometer Reading: This should be marked N/A for an off-highway vehicle.
  21. Odometer Declaration: It is not necessary to check any of these boxes for an OHV.

22. Signature and Printed Name of the Seller(s)/Agent/Dealership.
23. DMV issued Off-Highway Vehicle Dealer's License Number.
24. Date of Sale: The actual date ownership of the off-highway vehicle was transferred.
25. Signature and Printed Full Legal Name of the Buyer(s).

**Note:** Any alteration or erasure voids a Nevada Certificate of Title. The control number in the lower right hand corner of the Certificate of Title is not the title number. The Department uses this number internally.



**Nevada Certificate of Title  
REVISION 1/06  
(BACK)**

1. Dealer Only First Reassignment of Title: To be completed only by an off-highway vehicle dealer upon the first reassignment of the Certificate of Title. The off-highway vehicle dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
2. Dealer Only Second Reassignment of Title: To be completed only by an off-highway vehicle dealer upon the second reassignment of the Certificate of Title. The off-highway vehicle dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
3. Dealer Only Third Reassignment of Title: To be completed only by an off-highway vehicle dealer upon the third reassignment of the Certificate of Title. The off-highway vehicle dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
4. Lienholder to be recorded: This section must be completed if the new Certificate of Title is to reflect a security interest in the off-highway vehicle. The lienholder's name and address must be recorded.
5. Enter the lienholder's ELT number and the title will be processed electronically.

**If there is no lienholder, "None" must be recorded in this section.**

**Note:** Any alteration or erasure voids a Nevada Certificate of Title. The reassignment on the front of the title (beginning on item 17 on the front of the title) must be completed before the Dealer Only First Reassignment of Title is completed.

<b>1</b>	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b></p> <p>The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p>
FIRST REASSIGNMENT DEALER ONLY	Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR
	Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____
	Address _____ City _____ State _____ Zip Code _____
	I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.
	ODOMETER READING _____ <input type="checkbox"/> NO TENTHS <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY Exempt - Model year over 9 yrs. old.
	Signature of Seller(s)/Agent/Dealership _____ Printed Name of Seller(s)/Agent/Dealership _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/> Dealer's License Number _____ Date of Sale _____
Signature of Buyer _____ Printed Full Legal Name of Buyer _____	
<b>2</b>	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b></p> <p>The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p>
SECOND REASSIGNMENT DEALER ONLY	Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR
	Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____
	Address _____ City _____ State _____ Zip Code _____
	I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.
	ODOMETER READING _____ <input type="checkbox"/> NO TENTHS <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY Exempt - Model year over 9 yrs. old.
	Signature of Seller(s)/Agent/Dealership _____ Printed Name of Seller(s)/Agent/Dealership _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/> Dealer's License Number _____ Date of Sale _____
Signature of Buyer _____ Printed Full Legal Name of Buyer _____	
<b>3</b>	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b></p> <p>The undersigned hereby certifies the vehicle described in this title has been transferred to the following buyer(s):</p>
THIRD REASSIGNMENT DEALER ONLY	Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____ <input type="checkbox"/> AND <input type="checkbox"/> OR
	Printed Full Legal Name of Buyer _____ Nevada Driver's License Number or Identification Number _____
	Address _____ City _____ State _____ Zip Code _____
	I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.
	ODOMETER READING _____ <input type="checkbox"/> NO TENTHS <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY Exempt - Model year over 9 yrs. old.
	Signature of Seller(s)/Agent/Dealership _____ Printed Name of Seller(s)/Agent/Dealership _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/> Dealer's License Number _____ Date of Sale _____
Signature of Buyer _____ Printed Full Legal Name of Buyer _____	
<b>4</b>	<p><b>LIENHOLDER TO BE RECORDED</b></p> <p>FEIN _____</p> Printed Full Legal Name of Lienholder _____ (if no lienholder write "NONE") Address _____ Street _____ City _____ State _____ Zip Code _____

**ALTERATION OR ERASURE VOIDS THIS TITLE**

**Nevada Certificate of Title  
(Form RD-2 REVISION 10/01)  
(FRONT)**

**NOTE – The RD-2 is a motor vehicle title. As such, many of the items listed below may not apply to Off-Highway Vehicles**

1. Vehicle Information: The off-highway vehicle identification number, year, make, model and off-highway vehicle body type.
2. Title Number: The number assigned at the time the title is created. Please note; the four digits following the dash are the technician's identification number who processed the title.
3. Date Issued: The date the title was issued.
4. Odometer Miles: The reading indicated on the off-highway vehicle's odometer apparatus, if applicable.
5. Fuel Type: The type of fuel the vehicle uses.
6. Sales Tax Paid: the "Y" or "N" indicates whether sales tax was paid for the off-highway vehicle.
7. Empty Weight: The actual weight of the off-highway vehicle when empty.
8. Gross Weight: The maximum recommended weight of the off-highway vehicle when full (passengers, gear, etc.).
9. GVWR: The gross vehicle weight rating (the weight of the off-highway vehicle plus the off-highway vehicle's useful or maximum load).
10. Vehicle Color: The color of the off-highway vehicle.
11. Odometer Brand: The actual status of the odometer reading.
  - A. Actual Mileage; the miles shown on the odometer are the exact miles the off-highway vehicle has been driven, required for all off-highway vehicles that are nine years and newer and do not meet exemptions in Title 49 Odometer Disclosure.
  - B. Exceeds Mechanical Limits; the off-highway vehicle has traveled more miles than the odometer is capable of showing.
  - C. Warning Odometer Discrepancy; the odometer reading is not the actual mileage (the odometer may have been broken or a new odometer may have been installed).
  - D. Exempt; the off-highway vehicle is ten years old or older or meets the exemption qualifications in Title 49 Odometer Disclosure.
12. Brands: The description of an off-highway vehicle. When more than one brand applies, those brands will be listed:
  - Flood Damage
  - Lemon Law Buyback
  - Non-Rebuildable

- Non-U.S. Vehicle
  - Not Street Legal
  - Rebuilt
  - Salvage
  - Dis-Salvage
  - Total Loss
  - Reconstructed
  - Specially Constructed
13. Owner(s) Name and Address: The name and address of the person or persons the Certificate of Title is issued to.
  14. Lienholder(s) Name and Address: The name and address of the legal owner of the off-highway vehicle who holds the security interest, if different from number 13.
  15. Lienholder(s) Release: All Nevada Certificates of Title that show a lienholder require a release of lien. The lienholder or authorized agent of the lienholder must complete this section. The signature of the lienholder or the authorized agent and the date of the signature are required to complete the release. If the lienholder is a business, the business name must appear along with the signature of an authorized representative of the business.
  16. Full Legal Name and Address of Buyer(s): This section must be completed exactly as it is to appear on the new Certificate of Title; this is the first assignment.
  17. Odometer Reading: This should be marked N/A for an off-highway vehicle.
  18. Odometer Declaration: It is not necessary to check any of these boxes for an OHV.
  19. Date of Sale: The actual date ownership of the off-highway vehicle was transferred.
  20. Signature and Printed Name of the Seller(s).
  21. Signature and Printed Full Legal Name of the Buyer(s).

**Note:** Any alteration or erasure voids a Nevada Certificate of Title. The control number in the lower right hand corner of the Certificate of Title is not the title number. The Department uses this number internally.



# STATE OF NEVADA

DEPARTMENT OF MOTOR VEHICLES

## CERTIFICATE OF TITLE

VIN <b>1</b>	YEAR <b>1</b>	MAKE <b>1</b>	MODEL <b>1</b>	VEHICLE BODY <b>1</b>	TITLE NUMBER <b>2</b>
DATE ISSUED <b>3</b>	ODOMETER MILES <b>4</b>	FUEL TYPE <b>5</b>	SALES TAX PD. <b>6</b>	EMPTY WT. <b>7</b>	GROSS WT. <b>8</b>
VEHICLE COLOR <b>10</b>	ODOMETER BRAND <b>11</b>	BRANDS <b>12</b>			

**OWNER(S) NAME AND ADDRESS**  
**13**

**LIENHOLDER(S) NAME AND ADDRESS**  
**14**

**LIENHOLDER(S) RELEASE - INTEREST IN THE VEHICLE DESCRIBED ON THIS TITLE IS HEREBY RELEASED:**  
**15**

SIGNATURE OF AUTHORIZED AGENT \_\_\_\_\_ DATE \_\_\_\_\_  
**15**

Printed Name: \_\_\_\_\_

**FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.**  
The undersigned hereby certifies that the vehicle described in this title has been transferred to the following buyer(s):

Printed Name of Buyer(s) **16**  AND  OR

Printed Name of Buyer(s) **16**

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

<b>17</b>	<input type="checkbox"/>	The mileage stated is in excess of its mechanical limits.	Date of Sale <b>19</b>
<b>20</b>	<input type="checkbox"/>	The odometer reading is not the actual mileage. <b>WARNING: ODOMETER DISCREPANCY</b>	
<b>20</b>	<input type="checkbox"/>	Exempt - Model year over 9 years old	

Signature of Seller(s) \_\_\_\_\_ **20**  
Printed Name of Seller(s) \_\_\_\_\_

I am aware of the above odometer certification made by the seller/agent.

Signature of Buyer(s) \_\_\_\_\_ **21**  
Printed Name of Buyer(s) \_\_\_\_\_

CONTROL NO. **000010A**  
(THIS IS NOT A TITLE NO.)

RD-2 (Rev. 10/01)

**ALTERATION OR ERASURE VOIDS THIS TITLE**

**Nevada Certificate of Title  
REVISION 10/01  
(BACK)**

1. Dealer Only First Reassignment of Title: To be completed only by an off-highway vehicle dealer upon the first reassignment of the Certificate of Title. The off-highway vehicle dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
2. Dealer Only Second Reassignment of Title: To be completed only by an off-highway vehicle dealer upon the second reassignment of the Certificate of Title. The off-highway vehicle dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
3. Dealer Only Third Reassignment of Title: To be completed only by an off-highway vehicle dealer upon the third reassignment of the Certificate of Title. The off-highway vehicle dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the Certificate of Title.
4. Lienholder to be recorded: This section must be completed if the new Certificate of Title is to reflect a security interest in the off-highway vehicle. The lienholder's name and address must be recorded.
5. Enter the lienholder's ELT number and the title will be processed electronically.

**If there is no lienholder, "None" must be recorded in this section.**

**Note:** Any alteration or erasure voids a Nevada Certificate of Title. The reassignment on the front of the title (area 16 on previous page) must be completed before the Dealer Only First Reassignment of Title is completed.

**Off-Highway Vehicle Registration and Title Guide**

<b>1</b>	▼	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b> The undersigned hereby certifies that the vehicle described in this title has been transferred to the following buyer(s):</p>
FIRST REASSIGNMENT DEALER ONLY	Printed Name of Buyer(s) _____	<input type="checkbox"/> AND <input type="checkbox"/> OR
	Printed Name of Buyer(s) _____	DEALER NUMBER _____
	Address _____	City _____ State _____ Zip Code _____
	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: <input type="checkbox"/> The mileage stated is in excess of its mechanical limits.      Date of Sale _____ <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY. <input type="checkbox"/> Exempt - Model year over 9 years old.	
	Signature of Seller(s) _____	Printed Name of Seller(s) _____
I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/>		
Signature of Buyer(s) _____	Printed Name of Buyer(s) _____	
<b>2</b>	▼	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b> The undersigned hereby certifies that the vehicle described in this title has been transferred to the following buyer(s):</p>
SECOND REASSIGNMENT DEALER ONLY	Printed Name of Buyer(s) _____	<input type="checkbox"/> AND <input type="checkbox"/> OR
	Printed Name of Buyer(s) _____	DEALER NUMBER _____
	Address _____	City _____ State _____ Zip Code _____
	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: <input type="checkbox"/> The mileage stated is in excess of its mechanical limits.      Date of Sale _____ <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY. <input type="checkbox"/> Exempt - Model year over 9 years old.	
	Signature of Seller(s) _____	Printed Name of Seller(s) _____
I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/>		
Signature of Buyer(s) _____	Printed Name of Buyer(s) _____	
<b>3</b>	▼	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b> The undersigned hereby certifies that the vehicle described in this title has been transferred to the following buyer(s):</p>
THIRD REASSIGNMENT DEALER ONLY	Printed Name of Buyer(s) _____	<input type="checkbox"/> AND <input type="checkbox"/> OR
	Printed Name of Buyer(s) _____	DEALER NUMBER _____
	Address _____	City _____ State _____ Zip Code _____
	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: <input type="checkbox"/> The mileage stated is in excess of its mechanical limits.      Date of Sale _____ <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY. <input type="checkbox"/> Exempt - Model year over 9 years old.	
	Signature of Seller(s) _____	Printed Name of Seller(s) _____
I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/>		
Signature of Buyer(s) _____	Printed Name of Buyer(s) _____	
<b>4</b>	▼	<p><b>LIENHOLDER TO BE RECORDED</b></p>
LIEN	Printed Name of Lienholder: _____	Address _____
	Address _____	City _____ State _____ Zip Code _____

ALTERATION OR ERASURE VOIDS THIS TITLE

**Nevada Certificate of Title  
(Form RD-2 REVISION 10/96)  
(FRONT)**

**NOTE – The RD-2 is a motor vehicle title. As such, many of the items listed below may not apply to Off-Highway Vehicles**

1. Vehicle Information: The off-highway vehicle identification number, year, make, model and off-highway vehicle body.
2. Odometer/Odometer Remarks: The reading indicated on the off-highway vehicle's odometer apparatus. The Certificate of Title will be branded as appropriate to indicate the status of the odometer reading.
  - A. Actual Mileage; the miles shown on the odometer are the exact miles the off-highway vehicle has been driven, required for all vehicles that are nine years and newer and do not meet exemptions in Title 49 Odometer Disclosure.
  - B. Exceeds Mechanical Limits; the off-highway vehicle has traveled more miles than the odometer is capable of showing.
  - C. Warning Odometer Discrepancy; the odometer reading is not the actual mileage (the odometer may have been broken or a new odometer may have been installed).
  - D. Exempt; the off-highway vehicle is ten years old or older or meets the exemption qualifications in Title 49 Odometer Disclosure.
3. MSRP: The manufacturer's suggested retail price.
4. Title Number: The number assigned at the time the title is created. Please note; the four digits following the dash are the technician's identification number who processed the title.
5. Issue Date: The date the Certificate of Title was issued.
6. Type of Title: Identifies the type of title as Original, Duplicate, Non-Repairable or Salvage.
7. Brands: The description of an off-highway vehicle. When more than one brand applies, those brands must be listed.
  - A. Flood Damage
  - B. Lemon Law Buyback
  - C. Non-Rebuildable
  - D. Non-U.S. Vehicle
  - E. Not Street Legal
  - F. Rebuilt
  - G. Salvage
  - H. Dis-Salvage

- I. Total Loss
  - J. Reconstructed
  - K. Specially Constructed
8. Mailing Address: Indicates to whom and where the Certificate of Title is mailed.
  9. Owner's Name and Address: Indicates to whom the Certificate of Title is issued.
  10. Lienholder: Indicates the legal owner of the off-highway vehicle if different from number 9.
  11. Release of Lien: All Nevada Certificates of Title that show a lienholder require a release of lien, before a new title can be issued or before the off-highway vehicle can be sold. The lienholder or his authorized agent must complete this section. The signature of the lienholder or the authorized agent and the date of the signature are required to complete the release. If the lienholder is a business, the business name must appear along with the signature of an authorized representative of the business. If the lien is not released on the title, a lien release form OHV-018 may be used.

**Note:** The control number in the lower right hand corner of the Certificate of Title is not the title number. The Department uses this number internally.

**STATE OF NEVADA**  
DEPARTMENT OF MOTOR VEHICLES AND PUBLIC SAFETY

## CERTIFICATE OF TITLE

VEHICLE IDENTIFICATION NO.	YEAR	MAKE	ODOMETER
<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>
BODY TYPE	MODEL	MSRP	ODOMETER REMARKS
<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>
TITLE NO.	ISSUE DATE	TYPE OF TITLE	BRAND
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

MAILING ADDRESS  
**8**

OWNER(S) NAME AND ADDRESS  
**9**

SPECIMEN

LIENHOLDER  
**10**

**11** RELEASE OF LIEN

INTEREST IN THE VEHICLE DESCRIBED ON THIS TITLE IS HEREBY RELEASED

\_\_\_\_\_  
LIENHOLDER NAME

BY \_\_\_\_\_  
SIGNATURE OF AUTHORIZED AGENT

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE

ACCORDING TO THE RECORDS OF THE DEPARTMENT OF MOTOR VEHICLES AND PUBLIC SAFETY, THE PERSON NAMED HEREON IS THE OWNER OF THE VEHICLE DESCRIBED ABOVE, SUBJECT TO LIEN(S) AS SHOWN.

RD-2 (Rev. 10/96)

CONTROL NO.  
M000000  
(THIS IS NOT A TITLE NO.)

ALTERATION OR ERASURE VOIDS THIS TITLE

**Nevada Certificate of Title  
REVISION 10/96  
(BACK)**

Assignment of Title:

1. Full Legal Name and Address of Buyer: This information must show exactly as it is to appear on the new Certificate of Title.
2. Odometer Declaration: This should be marked N/A for an off-highway vehicle.
3. Odometer Reading: It is not necessary to check any of the boxes for an OHV.
4. Date of Sale: The actual date the ownership of the off-highway vehicle was transferred.
5. The Signature and Printed Name of Seller.
6. The Signature and Printed Full Legal Name of Buyer.
7. Dealer Reassignment (First and Second): These assignments are for off-highway vehicle dealers only, and they must be completed in the same manner as the assignment of title. The off-highway vehicle dealer's business name and business license number must be recorded.
8. Lienholder: This section must be completed if the new Certificate of Title is to reflect a security interest in the off-highway vehicle. The lienholder's name and address must be recorded.
9. Enter the lienholder's ELT number and the title will be processed electronically.

**If there is no lienholder, "None" must be recorded in this section.**

**Note:** Any alteration or erasure voids the Certificate of Title.

**Off-Highway Vehicle Registration and Title Guide**

▶	<p><b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b></p>			
ASSIGNMENT OF TITLE	The Undersigned Hereby Certifies That the Vehicle Described In This Title Has Been Transferred to the Following Buyer(s): <span style="float: right;"><input type="checkbox"/> AND <input type="checkbox"/> OR</span>			
	Printed Name of Buyer(s) <b>1</b> _____			
	Printed Name of Buyer(s) <b>1</b> _____			
	Address _____ City _____ State _____ Zip Code _____ I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:			
▶ <b>2</b> <input type="checkbox"/> The mileage stated is in excess of its mechanical limits.		<input type="checkbox"/> The odometer reading is not the actual mileage.		
<input type="checkbox"/> Exempt - Model year over 9 yrs old.		Date of Sale <b>4</b> _____		
ODOMETER READING <b>5</b> <input type="checkbox"/> NO TENTHS <b>3</b>		WARNING - ODOMETER DISCREPANCY		
Signature of Seller(s) _____		Printed Name of Seller(s) <b>5</b> _____		
I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/>				
Signature of Buyer(s) _____		Printed Name of Buyer(s) <b>6</b> _____		
FIRST REASSIGNMENT DEALER ONLY	<b>7</b> The Undersigned Hereby Certifies That the Vehicle Described In This Title Has Been Transferred to the Following Buyer(s):			
	Printed Name of Buyer(s) _____ Street _____ City _____ State _____ Zip Code _____			
	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:			
	▶ <input type="checkbox"/> The mileage stated is in excess of its mechanical limits.		<input type="checkbox"/> The odometer reading is not the actual mileage.	
<input type="checkbox"/> Exempt - Model year over 9 yrs old.		Date of Sale _____		
ODOMETER READING <input type="checkbox"/> NO TENTHS		WARNING - ODOMETER DISCREPANCY		
Dealer No. _____		Dealer's Name _____		
Signature of Agent _____		Printed Name of Agent _____		
I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/>				
Signature of Buyer/Agent _____		Printed Name of Buyer/Agent _____		
SECOND REASSIGNMENT DEALER ONLY	<b>7</b> The Undersigned Hereby Certifies That the Vehicle Described In This Title Has Been Transferred to the Following Buyer(s):			
	Printed Name of Buyer(s) _____ Street _____ City _____ State _____ Zip Code _____			
	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:			
	▶ <input type="checkbox"/> The mileage stated is in excess of its mechanical limits.		<input type="checkbox"/> The odometer reading is not the actual mileage.	
<input type="checkbox"/> Exempt - Model year over 9 yrs old.		Date of Sale _____		
ODOMETER READING <input type="checkbox"/> NO TENTHS		WARNING - ODOMETER DISCREPANCY		
Dealer No. _____		Dealer's Name _____		
Signature of Agent _____		Printed Name of Agent _____		
I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/>				
Signature of Buyer/Agent _____		Printed Name of Buyer/Agent _____		
LIEN	<b>LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE:</b>			
	Printed Name of Lienholder <b>8</b> _____ Address _____ City _____ State _____ Zip Code _____			

**NOTE: PURCHASER MUST APPLY FOR NEW TITLE WITHIN 10 DAYS AFTER PURCHASE  
ALTERATION OR ERASURE VOIDS THIS TITLE**

## **Off-Highway Vehicle Erasure Affidavit (Form OHV-011)**

An Off- Highway Vehicle Erasure Affidavit (OHV-011) must be completed whenever an error has been made on Off-Highway Vehicle Certificate of Title documents. The affidavit provides for the removal of incorrect information.

Any changes of information require the signature of the person taking responsibility for the error. The Erasure Affidavit must be completed by the person whose name is being removed from the document, if applicable.

If a dealer completes the Erasure Affidavit, the name of the dealer and the signature of the authorized representative must be included.

When correcting information, draw a single line through the error and write the corrected information above. Do not obliterate the information. If the correct information cannot be placed in the appropriate area on the Certificate of Title or Manufacturer's Certificate of Origin, it may be placed on the Erasure Affidavit.

### **Instructions for completing the Off-Highway Vehicle Erasure Affidavit (Form OHV-011)**

1. The complete description of the off-highway vehicle, including the year, make, model and vehicle identification number. The description of the off-highway vehicle must match all corresponding documents.
2. A complete description of the reason for the change or removal of information on the title documents. The area of the title that the change was made in should also be included.
3. The full legal name, identification number, address and signature of the person taking responsibility for the error or removal of information from the document.  
  
The business name and the name of the representative must also appear if the person is representing a business, (i.e., ABC Auto Sales, by Sam Jones).
4. An Erasure Affidavit must be signed in the presence of a Notary Public. A licensed off-highway vehicle dealer in Nevada is not required to have his signature notarized.



ATTN: OHV SECTION  
555 Wright Way  
Carson City, NV 89711  
(775) 684-4381  
[www.nvohv.com](http://www.nvohv.com)

### OFF-HIGHWAY VEHICLE ERASURE AFFIDAVIT

Revised Proposed Regulation of the DMV, LCB File No. R130-11 Section 27

An individual taking full responsibility for an error, change, or removal of information on ownership documents for an Off-Highway Vehicle must complete and sign the Erasure Affidavit. If a person is being removed from the ownership documents, that individual is required to sign the affidavit. When representing a business, the business name and the name of the authorized business representative must appear on the affidavit.

Please print or type

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Vehicle Identification Number \_\_\_\_\_

The undersigned, being duly sworn, states that the error or change appearing on the attached ownership documents for the described off-highway vehicle was made due to: (PLEASE INCLUDE AREA OF THE TITLE CHANGE WAS MADE IN)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affiant's Printed Full Legal Name \_\_\_\_\_

Nevada Driver's License, Identification Card  
Number, Date of Birth, or FEIN for businesses \_\_\_\_\_

Physical Address \_\_\_\_\_  
City State Zip Code

Mailing Address \_\_\_\_\_  
City State Zip Code

I declare under penalty of perjury that the foregoing is true and correct.

State of Nevada, County of \_\_\_\_\_

Signed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

by: \_\_\_\_\_  
Signature of Person Making Statement

Notary Public  
~~Signatures must be originals. photocopies will not be accepted. Changes may not be made to this form once it is signed and witnessed.~~

OHV 011 (Revised 9/2012)

## Duplicate Certificate of Title for an Off-Highway Vehicle (Form OHV-007)

If a Nevada Certificate of Title for an Off-Highway Vehicle has been lost, stolen or mutilated, a duplicate title may be obtained, if at least 30 days have passed since the last certificate of title was issued, by completing the Application for Duplicate Nevada Off-Highway Vehicle Certificate of Title.

The application must be completed by the legal owner of the OHV on file with the Department of Motor Vehicles. The legal owner of the off-highway vehicle is:

- The lienholder, if applicable. If the OHV is leased, and there is no lienholder, the lessor is the owner of the OHV.
- If there is no lienholder or lessor, the owner of record is the registered owner.

