

State of Alaska Division of Motor Vehicles Standard Operating Procedures	SOP No. T-90	Page No. 1 of 5
	Effective July 1, 2006	
Subject:	Supersedes T-90	Dated 4/16/03
TEMPORARY PERMITS		Approved
Statute: AS 28.10.031	Regulation: 02 AAC 92.180	Form No. 812, 852

A temporary permit, valid for **60 days**, may be issued by DMV or by a bonded Dealer to allow operation of a vehicle pending issuance of a permanent registration and license plates. These permits are issued when an applicant has sufficient evidence to show they are legally entitled to the vehicle but lack the proper documents, signatures, etc. to complete the transaction, or to allow time for the Dealership to process the title and registration documents.

Example: Customer purchased a vehicle from Robert and Sylvia Trent. The names on the title are joined with an “and” conjunction and Sylvia released the title. Robert is on assignment overseas and cannot be reached immediately to release his interest in the vehicle.

The temporary permit (Form 852) is a cardboard one-part form. It must be displayed on the back of a trailer or motorcycle or in the back window of the vehicle while the vehicle is in operation. The permit should be removed as soon as the permanent registration is issued.

There is a menu designed exclusively for transactions involving a temporary permit. From the Vehicle Menu (F9), use a Function 18 to obtain the Temp Permit Menu. It is very important that this menu be used anytime a temporary permit is issued, cleared, extended, etc. This menu allows records to be created or modified that do not effect the permanent ALVIN records until such time as the title and/or registration, plates and tabs are issued for the vehicle.

EXCEPTIONS:

A temporary permit cannot be issued when an emissions certificate is required and has not been obtained. A one-way trip permit (R-160) can be issued for the customer to legally drive the vehicle to an emission’s testing station to meet I/M requirements (R-430). A temporary cannot be issued pending receipt of proof of payment for heavy vehicle use tax. (R-107)

ISSUED BY:

Dealer Issued Permit: Dealers may issue **one** 60-day temporary to a customer for a vehicle sold by the dealership. Dealers are required to keep a log of the VIN of the vehicle the permit is issued to. Application and fees must be submitted to DMV within 30 days. If the Dealer temporary expires, an extension can be issued by DMV.

Dealers may obtain permits through DMV Supply. Refer any dealers to the Contract Services Unit for further information. (Appendix B – DMV Addresses)

DMV/Agent/Partner Issued Permit: Permits issued by DMV, Commissioned Agents or Business Partners are entered into the ALVIN system using the Temporary Permit Menu. The procedures are the same whether there is an existing record in ALVIN or not. The only difference is that you **MUST** use the ALVIN record if there is one available. **Be very careful to follow the correct procedures and functions outlined in this SOP for any transaction that involves a temporary permit.**

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ISSUING A TEMPORARY PERMIT

1. The applicant must present all supporting documents that identify the vehicle by make, model, year, serial number (VIN), and ownership. A permit cannot be issued if reasonable assurance of vehicle identity and ownership is not presented.
2. An "Application for Title and Registration" (Form 812 or 812A) must be completed and signed by the applicant. The applicant must be the same person(s) identified in the supporting documents.
 - Enter the temporary permit number in the block normally used for the new license plate or decal number. (For Division Use Only)
 - Enter the abbreviations for the documents that were presented. (Documents Accepted)
3. Create a record and print a registration:
 - Use a function 1 (Temp Permit Title & Reg) to create a title and registration record or a function 4 (Temp Permit NTI Only) to create an NTI record. This is determined by the documents presented as with any other vehicle transaction. If the customer is unsure, create an NTI record as this can be cleared as a Title & Registration and additional fees collected at a later time. This will save on refunds issued when a Title and Registration is requested and only an NTI can be issued. NOTE: You cannot assign a license plate number or transfer an existing plate when issuing a temporary.
 - After completing the basic information, you will go to the VEHICLE INFORMATION screen and must enter a message (M) before you can continue. (See T-4 for further information on messages.) The message must contain the documents seen, documents required to clear the temporary, fees paid, your AMVC ID and your office location number. For example: You saw the title but a signature releasing the previous owner's interest was missing. Customer paid \$148.00 in fees. Sample Message: Saw original title. Need Robert's signature to release. Paid 100R/15T/15L/16TX/2IM ISA/222 Note: If you need to make a change to this information after printing the registration, you may do so on a function 9 (UPDATE INDIV STATUS).
 - Enter the required information on the TEMP PERMIT OWNER INFORMATION screen. Note: You will not be able to enter a lienholder address. This will be entered when the temporary is cleared, if applicable. The "Print Title" field is set to "N". This cannot be changed, as a title is not printed when issuing a temporary permit.
 - Enter the temporary permit number on the FEE SCHEDULE screen. Check the fees to assure they are correct. Collect all required fees.

