

REGISTERED IMPORTER NEWSLETTER No. 60
National Highway Traffic Safety Administration
Office of Vehicle Safety Compliance
June 28, 2017

Required Notification for Changes in RI Business Information

Under NHTSA's regulations at 49 CFR 592.6 (l), a Registered Importer is duty-bound to ensure that information on file with the agency is up-to-date, and to notify NHTSA of changes in information initially submitted to the agency as part of an approved application. Notification should be done within the timelines and according to the rules outlined in the regulation (and amplified below) to allow time for review and potential investigation or inspection.

Any update to business information on file with NHTSA should be submitted using the form "Part 592.5(f) & 592.6(l) *Yearly Statement of Registered Importer or Notification of Business Change.*" If a Registered Importer intends to change its street address or telephone number, it must notify the agency no less than ten days prior to the change. Additionally, if the RI intends to discontinue use of an approved facility on file with the agency, it must provide notice as described above and identify the facility, if any, that will be used in its place.

New facilities for modification and storage are subject to agency approval. The RI should submit requests for approval thirty days before it intends to begin using such a facility, and must bear in mind that submission of a request to add a facility does not guarantee approval. If the new facility is in a different State than the one in which the RI is already operating, the RI must submit a current business license issued by the appropriate State or municipal authorities as a means of demonstrating that it is authorized to operate in that State as an importer, modifier, and/or seller of motor vehicles. If necessary, the RI must submit evidence that it has obtained approval from the relevant zoning board or a special use permit for the space, and any other documentation necessary to prove compliance with local regulations. If any of the aforementioned requirements is not relevant in the State where the new facility will be located, the RI must submit written evidence from the appropriate authority (typically the Department of Motor Vehicles) to NHTSA to substantiate this. It is the responsibility of the RI to ensure that it is in compliance with State and local regulations and to provide evidence of this to NHTSA.

Requirements for approval of a new facility are identical to the facility requirements listed in the initial application. The RI must provide a deed or lease agreement evidencing ownership or tenancy for the facility, as well as a narrated video showing the facilities where it proposes to modify and/or store vehicles. This must include footage showing the business name and address displayed on signage affixed to the building, the office space and equipment, sufficient secure vehicle storage space (to avoid the need for the RI's vehicles to be co-mingled with vehicles for which it is not responsible), and service space and equipment for performing conformance modifications. Finally, the RI must affirm and be prepared to substantiate that vehicles it is importing are not stored on the lot or in the inventory of a motor vehicle dealer, and that its facilities are staffed with persons licensed and trained to modify vehicles to conform to the FMVSS.

RIs should send updates as described above to the following address:

Office of Vehicle Safety Compliance
National Highway Traffic Safety Administration
1200 New Jersey Avenue, S.E.
West Building-4th Floor-NEF-230 W45-205
Washington, DC 20590
Attn: RI Additional Modification and Facility Request

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