*The Application for Duplicate Nevada Off-Highway Vehicle Certificate of Title* (Form OHV-007) must be completed in full and taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

ATTN: OHV SECTION  
555 Wright Way  
Carson City, NV 89711

The application must be signed and witnessed by a notary public.

### **Off-highway vehicle transactions cannot be processed at DMV offices.**

Dealers must submit a separate payment per customer to the Department. **Multiple customer transactions remitted with a single payment will be rejected.**

Funds received from a customer by an OHV dealer that are intended for the Department of Motor Vehicles must be deposited into a financial institution, as designated by the State Treasurer, by Thursday of each week in accordance with NRS 353.250.

The Duplicate Title fee must be submitted with the application. The title fee is \$21.00; which includes a Technology fee, when the OHV is remaining in Nevada. Off-highway vehicles not physically located or registered in Nevada have a \$36.00 title fee, which also includes a Technology fee. Additionally, a Title Processing Fee in the amount of \$8.25 must be charged on all title transactions that involve a complete change of ownership.

If requesting the duplicate title be mailed to another state, a written statement is required. The statement must have the OHV description including VIN, year, and make. The statement must be issued by the other state's agency responsible for issuing OHV titles and a registration verifying the Nevada Certificate of Title has not been surrendered to them.

The Duplicate Nevada Off-Highway Vehicle Certificate of Title becomes the valid title. Any attempt to use a previously issued title may constitute fraud, pursuant to NRS 490.520, which is considered a Gross Misdemeanor. If an invalid title is located, it must be returned it to the Department of Motor Vehicles immediately for disposal.

**Instructions for completing the  
Application for Duplicate Nevada Off-Highway Vehicle Certificate of Title  
(Form OHV-007)**

1. Vehicle Identification Number: Enter the complete vehicle identification number as it appears on the off-highway vehicle.
2. Off-Highway Vehicle Description: Enter the year, make, model and type of off-highway vehicle.
3. Date: Enter the date the application was completed.
4. The “Registered Owner(s)” area must be completed exactly as shown on the current title record. If the original Certificate of Title was issued with “and” between the registered owner’s names, all owners must sign the application. If the original title was issued without an indicator such as “and” or “or” then all owners must sign the application. The Department of Motor Vehicles considers the lack of a name indicator as “and” in these cases.

A company stamp or printed name of the company is required if the title was issued in the name of a company, along with the signature and title of an authorized representative of the company.

5. Nevada Driver’s License, Identification Card Number, or FEIN for businesses.
  - If the owner does not have a Nevada driver’s license or identification card, “No Nevada DL or ID” should be entered.
  - Owners of an off-highway vehicle(s) registered to a business that does not have an FEIN (Federal Employer Identification Number), enter “No FEIN.”
  - Do not enter or use the owner’s social security number.
6. The date of birth should be included if the owner does not have a Nevada Driver’s License, Identification Card or FEIN.
7. The application should include the phone number and email address of the owner.
8. The application must include both the physical and mailing the addresses of the owner. If the mailing address is the same as the physical address, “SAME AS ABOVE” should be entered on the mailing address line.
9. If no liens exist, write “NONE.” If a lien exists, record the name of the lienholder exactly as shown on the current title record. If a lienholder is applying for the duplicate Certificate of Title, the lienholder must complete the application.
10. Lienholder/Lessor’s Nevada Driver’s License, Identification Card Number, or FEIN for businesses.
  - If the lienholder/lessor does not have a Nevada driver’s license or identification card, “No Nevada DL or ID” must be entered.
  - Lienholder/lessors with a business that do not have an FEIN (Federal Employer Identification Number) enter “No FEIN.”
  - Do not enter or use the lienholder/lessor’s social security number.

If the lien on the off-highway vehicle has been satisfied (paid in full), the registered owner may sign the application if it accompanied by a notarized lien

release (OHV-018 or equivalent).

11. Enter the mailing address for the lienholder/lessor.
12. The "Requested By" area must be completed if the duplicate title is to be mailed to a different address or person. A letter of authorization is also needed unless the requestor is a licensed Nevada Off-Highway Vehicle Dealer.
13. The applicant must enter the reason the original Certificated of Title for an Off-Highway Vehicle is not available.
14. Signature must be witnessed by a Notary Public. A licensed off-highway vehicle dealer in Nevada is not required to have his signature notarized.

The completed form must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle transactions cannot be processed at DMV offices.**

Dealers must submit a separate payment per customer to the Department.  
**Multiple customer transactions remitted with a single payment will be rejected.**

Funds received from a customer by an OHV dealer that are intended for the Department of Motor Vehicles must be deposited into a financial institution, as designated by the State Treasurer, by Thursday of each week in accordance with NRS 353.250.

If an original Nevada Off-Highway Vehicle Certificate of Title was never received, an Off-Highway Vehicle Lost Title Affidavit (Form OHV-024) must be completed in full, notarized, and submitted with the Application for a Duplicate Nevada Off-Highway Vehicle Certificate of Title.

APPLICATION FOR DUPLICATE NEVADA OHV CERTIFICATE OF TITLE

Please Type or Print Using Blue or Black Ink

Vehicle Identification Number

Grid for Vehicle Identification Number

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Date: \_\_\_\_\_
OHV Type: [ ] Motorcycle [ ] Snowmobile [ ] All Terrain Vehicle [ ] Side-by-Side [ ] Dune Buggy

[ ] Other (Please Explain) \_\_\_\_\_

Registered Owner(s)/ Lessee Name(s) - (as listed on latest certificate of title). If more than two owners, complete and attach an additional Duplicate Title form.

Owner #1 Full Legal Name: \_\_\_\_\_

As it appears on the Nevada Driver's License or Identification Card, or Business Name

Nevada Driver's License Number, Identification Card Number, or FEIN for a Business: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-Mail (Optional): \_\_\_\_\_

Owner #2 Full Legal Name: \_\_\_\_\_

As it appears on the Nevada Driver's License or Identification Card, or Business Name

Nevada Driver's License Number, Identification Card Number, or FEIN for a Business: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-Mail (Optional): \_\_\_\_\_

Physical Address: \_\_\_\_\_

Address City State Zip Code

Mailing Address: \_\_\_\_\_

Address City State Zip Code

Legal Owner - (as listed on latest certificate of title, if applicable)

Lienholder/Lessor: \_\_\_\_\_

Full Legal Name of Individual or Business

NV Driver's License Number, Identification Card Number, NV ELT # or FEIN for a Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address City State Zip Code

Complete if certificate of title is to be mailed to an address other than the address listed above. If requested by a third party, a notarized letter of authorization must be attached. If the requestor is a Nevada licensed OHV dealer, the letter is not required to be notarized.

Requested By: \_\_\_\_\_

Address: \_\_\_\_\_

Address City State Zip Code

CERTIFICATION

I certify that I am the legal owner of the described off-highway vehicle and the original Certificate of Title has been:

[ ] Lost [ ] Stolen [ ] Mutilated [ ] Other \_\_\_\_\_ Please Explain

I hereby declare under penalty of perjury that the foregoing is true and correct.

State of Nevada, County of: \_\_\_\_\_

Signed and sworn to before me this \_\_\_\_\_ by \_\_\_\_\_

Date Name of person making statement

Notary Public

Notary Stamp

Signatures must be originals, photocopies will not be accepted. Changes may not be made to this form once it is signed and witnessed.

OHV 007 (Revised September 2015)

## **Off-Highway Vehicle Lost Title Affidavit**

**(Form OHV-024)**

A Lost Title Affidavit (Form OHV-024) must be completed and accompany the Application for Duplicate Nevada Off-Highway Vehicle Certificate of Title (Form OHV-007) if an original Nevada Off-Highway Vehicle Certificate of Title was never received.

The Off-Highway Vehicle Lost Title Affidavit (Form OHV-024) must be completed in full by the owner of record on file with the Department and taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**

555 Wright Way  
Carson City, NV 89711

The affidavit must be signed and witnessed by a notary public.

**Off-highway vehicle transactions cannot be processed at DMV offices.**

### **Instructions for completing the Off-Highway Vehicle Lost Title Affidavit (Form OHV-024)**

1. Enter the title number of the lost Nevada Certificate of Title if you know it.
2. Enter the date the Certificate of Title was issued.
3. Enter the year, make and model of the off-highway vehicle.
4. Enter the complete vehicle identification number as it appears on the off-highway vehicle.
5. Enter the full legal name of the individual or business the original title was mailed to, according to Department of Motor Vehicle records.
6. Enter the address the Certificate of Title was mailed to.
7. The affiant must include both the mailing and physical address. If the physical address is the same as the mailing address, "SAME AS ABOVE" should be entered on the physical address line.
8. Enter the printed name of the affiant.
9. Enter the Nevada Driver's License, Identification Card Number, or FEIN for businesses. Enter the date of birth if the affiant does not have a Nevada Driver's License, Identification Card or FEIN.
10. The signature must be witnessed by a Notary Public.

The completed form must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**

555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle transactions cannot be processed at DMV offices.**



ATTN: OHV SECTION
555 Wright Way
Carson City, NV 89711
(775) 684-4381
www.nvohv.com

OFF-HIGHWAY VEHICLE LOST TITLE AFFIDAVIT

Please Print or Type

I hereby certify that Nevada Certificate of Title Number \_\_\_\_\_

issued on \_\_\_\_\_ for a Year \_\_\_\_\_, Make \_\_\_\_\_, Model \_\_\_\_\_

Vehicle Identification Number

Grid for Vehicle Identification Number

was never received. In the event the referenced title is located, I will surrender it immediately to the Nevada Department of Motor Vehicles.

Department records indicate the title was mailed to: \_\_\_\_\_ Full Legal Name

\_\_\_\_\_ Address City State Zip Code

and my mailing address is \_\_\_\_\_ Address City State Zip Code

and my physical address is \_\_\_\_\_ Address City State Zip Code

Affiant's Printed Name \_\_\_\_\_

Nevada Driver's License, Identification Card Number, or Date of Birth \_\_\_\_\_

I hereby declare under penalty of perjury that the foregoing is true and correct.

State of Nevada, County of: \_\_\_\_\_

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

by: \_\_\_\_\_ Signature of Person Making Statement

\_\_\_\_\_ Notary Public

Signatures must be originals, photocopies will not be accepted. Changes may not be made to this form once it is signed and witnessed.

\*\*\* For Department Use Only \*\*\*
The OHV Section of the DMV in Carson City was contacted on \_\_\_\_\_; they verified that the title in question was not returned as undeliverable by the U.S. Postal Service.
Supervisor: \_\_\_\_\_ Name Title

The approval of this affidavit relieves the applicant/affiant of payment of the \$21.00 fee, which includes a Technology fee for issuance of a Duplicate Nevada Certificate of Title for an Off-Highway Vehicle.

OHV 024 (Revised 07-01-2015)

## **Off-Highway Vehicle Inspection Certificate**

**(Form OHV-002)**

Off-Highway Vehicle Inspection Certificate (Form OHV-002) is a form provided by the Department and when completed shows evidence that an off-highway vehicle inspection was completed by an inspector authorized by the Department (including off-highway vehicle dealers licensed in Nevada and law enforcement) to verify the off-highway vehicle identification number (VIN).

This form must be completed if the off-highway vehicle has never been registered in Nevada, or if the owner is unsure if the off-highway vehicle has ever been registered in Nevada. An OHV-002 is not required if the off-highway vehicle was purchased from a licensed Nevada off-highway vehicle dealer by a Nevada resident after July 1, 2012.

Verification of the off-highway vehicle identification number (VIN) will be confirmed by a physical inspection of the off-highway vehicle.

The physical inspection of the off-highway vehicle must be completed by an off-highway vehicle dealer authorized by the Department of Motor Vehicles or other authorized Nevada DMV representative such as law enforcement. The Department of Motor Vehicles does not perform physical inspections of off-highway vehicles, except in the case of a VIN assignment.

Verification of the VIN ensures the accuracy of the information used to create a Nevada Certificate of Title.

Once the Off-Highway Vehicle Inspection Certificate (Form OHV-002) has been completed in full, the form and all other necessary forms and fees must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle transactions cannot be processed at DMV offices.**

**Instructions for Completing the  
Off-Highway Vehicle Inspection Certificate  
(Form OHV-002)**

**May only be completed by a Nevada licensed OHV dealer or Law Enforcement Officer**

1. Vehicle Identification Number: Enter the complete vehicle identification number as it appears on the off-highway vehicle. Do not use other documents to retrieve this information. After inspecting the off-highway vehicle, compare the VIN from the off-highway vehicle to that on the other title documents to ensure they match. If the off-highway vehicle identification number is illegible or no vehicle identification number is present, the customer must bring the off-highway vehicle to a DMV inspection station.
2. Off-Highway Vehicle Description: Enter the year, make, model and type of off-highway vehicle.
3. Date: Enter the date the inspection was completed.
4. Remarks: Comment on any unusual circumstances encountered during the inspection.
5. Authorized Inspector: The name of the authorized individual who completed the inspection.
6. Dealer or Badge number: The dealer identification number or badge number of the officer who completed the inspection.
7. Signature: The signature of the individual who completed the inspection.
8. Enforcement Agency Name or Nevada Licensed OHV Dealer Name: Check the appropriate box and record either the name of the law enforcement agency or OHV dealer conducting the inspection.

The completed form must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle transactions cannot be processed at DMV offices.**



ATTN: OHV SECTION
555 Wright Way
Carson City, NV 89711
(775) 684-4381
www.nvohv.com

OFF-HIGHWAY VEHICLE INSPECTION CERTIFICATE
For Off-Highway Vehicle Identification Number Verification

NRS 490.082 and 490.105

- This application must be completed if the Off-Highway Vehicle (OHV) has never been registered or titled in Nevada...
This application must be completed by a Nevada licensed OHV dealer or Law Enforcement Officer...
If the OHV does not have a vehicle identification number or the VIN has been removed or is illegible...
No other OHV transactions can be completed at DMV offices...
Please visit the OHV Commission website at www.nvohv.com for additional information.

To be completed by a Nevada licensed OHV dealer or any Law Enforcement Officer

Please Type or Print Using Blue or Black Ink

I certify that I have examined the following Off-Highway Vehicle:

Vehicle Identification Number

Grid for entering the 17-digit Vehicle Identification Number

A VIN was not found, has been removed or is illegible.

Year: Make: Model: Date of Inspection:

OHV Type: Motorcycle Snowmobile All Terrain Vehicle Side by Side Dune Buggy

Other (Please Explain)

Remarks

Authorized Inspector - Printed Name Dealer or Badge Number

Authorized Inspector - Signature

Enforcement Agency Agency

Nevada Licensed OHV Dealer Dealership Name

OHV 002 (Revised 7/2014)

## **Title Fees** **(NAC 490.360)**

A title fee must be submitted for the following transactions:

- Off-highway vehicles sold or leased to a governmental agency including city, county, state, etc.
- All unregistered off-highway vehicles
- Lease terminations
- Off-highway vehicles being titled in an off-highway vehicle dealership's name
- Repossessed off-highway vehicles
- Unregistered off-highway vehicles being titled to perfect a lien against the off-highway vehicle
- Applications for a duplicate Nevada Certificate of Title, unless Form OHV-024 is presented
- All private-party transfers and off-highway vehicle dealer sales

Fees:

- First-time, change of ownership or duplicate certificates of title – \$21.00, which includes a Technology fee.

A Title Processing Fee in the amount of \$8.25 must be charged on all title transactions that include a complete change of ownership.

Examples of when a title-processing fee is charged:

- Dealer sales
- Private party sales
- Sale between family members
- Gift transactions
- Any sale or transaction that is processed involving a change of ownership
- Lien sale transaction, lease assumptions and lease terms
- Lease buyouts and at least one registered owner's full legal name is remaining on the title

A Title Processing Fee is not charged for:

- Duplicate titles
- Removing a lienholder
- Removing a name (if one name from the original title remains on the new title)
- Changing a last name if person is "one-in-the-same" (e.g. married, legal name change)
- Changing an address

- Manufacturer's Statement of Origin or Manufacturer's Certificate of Origin is in the registered owner's full legal name

# **SECTION III – COMPLETING OHV DOCUMENTS**

## **Off-Highway Vehicle Dealer's Report of Sale**

**(Form OHV-004)  
(NAC 490.300-490.315)**

An Off-Highway Vehicle Dealer's Report of Sale (ORS) is the primary document used to title an off-highway vehicle sold or leased to a Nevada resident by a licensed Nevada off-highway vehicle dealer. Only a licensed Nevada off-highway vehicle dealer may issue an ORS.

When a Nevada off-highway vehicle dealer sells an OHV, the dealer is required to complete an ORS. The dealer must submit the ORS to the Department of Motor Vehicles with the necessary title paperwork. The customer has the option of having the dealer submit for a registration decal.

If a dealer performs a VIN inspection on an OHV they did not sell, the dealer is not required to submit any paperwork to the DMV if the customer does not wish. Since OHV dealers are not expected to act in a law enforcement capacity, if the customer chooses to have the dealer submit the necessary paperwork to obtain a registration decal, the dealer **cannot** require the customer to submit for a title as well. The opposite is also true, in that, a customer may choose to have the dealer submit the necessary paperwork to obtain a title, but the dealer **cannot** require the customer to submit for a registration decal as well.

For sales to individuals, the name of the purchaser that appears on the ORS must be the full legal name as it appears on the purchaser's driver's license or state issued identification card.

A Nevada off-highway vehicle dealer may not issue an ORS to:

- Themselves
- Other off-highway vehicle dealerships – wholesale off-highway vehicles to be resold by that off-highway vehicle dealership
- An out-of-state resident purchasing an off-highway vehicle in Nevada
- An out-of-state off-highway vehicle dealership when handling a sale as a courtesy delivery
- Buyers of motor vehicles subject to registration in accordance with NRS 482 (street legal motorcycles, trailers)
- Buyers of watercraft subject to registration in accordance with NRS 488 (boats and personal watercraft)

An ORS is issued the same day the purchase or lease of an off-highway vehicle becomes final. The date of transaction cannot be changed.

A dealer must furnish a copy of the ORS to the buyer not more than 10 days after the date the sale or lease took place in accordance with NAC 490.095.

An ORS must be issued when another off-highway vehicle dealer purchases or leases a new or used off-highway vehicle for personal or business use that they are not authorized to resell. In addition to issuing an ORS, the selling/leasing off-highway vehicle dealer must collect and remit sales tax.

The ORS must be completed in full and all information on the ORS must match the information contained on the Manufacturer's Certificate of Origin or outstanding title.

The ORS must be typed or printed clearly in ink. If hand-printed, block and upper case letters are recommended.

If an error is made on the ORS, do not use correction fluid or correction tape to correct the information. With the exception of the date of transaction, to correct any error:

- Draw a line through the entire error
- Print or type the correct information above the error
- Stamp or print the dealership's name
- Initial the correction

If any copy of the ORS is lost, DO NOT ISSUE A SECOND ORS. Make a photocopy of the lost ORS from the ORS book and write the following statement on the photocopy:

**"I hereby certify that this is a true and exact copy of the original."**

- The statement must be signed by an authorized agent of the off-highway vehicle dealership
- After the off-highway vehicle is sold or leased, the off-highway vehicle dealer must submit a title transmittal form, the required title documents and associated fees to the Department's Carson City office to complete the transfer of ownership. The transmittal form, documents and fees must be submitted within 30 days of the transaction regardless of whether the off-highway vehicle is new or used.

Submittals for an extension of time on an ORS may be requested by the off-highway vehicle dealer (refer to Section VI of this guide for additional information).

The ORS consists of three copies distributed as follows:

- The original (white) copy must be attached to all original required title documents and forwarded to:

Attn: OHV Section  
Department of Motor Vehicles  
555 Wright Way  
Carson City, Nevada 89711

- The green copy is given to the purchaser or submitted by the off-highway vehicle dealer on behalf of the customer to obtain a registration decal. The off-highway vehicle must be registered within 30 days of the date on the ORS.
- The dealer's copy (yellow) is the dealer's record of sale and must be retained for 3 years from the date of transaction.

**Instructions for completing the Off-Highway Vehicle Dealer's Report of Sale  
(Form OHV-004)**

**Below you will find information on the completion of the ORS. Please note;** if any information is missing, the ORS will be rejected. If information is found to be missing, the purchaser will be asked to return to the dealership to have the ORS corrected. The title work will also be returned to the dealership for correction. The ORS can be corrected by drawing a line through the incorrect information, then writing the correct information above, or adding the missing data. Use a company stamp, date and sign, or initial on the margin by the correction.

1. **Vehicle Identification Number:** Completion of Form OHV-004 is the dealer's confirmation that a physical inspection of the vehicle identification number was completed. This information must match the off-highway vehicle as well as all corresponding documents. OHV Regulation Section 20 requires the vehicle identification number be used when obtaining a registration decal.

2. **Off-Highway Vehicle Description:**

- Year
- Make
- Model
- Type
- Fuel

OHV Regulation Section 27 requires the off-highway vehicle description be on the vehicle title.

3. **Date of Transaction:** OHV Regulation Sections 34, 35, 36 and 37 define the actual date of the sale or lease of a new or used off-highway vehicle as the day the ORS is executed. This date may not be changed, extended, or altered.

4. **Full Sale Price:** Enter the full sale price of the off-highway vehicle, including the sales tax. If the off-highway vehicle was leased, enter the word "LEASED" in place of a sales amount. OHV Regulation Section 12, NRS 372.025, and NRS 372.065 define purchase price, gross receipts, and sale price, respectively.

5. **County Based in:** County in which the vehicle is going to be located must be included on the ORS.

6. **This transaction is a:** Based on the transaction type, mark the appropriate box for sale or lease. OHV Regulation Sections 34, 35, 36 and 37 govern off-highway vehicle sales and leases.

7. **Sales Tax Collected:** Based on the sale of the off-highway vehicle, indicate "YES" or "NO" by marking the appropriate box. Please note that NRS 372.105 requires Nevada licensees to collect sales tax on all retail sales in Nevada.

7a. If an auction is liquidating an off-highway vehicle for a government entity, and the "NO" box is checked, below the box write in "TAX EXEMPT/GOV'T FLEET SALE".

8. **Sold To:** Record the registered owner's full legal name exactly as it appears on the customer's driver's license, identification card, or business license. This is the name that will be recorded on the off-highway vehicle Certificate of Title.

Customers purchasing an off-highway vehicle(s) for a business are not required to present their business license.

NRS 481.0515 requires the customer's full legal name be placed on the off-highway vehicle title.

**Note:**

- If the title is to read "doing business as" enter "DBA" preceding the business name.
- If the off-highway vehicle is leased, the words "Lessee" and "Lessor" must be included prior to the full legal name.
- If there is more than one Lessee, separate the Lessees with a semi-colon ";".

9. **And/Or:** If the title is in more than one name, the appropriate box must be marked to indicate "and" or "or." Using "and" will require the signatures of all persons on the title to release interest in the off-highway vehicle. "Or" will allow for one person to sign the title of the two or more recorded owners, to release interest in the off-highway vehicle.
10. **Nevada Driver's License, Identification Card Number, or FEIN for businesses:** Enter the number based on the document presented during the purchase transaction. Per NRS 481.0515 the customer's full legal name must be placed on the off-highway vehicle title. The DMV will use these numbers to ensure the full legal name of the owner is placed on the title.

**Note:**

- If the customer does not have a Nevada driver's license or identification card, "No Nevada DL or ID" must be printed in the owner's information area.
  - Customers purchasing an off-highway vehicle(s) for a business that does not have an FEIN (Federal Employer Identification Number), enter "No FEIN."
  - Do not enter or use the customer's social security number.
11. **Date of Birth:** Record the registered owner's date of birth. The DMV will use this to identify the owner in the event the customer does not have a Nevada driver's license, identification card or FEIN.
12. **Phone Number:** Record the registered owner's phone number. The DMV will only use this if there is an issue that can be addressed via a phone conversation.
13. **E-Mail Address:** Record the registered owner's e-mail address. This is an optional field.
14. **Physical Address:** Record the registered owner's physical address information. OHV Regulation Section 20 requires DMV to obtain the customer's physical address. If the customer is homeless, he/she may use the address of a shelter as a physical address.

**Note:**

- If the off-highway vehicle is leased, identify the address as “Lessee” or “Lessor.”
- If there is more than one Lessee, separate the Lessees with a semi-colon “,”.

15. **Mailing Address:** Record the registered owner’s mailing address information. When the customer’s mailing address is the same as the physical address, enter “Same.” If the customer is homeless, he/she may use U.S.P.S. General Delivery as a mailing address. This is the address the purchaser’s registration renewals will be mailed to. OHV Regulation Section 20 requires DMV to obtain the customer’s mailing address. OHV Regulation Section 29 requires DMV to mail the registration renewal notices before the registration expires.

