

**REGISTERED IMPORTER NEWSLETTER No. 62**  
**National Highway Traffic Safety Administration**  
**Office of Vehicle Safety Compliance**  
**September 5, 2017**

**PAYMENT OF RI REGISTRATION FEE**

This is your reminder that it is time to submit the information required to permit you to continue to be a registered importer (RI) for the fiscal year (FY) 2018, which begins on October 1, 2017. The information specified below should be submitted as soon as possible, but no later than September 30, 2017 for your company to remain in active status as an RI. Failure to submit the renewal information by that date will cause your registration to be automatically suspended effective October 10, 2017, as provided in 49 CFR 592.7(a)(1). Because there are delays in our receipt of material sent by regular mail, we recommend that you send this information by an overnight express carrier.

**The fee to renew your registration for FY 2018 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 a completed registration renewal form, a new service insurance policy, a check made payable to the Treasurer of the United States in the amount of \$726.00 or a completed copy of the attached credit card authorization form (Attachment 2). These 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

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, 2017 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



## Part 592.5(f) & 592.6(l) Yearly Statement of Registered Importer or Notification of Business Change

Use this form to submit the RI's Yearly Statement or to notify NHTSA of relevant changes to the RI business that occurred after the last Yearly Statement was submitted or after the initial application for registration as an importer.

### Section I. Registered Importer Information

RI Name			
	Last	First	Date of Birth
Position		Business Name	
Business Address			
	Street, Suite No.		
City		State/Province	
Country		Telephone Number	
Zip Code		Fax Number	
E-mail Address		Form of Business Organization	
State under which business formed			

### Section II. Identify Each Partner/ Officer/ Director/ Manager of RI's Partnership or Corporation §592.5(a)

Name			
	Last	First	Date of Birth
Position		Business Address	
		Street, Suite No.	
City		State/Province	
Country		Zip Code	

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Name			
	Last	First	Date of Birth
Position		Business Address	
		Street, Suite No.	
City		State/Province	
Country		Zip Code	

Name						
	Last		First		Date of Birth	
Position			Business Address			
			Street, Suite No.			
City			State/Province			
Country			Zip Code			

(Attach a separate page if needed)

### Section III. Business Interests

I am willing to contract with individual owners to conform to the safety and bumper standards the following types of vehicles those owners import, provided the vehicles have been determined to be eligible for importation pursuant to 49 CFR Part 593 (check all that apply):

<input type="checkbox"/> Passenger Cars	<input type="checkbox"/> MPVs	<input type="checkbox"/> Light Duty Trucks (10,000 lb GVWR or less)	<input type="checkbox"/> Trailers	<input type="checkbox"/> Buses
<input type="checkbox"/> Heavy Trucks & Tractors (Over 10,000 lb GVWR)	<input type="checkbox"/> Motorcycles / Motor Driven Cycles	<input type="checkbox"/> Low-speed Vehicles		

I am willing to modify vehicles imported from:

☐ Canada ☐ All Other Countries

### Section IV. Petition for an Import Eligibility Decision

☐ Yes ☐ No

I am willing to prepare and submit import eligibility petitions to NHTSA and to pay all required fees for those petitions, as set forth in 49 CFR Parts 593 and 594

### Section V. Registered Importer Premises

(Complete only if business changes occurred)

#### Main Office

Business Address			City		
State		Country		Zip Code	
Telephone Number			Fax Number		
Date Facility First Used					

#### Records Storage

☐ Same as Main Office

Business Address			City		
State		Country		Zip Code	

Telephone Number

Fax Number

Date Facility First Used

#### Conformance Modifications

☐ Same as Main Office

Business Address

City

State



Country

Zip Code

Telephone Number

Fax Number

Date Facility First Used

#### Vehicle Storage

☐ Same as Main Office

Business Address

City

State



Country

Zip Code

Telephone Number

Fax Number

Date Facility First Used

#### Section VI. Principals of the Applicant whom the Applicant Authorizes to submit Conformity Certifications to NHTSA

(Complete only if business changes occurred)

Principal Name

Title

Principal Name

Title

Principal Name

Title

Principal Name

Title

#### Section VII. Customs Broker

(Complete only if business changes occurred)

Broker Name

Business Address

City

State/Province

Country

Zip Code

Contact Info

Last

First

Telephone Number

Fax Number

**Section VIII. Associated with EPA Licensed Independent Commercial Importer (ICI)**

(Complete only if business changes occurred)

ICI Name

Business Address

City

State



Country

Zip Code

Contact Info

Last

First

Telephone Number

Fax Number

**Section IX. Certification, Acknowledgement & Disclosure**

(Must complete this section)

☐ (§ 592.5(f)(2)(iii)) By checking this box, I hereby certify that I have read and understand the duties of a Registered Importer, as set forth in 49 CFR 592.6 and that I will fully comply with each such duty.

☐ (§ 592.5(f)(2)(iii)) By checking this box, I hereby certify that all the information provided in each of my previous annual statements or changed in any notification that I may have provided to NHTSA in compliance with § 592.6(l), remains correct and that all the information provided in this annual statement is true and correct.

