

DUPLICATES AND SUBSTITUTES
VEHICLE INDUSTRY REGISTRATION PROCEDURES

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Duplicates and Substitutes

20.000 Duplicate Certificate of Title (CVC §§4459, 4466, and 5752)

- A duplicate Certificate of Title must be obtained when the original is lost, stolen, mutilated, or illegible or was a paperless title.
- An Application for Duplicate Title (REG 227) must be completed by the:
 - legal owner/lienholder of record, *or*
 - registered owner when there is no legal owner/lienholder on record, *and*
 - submitted with the duplicate fee, if applicable.
- Any remnants of a mutilated or illegible title must be surrendered to DMV.

NOTE: Renewal fees/parking citations are **not** required to issue a duplicate Certificate of Title **ONLY**.

- Before a duplicate title can be issued, the department must verify the registered owner's name and address shown on the REG 227 **against** the department's records.
 - If the name and address do not match the department's records, the owner must appear in person and present proof of ownership for the vehicle, plus acceptable photo identification, before the duplicate title can be issued. See section 20.035 for owner verification requirements.
 - Owner verification requirements do **not** apply to a REG 227 if the application contains a transfer or is submitted by or through:
 - » » The legal owner, if the legal owner is not the same as the registered owner or lessee
 - » » A dealer or agent for the dealer as part of the dealer transfer transaction.
 - » » A dismantler as part of the dismantler's transaction.
 - » » An insurer or an agent for the insurer, or a salvage pool on behalf of their customer.

20.005 Notarized Signature of Lienholder (CVC §5752)

When an Application for Duplicate Title (REG 227) is submitted with a release of the lienholder on the REG 227 or on a Lien Satisfied/Title Holder Release form (REG 166), the signature **must be notarized**. This includes a REG 227 released by an electronic lien holder (ELT).

EXCEPTION (CVC §5752b): An insurance company (or its agent) is exempt from the notarized signature requirement on transfers of total loss salvage vehicles **to the insurance company** when:

- a lienholder is indicated on the department's records, *and*
- an acceptable lien satisfied document from the lienholder is submitted by the insurance company (or its agent) with the REG 227.

20.005 Notarized Signature of Lienholder (CVC §5752), *continued*

NOTE: If the insurance company **sells the vehicle** using the REG 227, the lienholder's release signature **must be** notarized.

- A **California notary's** stamp **must** include:
 - the notary's name,
 - the commission number and expiration date,
 - the county and state in which the commission was granted, **and**
 - the state seal.
- An **out-of-state notary's** stamp is acceptable as completed. (Other states might not require the same information as California.) Notarization may be:
 - next to the legal owner's/lienholder's release signature on the REG 227, **or**
 - on a separate sheet of paper attached to the REG 227, **or**
 - on any other document submitted in lieu of the release signature on the REG 227 that shows satisfaction of the lien, such as a Lien Satisfied/Title Holder Release (REG 166).

NOTE: The department will return the application if the legal owner/lienholder release signature **is not** notarized, as required.

Exception: Release of a sole owner to a new lienholder.

20.010 Duplicate Certificate of Title Lost After Release by the Lienholder (CVC §§5752 and 5911)

An Application for Duplicate Title (REG 227) **must** include the lien holder's notarized release signature on it **or** a notarized Lien Satisfied (REG 166) if the title was lost **after** the lien holder released interest.

The "Missing Title Statement of Facts" portion of the REG 227 must be completed by the lien holder or person who lost the title after being released by the lien holder.

20.015 Application for Duplicate Title and Transfer of Ownership (CVC §§4459, 5752, and 5911)

An Application for Duplicate Title (REG 227) may be used to transfer ownership when the California Certificate of Title is lost, stolen, mutilated, or illegible.

NOTE: A mutilated or illegible title must be submitted with the application.

In addition to the usual transfer requirements and fees:

- the REG 227 **must be** properly completed and endorsed for transfer.
 - If the legal owner/lienholder of record is releasing interest, the signature **must be** notarized.
- the "Missing Title Statement of Facts" must be completed and signed.
 - A power-of-attorney may be used.

20.015 Application for Duplicate Title and Transfer of Ownership (CVC §§4459, 5752, and 5911), *continued*

- the odometer mileage disclosure, if applicable, must be completed on a Vehicle/Vessel Transfer and Reassignment Form (REG 262).
- a duplicate title fee is due in addition to all other fees due.