**Note:**

- If the off-highway vehicle is leased, identify the address as “Lessee” or “Lessor.”
- If there is more than one Lessee, separate the Lessees with a semi-colon “,”.

16. **Lienholder/Lessor Name:** Include the name of the lienholder or lessor and specify either lienholder or lessor. This is the legal owner of the off-highway vehicle. OHV Regulation Section 27 requires the lienholder or lessor name be placed on the title.

**Note:**

- Write “NONE” if there is no lien against the off-highway vehicle.
- Indicate the legal owner’s title by writing “Lienholder” or “Lessor” after the legal owner’s name.

17. **Nevada Driver’s License, Identification Card Number, or FEIN for businesses:** Enter the number from the document presented during the purchase transaction. Per NRS 481.0515, the customer’s full legal name must be placed on the off-highway vehicle title. The DMV will use these numbers to ensure the full legal names of the owners are placed on the title.

**Note:**

- When the lienholder or lessor is a business, enter the FEIN.
- Enter the lienholder’s ELT number and the title will be processed electronically.
- When the lienholder or lessor is an individual, enter the Nevada DL or ID number.
- If the lienholder or lessor is a business and does not have a FEIN, enter “No FEIN.”
- If the lienholder or lessor is an individual and does not have a Nevada DL or ID, enter “No NV DL or ID.”

18. **Physical Address:** Record the legal owner’s physical address information. OHV Regulation Section 20 requires DMV to obtain the customer’s physical address. The title will be mailed to this address if there is not a different mailing address.

19. **Mailing Address:** Record the legal owner's mailing address information if it is different from the physical address. OHV Regulation Section 20 requires the DMV to obtain the customer's mailing address if it is different than the physical address. The title will be mailed to this address.
20. **Seller's Business Name:** Enter the complete licensee's name as it appears on the Nevada DMV business license. OHV Regulation Sections 34, 35, 36 and 37 require the name and address of the seller.
21. **DMV Business License Number:** OHV Regulation Sections 34, 35, 36 and 37, enter the licensee's DMV business license number as it appears on the business license issued by the Department.
22. **Mailing Address:** Enter the licensee's mailing address information in accordance with OHV Regulation Sections 34, 35, 36 and 37.
23. **Authorized Representative Printed Name:** In accordance with NRS OHV Regulation Sections 34, 35, 36 and 37, enter the name of the authorized representative of the business.
24. **Authorized Representative Signature:** The authorized representative must sign the ORS based on the requirements found in OHV Regulation Sections 34, 35, 36 and 37.

The ORS must be properly and legibly completed. Incomplete, incorrect, or unclear information will result in the return of documents and delays for all parties involved.

Information on the ORS must match the information on the Manufacturer's Certificate of Origin or the applicable Certificate of Title.

Title fees and ownership documents must be submitted with the white copy of the ORS within 30 days of the date of sale.

A dealer may submit registration decal fees and applications with the green copy of the ORS upon the request of the customer.

The completed form must be submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle transactions cannot be processed at DMV offices.**

For anything other than submission of title fees for OHV sales, dealers must submit a separate payment per customer to the Department. Multiple customer transactions remitted with a single payment will be rejected.

For anything other than submission of title fees for OHV sales, funds received from a customer by an OHV dealer that are intended for the Department of Motor Vehicles must be deposited into a financial institution, as designated by the State Treasurer, by Thursday of each week in accordance with NRS 353.250.



ATTN: OHV SECTION
555 Wright Way
Carson City, NV 89711
(775) 684-4381
www.dmvnv.com

OFF-HIGHWAY VEHICLE DEALER'S REPORT OF SALE

This form must be completed in full

Please Type or Print Using Blue or Black Ink

Control #

1. Vehicle Identification Number

Grid for Vehicle Identification Number (17 boxes)

Year: 2. \_\_\_\_\_ Make: 2. \_\_\_\_\_ Model: 2. \_\_\_\_\_ Date of Transaction: 3. \_\_\_\_\_

2. Type: [ ] Motorcycle [ ] Snowmobile [ ] All Terrain Vehicle [ ] Side by Side [ ] Dune Buggy
[ ] Other (Please Explain) \_\_\_\_\_

Fuel: 2. \_\_\_\_\_ Full Sales Price: 4. \_\_\_\_\_ County Based In: 5. \_\_\_\_\_

6. This Transaction is a: [ ] Sale [ ] Lease 7. Sales Tax Collected: [ ] Yes [ ] No

Sold to:

Owner #1 Full Legal Name: 8. \_\_\_\_\_ 9. [ ] and [ ] or

As it Appears on the Nevada Driver's License or Identification Card, or Business Name

Nevada Driver's License Number or Identification Card Number or FEIN for a Business: 10. \_\_\_\_\_

Date of Birth: 11. \_\_\_\_\_ Phone Number: 12. \_\_\_\_\_ E-Mail (Optional): 13. \_\_\_\_\_

Owner #2 Full Legal Name: 8. \_\_\_\_\_

As it Appears on the Nevada Driver's License or Identification Card, or Business Name

Nevada Driver's License Number or Identification Card Number or FEIN for a Business: 10. \_\_\_\_\_

Date of Birth: 11. \_\_\_\_\_ Phone Number: 12. \_\_\_\_\_ E-Mail (Optional): 13. \_\_\_\_\_

Physical Address: 14. \_\_\_\_\_
Address City State Zip Code

Mailing Address: 15. \_\_\_\_\_
Address City State Zip Code

Lienholder/Lessor: 16. \_\_\_\_\_
Full Legal Name of Individual or Business

Nevada Driver's License Number, Identification Card Number, or FEIN for a Business: 17. \_\_\_\_\_

Physical Address: 18. \_\_\_\_\_
Address City State Zip Code

Mailing Address: 19. \_\_\_\_\_
Address City State Zip Code

Seller's Business Name: 20. \_\_\_\_\_

DMV Business License Number: 21. \_\_\_\_\_

Mailing Address: 22. \_\_\_\_\_
Address City State Zip Code

Authorized Representative Printed Name: 23. \_\_\_\_\_

Authorized Representative Signature: 24. \_\_\_\_\_

OHV 004 (Original 1-2012)

## **Application for OHV Registration Decal**

**(Forms OHV-001A, OHV-001B, OHV-001C, OHV-001D and OHV-001E)  
(NAC 490.330)**

The applications for off-highway vehicle registration decal are the primary documents used by Nevada residents to obtain their initial OHV registration decal.

Nevada does not require ownership documents in order for the owner of an off-highway vehicle (OHV) to obtain a registration decal. The requirements to obtain a decal are based on five different scenarios depending on the circumstances whereby the ownership of the OHV was obtained:

- When the off-highway vehicle was purchased by the current owner prior to July 1, 2012, Form OHV-001A must be completed. A vehicle identification number (VIN) inspection form (OHV-002) must be included if the OHV has never been titled or registered in Nevada.
- When the off-highway vehicle was purchased from a Nevada dealer on or after July 1, 2012, Form OHV-001B must be completed. The control number from the off-highway vehicle dealer report of sale (ORS) supplied by the selling dealer must be included on the form. The green copy of the ORS must be included.
- When the off-highway vehicle was purchased from a private party on or after July 1, 2012, Form OHV-001C must be completed. A VIN inspection form (OHV-002) must be included if the OHV has never been titled or registered in Nevada.
- When the off-highway vehicle was purchased from an out of state dealer on or after July 1, 2012, Form OHV-001D must be completed. A VIN inspection form (OHV-002) must be included if the OHV has never been titled or registered in Nevada. Proof that sales tax was paid must be included with the form.
- When the off-highway vehicle is homemade, form OHV-001E must be completed. A VIN assignment form (OHV-005) from a Nevada DMV inspection station must be included.

When a Nevada off-highway vehicle dealer sells an OHV, the dealer is required to complete an ORS. The dealer must submit the ORS to the Department of Motor Vehicles with the necessary title paperwork. The customer has the option of having the dealer submit for a registration decal.

If a dealer performs a VIN inspection on an OHV they did not sell, the dealer is not required to submit any paperwork to the DMV if the customer does not wish. Since OHV dealers are not expected to act in a law enforcement capacity, if the customer chooses to have the dealer submit the necessary paperwork to obtain a registration decal, the dealer cannot require the customer to submit for a title as well. The opposite is also true, in that, a customer may choose to have the dealer submit the necessary paperwork to obtain a title, but the dealer cannot require the customer to submit for a registration decal as well.

The owner of the OHV can either submit the decal application via mail or through a Nevada licensed OHV dealer.

If the OHV was purchased by the current owner prior to July 1, 2012, the owner must obtain a registration decal on or before June 30, 2013.

If the OHV was purchased by the current owner on or after July 1, 2012, the owner must obtain a registration decal within 30 days of purchase.

The application must be completed in full.

The application must be typed or printed clearly in ink. If hand-printed, block and upper case letters are recommended.

If an error is made on the application, a new application must be completed.

**Below is information on the completion of the registration decal applications. Please note;** if any information is missing, the application may be rejected.

**Instructions for completing the Application for Off-Highway Vehicle Registration  
Decal for an  
OHV Purchased Prior to July 1, 2012  
(Form OHV-001A)**

OHVs purchased prior to the program implementation date of July 1, 2012 are exempt from the requirement to prove Nevada state sales tax was paid prior to obtaining a registration decal.

Part I

1. **Vehicle Identification Number:** Enter the complete vehicle identification number as it appears on the off-highway vehicle.
  - If the OHV does not have a VIN because the VIN has been removed or is unreadable, the OHV must be taken to a Nevada DMV inspection station.
  - OHV Regulation Section 21 requires a vehicle identification number inspection by a Nevada licensed off-highway vehicle dealer or a member of law enforcement if the OHV has never been registered in Nevada.
2. **Off-Highway Vehicle Description:** The Application for Registration Decal must include a complete description of the off-highway vehicle; including the year, make, model and type. If Other is chosen as the type, a brief explanation of the OHV type must be provided.
3. **Date Purchased:** The date the off-highway vehicle was purchased must be included.
4. **County Based in:** County in which the off-highway vehicle is going to be located must be included on the application.
5. **Fees Due:** If a VIN assignment at a DMV inspection station was not required, total fees due to the Department of Motor Vehicles for a registration decal are \$21, which includes a Technology fee. If a VIN assignment was performed, total fees due to the DMV are \$23.

Part II

6. **Full Legal Name:** Full Legal Name of Registered Owner must be completed exactly as it appears on the owner's driver's license, identification card, or

business license.

**7. Nevada Driver's License, Identification Card Number, or FEIN for businesses:**

- If the owner does not have a Nevada driver's license or identification card, "No Nevada DL or ID" must be printed in the owner's information area.
  - Owners registering an off-highway vehicle(s) for a business that does not have an FEIN (Federal Employer Identification Number), enter "No FEIN."
  - Do not enter or use the social security number.
8. **Date of Birth:** Record the registered owner's date of birth. The DMV will use this to identify the owner in the event the customer does not have a Nevada driver's license, identification card or FEIN.
9. **Phone Number:** Record the registered owner's phone number.
10. **E-Mail Address:** Record the registered owner's e-mail address.
11. **Physical/Mailing Address:** Record both the physical and mailing addresses of the owner. If the mailing address is the same as the physical address, "SAME AS ABOVE" may be entered on the mailing address line.
12. **Signature:** Form OHV-001A contains a declaration under penalty of perjury that the off-highway vehicle was purchased by the current owner prior to July 1, 2012.

The Application for Off-Highway Vehicle Registration Decal for an OHV Purchased Prior to July 1, 2012 (Form OHV-001A) must be properly and legibly completed. Incomplete, incorrect, or unclear information will result in the return of documents and delays for all parties involved.

Registration decal fees and all other applicable forms and fees must be submitted with the decal application.

The completed application must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle counter transactions are not allowed at DMV offices.**

For anything other than submission of title fees for OHV sales, dealers must submit a separate payment per customer to the Department. **Multiple customer transactions remitted with a single payment will be rejected.**

For anything other than submission of title fees for OHV sales, funds received from a customer by an OHV dealer that are intended for the Department of Motor Vehicles must be deposited into a financial institution, as designated by the State Treasurer, by Thursday of each week in accordance with NRS 353.250.



ATTN: OHV SECTION  
 555 Wright Way  
 Carson City, NV 89711  
 (775) 684-4381  
[www.nvohv.com](http://www.nvohv.com)

**APPLICATION FOR OFF-HIGHWAY VEHICLE REGISTRATION DECAL  
 FOR AN OHV PURCHASED PRIOR TO JULY 1, 2012**

Please Type or Print Using Blue or Black Ink

Part I

- OHV Registration
- Large All-Terrain Vehicle Registration (**Form OHV-031, Large ATV Insurance Declaration must also be completed and submitted**) "Large all-terrain vehicle" means any all-terrain vehicle that includes seating capacity for at least two people abreast and: 1. Total seating capacity for at least four people; or 2. A truck bed. Large OHV Registration requires insurance that meets requirements of [NRS 485.185](#).

Vehicle Identification Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Date Purchased: \_\_\_\_\_

OHV Type:     Motorcycle     Snowmobile     All Terrain Vehicle     Side-by-Side     Dune Buggy  
 Other (Please Explain) \_\_\_\_\_

County Based In: \_\_\_\_\_

Fees due:	Registration	\$21	\$ _____
	VIN Assignment (If Applicable)	\$2	\$ _____
	Total Fees Due		\$ _____

Part II

Off-Highway Vehicle Owner Information

Full Legal Name: \_\_\_\_\_  
As it appears on the Nevada Driver's License or Identification Card, or Business Name

Nevada Driver's License Number or Identification Card Number or FEIN for a Business: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-Mail (Optional): \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Address City State Zip Code

Mailing Address: \_\_\_\_\_  
Address City State Zip Code

Part III

I hereby certify, under penalty of perjury, under the laws of the State of Nevada that all statements in this application and any accompanying documents are true and correct. I further understand that any misstatement of facts may be a misdemeanor or felony and may be punishable pursuant to NRS 193.130.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company name if OHV is registered to a company: \_\_\_\_\_

OHV 001A (Revised 07-01-2015)

**Instructions for completing the Application for Off-Highway Vehicle Registration  
Decal for an  
OHV Purchased from a Nevada Dealer after July 1, 2012  
(Form OHV-001B)**

Starting on the program implementation date of July 1, 2012, Nevada licensed off-highway vehicle dealers are required to supply an OHV Report of Sale to the buyers of OHVs. As such, the amount of information required on the registration decal application is reduced.

Part I

1. **ORS Number:** Enter the control number located in the upper right corner of the Off-Highway Vehicle Report of Sale that was provided by the Nevada dealer.
2. **Vehicle Identification Number:** Enter the complete vehicle identification number as it appears on the off-highway vehicle.
3. **Off-Highway Vehicle Description:** The Application for Registration Decal must include a complete description of the off-highway vehicle; including the year, make, model and type. If Other is chosen as the type, a brief explanation of the OHV type must be provided.
4. **Date Purchased:** The date the off-highway vehicle was purchased must be included.
5. **Fees Due:** Total fees due to the Department of Motor Vehicles for a registration decal are \$21, which includes a Technology fee.

Part II

6. **Full Legal Name:** Full Legal Name of Registered Owner should be completed exactly as it appears on the owner's driver's license, identification card, or business license.
7. **Nevada Driver's License, Identification Card Number, or FEIN for businesses:**
  - If the owner does not have a Nevada driver's license or identification card, "No Nevada DL or ID" must be printed in the owner's information area.
  - Owners registering an off-highway vehicle(s) for a business that does not have an FEIN (Federal Employer Identification Number), enter "No FEIN."
  - Do not enter or use the social security number.
8. **Date of Birth:** Record the registered owner's date of birth. The DMV will use this to identify the owner in the event the customer does not have a Nevada driver's license, identification card or FEIN.
9. **Phone Number:** Record the registered owner's phone number.
10. **E-Mail Address:** Record the registered owner's e-mail address.
11. **Physical/Mailing Address:** Record both the physical and mailing addresses of the owner. If the mailing address is the same as the physical address, "SAME AS ABOVE" may be entered on the mailing address line.

12. **Signature:** The application must be signed and dated by the registered owner.
13. **Company Name:** If the OHV is to be registered in the name of a company, include the name of the company the OHV is being registered to. Leave blank if the OHV will not be registered in the name of a company.

The Application for Off-Highway Vehicle Registration Decal for an OHV Purchased from a Nevada Dealer After July 1, 2012 (Form OHV-001B) must be properly and legibly completed. Incomplete, incorrect, or unclear information will result in the return of documents and delays for all parties involved.

The registration decal fee and the green copy of the Off-Highway Vehicle Dealer's Report of Sale (OHV-004) must be submitted with the decal application.

The completed application must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle counter transactions are not allowed at DMV offices.**

For anything other than submission of title fees for OHV sales, dealers must submit a separate payment per customer to the Department. **Multiple customer transactions remitted with a single payment will be rejected.**

For anything other than submission of title fees for OHV sales, funds received from a customer by an OHV dealer that are intended for the Department of Motor Vehicles must be deposited into a financial institution, as designated by the State Treasurer, by Thursday of each week in accordance with NRS 353.250.



**Instructions for completing the Application for Off-Highway Vehicle Registration  
Decal for an  
OHV Purchased from a Private Party after July 1, 2012  
(Form OHV-001C)**

Owners of OHVs purchased from individuals that are not OHV dealers are exempt from paying Nevada State sales tax.

**Part I**

1. **Vehicle Identification Number:** Enter the complete vehicle identification number as it appears on the off-highway vehicle.
  - If the OHV does not have a VIN because the VIN has been removed or is unreadable, the OHV must be taken to a Nevada DMV inspection station.
  - OHV Regulation Section 21 requires a vehicle identification number inspection by a Nevada licensed off-highway vehicle dealer or a member of law enforcement if the OHV has never been registered in Nevada.
2. **Off-Highway Vehicle Description:** The Application for Registration Decal must include a complete description of the off-highway vehicle; including the year, make, model and type. If Other is chosen as the type, a brief explanation of the OHV type must be provided.
3. **Date Purchased:** Enter the date the off-highway vehicle was purchased.
4. **County Based in:** County in which the off-highway vehicle is going to be located must be included on the application.
5. **Fees Due:** If a VIN assignment was not required, total fees due to the Department of Motor Vehicles for a registration decal are \$21, which includes a Technology fee. If a VIN assignment was performed, total fees due to the DMV are \$23.

**Part II**

6. **Full Legal Name:** Full Legal Name of Registered Owner should be completed exactly as it appears on the owner's driver's license, identification card, or business license.
7. **Nevada Driver's License, Identification Card Number, or FEIN for businesses:**
  - If the owner does not have a Nevada driver's license or identification card, "No Nevada DL or ID" must be printed in the owner's information area.
  - Owners registering an off-highway vehicle(s) for a business that does not have an FEIN (Federal Employer Identification Number), enter "No FEIN."
  - Do not enter or use the social security number.
8. **Date of Birth:** Record the registered owner's date of birth. The DMV will use this to identify the owner in the event the customer does not have a Nevada driver's license, identification card or FEIN.
9. **Phone Number:** Record the registered owner's phone number.
10. **E-Mail Address:** Record the registered owner's e-mail address.

11. **Physical/Mailing Address:** Record both the physical and mailing addresses of the owner. If the mailing address is the same as the physical address, "SAME AS ABOVE" may be entered on the mailing address line.
12. **Signature:** Form OHV-001C contains a declaration under penalty of perjury that the current owner of the off-highway vehicle purchased the OHV from a private party and no Nevada State sales tax is due.

The Application for Off-Highway Vehicle Registration Decal for an OHV Purchased from a Private Party After July 1, 2012 (Form OHV-001C) must be properly and legibly completed. Incomplete, incorrect, or unclear information will result in the return of documents and delays for all parties involved.

Registration decal fees and all other applicable forms and fees must be submitted with the decal application.

The completed application must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle counter transactions are not allowed at DMV offices.**

For anything other than submission of title fees for OHV sales, dealers must submit a separate payment per customer to the Department. **Multiple customer transactions remitted with a single payment will be rejected.**

For anything other than submission of title fees for OHV sales, funds received from a customer by an OHV dealer that are intended for the Department of Motor Vehicles must be deposited into a financial institution, as designated by the State Treasurer, by Thursday of each week in accordance with NRS 353.250.



ATTN: OHV SECTION  
 555 Wright Way  
 Carson City, NV 89711  
 (775) 684-4381  
[www.nvohv.com](http://www.nvohv.com)

**APPLICATION FOR OFF-HIGHWAY VEHICLE REGISTRATION DECAL  
 FOR AN OHV PURCHASED FROM A PRIVATE PARTY AFTER 7/1/2012**

Please Type or Print Using Blue or Black Ink

**Part I**

- OHV Registration
- Large All-Terrain Vehicle Registration (**Form OHV-031, Large ATV Insurance Declaration must also be completed and submitted**) "Large all-terrain vehicle" means any all-terrain vehicle that includes seating capacity for at least two people abreast and: 1. Total seating capacity for at least four people; or 2. A truck bed. Large OHV Registration requires insurance that meets requirements of [NRS 485.185](#).

Vehicle Identification Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Date Purchased: \_\_\_\_\_

OHV Type:  Motorcycle  Snowmobile  All Terrain Vehicle  Side-by-Side  Dune Buggy  
 Other (Please Explain) \_\_\_\_\_

County Based In: \_\_\_\_\_

Fees due:	Registration	\$21	\$ _____
	VIN Assignment (If Applicable)	\$2	\$ _____
	<b>Total Fees Due</b>		<b>\$ _____</b>

**Part II**

Off-Highway Vehicle Owner Information

Full Legal Name: \_\_\_\_\_  
As it appears on the Nevada Driver's License or Identification Card, or Business Name

Nevada Driver's License Number or Identification Card Number or FEIN for a Business: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-Mail (Optional): \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Address City State Zip Code

Mailing Address: \_\_\_\_\_  
Address City State Zip Code

**Part III**

I hereby certify, under penalty of perjury, under the laws of the State of Nevada that all statements in this application and any accompanying documents are true and correct. I further understand that any misstatement of facts may be a misdemeanor or felony and may be punishable pursuant to NRS 193.130.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company name if OHV is registered to a company: \_\_\_\_\_

**Instructions for completing the Application for Off-Highway Vehicle Registration  
Decal for an  
OHV Purchased from an Out of State Dealer after July 1, 2012  
(Form OHV-001D)**

Beginning on the program implementation date of July 1, 2012, the owner of an OHV purchased from an OHV dealer licensed in a state other than Nevada must show proof sales tax was paid. Therefore, this form contains a declaration by the owner that proof of sales tax paid from the Department of Taxation is included with the application.

Part I

1. **Vehicle Identification Number:** Enter the complete vehicle identification number as it appears on the off-highway vehicle.
  - OHV Regulation Section 21 requires a vehicle identification number inspection by a Nevada licensed off-highway vehicle dealer or a member of law enforcement if the OHV has never been registered in Nevada.
2. **Off-Highway Vehicle Description:** The Application for Registration Decal must include a complete description of the off-highway vehicle; including the year, make, model and type. If Other is chosen as the type, a brief explanation of the OHV type must be provided.
3. **Date of Sale:** Enter the date the off-highway vehicle was purchased.
4. **Full Sales Price:** Enter the full sales price of the off-highway vehicle.
5. **County Based in:** County in which the off-highway vehicle is going to be located must be included on the application.
6. **Sales Tax Paid:** For an OHV purchased from an out of state dealer, the owner must obtain a Use Tax Clearance Certificate from the Nevada Department of Taxation to show sales tax was paid. The certificate must be included with the application for registration decal.
7. **Fees Due:** Total fees due to the Department of Motor Vehicles for the registration decal are \$21, which includes a Technology fee.

Part II

8. **Full Legal Name:** Full Legal Name of Registered Owner should be completed exactly as it appears on the owner's driver's license, identification card, or business license.
9. **Nevada Driver's License, Identification Card Number, or FEIN for businesses:**
  - If the owner does not have a Nevada driver's license or identification card, "No Nevada DL or ID" must be printed in the owner's information area.
  - Owners registering an off-highway vehicle(s) for a business that does not have an FEIN (Federal Employer Identification Number), enter "No FEIN."
  - Do not enter or use the social security number.
10. **Date of Birth:** Record the registered owner's date of birth. The DMV will use this to identify the owner in the event the customer does not have a Nevada

driver's license, identification card or FEIN.

11. **Phone Number:** Record the registered owner's phone number.
12. **E-Mail Address:** Record the registered owner's e-mail address.
13. **Physical/Mailing Address:** Record both the physical and mailing addresses of the owner. If the mailing address is the same as the physical address, "SAME AS ABOVE" may be entered on the mailing address line.
14. **Signature:** The application must be signed and dated by the registered owner.
15. **Company Name:** If the OHV is to be registered in the name of a company, include the name of the company the OHV is being registered to. Leave blank if the OHV will not be registered in the name of a company.