☐ (§ 592.5(f)(2)(iii)) By checking this box, I hereby certify that I understand that, in the event that the registration is suspended or revoked, or lapses, I will remain obligated to notify owners and to remedy noncompliances or safety related defects, as required by 49 CFR 592.6(j), for each vehicle for which I have furnished a certificate of conformity to NHTSA.

☐ (§ 592.5(e)(1)(iii)) By checking this box, I acknowledge that the registered importer, or any person associated with direct or indirect ownership or control of the registered importer's business, or any person employed by or associated with the registered importer, has not been convicted of a crime related to the importation, purchase, or sale of motor vehicles or motor vehicle equipment. These offenses include, but are not limited to, title fraud, odometer fraud, or the sale of stolen vehicles.

**Section X. Documentation Preparation & Enclosures**

(§ 592.5(a)(3)) Identity of Person preparing this statement (if different from RI.)

Name

Title

Business Address

City

State/Province

Country

Zip Code

I have attached to this statement ☐ enclosures identified by the form entitled "RI Yearly Statement or Business Change Notification Checklist" as set forth in 49 CFR § 592.5.

RI's Signature

Date

Please complete the form by typing or clearly printing.  
Questions about the form may be answered by sending an e-mail to [Importcertification@dot.gov](mailto:Importcertification@dot.gov) or by calling 202-366-4192.  
Mail the completed form with an original signature to:

Attn: Yearly Statement or Business Change Notification  
Director, Office of Vehicle Safety Compliance  
1200 New Jersey Avenue, S.E.  
West Building, Room W45-205, Mail Code NVS-223  
Washington, DC 20590

#### Additional Information

Note: Each RI that is granted its RI registration must keep its business information on file with NHTSA current, accurate and complete by submitting revised information generally not later than 30 calendar days after the relevant business changes occur. If a RI intends to change its street address or telephone number or discontinue use of a facility that was identified in its registration application, it must notify NHTSA not less than 10 days before such change or discontinuance of such use, and identify the facility, if any, that will be used instead.

#### Section XI. RI Application Checklist

✓	N/A	No.	Enclosures with the following material or information should accompany the "Yearly Statement of Registered Importer or Notification Business Change"
<input type="checkbox"/>		1	Information sufficient to establish that the applicant owns or leases one or more facilities in the United States sufficient in nature and size to repair, conform, and store the vehicles for which it provides certification of conformance to NHTSA including a copy of the deed or lease for each such facility, video photographs of each such facility, and the street address and telephone number of each such facility. (§ 592.5(a)(9)(ii))
<input type="checkbox"/>		2	A narrated digital DVD video that shows the facilities the applicant proposes to use to conduct its business as an RI. This must be formatted to play in Windows Media Player® or in QuickTime®. Suitable video formats include MPEG® and AVI. The recording must include footage of the office space and office equipment the applicant will use in its RI business, including file cabinets or other devices that will be used to store the records an RI must maintain. The recording must also show the area outside the building as having secure vehicle storage space and the premises inside the building that will be used for performing conformance modifications on imported nonconforming vehicles. Footage must also be provided that shows that the applicant has procured a current copy of Title 49, Code of Federal Regulations, Parts 400 to 599. (§ 592.5(a)(9)(ii))
<input type="checkbox"/>		3	If the applicant is a non-public corporation, the applicant must provide a statement issued by the Office of the Secretary of State, or other responsible official of the State in which the applicant is incorporated, certifying that the applicant is a corporation in good standing. The application also must include the full name, street address, and date of birth of each officer, director, manager, and person who is authorized to sign documents on behalf of the corporation and the name of any person who owns or controls 10% or more of the corporation. (§ 592.5(a)(4)(iii))
<input type="checkbox"/>		4	If the applicant is a public corporation, the applicant must include a copy of its latest 10-K filing with the Securities and Exchange Commission, and provide the name and address of any person who is authorized to sign documents on behalf of the corporation. (§ 592.5(a)(4)(iv))
<input type="checkbox"/>		5	A cashier's check or certified check made payable to the <i>Treasurer of the United States</i> in the amount specified under 49 CFR Part 594 to cover the cost of the application. (§ 592.5(f)(4))
<input type="checkbox"/>		6	A copy of the Safety Recall Service Contract the applicant has entered with an independent insurance company, with notarized signatures, to cover the obligations the applicant will incur as an RI with respect to conducting safety recall campaigns. (§ 592.5(f)(3))
<input type="checkbox"/>		7	A copy of the current business license issued to the applicant to do business as an importer or modifier or seller of motor vehicles or a statement that the applicant has made a bona fide inquiry and is not required by State or local authority to have such a license or document. (§ 592.5(a)(5)(iii))

**PAPERWORK REDUCTION ACT STATEMENT:** A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2127-0002. The information collected on this form is necessary to renew a registration with NHTSA as an importer of motor vehicles that are not originally manufactured to comply with all applicable Federal motor vehicle safety standards. The information is used to verify the importer's eligibility to renew its registration. We estimate that it will take approximately 2 hours to complete the form. The information collected is necessary to obtain a benefit under 49 U.S.C. § 30141(c) and 49 CFR 592.5(f). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, National Highway Traffic Safety Administration, 1200 New Jersey Ave, S.E., Room W45-205, Washington, DC, 20590.





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



## **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:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.**