20.020 Duplicate Title Requests for Dealer Sales to Auto Auctions (CVC §§4459, 5752, and 5911)

If a California auto auction will **not** accept vehicles when the dealer’s documentation includes an Application for Duplicate Title (REG 227), dealers may apply for a title in the name of the dealer only for these inventory vehicles.

This procedure **cannot be** used under any other circumstances.

Requirements for Duplicate Title Requests: Dealer Sales to Auto Auctions

- A properly endorsed Application for Duplicate Title (REG 227) **and** any other documents required for complete the chain of ownership to the dealership, including any notarized lien release.
- Complete section 6, showing the dealer as “New Registered Owner” **and** section 10, “Dealer’s Release of Acquired Vehicle” on the REG 227.
— Include the dealer name and number.
- Statement to Record Ownership (REG 101) if necessary to clarify the dealer name and address information when there are multiple transfers and registered owners.
- A Statement of Facts (REG 256) stating: *“This inventory vehicle was transferred to us on the attached Application for Duplicate Title and will be re-sold to an auto auction.”*
- Odometer mileage disclosure, if appropriate, on REG 262.
- The fees due for duplicate title and transfer, plus any registration fees that were due prior to going into dealer inventory.

NOTE: Use tax and smog certification are not due.

If the inventory vehicle application contains documents other than an Application for Duplicate Title (REG 227), such as lien sale documents, the dealer may transfer the vehicle into the dealer’s name, but must submit **all** required documents, including a **smog** certification to transfer the vehicle.

20.025 Application for Replacement Plates, Stickers, Documents (REG 156)

- The Application for Replacement Plates, Stickers, Documents (REG 156) is used for replacement of lost, stolen, mutilated, or illegible:
 - License Plates
 - Stickers
 - Registration card
 - Disabled person parking placards and ID cards
 - CVRA weight decals and/or CVRA year sticker
 - Vessel certificate of number and/or sticker.

NOTE: For **duplicate or substitute special plates**, a REG 17, REG 17A, REG 88, or REG 230 may be required instead of a REG 156. See the chart in section 20.050.

- A REG 156:
 - must be completed by the owner before replacements are issued.
 - may be completed by the dealer, the former owner, or the new buyer if submitted as part of a transfer application.

After ownership is transferred to the buyer, a dealer cannot apply for replacement plates. The REG 156 must be signed by the new owner and cannot be signed by the dealer.
- Before substitute/duplicate license plates can be issued, the department must verify the registered owner's name and address shown on the REG 156 **against** the department's records.
 - If the name **and/or** address **do not match** the department's records, the owner **must** appear in person and present proof of ownership for the vehicle, plus acceptable photo identification, before the substitute/duplicate license plates can be issued. See section 20.035 for owner verification requirements.
- Substitute license plates may only be issued directly to a registration service or dealer's agent when the application also contains:
 - » » a dealer report of sale, **and**
 - » » the person presenting the application provides proof of his/her own identity (driver license/identification card).
 - Otherwise, the license plates must be sent to the registered owner by the department.
 - Any license plates remaining on the vehicle when replacement plates are requested must be surrendered to the department.

20.030 Owner Verification Requirements for a Duplicate Title and/or Substitute/Duplicate License Plates (CVC §§4457, 4458, 4459, 4466)

Before a duplicate title or substitute/duplicate license plates can be issued, the owner's name, address, and DL/ID must be verified by the department.

If the name, address, and DL/ID:

- **match** DMV's records, the application will be processed as usual.
- **do not match** DMV's records, the owner will have to:
 - appear in person in a DMV field office, and
 - present proof of ownership for the vehicle and an acceptable photo identification before the application will be processed.

Individuals

For individuals, acceptable photo identification includes:

- a California photo driver license (DL) or Identification Card (ID), *or*
- an Out-of-State or Out-of-Country DL/ID, *and one of the following*:
 - Valid passport
 - Military ID card
 - ID card issued by a state or U.S. governmental agency
 - Student ID card issued by a college or university
 - ID card issued by a California-based employer

Company/Business Owned Vehicles

For company/business owned vehicles, the authorized representative must present his/her own photo identification (as listed above).