The Application for Off-Highway Vehicle Registration Decal for an OHV Purchased from an Out of State Dealer After July 1, 2012 (Form OHV-001D) must be properly and legibly completed. Incomplete, incorrect, or unclear information will result in the return of documents and delays for all parties involved.

Registration decal fees and all other applicable forms and fees must be submitted with the decal application.

The completed application must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle counter transactions are not allowed at DMV offices.**

For anything other than submission of title fees for OHV sales, dealers must submit a separate payment per customer to the Department. Multiple customer transactions remitted with a single payment will be rejected.

For anything other than submission of title fees for OHV sales, funds received from a customer by an OHV dealer that are intended for the Department of Motor Vehicles must be deposited into a financial institution, as designated by the State Treasurer, by Thursday of each week in accordance with NRS 353.250.



**Instructions for completing the Application for Off-Highway Vehicle Registration  
Decal for a  
Homemade OHV  
(Form OHV-001E)**

Owners of OHVs that are homemade or constructed from a manufactured kit must attest that the parts and materials used to construct the OHV were lawfully acquired.

The OHV must be taken to a Nevada DMV inspection station to have a vehicle identification number inspection completed. Once completed the OHV-001E and the OHV002 must be mailed to the OHV Department to have a VIN assigned.

Part I

1. **Off-Highway Vehicle Description:** The Application for Registration Decal must include a complete description of the off-highway vehicle; including the year, make, model and type. If Other is chosen as the type, a brief explanation of the OHV type must be provided.
2. **Date:** Enter the date the application was completed.
3. **Comments:** Enter comments relative to the acquisition or construction of the OHV.
4. **Full Legal Name:** Full Legal Name of Registered Owner should be completed exactly as it appears on the owner's driver's license, identification card, or business license.
5. **Nevada Driver's License, Identification Card Number, or FEIN for businesses:**
  - If the owner does not have a Nevada driver's license or identification card, "No Nevada DL or ID" must be printed in the owner's information area.
  - Owners registering an off-highway vehicle(s) for a business that does not have an FEIN (Federal Employer Identification Number), enter "No FEIN."
  - Do not enter or use the social security number.
6. **Date of Birth:** Record the registered owner's date of birth. The DMV will use this to identify the owner in the event the customer does not have a Nevada driver's license, identification card or FEIN.
7. **Phone Number:** Record the registered owner's phone number.
8. **E-Mail Address:** Record the registered owner's e-mail address.
9. **Physical/Mailing Address:** Record both the physical and mailing addresses of the owner. If the mailing address is the same as the physical address, "SAME AS ABOVE" may be entered on the mailing address line.
10. **County Based in:** County in which the off-highway vehicle is going to be located must be included on the application.
11. **Fees Due:** The fee due to the Department of Motor Vehicles for a registration decal is \$21, which includes a Technology fee and an additional \$2 is due for the vehicle identification number assignment, for a total of \$23.

12. **Signature:** Form OHV-001E contains a declaration under penalty of perjury that the owner of the off-highway vehicle built the OHV from parts and materials on hand, purchased the materials from a supplier, assembled it from a manufactured kit, purchased it “as is from a builder or otherwise lawfully acquired the OHV.

The Application for Off-Highway Vehicle Registration Decal for a Homemade OHV (Form OHV-001E) must be properly and legibly completed. Incomplete, incorrect, or unclear information will result in the return of documents and delays for all parties involved.

Registration decal fees and all other applicable forms and fees must be submitted with the decal application.

The completed application must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle counter transactions are not allowed at DMV offices.**

For anything other than submission of title fees for OHV sales, dealers must submit a separate payment per customer to the Department. **Multiple customer transactions remitted with a single payment will be rejected.**

For anything other than submission of title fees for OHV sales, funds received from a customer by an OHV dealer that are intended for the Department of Motor Vehicles must be deposited into a financial institution, as designated by the State Treasurer, by Thursday of each week in accordance with NRS 353.250.



ATTN: OHV SECTION  
 555 Wright Way  
 Carson City, NV 89711  
 (775) 684-4381  
[www.nvohv.com](http://www.nvohv.com)

**APPLICATION FOR OFF-HIGHWAY VEHICLE REGISTRATION  
 DECAL FOR A HOMEMADE OHV**

Please Type or Print Using Blue or Black Ink

**Part I**

- OHV Registration
- Large All-Terrain Vehicle Registration (**Form OHV-031, Large ATV Insurance Declaration must also be completed and submitted**) "Large all-terrain vehicle" means any all-terrain vehicle that includes seating capacity for at least two people abreast and: 1. Total seating capacity for at least four people; or 2. A truck bed. Large OHV Registration requires insurance that meets requirements of [NRS 485.185](#).

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Date: \_\_\_\_\_

OHV Type:     Motorcycle     Snowmobile     All Terrain Vehicle     Side-by-Side     Dune Buggy  
 Other (Please Explain) \_\_\_\_\_

Comments: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_  
As it appears on the Nevada Driver's License or Identification Card, or Business Name

Nevada Driver's License Number or Identification Card Number or FEIN for a Business: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-Mail (Optional): \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Address City State Zip Code

Mailing Address: \_\_\_\_\_  
Address City State Zip Code

County Based In: \_\_\_\_\_

Fees due:	Registration	\$21	\$ _____ 21
	VIN Assignment	\$2	\$ _____
	<b>Total Fees Due</b>		<b>\$ _____</b>

**Part II**

I hereby certify, under penalty of perjury, under the laws of the State of Nevada that all statements in this application and any accompanying documents are true and correct. I further understand that any misstatement of facts may be a misdemeanor or felony and may be punishable pursuant to NRS 193.130.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company name if OHV is registered to a company: \_\_\_\_\_

OHV 001E (Revised 07-01-2015)

**Application for  
Duplicate Off-Highway Vehicle Registration Decal  
(Form OHV-008)  
NRS 490.082**

The Application for Duplicate Off-Highway Vehicle Registration Decal is used when the current unexpired registration decal is lost, stolen or mutilated and the registered owner wishes to purchase a duplicate decal.

The duplicate decal will have the same expiration date as the decal that was lost, stolen or mutilated.

The owner of the OHV can either submit the duplicate decal application via mail or through a Nevada licensed OHV dealer.

The application must be completed in full.

The application must be typed or printed clearly in ink. If hand-printed, block and upper case letters are recommended.

If an error is made on the application, a new application must be completed.

**Below is information on the completion of the registration decal applications. Please note;** if any information is missing, the application may be rejected.

**Instructions for completing the  
Application for Duplicate Off-Highway Vehicle Registration Decal  
(Form OHV-008)**

1. **Vehicle Identification Number:** Enter the complete vehicle identification number as it appears on the off-highway vehicle.
2. **Off-Highway Vehicle Description:** The Application for Duplicate OHV Registration Decal must include a complete description of the off-highway vehicle; including the year, make, model and type. If Other is chosen as the type, a brief explanation of the OHV type must be provided.
3. **Date of Application:** Enter the date the application was submitted.
4. **Decal Expiration Date:** Enter the expiration date located in the upper right corner of the registration decal. Leave blank if the date is not available.
5. **Decal Number:** Enter the series of six large numbers on the registration decal. Leave blank if the decal number is not available.
6. **Fees Due:** Total fees due to the Department of Motor Vehicles for the duplicate registration decal are \$6, which includes a Technology fee.
7. **Full Legal Name:** Full Legal Name of Registered Owner should be completed exactly as it appears on the owner's driver's license, identification card, or business license.
8. **Nevada Driver's License, Identification Card Number, or FEIN for businesses:**
  - If the owner does not have a Nevada driver's license or identification card,

- “No Nevada DL or ID” must be printed in the owner’s information area.
  - Owners registering an off-highway vehicle(s) for a business that does not have an FEIN (Federal Employer Identification Number), enter “No FEIN.”
  - Do not enter or use the social security number.
9. **Date of Birth:** Record the registered owner’s date of birth. The DMV will use this to identify the owner in the event the customer does not have a Nevada driver’s license, identification card or FEIN.
  10. **Phone Number:** Record the registered owner’s phone number.
  11. **E-Mail Address:** Record the registered owner’s e-mail address.
  12. **Physical/Mailing Address:** Record both the physical and mailing addresses of the owner. If the mailing address is the same as the physical address, “SAME AS ABOVE” may be entered on the mailing address line.
  13. **Previous Physical Address:** If the physical address noted in Step 12 above is a new address, the previous physical address should be entered. Leave blank if the physical address has not changed.
  14. **Previous Mailing Address:** If the mailing address noted in Step 12 above is a new address, the previous mailing address should be entered. Leave blank if the mailing address has not changed.
  15. **Signature:** The application must be signed and dated by the registered owner.

The Application for Duplicate Off-Highway Vehicle Registration Decal (Form OHV-008) must be properly and legibly completed. Incomplete, incorrect, or unclear information will result in the return of documents and delays for all parties involved.

Duplicate registration decal fees must be submitted with the duplicate decal application.

The completed application must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle counter transactions are not allowed at DMV offices.**

For anything other than submission of title fees for OHV sales, dealers must submit a separate payment per customer to the Department. Multiple customer transactions remitted with a single payment will be rejected.

For anything other than submission of title fees for OHV sales, funds received from a customer by an OHV dealer that are intended for the Department of Motor Vehicles must be deposited into a financial institution, as designated by the State Treasurer, by Thursday of each week in accordance with NRS 353.250.



ATTN: OHV SECTION  
 555 Wright Way  
 Carson City, NV 89711  
 (775) 684-4381  
 Fax (775) 684-4369  
[www.nvohv.com](http://www.nvohv.com)

**APPLICATION FOR DUPLICATE OFF-HIGHWAY VEHICLE REGISTRATION DECAL**  
**NRS 490.082 and 490.105**

- There is a \$6 fee for a duplicate registration decal which includes a Technology fee.
- Make check or money order payable to the Department of Motor Vehicles. **Do not send cash.**
- If paying by credit or debit card, please use form OHV-013, Payment Authorization.
- All forms and fees must be mailed to the DMV at the address above, or taken to a licensed Nevada off-highway vehicle dealer.
- Off-highway vehicle transactions will be processed by the off-highway vehicle Section by mail or online at [www.nvohv.com](http://www.nvohv.com). **Off-highway vehicle transactions cannot be completed at DMV offices.**

Please Type or Print Using Blue or Black Ink

- OHV Registration
- Large All-Terrain Vehicle Registration (**Form OHV-031, Large ATV Insurance Declaration must also be completed and submitted**) "Large all-terrain vehicle" means any all-terrain vehicle that includes seating capacity for at least two people abreast and: 1. Total seating capacity for at least four people; or 2. A truck bed. Large OHV Registration requires insurance that meets requirements of [NRS 485.185](#).

Vehicle Identification Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Date: \_\_\_\_\_

- OHV Type:  Motorcycle  Snowmobile  All Terrain Vehicle  Side by Side  Dune Buggy  
 Other (Please Explain) \_\_\_\_\_

Decal Expiration Date: \_\_\_\_\_ Decal Number: \_\_\_\_\_

Fees due:	Duplicate Decal Fee	\$	5
	Technology Fee	\$	1
	<b>Total Fees Due</b>	<b>\$</b>	<b>6</b>

**Registered Owner Name.** The decal will be mailed to the address on file with DMV.  
**If your address has changed, please note previous and new addresses below.**

Full Legal Name: \_\_\_\_\_  
As it appears on the Nevada Driver's License or Identification Card, or Business Name

Nevada Driver's License Number or Identification Card Number or FEIN for a Business: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-Mail (Optional): \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Address City State Zip Code

Mailing Address: \_\_\_\_\_  
Address City State Zip Code

**If at a new address, please note previous address below.**

Previous Physical Address: \_\_\_\_\_  
Address City State Zip Code

Previous Mailing Address: \_\_\_\_\_  
Address City State Zip Code

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OHV 008 (Revised 07-01-2015)

## **Application for Off-Highway Vehicle Registration Renewal**

**(Form OHV-012)  
NRS 490.082**

The Application for Off-Highway Vehicle Registration Renewal is used when the renewal notice has not been received in a timely manner or is unavailable, and the customer wishes to renew the OHV registration by mail or with an OHV dealer.

If the owner of the OHV wishes to renew the OHV registration by mail or with an OHV dealer and the renewal notice is available, or if the customer wishes to renew the OHV registration using the DMV website, it is not necessary to submit this form.

If the application is postmarked after the expiration date of the current registration decal, a \$25 late fee must be included in addition to the renewal fee.

The application must be completed in full.

The application must be typed or printed clearly in ink. If hand-printed, block and upper case letters are recommended.

If an error is made on the application, a new application must be completed.

**Below is information on the completion of the registration renewal application. Please note;** if any information is missing, the application may be rejected.

### **Instructions for completing the Application for Off-Highway Vehicle Registration Renewal (Form OHV-012)**

1. **Vehicle Identification Number:** Enter the complete vehicle identification number as it appears on the off-highway vehicle.
2. **Off-Highway Vehicle Description:** The Application for Duplicate OHV Registration Decal must include a complete description of the off-highway vehicle; including the year, make, model and type. If Other is chosen as the type, a brief explanation of the OHV type must be provided.
3. **Date of Application:** Enter the date the application was submitted. PLEASE NOTE – This is not the date the DMV will use to determine if a late fee is due. The date the application is postmarked by the postal service is the date used to determine if a late fee is due.
4. **Decal Expiration Date:** Enter the expiration date located in the upper right corner of the registration decal.
5. **Decal Number:** Enter the series of six large numbers on the registration decal.
6. **Fees Due:** Total fees due to the Department of Motor Vehicles for the registration decal are \$21, which includes a Technology fee. If the registration is being renewed after the expiration of the current decal, a \$25 late fee must also be included. No exceptions will be allowed.
7. **Full Legal Name:** Full Legal Name of Registered Owner should be completed exactly as it appears on the owner's driver's license, identification card, or business license.

8. **Nevada Driver's License, Identification Card Number, or FEIN for businesses:**
  - If the owner does not have a Nevada driver's license or identification card, "No Nevada DL or ID" must be printed in the owner's information area.
  - Owners registering an off-highway vehicle(s) for a business that does not have an FEIN (Federal Employer Identification Number), enter "No FEIN."
  - Do not enter or use the social security number.
9. **Date of Birth:** Record the registered owner's date of birth. The DMV will use this to identify the owner in the event the customer does not have a Nevada driver's license, identification card or FEIN.
10. **Phone Number:** Record the registered owner's phone number.
11. **E-Mail Address:** Record the registered owner's e-mail address.
12. **Physical/Mailing Address:** Record both the physical and mailing addresses of the owner. If the mailing address is the same as the physical address, "SAME AS ABOVE" may be entered on the mailing address line.
13. **Previous Physical Address:** If the physical address noted in Step 12 above is a new address, the previous physical address should be entered. Leave blank if the physical address has not changed.
14. **Previous Mailing Address:** If the mailing address noted in Step 12 above is a new address, the previous mailing address should be entered. Leave blank if the mailing address has not changed.
15. **Signature:** The application must be signed and dated by the registered owner.

The Application for Off-Highway Vehicle Registration Renewal (Form OHV-012) must be properly and legibly completed. Incomplete, incorrect, or unclear information will result in the return of documents and delays for all parties involved.

The registration decal fee and late fee (if applicable) must be submitted with the application.

The completed application must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

Off-highway vehicle counter transactions are not allowed at DMV offices.

For anything other than submission of title fees for OHV sales, dealers must submit a separate payment per customer to the Department. Multiple customer transactions remitted with a single payment will be rejected.

For anything other than submission of title fees for OHV sales, funds received from a customer by an OHV dealer that are intended for the Department of Motor Vehicles must be deposited into a financial institution, as designated by the State Treasurer, by Thursday of each week in accordance with NRS 353.250.



ATTN: OHV SECTION  
 555 Wright Way  
 Carson City, NV 89711  
 Phone (775) 684-4381  
 Fax (775) 684-4369  
[www.nvohv.com](http://www.nvohv.com)

**APPLICATION FOR OFF-HIGHWAY VEHICLE REGISTRATION RENEWAL**

**NRS 490.082 and 490.105**

- There is a \$21 fee to renew the registration of an off-highway vehicle (OHV) which includes a Technology fee.
- If this application is postmarked after the registration decal expiration date, a \$25 late fee must be included.
- Make check or money order payable to the Department of Motor Vehicles. **Do not send cash.**
- If paying by credit or debit card, please use form OHV-013, Off-Highway Vehicle Payment Authorization.
- OHV transactions will be processed by the OHV Section by mail or online at [www.nvohv.com](http://www.nvohv.com). Your decal will be mailed to you. OHV transactions **cannot** be completed at Department of Motor Vehicles (DMV) offices.

Please Type or Print Using Blue or Black Ink

OHV Registration

Large All-Terrain Vehicle Registration (Form OHV-031, Large ATV Insurance Declaration must also be completed and submitted) \*Large all-terrain vehicle\* means any all-terrain vehicle that includes seating capacity for at least two people abreast and: 1. Total seating capacity for at least four people; or 2. A truck bed. Large OHV Registration requires insurance that meets requirements of [NRS 485.185](#).

Vehicle Identification Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Date: \_\_\_\_\_

OHV Type:  Motorcycle  Snowmobile  All Terrain Vehicle  Side by Side  Dune Buggy

Other (Please Explain) \_\_\_\_\_

Decal Expiration Date: \_\_\_\_\_ Decal Number: \_\_\_\_\_

Fees due:	Registration Renewal Fee:	\$20	\$ _____	20
	Technology Fee:	\$1	\$ _____	1
	Late Fee:	\$25	\$ _____	
	<b>Total Fees Due</b>		<b>\$ _____</b>	

**Registered Owner Name.** The decal will be mailed to the address on file with DMV. If your address has changed, please note previous and new addresses below.

Full Legal Name: \_\_\_\_\_  
As it appears on the Nevada Driver's License or Identification Card, or Business Name

Nevada Driver's License Number or Identification Card Number or FEIN for a Business: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-Mail (Optional): \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Address City State Zip Code

Mailing Address: \_\_\_\_\_  
Address City State Zip Code

**If at a new address, please note previous address below.**

Previous Physical Address: \_\_\_\_\_  
Address City State Zip Code

Previous Mailing Address: \_\_\_\_\_  
Address City State Zip Code

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OHV 012 (Revised 07-01-2015)

## **Lease Terminations**

Lease Assumption means a complete change of registered owner (lessee). The original lessee has turned the off-highway vehicle back to the lessor/dealer and it has been leased to another person. The transaction is handled as a new sale or lease.

Lease Buyout (Termination) means a person or business leasing an off-highway vehicle that terminates the lease by purchasing the off-highway vehicle. This constitutes a sale and is processed as a new transaction.

An Off-Highway Vehicle Dealer's Report of Sale (ORS) must be completed when a lease is terminated as a result of purchase of an off-highway vehicle. If the owner information remains the same as it was during the lease period, the dealer shall:

- Print "Lease Termination" across the top of the ORS
- Attach the completed and properly released Certificate of Title and the \$29.25 title fee, which includes a Technology fee.
- Submit all three copies of the ORS and the supporting documentation to the Department
- Mark the appropriate box to indicate Sales Tax Collected. Nevada dealers are required to collect sales tax on all retail sales in Nevada, including lease terminations, lease assumption, and lease buy-outs.

The Department's Carson City office will issue a new registration decal for the off-highway vehicle removing the lease information, and mail it to the registered owner. Include \$6, which includes a Technology fee for the new registration decal.

If there are changes in the registered owner information, but there is not a complete transfer of ownership or lease assumption, the dealer shall:

- Print "Lease Termination—Correction" across the top of the ORS; and
- Give the green copy of the ORS that shows the modified information to the customer.
- Mark the appropriate box to indicate Sales Tax Collected. Nevada dealers are required to collect sales tax on all retail sales in Nevada, including lease terminations, lease assumption, and lease buy-outs.

The customer will pay the title fee at the time the new registration decal is issued.

## **Lease Assumptions**

A lease assumption is a complete change in the registered owner (lessee). The seller or leasing company handles the transaction as a new sale or lease.

A new Off-Highway Vehicle Dealer's Report of Sale (ORS) must be issued and submitted with the required documents and title if a licensed Nevada dealer completes the transaction. Mark the appropriate box to indicate Sales Tax Collected. Nevada dealers are required to collect sales tax on all retail sales in Nevada, including lease terminations, lease assumptions, and lease buy-outs.

The purchase price area of the ORS must indicate, "Lease assumption."

The dealer must provide the green copy of the ORS to the customer.

The white copy of the ORS and original title documents must be submitted by the dealer to the Department's Carson City office.

The \$21.00 title and Technology fee along with the \$8.25 title processing fees must be submitted with the title documents when they are sent to the Department's Carson City office.

## **Selling Governmental Agency Vehicles**

### **NRS 372.040, 372.055, and 372.325**

#### **Dealer licensed to auction:**

One or more of your auctioneers may be hired or contracted to assist a governmental agency with the sale or liquidation of one or more of their off-highway vehicles.

If the fee is a flat fee that is not a commission, fee, or other form of compensation derived or associated with the sale of each vehicle or group of vehicles; DO NOT:

- Sign onto the title
- Issue an ORS

**IMPORTANT:** Nevada sales tax exemptions apply to Nevada Government and U.S. Government off-highway vehicles only. Government off-highway vehicles (state owned) from other states that are brought into Nevada for retail sale, when sold by a licensed dealer or licensed dealer auction, are subject to the collection of sales tax.

**Note:** Sales tax exemptions only apply to the first sale of U.S. Government owned off-highway vehicles being sold, no matter where they are sold or purchased.

Government off-highway vehicles (owned by another state) that are purchased in another state and not registered in that state, then brought to Nevada to be registered, are subject to Nevada state sales tax.

#### **Dealer licensed to auction:**

One or more of your auctioneers are hired or contracted to assist a governmental agency with the sale or liquidation of one or more of their off-highway vehicles.

If the fee is a commission, fee, or other form of compensation derived or associated with the sale of each off-highway vehicle or group of off-highway vehicles; or the fee is for the sale of each off-highway vehicle from each buyer, YOU MUST:

- Issue a Dealer Report of Sale OHV Regulation Section 36

On the first public sale of governmental off-highway vehicles, you still DO NOT sign on to the title unless you are taking "ownership" of the off-highway vehicle prior to selling it to the public or another dealer. See Section II for instructions on how to complete and process the off-highway vehicle title.

## **Off-Highway Vehicle Bill of Sale**

### **(Form OHV-006)**

An Off-Highway Vehicle Bill of Sale releases interest in an off-highway vehicle, and must be accompanied by a Certificate of Title or other ownership documents.

All areas of the Off-Highway Vehicle Bill of Sale must be completed in full, and either typed or printed in ink. If alterations, corrections or erasures are made, a new form must be completed.

Application for Registration of an Off-Highway Vehicle Purchased from a Private Party (form OHV-001C) should be used to register the OHV.

A Bill of Sale does not replace a Certificate of Title.

### **Instruction for completing an Off-Highway Vehicle Bill of Sale (Form OHV-006)**

1. The purchase price must be written out in full (i.e., one hundred dollars).
2. The purchase price must also be identified numerically (i.e., \$100.00).
3. Enter the complete vehicle identification number as it appears on the off-highway vehicle.
4. The Bill of Sale must include a complete description of the off-highway vehicle; including the year, make, model and type. If Other is chosen as the type, a brief explanation of the OHV type must be provided.
5. The date the transaction took place must be included.
6. Full Legal Name of Buyer(s) should be completed exactly as it appears on the customer's driver's license, identification card, or business license.
7. Indicate "AND" or "OR" between names if there is more than one owner. Using "and" or not choosing an indicator will require all persons on the title to sign the title to release interest in the off-highway vehicle. "OR" will allow for one person to sign the title of the two or more recorded, releasing interest in the off-highway vehicle.
8. Nevada Driver's License, Identification Card Number, or FEIN for businesses.
  - If the buyer does not have a Nevada driver's license or identification card, "No Nevada DL or ID" should be entered.
  - Buyers purchasing an off-highway vehicle(s) for a business that does not have an FEIN (Federal Employer Identification Number), enter "No FEIN."
  - Do not enter or use the buyer's social security number.
9. The date of birth should be included if the buyer does not have a Nevada Driver's License, Identification Card or FEIN.
10. The Bill of Sale should include the phone number and email address of the buyer.

