

**Virtual Field Office Licensed Vehicle Dismantler Bundles**

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**Issue Date: February 8, 2023**

**New Information**

A new online process allows licensed vehicle dismantlers to electronically submit dismantled vehicle bundles to Department of Motor Vehicles (DMV) Industry Business Centers (IBCs).

**Procedures**

Licensed vehicle dismantlers may access the online process through DMV’s Virtual Field Office (VFO) website. Before using this process, be sure you are within 90 days of the acquisition date and have:

- Your Occupational License number.
- A valid email address.
- All dismantled vehicle information:
  - Vehicle identification number (VIN).
  - Acquisition date.
  - Ownership document.
- Electronic copies of all required documents, front and back, grouped by VIN.

To use the VFO IBC Dismantled Vehicle Bundle process, follow the steps below:

<i>Step</i>	<i>Action</i>
<b>1</b>	Access the VFO website at <b>dmv.ca.gov/portal/dmv-virtual-office</b> .
<b>2</b>	Go to <i>VEHICLE INDUSTRY SERVICES</i> .
<b>3</b>	Select <i>DISMANTLED VEHICLE APPLICATION</i> .
<b>4</b>	Review the website for important information.
<b>5</b>	Select <i>START DISMANTLED VEHICLE APPLICATION</i> and follow the system prompts.
<b>6</b>	Upload the electronic copies of the required documents (front and back) grouped by VIN.
<b>7</b>	Submit the application. <ul style="list-style-type: none"> <li>• The system will automatically generate Transmittal of Registration Application (FO 247V) and Notice of Acquisition (REG 42V) forms.</li> </ul>
<b>8</b>	Review and electronically sign the application.
<b>9</b>	Submit the bundle. <ul style="list-style-type: none"> <li>• You will receive two emails. One email will contain the document package you submitted, and the other will contain your bundle case number for tracking purposes.</li> </ul>

*Procedures, continued*

<i>Step</i>	<i>Action</i>
<b>10</b>	Comply with existing requirements, including those outlined in <i>Vehicle Code</i> §11520 related to vehicle dismantling, such as: <ul style="list-style-type: none"><li>• Mailing or delivering the original ownership documents (for example, title) to an IBC for processing, within 90 days.</li><li>• Mailing the bottom portion of the REG 42 to the Department of Justice, within 5 days of the date of acquisition.</li></ul> <b>NOTE:</b> A completed copy is included in the automatically generated documents emailed to you.

After submitting the VFO bundle transaction, it will be reviewed. When the bundle is complete, an email containing the status of each transaction will be sent. Incomplete and unprocessed items may be resubmitted in a new bundle.

Failure to comply with the statutory requirements above may lead to the suspension or cancellation of access to this online reporting process.

**Background**

To streamline the licensed dismantler vehicle bundle process, DMV developed a new process to allow these documents (except for the ownership document) to be submitted electronically in place of paper documents.

**References**

- Code of Regulations*, Title 13, Articles 4 and 4.5
- Vehicle Code* §§220, 505.2, 9263, 11520, 115002, and 22851.3
- Accounting Manual*, Chapters 2 and 6
- Dismantler’s Handbook of Registration Procedures*
- Driver’s License Manual*, Chapter 17
- Vehicle Registration Manual*, Chapter 18

**Distribution**

Notification that this memo is available at **dmv.ca.gov** under Vehicle Industry Services, was made via the California DMV Automated Email Alert System February 2023 to the following:

- Dealers
- Registration Services

**Contact**

Call the DMV Customer Communications Section at (916) 657-6560 for further clarification of this memo.