- If payment is made:
 - with a company check that matches the registered owner information (name and address) on record, the application will be processed as usual.
 - other than with a company check, and the name and address matches, the license plates will be mailed to the company.
- If the company name and/or address on the application does not match the department's records, the following are required:
 - letter from the company on company letterhead that details the old and new addresses and requests a duplicate title or substitute/duplicate plates.
 - proof of ownership (see *Acceptable Proof of Ownership Documents* below).

**20.030 Owner Verification Requirements for a Duplicate Title and/or Substitute/
Duplicate License Plates (CVC §§4457, 4458, 4459, 4466), *continued*****Vehicles in the Name of a Trust**

For vehicles registered in the name of a trust, the trustee is considered the registered owner for identification purposes and must present his/her own photo identification.

- If the DMV record does not show the name of a trustee, or the trustee presenting the application is different than that shown on the record, a Statement of Facts (REG 256) is required from the trustee stating that he/she is the trustee appointed.
- If the name and/or the address of the trust on the application do not match the name/address on the DMV record, proof of ownership is required (see *Acceptable Proof of Ownership Documents* below).

Acceptable Proof of Ownership Documents

When proof of ownership is required because the information on the application does not match the DMV's records, one of the following is required:

- Certificate of Title or a photocopy
- Registration Card or a photocopy
- Registration renewal notice or a photocopy

20.035 Duplicate Registration Card Only (CVC §§4457 and 9265)

The registered owner must apply for a duplicate vehicle registration card when the original is lost, stolen, mutilated, or illegible.

An Application for Replacement Plates, Stickers, Documents (REG 156) must be:

- completed and signed by the owner of record, *and*
- submitted with the duplicate registration card fee.

EXCEPTION: A duplicate registration application and the duplicate fee **are not** required in conjunction with any other application (for example, a transfer or an application for replacement plates).

20.040 Substitute/Duplicate License Plate Application Forms

The correct duplicate/substitute plate application and fee must be submitted in addition to any other requirements for the transaction when replacement plates are needed. *See Appendix 1F for plate fee information.*

20.040 Substitute/Duplicate License Plate Application Forms, *continued*

Substitute/Duplicate Application Forms

<i>Form</i>	<i>Plate Type</i>
Application for Replacement Plates, Stickers, Documents (REG 156)	<ul style="list-style-type: none"> • Auto • Commercial • Trailer • Motorcycle • Permanent Trailer Identification (PTI) • Disabled Person • Disabled Veteran • Exempt • Foreign Organization • Off-Highway Vehicle Identification
Special Interest License Plate Application (REG 17)	<ul style="list-style-type: none"> • Arts • Coastal (Whale Tail) • Collegiate • Firefighter • Environmental • Ex-Prisoner of War • Kids • Lake Tahoe • Livery • Memorial • Olympic Training Center • Veterans • Yosemite
Special License Plate Application (REG 17A)	<ul style="list-style-type: none"> • Amateur Radio • Antique Motorcycle • Congressional Medal of Honor • Historical Vehicle • Honorary Consul • Horseless Carriage • Legion of Valor • Pearl Harbor Survivor • Press Photographer • Purple Heart Recipient

Substitute/Duplicate Application Forms (continued)

<i>Form</i>	<i>Plate Type</i>
Application for Special Equipment Identification Plate (REG 88)	Special Equipment Identification
Motorized Bicycle Instructions/ Application (REG 230)	Motorized Bicycle (Moped)

20.045 Substitute Sticker Only (CVC §§4457 and 4458)

Year Sticker:

- An Application for Plates, Stickers, Documents (REG 156) and the substitute sticker fee must be submitted to the department if the **year** sticker is lost, stolen, mutilated, or illegible.
 - If the address on the REG 156 is different from the address on record, a Change of Address (DMV 14) is also required.
- A mutilated sticker must be submitted with the REG 156.

Month Sticker:

- A REG 156 is not required to replace a lost, stolen, mutilated, or illegible month sticker.
- Upon request, a new month sticker is issued for no fee by the department after verification of the month from the registration card or their database.

20.050 Non-Receipt of Documents, Plates, and/or Stickers (CVC §4457)

When the certificate(s), plate(s), and/or sticker(s) issued by the department **are not** received **and** the department had the correct address, “no fee” replacements may be issued.

The “not received” box on the Application for Plates, Sticker, Documents (REG 156) should be checked.