11. The Bill of Sale must include both the physical and mailing the addresses of the buyer. If the mailing address is the same as the physical address, "SAME AS ABOVE" should be entered on the mailing address line.
12. Buyer's Signature must be present.
13. The Date the Buyer signed the Bill of Sale form.
14. If no liens exist, write "NONE." If a lien exists, record the name of the lienholder.
15. Lienholder/Lessor's Nevada Driver's License, Identification Card Number, or FEIN for businesses.
  - If the lienholder/lessor does not have a Nevada driver's license or identification card, "No Nevada DL or ID" must be entered.
  - Lienholder/lessors with a business that do not have an FEIN (Federal Employer Identification Number) enter "No FEIN."
  - Enter the lienholder's ELT number and the title will be processed electronically.
  - Do not enter or use the lienholder/lessor's social security number.
16. Enter the mailing address for the lienholder/lessor.
17. The Bill of Sale must include the name and address of the seller.
18. Nevada Driver's License, Identification Card Number, or FEIN for businesses of the seller must be entered.
19. The Seller's Signature must be included.
20. The Date of Seller signed the Off-Highway Vehicle Bill of Sale form.

The completed form must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle counter transactions are not allowed at DMV offices.**

**Note:** Any alteration or erasure on the Bill of Sale requires a new form.

OFF-HIGHWAY VEHICLE BILL OF SALE

Please Type or Print Using Blue or Black Ink

Know all men by these presents

That in consideration of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) and other value consideration, the receipt whereof is hereby acknowledged, the undersigned (seller) does hereby sell and transfer his right, title and interest in and to the following described off-highway vehicle:

Vehicle Identification Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Date: \_\_\_\_\_

OHV Type:  Motorcycle  Snowmobile  All Terrain Vehicle  Side by Side  Dune Buggy

Other (Please Explain) \_\_\_\_\_

By delivering unto (if more than two owners, complete and attach an additional Affidavit of OHV Private Party Sale):

Owner #1 Full Legal Name of Buyer: \_\_\_\_\_ and

As it appears on the Nevada Driver's License or Identification Card, or Business Name

Nevada Driver's License Number, Identification Card Number, or FEIN for a Business: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-Mail (Optional): \_\_\_\_\_

Physical Address: \_\_\_\_\_

Address City State Zip Code

Mailing Address: \_\_\_\_\_

Address City State Zip Code

Owner #2 Full Legal Name of Buyer: \_\_\_\_\_

As it appears on the Nevada Driver's License or Identification Card, or Business Name

Nevada Driver's License Number, Identification Card Number, or FEIN for a Business: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-Mail (Optional): \_\_\_\_\_

Signature of Buyer: \_\_\_\_\_ Date: \_\_\_\_\_

Lienholder/Lessor

Buyer Certifies Lien In Favor Of: \_\_\_\_\_

Full Legal Name of Individual or Business

NV Driver's License Number, Identification Card Number, NV ELT # or FEIN for a Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address City State Zip Code

Seller certifies that he is not an off-highway vehicle dealer; that he is the lawful owner of said off-highway vehicle; that he has the right to sell the aforesaid; and that he will warrant and defend the title of same against the claims and demands of all persons whomever except lienholder noted above.

Seller's Full Legal Name: \_\_\_\_\_

First Middle Last

Nevada Driver's License Number, Identification Card Number, or FEIN for a Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address City State Zip Code

Signature of Seller: \_\_\_\_\_ Date: \_\_\_\_\_

Signatures must be originals. Photocopies are not acceptable. Changes may not be made to this form once it is signed

## **Lien Release/Satisfaction of Lien**

Lien Release means a written release from a person, business or financial institution on record as having a security interest in an off-highway vehicle. The lien release must include a complete off-highway vehicle description.

A lien release or satisfaction of lien enables a lienholder to release the security interest in an off-highway vehicle. It may be used with the Certificate of Title or with an application for a duplicate Certificate of Title.

Titles processed as an Electronic Lien Title, the lien must be released by the lienholder electronically; a title will be printed without the lienholder listed and mailed to the registered owner.

The lien release must include:

1. A complete description of the off-highway vehicle, including the vehicle identification number, year, make and model
2. The registered owner's full legal name and address
3. The name, address and phone number of the lienholder
4. The printed name of the lienholder representative and their title if the lienholder is a business, the name of the business
5. The signature of an authorized representative of the business
6. The date it was signed by the lienholder
7. Signature must be witnessed by a Notary Public. A licensed off-highway vehicle dealer in Nevada is not required to have his signature notarized.

The completed form must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle counter transactions are not allowed at DMV offices.**

**Note:** An Off-Highway Vehicle Lien Release (Form OHV-018) is available from the Department of Motor Vehicles. However, other forms will be accepted provided they contain the information specified above.



ATTN: OHV SECTION  
 555 Wright Way  
 Carson City, NV 89711  
 (775) 684-4381  
[www.nvohv.com](http://www.nvohv.com)

## NEVADA OFF-HIGHWAY VEHICLE LIEN RELEASE

This lien release can only be used to release a lien on a printed title. If the title is an electronic record the lienholder must release their lien electronically. After electronic receipt of lien release the DMV will create a new title without the lienholder listed (clear title) and mail it to the registered owner.

**Please print or type**

This is to certify the lien against the described off-highway vehicle has been fully satisfied.

Vehicle Identification Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Registered Owner(s): \_\_\_\_\_

First Middle Last

Physical Address: \_\_\_\_\_

Street City State Zip Code

Mailing Address: \_\_\_\_\_

Street City State Zip Code

Printed Name of Lienholder: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip Code

Daytime Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Lienholder Representative's Name: \_\_\_\_\_

First Middle Last

Lienholder Representative's Title: \_\_\_\_\_

Lienholder Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***I hereby declare under penalty of perjury that the foregoing is true and correct.***

State of Nevada, County of \_\_\_\_\_

This Lien Release was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

by \_\_\_\_\_

Signature of Person Making Statement

\_\_\_\_\_  
Notary Public

Notary Stamp

**Signatures must be originals, photocopies will not be accepted. Changes may not be made to this form once it is signed and witnessed.**

OHV 018 (Revised September 2015)

## **Affidavit for Transfer for Estates Under \$25,000**

### **(Form OHV-015)**

Pursuant to Nevada Revised Statutes (NRS) 146.080, estates not exceeding \$25,000 may transfer assets of an estate (including off-highway vehicles) without issuance of letters of administration or probate of a will when an affidavit is provided that shows the rights of the affiant or affiants to receive money or property or to have evidence transferred.

A forty-day waiting period (following the death of the decedent) is required before the application for the transfer of ownership will be processed.

The decedent must be a Nevada resident, and the off-highway vehicle must have been titled in Nevada.

If the decedent was an out-of-state resident and had an out-of-state title for the off-highway vehicle, application for transfer of the off-highway vehicle must be made in the state of residence.

The decedent's spouse, children, parent, brother or sister or guardian of the estate of any minor or incompetent person must complete the affidavit.

A certified copy of the death certificate must accompany the affidavit and outstanding current Off-Highway Vehicle Certificate of Title.

If the estate is not going through probate and the Certificate of Title is not available, the affiant may apply for a duplicate Nevada Certificate of Title in the name of the estate.

All documents must be signed by the affiant, and as the decedent's name appears on the Certificate of Title, i.e., John Jones by Mary Jones.

### **Instructions for Completing the Affidavit for Transfer of Off-Highway Vehicle Title for Estates Under \$25,000 (Form OHV-015)**

1. The full legal name of the person completing and signing the form.
2. The day, month and year the owner of record died.
3. The name of the deceased owner of record.
4. The relationship of the person completing the form to the deceased (spouse, son, daughter, etc.).
  - a. In the instance that the relationship is that of a spouse, the estate value must not exceed \$100,000.
5. The vehicle identification number and description of the vehicle (year, make and model).
6. The reason the affiant is authorized to complete the affidavit (i.e., closest surviving relative).
7. The Nevada driver's license number, identification card number, date of birth or FEIN for a business.

8. The complete physical and mailing address of the affiant.
9. The Affidavit for Transfer of Off-Highway Vehicle Title for Estates Under \$25,000 (Form OHV-015) must be signed in the presence of a Notary Public. A licensed motor vehicle dealer in Nevada is not required to have his signature notarized.



## **Off-Highway Vehicle One And The Same Affidavit**

### **(FORM OHV-017)**

The Off-Highway Vehicle One and the Same Affidavit (Form OHV-017) is used when an individual is known by more than one name, either the first name or the last name.

The One and the Same Affidavit must be completed in full, and must indicate the county where the form is completed.

The One and the Same Affidavit must be witnessed by a Notary Public.

The One and the Same Affidavit must include:

1. The full legal name of the affiant
2. The affiant's physical address
3. The affiant's mailing address
4. The printed legal name of the affiant and the other name the individual is known by
5. The Nevada driver's license number, identification card number, date of birth or FEIN for a business

The signature must be witnessed by a Notary Public.

The completed form must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle counter transactions are not allowed at DMV offices.**



ATTN: OHV SECTION  
555 Wright Way  
Carson City, NV 89711  
(775) 684-4381  
[www.nvohv.com](http://www.nvohv.com)

**NEVADA OFF-HIGHWAY VEHICLE ONE AND THE SAME AFFIDAVIT**

1. My full legal name is \_\_\_\_\_
2. I reside at \_\_\_\_\_  
Physical Address  
\_\_\_\_\_  
City State Zip Code
3. My mailing address is \_\_\_\_\_  
Mailing Address  
\_\_\_\_\_  
City State Zip Code
4. I, \_\_\_\_\_, am the same person as \_\_\_\_\_
5. My Nevada Driver's License, Identification Number, Date of Birth, or FEIN for a business \_\_\_\_\_

I hereby declare under penalty of perjury that the foregoing is true and correct.

State of Nevada, County of: \_\_\_\_\_

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by: \_\_\_\_\_  
Signature of Person Making Statement

\_\_\_\_\_  
Notary Public

**Signatures must be originals, photocopies will not be accepted. Changes may not be made to this form once it is signed and witnessed.**

OHV 017 (Revised 8/2012)

## **Off-Highway Vehicle Repossession Affidavit**

### **(FORM OHV-014)**

A lienholder, as recorded on a Certificate of Title, may take possession of an off-highway vehicle that is in default of the terms of the applicable security agreement. To take such possession, the lienholder must submit the documents and follow the procedures required by OHV Regulation Section 79, 80 and 81.

Any person repossessing an off-highway vehicle without the knowledge of the registered owner must report the repossession orally to the police or sheriff's office in the county where the repossession is made.

A lienholder must give written notice to the person named as liable on the security agreement of the intent to sell a repossessed off-highway vehicle. The written notice must be provided at least 10 days prior to the sale, and must be provided in person or sent by mail to the address as shown on the security agreement. The notice must:

- Inform the person of their right to redeem the off-highway vehicle and the total amount required to do so as of the date of the notice
- Inform the person of their privilege of reinstatement of the security agreement, if the lienholder extends such a privilege
- Give notice of the lienholder's intent to resell the off-highway vehicle at the expiration of 10 days from the date of the notice
- Disclose the location where the off-highway vehicle will be returned to the buyer upon redemption or reinstatement
- Designate the name and address of the person to whom payment must be made

During the period provided under the notice, the person liable on the security agreement may pay the debt in full.

The lienholder must sell the off-highway vehicle in a commercially reasonable manner. The proceeds of the sale must be applied in the following order:

- To cover the reasonable expenses of retaking, holding, preparing for sale, selling, and to the extent provided for in the security agreement, reasonable attorney's fees and legal expenses incurred by the secured party
- To satisfy the indebtedness secured by the security interest under which the disposition is made
- To satisfy the indebtedness secured by any subordinate security interest in the collateral if written notification of demand is received before distribution of the proceeds is completed. If requested by the secured party, the holder of a subordinate security interest must furnish reasonable proof of his interest, and unless he does so, the secured party need not comply with his demand
- The payment of any surplus to the debtor

To obtain the Certificate of Title in the lienholder's name for an off-highway vehicle that has been repossessed, attach the Repossession Affidavit (Form OHV-014) to the

outstanding title. The title must be released by the lienholder as shown on the face of the title.

If an off-highway vehicle has been resold, usual procedures for transfer of ownership must be followed. The Repossession Affidavit must be submitted with the transfer of ownership documents.

**Instructions for completing the  
Off-Highway Vehicle Repossession Affidavit  
(Form OHV-014)**

1. Enter the name of the lienholder as shown on the Nevada Off-Highway Vehicle Certificate of Title.
2. Enter the name of the registered owner(s) of the off-highway vehicle exactly as shown on the Certificate of Title.
3. Enter the complete description of the vehicle, including the vehicle identification number, year, make and model.
4. If the person repossessing the off-highway vehicle is:
  - An individual, select and enter Nevada Driver's License or Identification Card
  - Licensed Nevada DMV Business, select and enter DMV License Number
  - Business other than a Licensed Nevada DMV Business, select and enter the FEIN
5. Enter the physical and mailing address of the person repossessing the off-highway vehicle.
6. Enter the printed full legal name of the person or business repossessing the off-highway vehicle.
7. Enter the signature of the individual authorized by the business to repossess the off-highway vehicle. The Off-Highway Vehicle Repossession Affidavit must be witnessed by a Notary Public. If the person who repossesses the off-highway vehicle is a licensed motor vehicle dealer in Nevada, notary verification is not required.

The completed form must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle counter transactions are not allowed at DMV offices.**



## **Trusts**

### **NRS 163**

Trust documents are not required to be presented to the Department of Motor Vehicles for transfer of ownership in the name of a trust.

In lieu of presenting trust documents to the Department of Motor Vehicles for transfer of ownership in the name of a trust, or to release interest in an off-highway vehicle titled to a trust, the Trustee must complete an Off-Highway Vehicle Trustee Appointment & Powers Affidavit (OHV-025).

#### **Trustee Appointment & Powers Affidavit**

##### **Instructions for Completing the Off-Highway Vehicle Trustee Appointment and Powers Affidavit (Form OHV-025)**

1. Enter the printed full legal name of the trustee.
2. Enter the full legal name of the trust, as it appears on the notarized trust documents (verification will not be requested). Only the first 34 characters of the trust name will appear on the title and/or registration record. If pertinent parts of the name will not print, have the customer abbreviate the name.
3. Enter the complete off-highway vehicle description, including the year, make, model and vehicle identification number.
4. Enter the printed full legal name and Nevada driver's license number, identification card number or date of birth, and complete physical and mailing address of the person shown on the affidavit as trustee.
5. Enter the signature of the trustee completing the affidavit and the date the affidavit was completed. The signing of the Off-Highway Vehicle Trustee Appointment and Powers Affidavit must be witnessed by a Notary Public. A licensed off-highway vehicle dealer in Nevada is not required to have his signature notarized.

The completed form must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle counter transactions are not allowed at DMV offices.**



## **Off-Highway Vehicle Power of Attorney (Form OHV-016)**

A Power of Attorney is a written legal document whereby one individual conveys to another the legal right to act on his or her behalf.

If the right to release interest in an off-highway vehicle has been conveyed to another person or firm by Power of Attorney, the original Power of Attorney must accompany the title documents, and it must contain a complete description of the off-highway vehicle, including the vehicle identification number, year, model and make.

If a general Power of Attorney is used to convey an individual's legal rights, a photocopy attached to the title documents is acceptable.

A Power of Attorney becomes null and void upon the death of the individual who conveyed his or her rights to another.

The Power of Attorney must be exercised by the person or firm named as representative on the form. To properly exercise the Power of Attorney, the name of the owner must be listed prior to that of the representative.

- Example for an individual:

Sharon Smith by Jane Doe, P of A

- Example for a business:

Sharon Smith by Morrison's Garage George Morrison, P of A

The Power of Attorney must be exercised on the Certificate of Title or document for which the authority was granted. Otherwise, it is null and void.

The Off-Highway Vehicle Power of Attorney must be witnessed by a Notary Public. A licensed Nevada off-highway vehicle dealer's signature is not required to be acknowledged by a Notary Public on documents the dealer must file with the Department.

When the Power of Attorney is used to release ownership of an off-highway vehicle, the Certificate of Title must be signed in the appropriate area by the individual appointed as Power of Attorney.

If a specific power of attorney is used to release ownership of an off-highway vehicle, a copy is acceptable only if it is a certified copy. The following statement must be included on the copy:

- "I hereby certify that this is a true and exact copy of the original that is being held in our files. I further certify the original will be available during normal business hours for review by Department of Motor Vehicles personnel if necessary."

If a power of attorney is given to a business, the certification statement must include the business stamp or the printed or typed name of the business, the signature of the individual authorized to act on behalf of the business and the printed or typed name of the person certifying the copy of the specific power of attorney.

### **Instructions for Completing the**

**Off-Highway Vehicle Power of Attorney (Form OHV-016)**

1. The full legal name of the person completing and signing the form. The person completing the form must be the registered and/or legal owner of the off-highway vehicle.
2. The county and state of residence of the person completing and signing the form.
3. A complete description of the off-highway vehicle, including year, make, model and vehicle identification number.
4. The name of the person or firm the legal and/or registered owner appoints as his or her Attorney in Fact.
5. The county and state of residence of the person or firm being appointed as Attorney in Fact.
6. The full legal name of the person or firm being appointed as Attorney in Fact.
7. The Nevada driver's license number, identification card number, date of birth or FEIN for a business of the person or firm being appointed as Attorney in Fact.
8. The complete physical and mailing address of the person or firm being appointed as Attorney in Fact.
9. The Off-Highway Vehicle Power of Attorney (Form OHV-016) must be signed in the presence of a Notary Public. A licensed motor vehicle dealer in Nevada is not required to have his signature notarized.



ATTN: OHV SECTION
555 Wright Way
Carson City, NV 89711
(775) 684-4381
www.nvohv.com

OFF-HIGHWAY VEHICLE POWER OF ATTORNEY

Please print or type
KNOW ALL MEN BY THESE PRESENTS

That the undersigned, \_\_\_\_\_
in the County of \_\_\_\_\_ State of \_\_\_\_\_

being the Registered and/or Legal Owner of the following described off-highway vehicle:

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_
Vehicle Identification Number \_\_\_\_\_

Does hereby make, constitute and appoint \_\_\_\_\_

of the County of \_\_\_\_\_ State of \_\_\_\_\_,
true and lawful Attorney in Fact to sign in the name, place and stead of the undersigned, any
Certificate of Title or Vehicle Registration Decal application issued by the Department of Motor
Vehicles of the State, covering the off-highway vehicle described above, in whatever manner
necessary to transfer any Certificate of Title. Granting and giving unto said Attorney in Fact, full
authority and power to do and perform any and all other acts authorized hereby, as fully to all intents
and purposes as the grantor might, or could do if personally present, with full power of substitution.

Full Legal Name \_\_\_\_\_
First Middle Last

Nevada Driver's License, Identification Card
Number, Date of Birth, or FEIN for businesses \_\_\_\_\_

Physical Address \_\_\_\_\_
Street City State Zip Code

Mailing Address \_\_\_\_\_
Street City State Zip Code

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

State of Nevada, County of \_\_\_\_\_

This affidavit was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

Signatures must be originals, photocopies will not be accepted. Changes may not be made to this form once it is signed and witnessed.

OHV 016 (Revised 8/2012)

## **Off-Highway Vehicle Transfer on Death**

### **(Form OHV-022)**

Off-Highway Vehicle Transfer on Death allows off-highway vehicle owners to add or remove a beneficiary to their title. A title fee, the title, and the application must be submitted to the Department Motor Vehicles, Off-Highway Vehicle Section to make this change. A new Nevada title will be issued with the beneficiary's name and the "Transfer on Death" designation.

Only one beneficiary can be on the title. A beneficiary cannot be added to the title when there is a lienholder or ownership is designated as "Tenants in Common." The beneficiary does not have interest or control of the off-highway vehicle. If a lienholder is added to the title at a later time, the beneficiary will be removed from the title.

To transfer the ownership to the beneficiary, the beneficiary must submit the title (if the title is not available, submit form OHV-023, Transfer on Death-Beneficiary's Affidavit for Title for an Off-Highway Vehicle), title fee, and certified death certificate of the off-highway vehicle's legal owner(s). If more than one owner is on the title, the beneficiary cannot become the off-highway vehicle owner until all owners are deceased.

### **Instructions for Completing the Transfer on Death Application for an Off-Highway (Form OHV-022)**

1. Select the appropriate change.
2. The full legal name of the beneficiary.
3. The beneficiary's Nevada driver's license number or identification card number.
4. The beneficiary's complete physical and mailing address.
5. A complete description of the off-highway vehicle, including vehicle identification number, year, make, model and type.
6. The full legal name of the off-highway vehicle owner.
7. The legal owner's Nevada driver's license number or identification card number.
8. The signature of the legal owner and date the form was signed.

The completed form must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**  
555 Wright Way  
Carson City, NV 89711

**Off-highway vehicle counter transactions are not allowed at DMV offices.**



ATTN: OHV SECTION  
 555 Wright Way  
 Carson City, NV 89711  
 (775) 684-4381  
[www.nvohv.com](http://www.nvohv.com)

## TRANSFER ON DEATH APPLICATION FOR AN OFF-HIGHWAY VEHICLE

### Revised Proposed Regulation of the DMV, LCB File No. R130-11 Section 20

Transfer on Death allows off-highway vehicle owners to add or remove a beneficiary to their title. The off-highway vehicle owner must be an individual, not a business. Only three off-highway vehicle owners and the beneficiary can be listed on a certificate of title. A title fee, the certificate of title, and this application must be submitted to the Department of Motor Vehicles (DMV) to make this change. A new Nevada certificate of title will be issued with the beneficiary's name and the "Transfer on Death" designation.

Only one name can be listed on the certificate of title as the beneficiary. A beneficiary cannot be added to the title when there is a lienholder or ownership is designated as "Tenants in Common." The beneficiary does not have interest or control of the off-highway vehicle. If a lienholder or lessor is added to the title at a later time, the beneficiary will be removed from the title.

To transfer the ownership to the beneficiary, the beneficiary must submit the title (if available), title fee, and certified death certificate of the off-highway vehicle's legal owner(s). If more than one owner is on the title, the beneficiary cannot become the off-highway vehicle owner until all owners are deceased.

**Off-highway vehicle transactions cannot be completed at DMV offices. All forms and fees (if any) must be mailed to the DMV at the address above, or taken to a licensed Nevada off-highway vehicle dealer.**

Please select one:       Adding beneficiary       Removing beneficiary       Change beneficiary

Please Print or Type

Beneficiary's Printed  
 Full Legal Name

\_\_\_\_\_

Beneficiary's Nevada Driver's License  
 or Identification Card Number

\_\_\_\_\_

Physical Address

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

Vehicle Identification Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Type: \_\_\_\_\_

I hereby release, discharge and agree to hold harmless the Nevada Department of Motor Vehicles of and from any and all liability to anyone whomsoever which may arise by reason of any contest of the validity of the beneficiary named herein, or the validity of the beneficiary in the manner prescribed in NAC 490.

Printed Full Legal Name of Owner: \_\_\_\_\_

Nevada Driver's License or Identification Card Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OHV 022 (Revised 8/2012)

## **Change of Address Notification**

### **(Form OHV-010)**

NAC 490.445 requires the holder of a valid registration decal to notify the DMV of a change of address within 30 of the address change.

There is no fee for notifying the DMV of an address change.

A new registration decal will not be issued. If the owner of the OHV would like a duplicate decal, the Application for Duplicate Off-Highway Vehicle Registration Decal (Form OHV-008) must be completed and sent to the Department of Motor Vehicles.

To change the address of a Nevada driver's license, Nevada identification card, disabled parking placard, or the registration of a motor vehicle registered for highway use, form DMV22 must be used.

The notification must be completed in full.

The notification must be typed or printed clearly in ink. If hand-printed, block and upper case letters are recommended.

If an error is made on the notification, a new notification must be completed.

**Below is information on the completion of the change of address notification.**

**Please note;** if any information is missing, the notification may be rejected.

### **Instructions for completing the Off-Highway Vehicle Registration Decal Change of Address Notification (Form OHV-010)**

1. Full Legal Name: Full Legal Name of Registered Owner should be completed exactly as it appears on the owner's driver's license, identification card, or business license.
2. Nevada Driver's License, Identification Card Number, or FEIN for businesses:
  - If the owner does not have a Nevada driver's license or identification card, "No Nevada DL or ID" must be printed in the owner's information area.
  - Owners registering an off-highway vehicle(s) for a business that does not have an FEIN (Federal Employer Identification Number), enter "No FEIN."
  - Do not enter or use the social security number.
3. Date of Birth: Record the registered owner's date of birth. The DMV will use this to identify the owner in the event the customer does not have a Nevada driver's license, identification card or FEIN.
4. Phone Number: Record the registered owner's phone number.
5. E-Mail Address: Record the registered owner's e-mail address.
6. Previous Mailing Address: Record the previous mailing address of the owner.
7. New Mailing Address: Record the new mailing address of the owner.
8. Previous Physical Address: Record the previous physical address of the owner.
9. New Physical Address: Record the new physical address of the owner.

10. Decal and OHV Information: Enter the Nevada OHV decal number or vehicle identification number and the year, make and model of up to four OHVs. A new form must be submitted for additional OHVs.
11. Signature: The notification must be signed and dated by the owner.

