Delaware Division of Motor Vehicles

Amy Anthony - **Director**
Karen Carson - **Deputy Director**
(302) 744-2500
dmvcustomerservice@delaware.gov
303 Transportation Circle
Dover, DE 19901

VIN VERIFICATION MEMORANDUM OF UNDERSTANDING

BETWEEN

_____
(print full legal dealership name)

Delaware Licensed Dealership Number _____

AND
STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES

WHEREAS, _____(dealership legal name) ("Dealer") and the State of Delaware, Department of Transportation, Division of Motor Vehicles ("DMV") will work together to abide by a program whereby licensed Delaware dealers perform vehicle identification number (VIN) verifications on late model vehicles, no older than the current seven calendar years that are owned by the dealership: and

WHEREAS the Dealer and DMV find this mutually beneficial by reducing the number of vehicles in the DMV inspection lanes and by increasing the efficiency of the dealers; and

WHEREAS, DMV has outlined the procedures to be followed through the VIN verification process and outline the responsibilities of each party;

IT IS HEREBY AGREED AND UNDERSTOOD that:

1. VIN verifications are required for all vehicles to be titled in Delaware.

2. VIN verifications can only be performed by Delaware motor vehicle dealers that are licensed by DMV pursuant to 21 *Del. C.* §6301, et seq.

3. VIN verifications can only be performed on the Dealer's own inventory.

4. VIN verifications can only be performed on vehicles where the Delaware dealership is listed on the bill of sale as the selling dealer. An exception can be made for courtesy deliveries; however, the out-of-state dealership must notate the vehicle is a courtesy delivery on the bill of sale and identify the Delaware dealership. If the Delaware dealership agrees to perform the VIN verification for the courtesy delivery, the Delaware dealer must create a process with the out-of-state dealer to ensure the VIN is verified. The Delaware dealership will be held accountable and expected to correct any errors as a result of a VIN discrepancy.

5. Dealers may perform VIN verifications on late model vehicles, no older than the current seven (7) calendar years. VIN verifications can still be performed at the DMV inspection lanes in accordance with 21 *Del.C.* § 2143. Safety violations found during a VIN verification must be corrected before the vehicle can be sold.

6. This Memorandum of Understanding may be amended by written agreement from both parties.

7. Either the Dealer or DMV may withdraw from this Memorandum of Understanding at any time upon 30 days' written notice.

8. Any violation of these terms is cause to immediately terminate the Dealer's authority to verify vehicle VIN's and may result in additional proceedings against the Dealer's license issued by DMV, up to and including revocation.

9. The signature of an authorized dealership representative on the Application for Title, Form MV212, serves as certification that the vehicle identification number (VIN) has been verified in compliance with the requirements of 21 *Del. C.* § 6301, et seq.

_____	_____	_____
Print Name Delaware Dealer Officer	Signature Delaware Dealer Officer	Date

Please provide your email for return of signed MOU

Officer email _____

_____	_____
Amy Anthony, Director Delaware Division of Motor Vehicles	Jacob Carey, Chief of Vehicle Services Delaware Division of Motor Vehicles
Date: _____	Date: _____