NOTE: Allow at least 30 days from the date the certificate, sticker, plates, etc. were originally issued before requesting any no fee replacements.

20.055 Substitute Plates/Stickers for Permanent Fleet Vehicles (CVC §§4457 and 4458)

An Application for Plates, Stickers, Documents (REG 156) must be submitted to the department for issuance of substitute plates and/or a substitute sticker for a motor vehicle registered under the Permanent Fleet Registration (PFR) program.

- The PFR registration card **is not** picked up by DMV when a substitute sticker is issued.

20.055 Substitute Plates/Stickers for Permanent Fleet Vehicles (CVC §§4457 and 4458), *continued*

- DMV Offices:
 - **with** PFR sticker inventory will issue plates and a PFR year sticker if the current registration can be verified.
 - **without** PFR sticker inventory will issue plates and a (regular) year sticker. The PFR sticker will be issued from the PFR Unit in Sacramento Headquarters.

20.060 Replacement Disabled Person Parking Placard (CVC §22511.55)

An Application for Plates, Stickers, Documents (REG 156) must be submitted to obtain a replacement placard if the original placard is lost, stolen, or mutilated.

NOTE: A mutilated ID card **must be** surrendered upon application for a replacement.

20.065 Duplicate Placard Identification Card

A placard owner may obtain a duplicate of a lost, stolen, mutilated, or illegible Placard ID card for “no fee” by submitting an Application for Plates, Stickers, Documents (REG 156) which shows the disposition of the original ID card.

NOTE: A mutilated ID card **must be** surrendered upon application for a replacement.

20.070 Substitute Moped Plate and/or Duplicate ID Card (CVC §5035)

If a moped plate and/or ID card are lost, stolen, mutilated or, illegible, the owner may obtain replacements by:

- completing and submitting an Application for Motorized Bicycle, Side B, (REG 230), *and*
- submitting it with the replacement fee(s) to the address shown on the REG 230.

20.075 Substitute Special Equipment (SE) Plate/Sticker and/or Duplicate ID Card (CVC §9261)

A completed Special Equipment (SE) Identification Plate (REG 88) and the replacement fee(s) must be submitted to the department to obtain replacements for a lost, stolen, mutilated, or illegible SE plate, sticker, and/or ID card.

A duplicate ID card fee **is not** due in conjunction with renewal or an application for a substitute plate.

20.080 Duplicate CVRA Weight Decals and CVRA Year Stickers

All CVRA-registered vehicles are issued CVRA weight decals and CVRA year stickers in addition to the regular (ACTM) year sticker.

- CVRA year stickers correspond in color to the ACTM stickers.
- PFR-registered CVRA vehicles are issued CVRA weight decals and CVRA year stickers that are *gold with PFR printed in black*.
- An Application for Plates, Stickers, Documents (REG 156) must be submitted to obtain replacement CVRA decals and/or year stickers if the originals are lost, stolen, or mutilated.
- A mutilated decal and/or sticker **must be** surrendered with the application.

20.085 Duplicate Salvage Certificate or Non-Repairable Certificate

When a Salvage Certificate was issued for a vehicle, but it has been lost, stolen, or mutilated to the extent that essential information is no longer legible, the insurance company or person who applied for the original Salvage Certificate or Non-repairable Certificate may apply for a duplicate.

Application Requirements:

- A completed Application for Salvage Certificate or Non-repairable Vehicle Certificate (REG 488C).
- A Statement of Facts (REG 256) which:
 - describes the vehicle, *and*
 - certifies to the disposition of the original Salvage Certificate or Non-repairable Vehicle Certificate.
- Duplicate fee. *See Appendix 1F for fee.*

20.090 Non-Receipt of Salvage Certificate or Non-Repairable Vehicle Certificate

- A no-fee duplicate Salvage Certificate or Non-repairable Certificate may be issued when:
 - the department's records show a Salvage Certificate or Non-repairable Certificate was issued, *and*
 - the applicant states it was **not** received.
- Allow at least 30 days from the original issue date of the certificate before requesting any duplicate.
- The requirements are:
 - A completed Application for Salvage Certificate or Non-repairable Vehicle Certificate (REG 488C).
 - A Statement of Facts (REG 256) completed by the applicant certifying he/she did not receive the original Salvage Certificate or Non-repairable Certificate issued by the department.