The Off-Highway Vehicle Registration Decal Change of Address Notification (Form OHV-010) must be properly and legibly completed. Incomplete, incorrect, or unclear information will result in the return of documents and delays for all parties involved.

The completed notification must be taken to a licensed Nevada off-highway vehicle dealer or submitted by mail to the Department of Motor Vehicles:

**ATTN: OHV SECTION**

555 Wright Way

Carson City, NV 89711

**Off-highway vehicle counter transactions are not allowed at DMV offices.**



ATTN: OHV SECTION  
 555 Wright Way  
 Carson City, NV 89711  
 (775) 684-4381  
 Fax (775) 684-4369  
[www.nvohv.com](http://www.nvohv.com)

**OFF-HIGHWAY VEHICLE REGISTRATION DECAL CHANGE OF ADDRESS NOTIFICATION**

Revised Proposed Regulation of the DMV, LCB File No. R130-11 Section 30

- Use a separate form for each off-highway vehicle owner.
- Complete this form and mail it to the Department of Motor Vehicles (DMV) address noted above.
- All OHV transactions will be processed by the OHV Section by mail only. OHV transactions cannot be completed at DMV offices.

**INCLUDE BOTH MAILING AND PHYSICAL ADDRESSES**

Full Legal Name: \_\_\_\_\_  
As it appear on the Nevada Driver's License or Identification Card, or Business Name

Nevada Driver's License Number or Identification Card Number or FEIN for a Business: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone Number: \_\_\_\_\_ E-Mail (Optional): \_\_\_\_\_  
MM DD YYYY

Previous Mailing Address: \_\_\_\_\_  
Street or P.O. Box City State Zip Code

**New Mailing Address:** \_\_\_\_\_  
Street or P.O. Box City State Zip Code

Previous Physical Address: \_\_\_\_\_  
Street City State Zip Code

**New Physical Address:** \_\_\_\_\_  
Street City State Zip Code

Please complete this information to change the mailing and/or primary residential address for off-highway vehicles registered to you. Registration records will only be updated for the off-highway vehicles listed below. **A new registration decal will not be issued. If you would like a duplicate decal, please complete and mail form OHV-008 to the Department of Motor Vehicles with the proper fees.** If you would like to change the address on your Nevada Driver's License, Nevada Identification Card, Disabled Parking Placard, or Motor Vehicle registered for highway use, please use form DMV22 available at [www.dmvnv.com](http://www.dmvnv.com).

NV Decal Number or VIN \_\_\_\_\_ Year of Off-Highway Vehicle \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

NV Decal Number or VIN \_\_\_\_\_ Year of Off-Highway Vehicle \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

NV Decal Number or VIN \_\_\_\_\_ Year of Off-Highway Vehicle \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

NV Decal Number or VIN \_\_\_\_\_ Year of Off-Highway Vehicle \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

<p><i>Office Use Only:</i>                  Information Updated: <input type="checkbox"/> Registration Decal                  Comments: _____                  _____</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## **Registration Decal Fees**

Nevada Revised Statutes 490.082 requires that an owner of an off-highway vehicle shall apply to the Department of Motor Vehicles or a Nevada licensed off-highway vehicle dealer to obtain a valid registration decal for the OHV.

Registration decal fees established by NRS 490.084 are as follows:

First Time Registration Decal	\$21.00
Registration Decal Renewal	\$21.00
Duplicate Registration Decal	\$6.00

A Technology fee is included in the above fees.

## **Sales Tax**

Sales tax is due on all off-highway vehicles purchased from a dealer.

The Department of Motor Vehicles does not collect sales tax.

If you purchased your OHV from an out of state dealer on or after July 1, 2012, you must get a Use Tax Clearance Certificate form from the Nevada Department of Taxation to show proof of sales tax paid.

If you purchased your OHV from a Nevada dealer on or after July 1, 2012, the dealer should have collected sales tax and issued you an Off-Highway Vehicle Dealer's Report of Sale (ORS). The ORS will show proof that sales tax was paid. If you did not receive an ORS, contact the DMV.

## **Movement Permits and Dealer Placards**

Temporary movement permits and dealer placards will not be issued to OHV owners to use until registration decals arrive in the mail.

The OHV owner should carry a copy of the sales receipt or bill of sale from the purchase of the OHV to present to law enforcement, if necessary, until the registration decal arrives in the mail.

# **SECTION IV – FINANCIAL INSTITUTION INFORMATION**

## **Recording a Lien**

If a financial institution is applying for a Nevada Certificate of Title for an Off-Road Vehicle and the sale is not accomplished through a Nevada dealer:

- The outstanding title must be properly released and reassigned
- All supporting documents must have complete and correct information
- The financial institution must submit the transfer documents with the applicable title fee to the DMV at the address below:

ATTN: OHV SECTION  
Department of Motor Vehicles  
555 Wright Way  
Carson City, NV 89711

If the off-highway vehicle will not be registered in Nevada, and the lienholder wishes to apply for a Nevada Certificate of Title to perfect the lien, and the outstanding title is a Nevada title, the following must be submitted:

- The properly endorsed title
- Proof that sales tax has been paid
- The \$29.25 title fee (\$44.25 if the vehicle is not present in or registered in Nevada), fees include the Technology fee.

If the off-highway vehicle will not be registered in Nevada, and the outstanding title is an out-of-state title, the following must be submitted:

- The properly endorsed title
- A completed Off-Highway Vehicle Inspection Certificate (Form OHV-002)
- Proof that sales tax has been paid
- The \$29.25 title fee (\$44.25 if the vehicle is not present in or registered in Nevada), fees include the Technology fee.

If the new or used off-highway vehicle will not be registered, and was sold by a Nevada dealer, the following must be submitted:

- The MCO or properly endorsed outstanding title
- An Off-Highway Vehicle Dealer's Report of Sale
- The \$29.25 title fee (\$44.25 if the off-highway vehicle is not present in or registered in Nevada), fees include the Technology fee.

If the new or used off-highway vehicle will not be registered, and it was purchased from an out-of-state dealer, the following must be submitted:

- The MCO or properly endorsed title
- A completed Off-Highway Vehicle Inspection Certificate (OHV-002)
- Proof that sales tax has been paid
- The \$29.25 title fee (\$44.25 if the off-highway vehicle is not present in or registered in Nevada), fees include the Technology fee.

Note: If a lienholder does not receive a Nevada Certificate of Title for an Off-Highway Vehicle within 120 days after submitting title documents contact DMV OHV Section at the address below. A title search will be conducted.

ATTN: OHV SECTION  
Nevada Department of Motor Vehicles  
555 Wright Way  
Carson City, NV 89711  
(775) 684-4381

# **SECTION V – RECORDS SECTION**

## **Accessing Off-Highway Vehicle Registration and Title Information**

The Department of Motor Vehicles is authorized to maintain an information reporting service for off-highway vehicle registration and title records.

The Department's Central Services and Records Division, Records Section in Carson City is the only office authorized to release records.

To request records, an Application for Individual Record Information (Form IR-002) and Affidavit (Form IR-003) must be completed and submitted to the Department. The complete packet including forms and instructions may be obtained on the DMV website at <http://www.dmvnv.com/pdfforms/IR002.pdf> or by contacting the Department. The application, affidavit, any supporting documentation, and fees must be forwarded and processed by the Records Section in Carson City.

If a firm or company wishes to have an account with the Department, an Application for Records Service (Form IR-001) and an Affidavit (Form IR-003) must be completed, signed, notarized and submitted to the Department. A copy of the applicable business license and/or private investigator's license and/or other required documentation as stated in the account package instruction sheet must be submitted with the application and affidavit. The complete packet including forms and instructions may be obtained on the DMV website at <http://www.dmvnv.com/pdfforms/IR001.pdf> or by contacting the Department.

- When the account is established, the applicant will be formally notified by letter.
- The notification will include the account number.
- Monthly itemized statements will be sent to each account holder indicating services rendered by the Department for the previous month.
- Payments are due within 21 days from the date of the statement.
- Inquiries will not be processed without the assigned account number and name of authorized user.

For further information or forms visit our web site at [www.dmvnv.com](http://www.dmvnv.com) or contact us at:

Nevada Department of Motor Vehicles  
Central Services & Records Division  
Records Section  
555 Wright Way  
Carson City, NV 89711-0250  
(775) 684-4590

## **Off-Highway Vehicle Registration Information**

### **V1—OFF-HIGHWAY VEHICLE REGISTRATION INFORMATION**

This information is limited to the current registration records, including the year, make, expiration date, vehicle identification number and registered owner's name and address. To request this information, you must:

- Supply the Vehicle Identification Number (VIN); and/or
- Supply the registration decal number; and
- Be entitled to receive the information; and
- Complete the Records application process; and
- Submit the appropriate fees and
- Supply any additional documentation the DMV Records Section requires.

## **Off-Highway Vehicle Title Information**

### **V2—OFF-HIGHWAY VEHICLE TITLE INFORMATION**

This information is limited to the current Nevada title records, including the name of the registered owner on the title, the name and address of the lienholder and the date the title was created.

To request this information, you must:

- Supply the Vehicle Identification Number (VIN); and/or
- • Supply the registration decal number; and
- Be entitled to receive the information; and
- Complete the Records application process; and
- Submit the appropriate fees and
- Supply any additional documentation the DMV Records Section requires.

## **Off-Highway Vehicle History**

### **V3—OFF-HIGHWAY VEHICLE HISTORY**

Upon request, research can be done to determine the documents used to title the off-highway vehicle.

To request this information, you must:

- Supply the Vehicle Identification Number (VIN); and/or
- Supply the registration decal number; and
- Be entitled to receive the information; and
- Complete the Records application process; and
- Submit the appropriate fees and
- Supply any additional documentation the DMV Records Section requires.

Customers maintaining accounts with the Department may request records by telephone at (775) 684-4590, or toll-free within Nevada at 1-800-992-7945.

# **SECTION VI – OCCUPATIONAL AND BUSINESS LICENSING**

## **Vehicle Industry Licensing**

### **Off-Highway Vehicle Industry Occupational and Business Licensing and Regulation**

In the exercise of legislative police power, it is necessary to regulate and license new and used off-highway vehicle dealers, leasing companies, salespersons and their representatives doing business in the State of Nevada in order to prevent frauds, impositions and other abuses upon its citizens.

The Department of Motor Vehicles (Department) has been charged with the responsibility of regulating the off-highway vehicle industry to ensure the legislative declaration and intent is met.

It is incumbent upon each licensee to know the laws governing the off-highway vehicle industry and the business for which the licensee is licensed. This information is intended to assist you in that effort.

Locations of the Department of Motor Vehicles, Occupational and Business Licensing offices:

555 Wright Way  
Carson City, Nevada 89711-0100  
(775) 684-5690

305 Galletti Way  
Reno, Nevada 89512-3564  
(775) 684-3564

2701 East Sahara Avenue  
Las Vegas, Nevada 89104-4170  
(702) 486-4930

8250 West Flamingo Road  
Las Vegas, Nevada 89117-4111  
(702) 486-8620

1399 American Pacific Drive  
Henderson, Nevada 89074-8806  
(702) 486-1371

Licensing forms can be located at our website. <http://www.dmvnv.com>

## **Being Contacted by the Department And Availability for Inspection of Books and Records**

As a public agency, the Department serves you and many other customers. The Department may receive complaints against a licensee from the public. The Department's Compliance Enforcement Division will investigate these complaints in order to protect the public interest and prevent unfair practices.

The law provides for inspection by the Department, of your Off-Highway Vehicle Dealers Report of Sale books (OHV-004), pertinent records, and off-highway vehicle inventory. As a condition of licensing, licensees are required to make their books and records available for inspection during normal business hours. Licensees are required to produce items for inspection within three business days of receiving a request from the Department, at the location specified. While records examination is required, we will make every effort to minimize any detrimental impact to the business.

## **Business Information**

### **Business License**

The business license is issued to an individual, partnership, LLP, LLC or corporation after receipt of an application and investigation of the applicant(s) by the Department. The license is valid only for the business and owner(s) for which it was issued. The licensed business may not allow any person, who is not a licensed principal or salesperson of the business, to operate under the authority of the license. The licensee may not lease the license to another business or person. The license is not an asset of the business and is not transferred to new owners should the business be sold.

If a licensee changes the name or location of the established place of business, he cannot conduct business under the new name or at the new location, until he has been issued a license for the new name or location, from the Department. Forms and instructions for change may be obtained at any Occupational and Business Licensing office, or on the DMV web site, [www.dmvnv.com](http://www.dmvnv.com). NRS 490.360.4

### **Name of Business**

Applicants for a business license as a vehicle dealer may not use certain words or terms in the business name, signs or trade style. NAC 490.220

- The words "Finance," "Loan" or similar expressions may not be used unless the firm is actually engaged in the finance business.
- Because the actual value of used vehicles is difficult to establish, specific claims of savings must not be used. The term "Discount" must not be used in the business firm's name, display sign or in retail vehicle advertising to imply that vehicles are being offered at wholesale when this is not the case.

- The words “Repo,” “Repossessed” or “Repossession” may not be used in the business firm’s name, trade style, signs or display signs, unless the business is actually selling only bona fide repossessed vehicles.

### **Legible Sign Containing Name of Business**

A display sign is required at each established place of business. The sign containing the name of the business must be permanently affixed. The lettering must be of sufficient size to be clearly legible from the center of the nearest street or roadway, and the lettering must be at least 8 inches high and formed by lines that are at least 1 inch wide. Two photos of the building with the display sign are required as part of the licensing packet. The photos must clearly show both the building and display sign.  
NRS 490.370

The display sign will not be considered acceptable if it is:

1. Mounted on a truck, trailer or other mobile equipment.
2. Taped to, or leaning against the building.
3. Written in marker on the door of the building.
4. Showing a name different than that listed on the application.

### **Place of Business**

1. Off-highway vehicle dealers are required to maintain an established place of business in this state which:
  - A. Includes a permanent enclosed building, owned in fee or leased, with sufficient space to display one or more off-highway vehicles.
  - B. Is principally used by the dealer to conduct business.
  - C. Is large enough to accommodate an office and provide a safe place to keep the books and records of the business.
  - D. Has boundaries that are clearly marked. If more than one business is located at the address, boundaries clearly separating one business from the other are required. NRS 490.360
2. Short term Lessors must:
  - A. Designate one location as the principal place of business and all other locations where business is conducted as a branch that is operated pursuant to the license for the principal place of business.
  - B. Notify the Department of each branch where business is conducted by filing, on forms provided by the Department, information pertaining to each

branch as required by the Department. NRS 490.360

3. If a dealer changes the location of the established place(s) of business, the off-highway vehicle dealer shall not conduct business as an off-highway vehicle dealer under the new name or at the new location until he or she has been issued a license for the new name or location from the Department. Forms and instructions for change of address may be obtained at any Occupational and Business Licensing office or on the DMV web site at [www.dmvnv.com](http://www.dmvnv.com). NRS 490.360

## **Business Structure**

Application for business license as a dealer or lessor requires the applicant to list the business structure as individual, partnership, LLP, LLC or corporation.

1. When listing the business as a partnership, all partners (full legal names) must be listed on the application.
2. If the structure of the business is a limited partnership, it must be noted on the application and the structure of the limited partnership disclosed.
3. If the structure of the business is a limited liability company, the filing with the Nevada Secretary of State must accompany the application along with a list of members and managers.
4. If applying for a business license as a corporation, a copy of the corporate filing document(s) with the Secretary of State's office must accompany the application. These documents must list the president, vice president and secretary/treasurer.
5. If the business has a Registered Agent or Manager who will manage and control the business, list the full legal name of this person on the application as either the Registered Agent or Manager.

## **Application for Business License**

A business or individual desiring to be licensed in the State of Nevada as an off-highway vehicle dealer or lessor may acquire an application packet on line at [www.dmvnv.com](http://www.dmvnv.com), from the Department of Motor Vehicles, Compliance Enforcement Division, Occupational and Business Licensing offices as listed in Section VI, Page 1 or telephone (775) 684-4690 to have an application packet mailed to you.

Processing of the application will be accomplished in approximately one to two weeks of receipt of a properly completed licensing packet. The applicant will be notified of denial or approval of the license and, if applicable, the license number assigned to the business.

Applications and requirement sheets for the following business licenses may also be obtained at any of the Occupational and Business Licensing offices and on the Department website at <http://www.dmvnv.com>:

- Motor Vehicle Dealer
- Vehicle Rebuilder
- Vehicle Broker
- Vehicle Manufacturer
- Vehicle Distributor
- Vehicle Lessor
- Vehicle Transporter
- Automobile Wrecker
- Body Shop
- Salvage Pool
- Emission Station
- Garage Registration
- Drive School
- DUI School
- Traffic Safety School

## **Licensing Requirements**

### **Requirements for New & Existing Licensees**

1. Application for Business License (OBL237) completed in full and signed by a principal of the business.
2. Personal History Questionnaire (OBL242) completed by each principal or corporate officer listed on the license application, if it has been more than one year since the last PHQ was submitted.
3. One set of fingerprints for each principal and/or corporate officer. Applicants must be fingerprinted by an authorized DMV representative or a law enforcement agency. Some agencies may charge for fingerprinting. Check with your local agency.
4. DPS Civil Applicant Waiver (OBL256) completed and signed by each applicant submitting a new PHQ.
5. An original surety bond (OBL324) with the surety seal affixed or deposit in lieu of bond in the amount of \$50,000; separate from any existing bonds currently filed with the Department. Off highway dealerships are exempt from filing a separate bond as long as they met the requirements of NRS482.333, NRS482.345 or NRS482.346
6. Non-refundable license application fee of \$126 which includes a Technology fee and fingerprint fee of \$37.50.
7. City or county business license. Posting of such license will also be verified during site inspection.
8. Copy of Certificate of Incorporation and Corporate filing with names of the officers filed with the State of Nevada, Secretary of State's Office, if applicable.
9. An established place of business within the state, with a permanent enclosed building large enough to accommodate an office. The established place of business must also have boundaries which are clearly marked.
10. A permanently affixed display sign with the name of the business in lettering eight inches high, formed by lines that are at least one inch wide. The sign must be clearly legible from the center of the nearest street or roadway.
11. Two color photographs that clearly show the exterior of the business to include the display sign.
12. A site inspection conducted by the Department.
13. **New OHV Dealers:** Dealer Franchise Certification (OBL253) from manufacturers or distributors, authorizing sale of designated OHVs.
14. **Manufacturers:** Fax confirmation or confirming letter from SAE Strategic Alliance notifying the applicant of their World Manufacture Identifier (WMI) assignment. Contact SAE at [www.sae.org](http://www.sae.org) or [douds@sae.org](mailto:douds@sae.org) or 724 772-8511.

Business licenses expire on December 31 of each year. The cost for licenses issued

throughout the year is the same; there is no prorating of fees. If your license has been expired for 6 months or more, you must submit an application, fingerprint cards and pay the original license fee.

### **OHV Requirements for New Salesperson**

1. Certificate of Employment (OBL236) completed and signed by a principal or authorized person of a licensed Nevada OHV Dealer.
2. Personal History Questionnaire (OBL242) completed by applicant.
3. One set of fingerprints for each principal and/or corporate officer. Applicants must be fingerprinted by an authorized DMV representative or a law enforcement agency. Some agencies may charge for fingerprinting. Check with your local agency.
4. DPS Civil Applicant Waiver (OBL256) completed and signed by each applicant.
5. Occupational License (Salesperson) Disclaimer (OBL264). Disclaimer must be notarized or signature witnessed by an authorized DMV representative.
6. Non-refundable license application fee.

Original License fee \$76.00  
Annual Renewal fee \$41.00  
Transfer fee \$21.00

**\*Note: A Technology fee is included in the above fees.**

### **OHV Requirements for Existing Salesperson**

1. Certificate of Employment (OBL236) completed and signed by a principal or authorized person of a licensed Nevada OHV Dealer.
2. Transfer fee of \$21.00, which includes a Technology fee— only applies to existing salespersons transferring their Salesperson License to a new business.

Occupational salesperson licenses expire on December 31 of each year. The cost for licenses issued throughout the year is the same; there is no prorating of fees. If your license has been expired for 6 months or more, you must submit an updated application, fingerprint cards and pay the original license fee.

## **Instructions for Completing the Application for Business License (Front of OBL-237)**

1. State Business License Number - list the State issued license number of the business.
2. License Number - if you are submitting an application for initial licensing, leave this blank. If you are making changes to an existing license, list the DMV issued license number of the business.

3. Individual/Corporate Name - if you are doing business as an individual or partnership, list all applicants' full legal names. If you are doing business as a LLP, LLC or corporation, list name of the business.
4. Name - list the name you are doing business as, which will also be the name on your city/county business license, fictitious firm name filing and the display sign.
5. Mailing Address - list the address you receive mail for the business; all licenses and some correspondence issued by the Department will be mailed to this address.
6. Physical Address - list physical address of the business. It must also be on the city/county business license.
7. Business telephone and Fax Number - list telephone and fax numbers of the business, if you have a fax machine.
8. Electronic Mail (Email) Address - list the email address here; your renewal notice and some correspondence will be sent to this address.
9. Federal Employer Identification Number (FEIN) - must be listed, the Social Security Administration assigns this number to businesses.
10. Reason for Submittal – is to be used for existing licensees to report a change in the business. One or more boxes may be checked in this section, additional documentation may be required. See the change section of this workbook for more information.
11. Check each type of business you will be conducting. Each business type requires a separate license. Ensure appropriate forms, bonds, and fees are submitted for each license type.
12. Check each type of business activity you will be conducting. The DMV business license will be limited to the types of activities checked.
13. New Off-Highway Vehicle Franchised Dealers – Off-Highway Vehicle Dealers selling new off-highway vehicles must list all vehicle franchises the business is authorized to sell. Attach copies of franchise letter(s) using form OBL 253, Dealer Franchise Certification. The letter(s) must contain the dealer's DBA and physical address.
14. Type of Business Structure - check appropriate box reflecting type of business: Individual, Partnership, LLP, LLC or corporation. If the business is an LLP, LLC or a corporation, list the state in which the business is incorporated. A copy of the corporate filing must be attached to this application. If the business has been incorporated in another state, foreign corporation filing must be submitted with Nevada Secretary of State's Office and a copy of the filing provided to the Department.



Occupational and Business Licensing  
 555 Wright Way  
 Carson City, NV 89711-0100  
 (775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

**APPLICATION FOR BUSINESS LICENSE AND GARAGE REGISTRATION**

State Business License Number \_\_\_\_\_ DMV License Number \_\_\_\_\_  
 (If new applicant, please leave blank)

Individual/Corporate Name \_\_\_\_\_

DBA Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
 Street City State Zip

Physical Address \_\_\_\_\_  
 Street City State Zip

Business Phone Number \_\_\_\_\_ Business Fax Number: \_\_\_\_\_

Electronic Mail Address: \_\_\_\_\_ FEIN: \_\_\_\_\_  
 (If Applicable)

Reason for Submittal	Business Type	Dealer (Business Activity)	Schools (Business Activity)	Emission Control (Business Activity)
<input type="checkbox"/> Original Application	<input type="checkbox"/> Dealer	<input type="checkbox"/> New Motor Vehicle	<input type="checkbox"/> Drive School	<input type="checkbox"/> Gas
<input type="checkbox"/> Additional Location	<input type="checkbox"/> Off-Highway Vehicle	<input type="checkbox"/> Used Motor Vehicle	<input type="checkbox"/> Behind-the-Wheel	<input type="checkbox"/> Diesel
<input type="checkbox"/> Additional Activity	<input type="checkbox"/> Rebuilder	<input type="checkbox"/> New Trailer	<input type="checkbox"/> Classroom	<input type="checkbox"/> Test Only
<input type="checkbox"/> Deleting Activity:	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Used Trailer	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Test & Repair
<input type="checkbox"/> Duplicate License	<input type="checkbox"/> Distributor	<input type="checkbox"/> New Motorcycle	<input type="checkbox"/> Internet	<input type="checkbox"/> Fleet, Test Only
<input type="checkbox"/> Change of Principal(s)	<input type="checkbox"/> Wrecker	<input type="checkbox"/> Used Motorcycle	<input type="checkbox"/> Minors	<input type="checkbox"/> Fleet, Test & Repair
<input type="checkbox"/> Change of Corporation	<input type="checkbox"/> Salvage Pool	<input type="checkbox"/> Long Term Lessor	<input type="checkbox"/> Traffic Safety School	<input type="checkbox"/> Wrecker
<input type="checkbox"/> Change of Curriculum	<input type="checkbox"/> Transporter	<input type="checkbox"/> Short Term Lessor	<input type="checkbox"/> Correspondence	<input type="checkbox"/> (Business Activity)
<input type="checkbox"/> Change of Class Schedule	<input type="checkbox"/> Schools	Consignment Auction	<input type="checkbox"/> Internet	<input type="checkbox"/> Electronic Notification
<input type="checkbox"/> Change of address	<input type="checkbox"/> Emission Control	<input type="checkbox"/> Live Auction	<input type="checkbox"/> DUI School	<input type="checkbox"/> Salvage Pool
<input type="checkbox"/> Change of Business Name	<input type="checkbox"/> Body Shop	<input type="checkbox"/> Internet Auction	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Consignment Auction
Previous Name:	<input type="checkbox"/> Class A	Off-Highway Vehicle (OHV)	<input type="checkbox"/> Internet	<input type="checkbox"/> Live Auction
_____	<input type="checkbox"/> Broker	(Business Activity)		<input type="checkbox"/> Internet Auction
_____	<input type="checkbox"/> Garage	<input type="checkbox"/> New OHV		
_____	# of Mechanics: _____	<input type="checkbox"/> Used OHV		
_____	Type of Repairs: _____	<input type="checkbox"/> OHV Long Term Lessor		
_____		<input type="checkbox"/> OHV Short Term Lessor		
		<input type="checkbox"/> OHV Manufacturer		

Dealers selling new vehicles must list vehicle makes franchised to sell: \_\_\_\_\_

Individual  Partnership  LLP  LLC  Corporation Incorporated in State of \_\_\_\_\_

**Instructions for Completing Application for Business License  
(Back of OBL-237)**

1. Ownership - list the full legal names and titles of each principal of the business.
2. Registered Agent - if your business wishes to list a registered agent, list that person's full legal name.
3. For Garage Registration Only: Additional Location(s) - if you are applying for a garage registration, please complete this section.
4. Signature - the application must be signed by a principal listed for the business. The title of the principal must be listed, and the full legal name of the individual verifying the principal's identification must also be listed.
5. The Principal's Signature - must be notarized or witnessed by an authorized Nevada DMV representative.