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- Print the registration. Note that there is not a license plate number, the temporary permit number is printed in the TAB field, the expiration date is set for two months from the month the registration is issued and the words "TEMP PERMIT" are printed at the bottom of the registration. Correct the expiration date to show the actual date of expiration as the registration will be printed with just the month and year of expiration.

4. Complete the permit (Form 852) in full:

- Vehicle Information: Print the information as found on the supporting documents.
- EXPIRES: Must be 60 days from the Date of Issue. Print in broad tip black marker, if available. Example: August 03, 2005 would be written as **08/03/05**.
- Date of Issue: The actual date the permit is issued.
- Issued By: Your AMVC ID and office location. Example: ISA/222 (Ima Sample / Sample Office)

5. Take in the application. Give the permit, registration and **all supporting documents** to the applicant. Advise the applicant that a new application, the documents being returned and the additional documents must all be presented to obtain a permanent registration, plates, etc.

CLEARING A TEMPORARY PERMIT:

1. Customer must submit all supporting documents required to process the transaction.
2. A new, completed and signed Application for Title and Registration (Form 812). Note: A Vehicle Transaction Application (Form 821) is not acceptable to clear a temporary.
3. Using function 10 (PUBLIC VEHICLE RECORD) on the Temp Permit Menu, print a vehicle history. This record will show all the messages on the record.
4. Use a function 6 (TEMP PERMIT TO TITLE & REG) or 7 (TEMP PERMIT TO NTI ONLY) to process the paperwork, depending on the documents submitted. Process as you would any other vehicle transaction. Remove the message before continuing with processing. You may issue a license plate number at this time or transfer a plate, etc. NOTE: It is very important that you check the information carefully when you clear a temporary to assure accuracy.
5. No fees are due as they were paid when the temporary was issued. Note: Occasionally we will issue the customer a temporary based on issuing an NTI when they return. If the customer is being issued a title when the permit is cleared, charge the title fee. If there is a lienholder, charge the fee for recording the lien. If the customer is requesting a special issue plate, enter the fees at this time.

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ISSUING AN EXTENSION

If the temporary permit expires before the additional items that are required can be obtained, a DMV representative can issue **one** 60-day extension. Additional extensions require supervisor or manager approval.

Process a request for an extension on a function 2 (TEMP PERMIT EXTENSION). Pull up the record in ALVIN. Enter the new temp number at the prompt. Once you hit ENTER, you will be back on the Temp Permit Menu.

CUSTOMER HAS LAST REGISTRATION ISSUED

- Cross out the previous temp (TAB) number with a single line. Enter the new number.
- Cross out the previous expiration date and enter the new expiration date.
- Complete the permit and give it to the customer, along with the corrected registration.
- Use a function 10 (PUBLIC VEHICLE RECORD) and print a record. This is your backup for the transaction in your batch. Write "Temp Extension" on the printout.

CUSTOMER DOES NOT HAVE THE LAST REGISTRATION

- Issue a duplicate registration using function 5 (TEMP PERMIT DUP REG).
- Update any incorrect information. Print the registration.
- Charge the current fee for a duplicate registration.
- Correct the expiration date on the new registration.

ACCOUNTING FOR DEALERS TEMPS

Dealers are required to keep a log of all temporary permits assigned to them, as well as the VIN of the vehicle the permit was issued to. When they submit the Application for Title and Registration (Form 812), they need to write the permit number and their dealer location number in the license/decal/permit field or in the affidavit section.

Using function 1 (Title & Reg) or function 4 (NTI Only) on the VEHICLE MENU (NOT the Temporary Permit Menu), the Fee Schedule screen has two new fields: DEALER LOC and TEMP PERMIT

When processing a transaction where a temporary has been issued, enter the dealer location number and the temporary permit number in these fields. If a permit number was not provided and ALVIN will not let you proceed, enter "NONE" for the permit number. Do not return the paperwork for lack of a permit number.

If the dealer provided a temporary permit number but did not provide the correct dealer number, go to the dealer list on the employee site and find the dealer location number. Note: The **location** number is different from the **dealer** number.

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Cross Reference:

R-005 Biennial Registration
R-107 Heavy Vehicle Use Tax
R-160 One-Way Trip Permits
R-430 Emissions Inspection Program

Appendix B DMV Addresses
T-004 Status Codes and Messages
T-010 New Vehicles
T-020 Used Vehicles
T-035 Vehicles Purchased Outside of Alaska
T-290 Lien Sales