

CHECKLIST FOR CANADIAN VEHICLES

(MT STATE REQUIREMENTS FOR REGISTERING A VEHICLE PURCHASED IN CANADA)

1. If vehicle is new – original **NVIS form** accompanied by a **notarized bill of sale**.
If vehicle is used – original **Canadian Registration** properly released by registered owner. If not released, then needs to be accompanied by a **notarized bill of sale**.
 - A. **Notarized Bill of Sale** – needs to be signed by the seller or selling dealer. Bill of sale needs to include: year, make, model, vehicle identification number, and date. If using Montana’s form MV24 7/99 and newer, then the notary is not required.
2. **Vehicle/Vessel Identification Number Inspection Certificate**.
3. **Customs Entry Documents** (original, photocopy, or fax is acceptable) make sure it is stamped and signed by the customs agent. If any bar coding is on the document, then the stamp and signature needs to be original.
4. **Odometer Statement** signed by both seller/dealer and customer. Only required for vehicle nine years old and newer.
5. **Application for Montana Title** which can be filled out at the Motor Vehicle Department.
6. **See NHTSA Update (pg 2)**

NOTE: Two originals of **NOTARIZED BILL OF SALE** and **CUSTOMS ENTRY PAPERS** may be necessary for a refund of Canadian taxes.

This applies to Title 61 vehicles and there are so many variations to titling vehicles that some exceptions may apply.

FLATHEAD COUNTY
US CUSTOMERS AND BORDER PROTECTION
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Appointments required for A/C arrivals
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06/23/16

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Title and Registration Bureau
1003 Buckskin Drive
Deer Lodge, MT 59722-2375

June 16, 2016

To: Montana Automobile Associations, Montana Dealerships, Montana County Treasurers, and Montana Motor Vehicle Division

From: Title and Registration Bureau, Montana Motor Vehicle Division

Re: Canadian Vehicle Transactions

The Motor Vehicle Division (MVD) recently contacted U.S. Customs and Border Protection and the National Highway Traffic Safety Association (NHTSA) regarding an increase in the volume of Canadian vehicle transactions. These discussions prompted changes to current Canadian vehicle business processes, which will become effective July 1, 2016.

When an imported vehicle does not meet Federal Motor Vehicle Safety Standards (FMVSS), the vehicle is considered non-conforming and must be updated to meet the safety standards. A registered importer (RI) must submit a conformity packet to NHTSA for all non-conforming vehicles. Federal guidelines allow NHTSA 30 days to review the packet and issue a bond release letter; if the letter is not issued within 30 days of the packet submission, the importer may proceed to register and/or sell the vehicle without the letter.

Despite the above-mentioned requirements, the MVD is seeing an increase in vehicles being transferred prior to the 30-days without the release letter. To ensure compliance with federal regulations and to protect consumers from improper title/registration situations, MVD will no longer issue titles without a NHTSA bond release letter or proof that 30 days passed since submission of the conformity packet.

When submitting Canadian vehicle transactions for non-conforming vehicles, the following documents are required.

- Non-conforming vehicles with a bond release letter
 - Bond release letter from NHTSA (proof of conformity)
 - Federal Department of Transportation Declaration HS-7
 - Stamped custom entry document (Form 7501)
 - Vehicle Inspection (Form MV20)
 - Other required documentation (odometer, application for title etc.)
- Non-conforming vehicles without a bond release letter
 - Statement of conformity (completed by RI and submitted as part of conformity packet)
 - Certificate of Fact (Form MV100) from the RI stating the following
 - All appropriate entry and conformity documents, including photos, were properly completed, signed, dated and submitted to NHTSA for approval on _____(date).
 - Dealers may not sign in place of the RI.
 - Federal Department of Transportation Declaration HS-7
 - Stamped custom entry document (Form 7501)
 - Vehicle Inspection (Form MV20)
 - Other required documentation (odometer, application for title etc.)

The above-mentioned HS-7 form is also required for all conforming vehicles.

If you have questions regarding this information, please contact the Title and Registration Bureau.