**Off-Highway Vehicle Registration and Title Guide**

**OWNERSHIP:** List name and title of each individual, each partner, whether general or limited, or each principal officer, director or stockholder participating in the direction, control or management of the policy of the business. Use separate page if necessary. Ownership change requires notification to the Department.

NAME (LAST, FIRST, MIDDLE)	TITLE

Registered Agent: \_\_\_\_\_

**For Garage Registration Only: Additional Location(s)**

Name of Business	Address	Phone Number and Manager's Name	# of Technicians

**Nevada Revised Statute and Nevada Administrative Code Chapters:**

NRS/NAC Chapters 445B & 482	NRS/NAC Chapters 482 & 490	NRS/NAC Chapter 483	NRS/NAC Chapters 487 & 597 (Body Shop & Garage only)
Station and Inspector licensing.	Broker, Dealer, Distributor, Long Term Lessor, Manufacturer, Rebuilder, Salesman, Short Term Lessor and Transporter licensing, including Off-Highway Vehicle Industry Licensing.	Instructor and School licensing.	Body Shop, Garage, Salvage Pool and Wrecker licensing or registration.

I understand providing false information or the omission of the requested information in this application is grounds to deny, suspend, or revoke my business license or registration and constitutes a gross misdemeanor under Chapter 482, 483, 487, 445B and 490 of the Nevada Revised Statutes. Furthermore, I understand it is my responsibility to review the aforementioned Nevada Revised Statute and Nevada Administrative Code Chapters with respect to the license or registration I am applying for and agree to comply with the requirements stated therein. I declare under penalty of perjury that the foregoing is true and correct.

**NOTE: TO BE SIGNED BY SOLE OWNER, PARTNER, OR OFFICER OF THE CORPORATION ONLY.**  
*Signatures must be original. Photocopies are not acceptable.*

\_\_\_\_\_  
 Applicant Signature Title Date

State of Nevada  
 County of \_\_\_\_\_  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
 Notary Public or Authorized Nevada DMV Representative Signature Notary seal



Applicant's Name \_\_\_\_\_  
**Personal History Questionnaire**

List names, complete address, and phone numbers of two personal references.

Name	Address	Phone Number
█	█	█
█	█	█

**Drive, DUI or Traffic Safety applicants only:**

Have you ever been arrested or convicted of a crime or offense, either felony, gross misdemeanor or misdemeanor, including traffic misdemeanor offenses?  Yes  No

**All other applicants:**

Have you ever been arrested or convicted of a crime or offense, either felony, gross misdemeanor or misdemeanor, excluding traffic misdemeanor offenses?  Yes  No

If "Yes," list separate charge by date of arrest. Describe the offense, court, and disposition in the appropriate columns. If additional space required, use a separate sheet of paper.

Date of Arrest	Nature of Offense	Court of Jurisdiction	Disposition of Offense
█	█	█	█
█	█	█	█
█	█	█	█
█	█	█	█

Are you currently, or have you ever been under supervision of a parole or probation agency of any state? If so, provide name and address of the agency, name of supervising officer and phone number. Provide a copy of your discharge, if appropriate (*explain.*)

█  
 \_\_\_\_\_  
 █  
 \_\_\_\_\_

**Child Support Information:**

Nevada Revised Statute 482.319 requires all professional and occupational licensing agencies to request statements regarding child support from applicants for new licenses and for renewal of all occupational licenses. Please mark the appropriate response and complete the remainder of the form. Failure to mark one of the three and completion of the form will result in denial of the application.

- I am not subject to a court order for the support of a child.
- I am subject to a court order for the support of one or more children and am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or
- I am subject to a court order for the support of one or more children and am not in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Applicant's Name \_\_\_\_\_

**Personal History Questionnaire**

Have you previously held or do you presently have a business or occupational license issued by the Department of Motor Vehicles in this State or by any other State's occupational licensing authority?  Yes  No

If "Yes", license number \_\_\_\_\_ State \_\_\_\_\_

Have you ever had a business or occupational license, in this state or any other state including a driver's license, which was denied, suspended, revoked, or had administrative sanction against it?  Yes  No (if Yes, explain)

\_\_\_\_\_  
\_\_\_\_\_

*I hereby authorize the Department of Motor Vehicles to make any background investigation necessary as it pertains to the issuance of my license. In relation, I authorize any person or entity contacted by the Department of Motor Vehicles, its agents or employees to furnish any information or opinions they may have during the course of my initial background investigation. I release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, Department of Motor Vehicles, its agents or employees and all persons or entities furnishing information or opinions to the Department of Motor Vehicles related to my background investigation. I understand providing false information or the omission of the requested information in this questionnaire is grounds to deny, suspend, or revoke my business or occupational license. Furthermore, I understand filing false information to obtain any license or permit is a criminal act as defined in Nevada Revised Statutes and Nevada Administrative Codes in addition to being subject to the administrative sanctions as prescribed by law.*

\_\_\_\_\_  
Signature of Applicant Date \_\_\_\_\_

**Signatures must be original. Photocopies are not acceptable.**

State of Nevada  
County of \_\_\_\_\_  
Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
Notary Public or Authorized Nevada DMV Representative (Notary Seal)

For Department Use Only	
Case No _____	
<input type="checkbox"/> Application completed and signed	<input type="checkbox"/> Fingerprints
<input type="checkbox"/> Background Investigation	<input type="checkbox"/> Total Fees \$ _____

Recommendation:  Approved  Denied

\_\_\_\_\_  
Signature of Employee Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor (if applicable) Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Investigator (if applicable) Date \_\_\_\_\_

## Civil Applicant Waiver



### CIVIL APPLICANT WAIVER

#### NOTICE OF NONCRIMINAL JUSTICE APPLICANT'S RIGHTS

As an applicant who is the subject of a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by (enter name of submitting agency) \_\_\_\_\_ that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.
2. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge that accuracy or completeness of your FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:  
**16.34 – Procedure to obtain change, correction or updating of identification records.**  
If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.
3. Based on 28CFR § 50.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
4. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.
5. I hereby authorize (enter name of the requesting agency) \_\_\_\_\_, to submit a set of my fingerprints to the Nevada Department of Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.  
In giving this authorization, I expressly understand that the records may include information pertaining to notations of arrest, detentions, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable.

6. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below, do hereby and irrevocably agree to the above.

Applicant's Name: \_\_\_\_\_  
(PLEASE PRINT LAST, FIRST, MIDDLE)

Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submitting Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Agency representative: \_\_\_\_\_  
(PLEASE PRINT LAST, FIRST, MIDDLE)

Agency representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Dealer Franchise Certification



OCCUPATIONAL AND BUSINESS LICENSING  
555 Wright Way  
Carson City, Nevada 89711  
(775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

#### DEALER FRANCHISE CERTIFICATION

DMV Business License Number \_\_\_\_\_  
(if new applicant, please leave blank)

Individual/Corporate Name \_\_\_\_\_

DBA Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip

Physical Address \_\_\_\_\_  
Street City State Zip

Business Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FEIN \_\_\_\_\_

.....  
Manufacturer/Distributor Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip

Physical Address \_\_\_\_\_  
Street City State Zip

Authorized Agent \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Authorized Agent Address \_\_\_\_\_  
Street City State Zip

.....  
Vehicle Make \_\_\_\_\_ Contract Effective Date \_\_\_\_\_

Assigned Sales Location \_\_\_\_\_

.....  
Please check the box that applies.

- This dealership is NOT establishing, relocating or reopening at a location within the relevant market area of existing franchised dealers. Relevant market area is defined in NRS 482.3634
- This dealership is establishing, relocating or reopening at a location within the relevant market area of existing franchised dealers and proper written notice of intent to enter into this franchise agreement has been made to the department and to each such existing franchised dealer as required by NRS 482.36357

Please check the box that applies.

- A copy of the contract, including specific dealer delivery and preparation obligations, is attached for filing as required.
- A blanket contract, including specific dealer delivery and preparation obligations has been or is filed as required by law.

I certify that the identified dealer and manufacturer/distributor have executed a contract effective on the date specified, subject to the licensing provisions of Nevada Revised Statutes Chapter 482, for the representation and sales of the indicated make of motor vehicles in the listed assigned sales location. Furthermore, I understand that pursuant to NRS 482.3638, any term or condition which waives any provision of NRS 482.36311 – 482.36425, is void and unenforceable.

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

NOTE: In case of franchise termination or expiration, NRS 482.36352 requires written notice be given the dealer, including the effective date and specific grounds for termination or expiration, at least 60 days prior to the effective date and that a copy of the notice be filed with the Director of the Nevada Department of Motor Vehicles. Manufacturer and distributor responsibilities, when franchising Nevada motor vehicle dealers, are included in NRS Chapter 482.

OBL253 (06/2013)

## **Bond Requirements for Business License**

Upon application for an off-highway vehicle dealer or lessor license, the applicant must furnish a surety bond in the amount of \$50,000. NRS 490.270

The bond covers the dealer's or lessor's principal place of business and all branches operated by him if:

- All are within the same county; and
- All are operated under the same name.

## **Surety Bonds**

### **Form OBL-324**

Surety bonds for business licenses require submission of original bond, executed on a form supplied by the Department and having corporate surety thereon, duly licensed to do business within the State of Nevada. Cancellation or lapse in surety coverage will result in revocation of the business license.

The bond must be completed in its entirety, signed by a principal of the business and countersigned by an agent of the surety company affording coverage. The corporate seal of the surety must be imprinted or affixed to the bond.

The bond must show the individual name, names of all partners, or if a LLP, LLC or corporation, the LLP, LLC or corporate name, and the name under which the licensee will be conducting business.

### **Example:**

- Individual's full legal name and DBA name
- Full legal Names of all partners and DBA name
- LLP name and DBA name
- LLC name and DBA name
- Corporate name and DBA name, or
- Corporate name only if both corporate name and DBA are identical.

The name(s) on the surety bond must read the same as the name(s) on the application for license and all corresponding documents.

If any of the information contained on the surety bond is inaccurate or has been changed, the applicant or licensee must submit a corrected bond or a rider from the surety company affording coverage, correcting the information. **Do not write on, erase, white out, or in any way alter the information on the bond.** Any bond, which has been materially altered will be considered invalid by the Department and rejected.

## **Deposit in Lieu of Bond**

In lieu of a surety bond, the applicant may deposit with the Department an equivalent amount of money in United States currency, federal or Nevada state bonds with an actual market value of not less than the amount required by the Department, or a time certificate of deposit from a bank or savings and loan association situated in Nevada.

If an applicant or licensee wishes to use a time certificate in lieu of surety bond, the certificate must state the “business name” the word “or” and “Department of Motor Vehicles.”

Example:

- Rhonda’s Roadsters or Department of Motor Vehicles

A letter must accompany the certificate from the originating bank stating that the funds are unavailable for release without written authorization from the Department.

## **Release of Deposit in Lieu of Bond**

### **Form OBL-251**

Pursuant to Nevada Revised Statutes 490.280.4(a), a deposit in lieu of a surety bond must be held by the Department for a period of three years from the date the licensee ceases to be licensed by the Department or from the date the deposit has been replaced with another type of bond.

At the expiration of three years, the business principal(s) originally depositing the funds may apply for release of the deposit. Upon verification by the Department that no outstanding claims exist, the deposit will be released.

## Vehicle Industry Business License Bond



Occupational and Business Licensing  
555 Wright Way  
Carson City, Nevada 89711  
(775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

### VEHICLE INDUSTRY BUSINESS LICENSE BOND

Bond Number \_\_\_\_\_

License Type:

- Broker
- Dealer/Rebuilder/Lessor
- Distributor
- Manufacturer
- Off-Highway Vehicle

KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_, as principal,  
(Individual or Corporate Name and Name Doing Business as)

located in the County of \_\_\_\_\_, State of Nevada, obligee, and

\_\_\_\_\_, a corporation organized and existing under and by virtue of the  
(Name of Surety)

laws of the State of \_\_\_\_\_, and authorized to transact a surety business in the State of Nevada, as surety, are held and firmly bound unto the State of Nevada in the penal sum of \_\_\_\_\_ THOUSAND DOLLARS for the payment of which well and truly to be made we hereby bind ourselves, our respective heirs, administrators, executors, successors and assigns jointly and severally, firmly by these presents

To be effective on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the above-named principal has been licensed to carry on or conduct in this State the business of buying, selling, transporting, manufacturing, distributing, brokering or dealing in new or used vehicles, trailers, motorcycles or semitrailers; and

WHEREAS, the above-named surety herein agrees that any consumer, as defined in NRS 482.345, injured by the action or actions of the principal and/or his salesmen involved in any fraud or fraudulent representation or in violation of any of the provisions of Chapter 482 or Chapter 490 of the Nevada Revised Statutes or Nevada Administrative Codes may bring action in said injured person's own name against the said surety. This bond is continuous in form and the total aggregate liability of the bond is limited to the payment of the total amount of the bond. In the event of a dispute of a claim by the surety company, application may be made to the Director, Department of Motor Vehicles for good cause shown. After notice and hearing, the director may authorize payment of funds from here said surety coverage.

Bond Number \_\_\_\_\_

This bond may be canceled by the surety at any time by giving written notice by registered mail of its desire and intention so to do. Said cancellation shall be effective thirty (30) days after the receipt of said notice by the State of Nevada Department of Motor Vehicles, Occupational and Business Licensing Section.

Signed, sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

X \_\_\_\_\_  
(Principal's Signature)

\_\_\_\_\_  
(Principal's Printed Name)

\_\_\_\_\_  
(Surety)

Telephone Number of Surety: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
(Mailing Address of Surety Company, Street)

\_\_\_\_\_  
(City, State and Zip Code)

By \_\_\_\_\_  
(Signature, Attorney-In-Fact for Surety)

\_\_\_\_\_  
(Printed Name, Attorney-In-Fact)

(Surety Seal)

Countersigned on behalf of:

\_\_\_\_\_  
(Surety)

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Signature, Agent)

\_\_\_\_\_  
(Printed Name, Agent)

\_\_\_\_\_  
(Business Name, Agent)

\_\_\_\_\_  
(Business Address, Agent)

## Deposit Release Application



Occupational and Business Licensing  
555 Wright Way  
Carson City, NV 89711  
(775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

### DEPOSIT RELEASE APPLICATION Pursuant to Nevada Revised Statutes

Individual/Corporate Name: \_\_\_\_\_ DMV Business License # \_\_\_\_\_

DBA Name: \_\_\_\_\_ Phone Number \_\_\_\_\_  
(If applicable)

Mailing Address \_\_\_\_\_

Street City State Zip

Physical Address \_\_\_\_\_

Street City State Zip

**Type of Deposit:**

Cash  Savings/Time Certificate No. \_\_\_\_\_  Other \_\_\_\_\_

Amount of Deposit: \$ \_\_\_\_\_

Bank Name \_\_\_\_\_

Address \_\_\_\_\_

Reason for Release \_\_\_\_\_

Principal's Printed Name \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

State of Nevada

County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by

\_\_\_\_\_  
Notary Public or Authorized Nevada DMV Representative (Notary Seal)

#### FOR DEPARTMENT USE ONLY

\_\_\_\_\_  
Authorized DMV Representative's Signature Date  Approved  Denied

\_\_\_\_\_  
Supervisor/Manager's Signature Date  Approved  Denied

\_\_\_\_\_  
Administrator's Signature (if applicable) Date  Approved  Denied

Reason for Denial: \_\_\_\_\_

OBL251 (05/2015)

## Sample Business License

### DMV Business License Sample

<p>State of Nevada Department of Motor Vehicles Occupational and Business Licensing Section</p> <p>SAMPLE BUSINESS 555 WRIGHT WAY CARSON CITY NV 89711</p> <p>License #: D0000207</p> <p>TYPE OF LICENSE : DEALER Used Motor Vehicle Used Trailer</p>	<p><b>THIS DOCUMENT AUTHORIZES YOU TO ENGAGE IN BUSINESS AS A LICENSEE OF THE DEPARTMENT OF MOTOR VEHICLES UNTIL 12-31-2002.</b></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------

## **Temporary Location License**

### **OBL-261 (NAC 490.170 – 490.190)**

A licensed OHV dealer may not exhibit, display for sale or sell off-highway vehicles at a temporary location without first obtaining a temporary license for sale or exhibit of an off-highway vehicle.

“Exhibit an off-highway vehicle” means to display three or more off-highway vehicles owned or controlled by a licensed off-highway vehicle dealer at a temporary location and at which:

1. The licensed dealer’s name is displayed on or about each off-highway vehicle;
2. Any solicitation or sale is prohibited;
3. A salesperson or representative of the licensed dealer is not present; and
4. A telephone of any other device for communication with a salesperson or representative of the dealer is not provided.

A Temporary Location License to exhibit off-highway vehicles for sale is valid for a period not to exceed 21 days. The license fee to exhibit off-highway vehicles at a temporary location is \$26.00 which includes a Technology fee.

“Display an off-highway vehicle for sale” means to display one or more off-highway vehicles owned or controlled by a licensed off-highway vehicle dealer at a temporary location and at which:

1. A salesperson or representative of the licensed dealer is present; or
2. A telephone or any other device for communication with a salesperson or representative of the dealer is provided.

A Temporary Location License to display off-highway vehicles for sale is valid for a period not to exceed 7 days. The license fee to display off-highway vehicles for sale at a temporary location is \$76.00, which includes a Technology fee.

An application for temporary license to exhibit off-highway vehicles or to display off-highway vehicles for sale must be submitted on a form supplied by the Department, at least three days prior to the date of the sale or exhibit.

Requests for Temporary Location Licenses in a county other than the county of the permanent place of business, requires a rider to the surety bond or a new bond to cover the county in which the event is to take place.

The Temporary Display for Sale License must be posted at the location of the sale. The off-highway vehicle dealer must also display a sign that is at least two square feet in size stating the name of the dealership.

All applications for Temporary Location License must have the original signature of an authorized representative of the business.

The bottom portion of the application regarding business license and zoning approval must be completed by an authorized city or county official prior to submission. If the

form is not signed appropriately, the application will be rejected. If the sale is held on public property, the bottom portion of the application is not required to be completed.

This is a list of some of the frequently used public properties:

Lawlor Events Center

Thomas and Mack

Cashman Field

Elko Convention Center

Washoe County Fairgrounds

Reno Sparks Convention Center

Sam Boyd's Event Center

Las Vegas Convention Center

If you have any questions regarding whether or not a particular location is public property, please refer to the licensing department in that city or county.

## Temporary Location License Application



Occupational and Business Licensing  
555 Wright Way  
Carson City, NV 89711  
(775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

### APPLICATION FOR TEMPORARY LOCATION LICENSE

Must be submitted at least three (3) days prior to commencement of the event

Fees:  \$26.00 Exhibit of Vehicle(s)       \$76.00 Display of Vehicle(s) for Sale  
Number of Vehicles: \_\_\_\_\_  new vehicles (see reverse of application for requirements)  
 used vehicles

The above fees include a Technology fee.

Business Name: \_\_\_\_\_

License Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Location of Exhibit or Sale: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Beginning Date of Exhibit or Sale: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Authorized Representative's Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*  
**The section below must be completed by City/County Licensing Authority and Zoning Ordinance Authority.  
Must be completed and signed prior to submission to the Department of Motor Vehicles.**  
\*\*\*\*\*

The above named applicant is in compliance with all city/county business licensing requirements and zoning regulatory ordinances as they pertain to display or sale of vehicles at the location and date of the event as listed.

License:       Has Been Issued       Will Be Issued       Is Not Required

Authorized City/County Official \_\_\_\_\_ Title \_\_\_\_\_ Phone Number \_\_\_\_\_

#### Zoning approval :

Location Approved for:  Exhibit Only  Sales

Authorized City/County Official \_\_\_\_\_ Title \_\_\_\_\_ Phone Number \_\_\_\_\_

\*\*\*\*\*  
**To be completed by Authorized DMV Representative**  
\*\*\*\*\*

Approved by: \_\_\_\_\_ Initials  
 Denied by: \_\_\_\_\_ Initials (State reason) \_\_\_\_\_

OBL 261 (07-2015)



Occupational and Business Licensing  
555 Wright Way  
Carson City, NV 89711  
(775) 684-4690  
[www.dmv.nv.com](http://www.dmv.nv.com)

### **Temporary Location License Requirement Sheet**

**NAC 482.055** "Display a vehicle for sale" defined. "Display a vehicle for sale" means to display one or more vehicles owned or controlled by a licensed dealer at a temporary location and at which:

1. A salesman or representative of the licensed dealer is present; or
2. A telephone or any other device for communication with a salesman or representative of the licensed dealer is provided.

**NAC 482.060** "Exhibit vehicles" defined. "Exhibit vehicles" means to display three or more vehicles owned or controlled by a licensed dealer at a single temporary location and at which:

1. The licensed dealer's name is displayed on or about each vehicle;
2. Any solicitation or sale is prohibited;
3. A salesman or representative of the licensed dealer is not present; and
4. A telephone or any other device for communication with a salesman or representative of the licensed dealer is not provided.

### **Display for Sale or Exhibit Vehicles**

Applications must be submitted to the Department at least three (3) days before the event begins.

Applications must be completed in full and signed by a business principal or authorized representative.

The lower portion of the application must be completed and signed by authorized City/County Licensing and Zoning officials.

### **Display of Vehicles for Sale**

A licensee may be issued a maximum of six (6) Temporary Display for Sale Licenses within a calendar year.

If sale is taking place in a county other than the county licensed in, the licensee must submit the following with the application for Temporary Location:

1. Franchise Letter authorizing the Dealer to display vehicle for sale in the additional county.
2. A New bond or rider to the existing bond to cover the additional county.

OBL 261 (07-2015)

## Sample Temporary Location License

<b>State of Nevada</b> Department of Motor Vehicles Occupational and Business Licensing Section Temporary Business License		License #: D0000207
SAMPLE BUSINESS 555 WRIGHT WAY CARSON CITY	NV 89711	
TYPE OF LICENSE: DEALER	Used Motor Vehicle Used Trailer	
DISPLAY FOR SALE:	SAMPLE DISPLAY LOCATION 555 WRIGHT WAY CARSON CITY	NV 89711
<b>THIS DOCUMENT AUTHORIZES YOU TO ENGAGE IN BUSINESS AS A LICENSEE OF THE DEPARTMENT OF MOTOR VEHICLES FROM 10-01-2002 TO 10-08-2002 AT THE LOCATION AS DESCRIBED ABOVE.</b>		

## **Licensing of an Additional Location**

An additional location of an off-highway vehicle dealership is considered a separate and new business and must meet all requirements of a new business, with the following exceptions:

- If the principals on the application for an additional location have submitted fingerprint cards, it is not necessary to submit additional fingerprint cards with the application for the second location.
- The bond covering the off-highway vehicle dealer's principal place of business will cover the additional location if located in the same county and operated under the same name. A rider from the bonding company, acknowledging coverage for the additional location is acceptable. For any business located in a different county and/or operated under a different name, a separate bond is required.

