

**REGISTERED IMPORTER NEWSLETTER No. 57**  
**National Highway Traffic Safety Administration**  
**Office of Vehicle Safety Compliance**  
**September 21, 2016**

**PAYMENT OF RI REGISTRATION FEE**

In Registered Importer (RI) Newsletter No. 56, issued on August 9, 2016, we informed you that it is time for you to submit the information required for you to continue to be an RI for fiscal year (FY) 2017, which begins on October 1, 2016. The newsletter provided a form for you to complete and sign to renew your registration. The newsletter advised you not to include a credit card authorization or a check made payable to the Treasurer of the United States with the renewal form, and stated that we would advise you of the renewal fee at a later date.

**This is to advise you that the fee to renew your registration for FY 2017 is \$726.00.** That is the same renewal fee as the one that has been in effect for the past two fiscal years.

Please submit that fee by completing the attached credit card authorization (Attachment 1), or by drawing a check made payable to the Treasurer of the United States in the amount of \$726.00. The completed credit card authorization or check should be sent by overnight express carrier to:

Office of Vehicle Safety Compliance  
National Highway Traffic Safety Administration  
1200 New Jersey Avenue, S.E.  
West Building, 4<sup>th</sup> Floor, NEF-230, W45-205  
Washington, DC 20590  
Attn: RI Renewal Fee

If you choose to provide a credit card authorization instead of a check, you may fax the completed authorization form to 202-493-0073 or e-mail it to us at [importcertification@dot.gov](mailto:importcertification@dot.gov). If you fax or e-mail the authorization form, you will need to call us at 202-366-5291 to provide the full credit card number to complete the transaction.

**Please ensure that you submit the credit card authorization or check by October 10, 2016 to avoid the automatic suspension of your registration under 49 CFR 592.7(a) for nonpayment of a required fee.**

If you have any questions please contact Johnny Gibson at 202-366-1672



U.S. Department of Transportation  
National Highway Traffic Safety Administration



<http://www.nhtsa.dot.gov>

## RI CREDIT CARD AUTHORIZATION FORM

This is an electronic form. Please use your **TAB** key to go to the next field. If you made a mistake and moved to the next field, press **SHIFT-TAB** together to go back.

**Choose Card Type:**  Visa       MasterCard       American Express  
 Discover

**Last 4 Digits of the Credit Card Account on file:** \_\_\_\_\_

**Expiration Date (MM/YYYY):** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Card Holder Name:** \_\_\_\_\_

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

\_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

\_\_\_\_\_

**Notes:** \_\_\_\_\_

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Fill out this form to use your credit card to pay your compliance package, petition, and /or RI renewal fees. Please notify NHTSA by e-mail when the expiration date changes, an authorized user is no longer authorized, the card is cancelled, stolen, or you change credit cards.

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

Please fax this completed form to 202-493-0073 or email it to [importcertification@dot.gov](mailto:importcertification@dot.gov). You must call 202-366-5291 to provide the full credit card number to complete your transaction.

**Do not include your full credit card number on this form.**