Application for business license at an additional location is processed in the same manner as an original application. Processing time is one to two weeks. Upon approval, a business license number will be issued. Supplies such as Off-Highway Vehicle Dealer's Report of Sale books are issued by business license number and cannot be transferred between locations.

The business license and salesperson license are displayed at the licensee's physical location as listed on the license. Books and records must be made available for inspection by the Department during normal business hours.

## **Change of Business Principal Information**

Documentation for change of business information may be submitted at any Occupational and Business Licensing office.

### **Adding a Business Principal**

To add a principal to an existing business, an updated business license application must be submitted, signed by a current principal of the business, checking the change of business principal box and listing all principal's full legal names in the ownership section.

A Personal History Questionnaire form OBL-242 completed with two sets of fingerprint cards and fingerprint processing fee must be submitted for the new business principal with the license application.

Updated Personal History Questionnaire form OBL-242 must be completed by existing principal(s).

If the business is either an individual or a partnership, a rider to the bond must be submitted adding the new principal's full legal name.

If the business is LLP, LLC or corporation, new corporate documents reflecting the change of business principals or corporate officers are required.

The Department will conduct a background investigation on the applicant being added to the business and upon determination of eligibility for licensing, update the records of the Department to reflect the new information.

### **Removing a Business Principal**

To remove a principal from the business license, an updated business license application reflecting the change of business principal information must be submitted to the Department along with a letter from the principal being removed stating that the principal is resigning from the business or relinquishing interest in the business and wishes to be removed.

An Updated Personal History Questionnaire form OBL-242 and Child Support form DS-268 must be completed by existing principal(s).

If the business is a LLC or corporation, new corporate documents and corporate filing reflecting the change of officers must be submitted.

If the business is a partnership, a rider to the bond must be submitted reflecting the removal of the principal.

In the event of the death of a principal, documentation of the death and a request to remove the person from the license is acceptable.

If a business is individually owned and the principal dies, the Department must be notified. Business operations must cease and the Department will change the business record to "Out-of-Business" status. A surviving spouse or surviving child may not continue to operate a business if not listed on the original license.

### **Change of Business Address**

When a licensee changes the location or name of any of the established places of business, he cannot conduct business under the new name, or at the new location, until he has been issued a license for the new name or location from the Department.

NRS 490.360.4

Documentation for change of address may be submitted to any Occupational and Business Licensing office.

### **Change of Physical Address**

When a licensee changes the physical address of the business, an updated business application form must be submitted to the Department documenting the new address information.

An Updated Personal History Questionnaire form OBL-242 must be completed by existing principal(s.)

New city or county business licenses, rider to the bond and photo of the new location reflecting the new address must accompany the updated application form.

If the new location of the business is in a county different from that of the previous location, a new bond or rider to the current bond reflecting the change of county of residence must also be submitted.

Dealers must also submit a Franchise Authority noting the change.

Upon approval, the Department will issue a revised business license and salespersons licenses. All licenses will be issued for the remaining portion of the calendar year.

### **Change of Mailing Address**

When a licensee changes only the mailing address of the business, an updated business application reflecting the change of mailing address or a letter documenting the new mailing address with this information must be submitted to the Department. No other documentation is needed to change the mailing address only.

### **Renewal of Business License**

All business licenses for off-highway vehicle dealers and salespersons licenses expire December 31st of each year. Licenses issued throughout the year expire on December 31st and pay the same fee; there is no prorating of fees. Licenses issued on or after November 1st, are valid for the following year.

Renewal applications are emailed to all licensees the first week of November of each year. The Occupational and Business Licensing Section of the Compliance Enforcement Division processes all renewals. Licensees are urged to submit the renewal form and fees early to allow processing time. Renewals may also be processed on the web at [www.dmvnv.com](http://www.dmvnv.com).

A business principal listed on the renewal form must sign the renewal application. The renewal application will be returned if it is not signed by a business principal. A completed Child Support form OBL-268 must accompany the renewal application for each principal. If the form is missing for any of the principals, the renewal application and fees will be rejected and returned to the business. Businesses renewing online are required to maintain completed Child Support forms and make available when requested.

If the Department does not receive the renewal application prior to close of business on December 31st, all activity must cease until the license is renewed. Failure to cease business operations until the licensee is renewed may result in administrative fines and/or revocation of the license. Renewal applications submitted more than 30 days after the expiration of the license will not be accepted. Failure to renew prior to expiration or within 30 days of expiration will cause the license to be placed in an out of business status and a new application is required.

If the principal wishes, he may designate an office manager or resident agent, who will have authorization to sign the renewal and any other paperwork on behalf of the business. This authorization must be submitted to an Occupational and Business Licensing office in writing on the "Letter of Authorization" form OBL-276, and signed by a business principal. This person must submit a completed Personal History Questionnaire form OBL-242, two fingerprint cards and the \$37.50 fingerprint processing fee.

Any change made to the business requires the submission of documentation with the renewal. See "Change of Business Information" section or contact your local Occupational and Business Licensing office for instructions and/or forms.

Salespersons licenses may be renewed at the time of renewal of the business license. If a licensee does not wish to renew a salespersons license, follow the instructions on the renewal notice. A completed Child Support form OBL-268 must accompany the renewal application for each salesperson being renewed. If the form is missing for any of the salespersons, the renewal application and fees will be returned to the business. Businesses renewing online are required to maintain completed Child Support forms for salespersons and make available when requested.

### **Going Out of Business**

When a business licensee goes out of business, the business principal or officer must notify the Department immediately. The licensee must complete an Out of Business Memorandum form OBL-266. This form is documentation that the business voluntarily went out of business and includes the date the business closed.

Unused portions of Off-Highway Vehicle Dealer's Report of Sale books issued to the licensee by the Department must be returned at the time the business ceases to operate. The dealer is responsible for maintaining copies of all reports of sale that were issued by the business for a period of three years from the date of issue.

## Out of Business Memorandum



Occupational and Business Licensing  
555 Wright Way  
Carson City, NV 89711  
(775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

### OUT OF BUSINESS MEMORANDUM

To: \_\_\_\_\_

From: \_\_\_\_\_

Subject: **Out of Business**

This will confirm that \_\_\_\_\_

license number \_\_\_\_\_, is out of business for the following reason(s): \_\_\_\_\_

Forwarding Address \_\_\_\_\_ Forwarding Phone Number \_\_\_\_\_

#### Supplies Collected

Business License Plates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supplies:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Licensee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
DMV Representative's Signature

\_\_\_\_\_  
Date

DS-286 (Rev 5-2000)

## **Report of Sale Extension**

### **Report of Sale Extension Form OBL-275**

If an off-highway vehicle dealer is unable to submit the Off-Highway Vehicle Dealer's Report of Sale and title documents to the Department within the statutory time frame, the dealer may request an extension of time.

Extension requests must be submitted within the 30-day time frame required for submission of an ORS by NAC 490.095.

A request for an extension must be submitted to an Occupational and Business Licensing office on an Extension Request (form OBL-275). The request must explain why the dealer is unable to submit the title documents within the regulatory time frame. An authorized representative of the dealership must sign the form and a photocopy of the ORS must accompany the request.

An extension should be requested only when absolutely necessary and will be granted on an exception only basis. Dealers are required, by Nevada Administrative Code, to send title documentation to the Department within the required time frame and may be subject to an audit, administrative fine or administrative action against their business license for failure to comply.

A notice of approval or denial of the ORS extension will be mailed to the business. If the request is denied, the reason will be marked on the extension form.

Date of Transaction: NAC 490.300 – 490.315 defines the actual date of the sale or lease of a new or used off-highway vehicle as the day the ORS is executed. This date may not be changed, extended, or altered.



Occupational and Business Licensing  
555 Wright Way  
Carson City, NV 89711  
(775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

**REPORT OF SALE EXTENSION REQUEST  
(For Highway and Off-Highway Vehicle Dealers)**

Date: \_\_\_\_\_ DMV License Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

DRS/ORS Number: \_\_\_\_\_ Date of Sale: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ VIN: \_\_\_\_\_

Reason extension is being requested(explain in detail): \_\_\_\_\_

Requested By: \_\_\_\_\_

\_\_\_\_\_  
Signature of Business Principal or Authorized Representative Title of Authorized Representative

Note: Extension requests must be submitted within the statutory time frame required for submission of the DRS/ORS:

- Twenty days from date of sale on new highway vehicles
- Thirty days from the date of sale on used highway vehicles
- Thirty days from the date of sale on new or used off-highway vehicles

\*A Photocopy of the DRS/ORS must accompany this form

Please do not write below this line; doing so will void extension request.

\*\*\*\*\*

**To Be Completed by Occupational and Business Licensing Personnel Only:**

- An extension of time for submitting this DRS/ORS has been granted until: \_\_\_\_\_
- An extension of time for submitting this DRS/ORS has been denied for the following reason(s):
  - Not submitted within the statutory time frame.
  - A photocopy of the DRS/ORS was not attached.
  - A detailed explanation for the delay in submitting extension request is required.
  - The reason given for the extension is not sufficient to have an extension granted and has been submitted to Compliance Enforcement Division office.
  - Request by or Signature line not completed.
  - Other: \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

OBL275 (06/2012)

## **Authorizing an Employee to Conduct Business with the Department Form OBL-276**

To protect your business and prevent unauthorized persons from fraudulently obtaining titles, controlled forms, licensing supplies or transacting business in your name, written authorization on a Letter of Authorization form OBL-276, must be filed with the Department identifying any person, other than the licensed principals, acting on behalf of the business and the type of transactions authorized.

A licensed principal must sign the Letter of Authorization and authorized persons must be employees of the business.

A person wishing to conduct title transactions, obtain titles or request forms on behalf of a licensed dealer must possess sufficient identification to establish their identity and relationship to the licensed business. If identification cannot be confirmed, the person will not be allowed to complete transactions on behalf of the business.

Preferred forms of identification are a Nevada Driver's License or Nevada Identification Card. Another state's driver license or identification card, which contains a picture and signature of the applicant, is acceptable.

The business must be actively licensed with current bond and insurance in order to receive licensing supplies or transact business.

## Letter of Authorization



Occupational and Business Licensing  
555 Wright Way  
Carson City, NV 89711  
(775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

### LETTER OF AUTHORIZATION

Please print or type

Business Name: \_\_\_\_\_ Business License Number: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

Please check appropriate authorization boxes:

- |                                            |                                           |                                                |
|--------------------------------------------|-------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> All Activities    | <input type="checkbox"/> Pick Up Licenses | <input type="checkbox"/> Pick Up Plates/Decals |
| <input type="checkbox"/> Pick Up Supplies  | <input type="checkbox"/> Pick Up Titles   | <input type="checkbox"/> Sign Forms            |
| <input type="checkbox"/> Sign Renewal Form | <input type="checkbox"/> Sign Titles      |                                                |

Printed Name of Authorized Agent \_\_\_\_\_ Signature \_\_\_\_\_

The listed Agent(s) is no longer authorized to represent my business:

Printed Name of Agent \_\_\_\_\_ Printed Name of Agent \_\_\_\_\_ Printed Name of Agent \_\_\_\_\_

Printed Name of Agent \_\_\_\_\_ Printed Name of Agent \_\_\_\_\_ Printed Name of Agent \_\_\_\_\_

I hereby authorize the changes as indicated above for my business with the Nevada Department of Motor Vehicles.

Printed Name of Principal \_\_\_\_\_

Signature of Principal \_\_\_\_\_

Date \_\_\_\_\_

To protect your business, notify the Department immediately of any changes to the above information.

OBL276 (05/2012)

## **Occupational Salesperson Licensing**

“Off-Highway Vehicle Salesperson” (NRS 490.062) means: A person employed by an off-highway vehicle dealer, under any form of contract or arrangement to sell, exchange, buy or offer for sale, or exchange an interest in an off-highway vehicle to any person, who receives or expects to receive a commission, fee or any other consideration from the seller or purchaser of the off-highway vehicle; or a person who exercises managerial control within the business of an off-highway vehicle dealer or a long-term or short-term lessor, or who supervises salespersons employed by an off-highway vehicle dealer or a long-term or short-term lessor, whether compensated by salary or by commission, or who negotiates with or induces a customer to enter into a security agreement on behalf of an off-highway vehicle dealer or a long-term or short-term lessor.

### **Requirements for Licensing**

1. Certificate of Employment (OBL-236) completed and signed by a licensed Nevada Off-Highway Vehicle Dealer.
2. Personal History Questionnaire (OBL-242) completed by applicant.
3. One set of fingerprints for each principal and/or corporate officer. Applicants must be fingerprinted by an authorized DMV representative or a law enforcement agency. Some agencies may charge for fingerprinting. Check with your local agency.
4. Occupational License (Salesman) Disclaimer (OBL-264). Disclaimer must be notarized or signature witnessed by an authorized DMV representative.
5. Non-refundable license application fee.

**NOTE:** All forms must be completed in full. See each form for specific information required.

## **Fees**

Original License	\$76.00
Annual Renewal	\$4100
Transfer	\$21.00

Note: A Technology fee is included in the above fees.

Occupational salesmen licenses expire on December 31st of each year. The cost for licensees issued throughout the year is the same, there is not prorating of fees. If the license has been expired for 6 months or more, the applicant must submit an updated application, fingerprint cards and pay the original license fee.

A person may not engage in the activities of an off-highway vehicle salesperson without first applying for and being issued an off-highway vehicle salesperson's license by the Department.

Photo identification is required at the time of submittal of an application. Applicants must be at least eighteen years of age.

Upon receipt of the completed application and fees, the Department will issue a 60-day temporary permit, which will allow the salesperson to engage in sales activities for the employer until the background investigation is completed and a permanent license is issued.

The temporary permit, as well as the permanent license, must be displayed at the employer's business, in a place where it is visible by the general public.

If a person ceases to be employed, the employer must notify the Department within ten days of the date of termination and return the license to or temporary permit to the Department.

If the individual is not re-employed within 30 days, the license will be denied and the applicant may reapply not less than six months from the date of denial.

An off-highway vehicle salesperson may not re-engage in the activities of a salesperson until a Certificate of Employment (form OBL-236) from the new employer is submitted a license transfer fee is paid.

An off-highway vehicle salesperson may only be licensed to work at one licensed Nevada dealership.

If a licensed salesperson changes their residential address, the salesperson must submit a written notice of the change to the Department within 10 days after the change occurs.

## DMV Occupational License Sample

<b>State of Nevada</b> <b>Department of Motor Vehicles</b> <b>Occupational and Business Licensing Section</b>	
<b>LICENSE NO: S028328</b> <b>ISSUED TO: SALESMEN SAMPLE</b>	<b>TYPE: SALESMAN</b>
<b>DATE OF BIRTH: 01-01-1972</b> <b>HEIGHT: 6' 00"</b> <b>WEIGHT: 150 LBS</b>	<b>SEX: MALE</b> <b>HAIR: BROWN</b> <b>EYES: BROWN</b>
<b>EMPLOYER: SAMPLE BUSINESS</b> <b>555 WRIGHT WAY</b> <b>CARSON CITY, NV, 89711</b>	<b>LICENSE NO: D0000207</b> <b>EXPIRES: 12-31-2002</b>
<b>DATE ISSUED: 01-01-0001</b>	
<b>PLEASE POST THIS LICENSE IN YOUR BUSINESS OFFICE AT THE ADDRESS SHOWN. SHOULD THE EMPLOYEE BE TERMINATED, YOU ARE REQUIRED TO SURRENDER THE LICENSE TO THE OCCUPATIONAL AND BUSINESS LICENSING SECTION WITHIN 10 DAYS.</b>	



## Occupational License (Salesman) Disclaimer



Occupational and Business Licensing  
555 Wright Way  
Carson City, NV 89711  
(775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

### OCCUPATIONAL LICENSE (SALESPERSON) DISCLAIMER

I, (print name) \_\_\_\_\_, as an applicant for a State of Nevada, Department of Motor Vehicles occupational (salesperson) license, acknowledge the following Nevada Revised Statutes:

- 482.362.1 Payment of a non-refundable license fee of \$76. The license expires on December 31 of each calendar year and may be renewed annually upon the payment of a fee of \$41. There has been a technology fee associated to each transaction.
- 482.362.4 An application for a salesperson's license may be denied and a salesperson's license may be suspended or revoked upon the following grounds:
  1. Failure of an applicant to establish by proof satisfactory to the department that he is employed by a license and bonded vehicle dealer, trailer dealer or semitrailer dealer, lessor or rebuilder.
  2. Conviction of a felony.
  3. Conviction of a gross misdemeanor.
  4. Conviction of misdemeanor for violation of any of the provisions of this chapter.
  5. Falsification of the application.
  6. Any reason determined by the director to be in the best interest of the public.

I am a resident of the State of \_\_\_\_\_ Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

- 483.245.1 When a person becomes a resident of Nevada as defined in Chapters 482 and 483 of the NRS he must, within 30 days, obtain a Nevada driver's license as a prerequisite to driving any motor vehicle in the State of Nevada.

**Signatures must be original. Photocopies are not acceptable.**

\_\_\_\_\_  
Signature of Applicant Date

State of Nevada, County of \_\_\_\_\_  
Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Notary Public or Authorized Nevada DMV Representative (Notary Seal)

OBL264 (07-2015)

## **SECTION VII – Glossary / Index**

## **Glossary**

Beneficiary means the person for whose benefit the trustee holds the trust property.

Dealer or Off-highway vehicle dealer (NRS 490.061) means any person who:

- For compensation, money or other thing of value sells, exchanges, buys, offers or displays for sale, negotiates or attempts to negotiate a sale or exchange of an interest in an off-highway vehicle;
- Represents that he or she has the ability to sell, exchange, buy or negotiate the sale or exchange of an interest in an off-highway vehicle under this chapter or in any other state or territory of the United States;
- Receives or expects to receive a commission, money, brokerage fee, profit or any other thing of value from the seller or purchaser of an off-highway vehicle; or
- Is engaged wholly or in part in the business of selling off-highway vehicles or buying or taking in trade off-highway vehicles for the purpose of resale, selling or offering for sale or consignment to be sold or otherwise dealing in off-highway vehicles, whether or not he or she owns the off-highway vehicles.

Department (NAC 490.040) means the Nevada Department of Motor Vehicles.

Distributor (NAC 490.042) means a person, other than a manufacturer, who is engaged in the business of selling new off-highway vehicles to off-highway vehicle dealers.

Electronic Lien Title (ELT) means a title that is processed and an electronic file is sent to the lienholder as notification in place of a printed title.

Lease (NRS 490.064) means a contract by which the lienholder or owner of an off-highway vehicle transfers to another person, for compensation, the right to use such off-highway vehicle.

Lienholder (NAC 490.047) means a person who holds a security interest in an off-highway vehicle and whose name appears on the certificate of title.

Long-term lessor (NRS 490.064) means a person who has leased an off-highway vehicle to another person for a fixed period of more than 31 days.

Manufacturer (NRS 490.045) means every person engaged in the business of manufacturing off-highway vehicles.

Off-highway vehicle (NRS 490.060) means a motor vehicle that is designed primarily for off-highway and all-terrain use. The term includes, but is not limited to:

- An all-terrain vehicle;
- An all-terrain motorcycle;
- A dune buggy;
- A snowmobile; and
- Any motor vehicle used on public lands for the purpose of recreation.

Owner (NAC 490.051) means a person who holds the legal title of an off-highway vehicle and whose name appears on the certificate of title, and any lienholder whose name appears on the certificate of title. If an off-highway vehicle is the subject of an agreement for the conditional sale or lease thereof with or without the right of purchase upon performance of the conditions stated in the agreement and with an immediate right of possession vested in the conditional vendee or lessee, or if a mortgagor of an off-highway vehicle is entitled to possession, then the conditional vendee or lessee or mortgagor shall be deemed the owner for the purposes of this chapter.

Settlor (NRS 132.310) means the person who creates a trust, however described in the trust instrument.

Short-term lessee (NRS 490.064) means a person who has leased an off-highway vehicle from another person for a period of 31 days or less, or by the day, or by the trip.

Short-term lessor (NRS 490.064) means a person who has leased an off-highway vehicle to another person for a period of 31 days or less, or by the day, or by the trip.

Terms of the Trust means the duties and powers of the trustee and the rights of the beneficiary or beneficiaries intended by the settlor at the time the trust was created.

Trust Property means the property being held in trust.

Trustee (NRS 132.355) includes an original, additional or successor trustee, whether or not appointed or confirmed by a court.

## **Index**

### **A**

Accessing Registration Information .....	V-2
Accessing Title Information .....	V-2
Accessing Vehicle History .....	V-3
Affidavit for Transfer for Estates Under \$20,000 .....	III-38
Application for Duplicate Certificate of Title .....	II-32
Application for Duplicate Registration Decal .....	III-25
Application for OHV Registration Decal.....	III-9
Application for Registration (Homemade OHV).....	III-22
Application for Registration (Purchased from Nevada Dealer After July 1, 2012) .....	III-13
Application for Registration (Purchased Out of State Dealer After July 1, 2012).....	III-19
Application for Registration (Purchased Prior to July 1, 2012) .....	III-10
Application for Registration (Purchased Private Party After July 1, 2012).....	III-16
Application for Registration Renewal.....	III-28

### **B**

Being Contacted by the Department .....	VI-3
Bill of Sale .....	III-33
Business License - Application for Business License.....	VI-6
Business License - Authorizing an Employee to Conduct Business.....	VI-37
Business License - Being Contacted by the Department .....	VI-3
Business License - Bond Requirements.....	VI-19
Business License – Business Information .....	VI-3
Business License - Business Structure .....	VI-5
Business License - Change of Business Address .....	VI-31
Business License - Change of Business Principal Information.....	VI-30
Business License - Civil Applicant Waiver.....	VI-16
Business License - Dealer Franchise Certification .....	VI-18
Business License - Deposit in Lieu of Bond .....	VI-20
Business License - Fees .....	VI-40
Business License - Going Out of Business .....	VI-33

Business License - Licensing of an Additional Location .....	VI-30
Business License - Licensing Requirements .....	VI-7
Business License - Name Information .....	VI-3
Business License - Personal History Questionnaire .....	VI-13
Business License - Place of Business .....	VI-4
Business License - Release of Deposit in Lieu of Bond .....	VI-20
Business License - Renewal of License .....	VI-32
Business License - Sample Business License .....	VI-24
Business License - Sign Containing Legible Name of Business .....	VI-4
Business License - Surety Bonds .....	VI-19
Business License - Temporary Location License .....	VI-25
Business License - Temporary Location Sample .....	VI-29
<b>C</b>	
Certificate of Employment .....	VI-42
Certificate of Title .....	II-7
Change of Address Notification .....	III-53
<b>D</b>	
Dealer's Report of Sale .....	III-2
Duplicate Certificate of Title .....	II-32
Duplicate Vehicle Registration Decal .....	III-25
<b>E</b>	
Erasure Affidavit .....	II-30
<b>G</b>	
General Guidelines .....	I-2
<b>I</b>	
Importance of Accuracy .....	I-3
<b>L</b>	
Lease Assumptions .....	III-31
Lease Terminations .....	III-31
Licensing Requirements .....	VI-7
Lien Release/Satisfaction of Lien .....	III-36
Lost Title Affidavit .....	II-36

**M**

Manufacturer's Certificate of Origin ..... II-2  
Movement Permits and Dealer Placards ..... III-56

**N**

Nevada Certificate of Title ..... II-7  
Notaries Public ..... I-4

**O**

Occupational and Business Licensing ..... VI-2  
Occupational License (Salesman) Disclaimer ..... VI-43  
Occupational License Sample ..... VI-41  
Occupational Salesperson Licensing ..... VI-39  
Off-Highway Vehicle Bill of Sale ..... III-33  
Off-Highway Vehicle Dealer's Report of Sale ..... III-2  
Off-Highway Vehicle One And The Same Affidavit ..... III-41  
Off-Highway Vehicle Power of Attorney ..... III-48  
Off-Highway Vehicle Repossession Affidavit ..... III-43  
Off-Highway Vehicle Transfer on Death ..... III-51  
One And The Same Affidavit ..... III-41

**P**

Power of Attorney ..... III-48

**R**

Recording a Lien ..... IV-2  
Registration Decal Fees ..... III-56  
Registration Information ..... V-3  
Report of Sale Extension ..... VI-35  
Repossession Affidavit ..... III-43  
Requirements for New Salesperson ..... VI-8

**S**

Salesperson Licensing ..... VI-39  
Salesperson Requirements for Existing Salesperson ..... VI-8  
Selling Governmental Agency Vehicles ..... III-32

**T**

Title Fees ..... II-41

Title Information ..... V-3

Transfer on Death ..... III-51

Transmittals to the Department ..... I-4

Trusts ..... III-46

V

Vehicle History ..... V-3

Vehicle Identification Number / Product Identification Number Information ..... I-3

Vehicle Inspection Certificate ..... II-38