Happy July 4th to all of you! I hope you will take time, during this mid-summer holiday season, to celebrate Independence Day with family and friends.

The legislative session consisted of plenty of activity for Driver and Vehicle Services. Our official legislative bulletin is available on the DVS Info Hub. The most impactful piece of legislation signed into law was Real ID implementation. The federal deadline for states to become Real ID compliant is October 1, 2020. The legislation passed requires DVS to issue Real ID compliant cards by October 1, 2018. This next year is needed in order for the MNLARS system development to build all the requirements for a new card plus bring our new card vendor up to speed. A certificate package has been submitted to the Department of Homeland Security (DHS) requesting an extension of the January 22, 2018 deadline. More information will be coming forward soon.

Having the ability to issue Enhanced Driver’s Licenses (EDL) by Driver License Agents (DLA) was a part of the Real ID legislation. DVS immediately began working with DHS to update our business plan which is to include DLA offices. This revised agreement needs further review by general counsel before signatures can be obtained. Once all the legal requirements are satisfied, we will provide further information for the roll out of EDL training and permissions.

Thank you to all of you who maintain a positive interest, ask great questions, and promptly respond to the MNLARS training and adoption phase. I encourage you to keep practicing in the adoption setting so you are ready for the July 24 go-live date. We sincerely appreciate our working partnership and look forward to the road ahead!

Dawn Olson
Director
MNLARS GOING LIVE - JULY 24

Development of the functionality that is part of Release MV began in earnest in August of 2015. After nearly two years of hard work, DVS was happy to say that on July 24, MNLARS Release MV goes live. This phase of MNLARS replaces the motor vehicle sections of the DVS mainframe and ESupport.

Building MNLARS has not been without challenges and we know we won’t have everything available right away. However, the foundation we’ve built will last for decades. It took significant effort from many teams and individuals to reach this point. We thank our business, development, leadership and training teams for their support and commitment to the project. We thank the deputy registrar community for their honest feedback and considerable investment of time in the project through various DVS/MDRA committees, try-it sessions and system demonstration opportunities.

We understand that the transition to MNLARS will be an adjustment, but it also will be exciting. We ask you, the end users, to take ownership of MNLARS and recognize its full capabilities. With MNLARS we are gaining a modern 21st century system that is able to grow to meet our changing needs.

What's Next:

**Practice:** The only way to get good at something is to practice. MNLARS is no different. The more time you spend in the system, the more prepared you will be. The last day to use the practice (try-it) environment is **Friday July 14**. However, you will still have access to the training modules and job aids in the learning center. Over the last 10 weeks, DVS has given you the tools to be successful in MNLARS. The rest is up to you.

**Super Users:** Your first line of support is your office Super User. Some have attended classroom training at DVS, all have attended weekly webinars, and all have access to the MNLARS training team. If you have questions about MNLARS, check with your Super User – they are there to help you learn the system and navigate the transition.

**Public Notification:** The renewal notices for vehicles with July expiration inform customers that motor vehicle title and registration services will be unavailable July 20 through July 24. The first news release goes out on July 10, which is also the day that DVS will post information on our website.

**Deputy Registrar Go-Live Checklist & Inventory Instructions:** These will be coming your way. The checklist is something you can post to keep track of the steps up to go live, including your responsibilities. The inventory instructions will be similar to those distributed for the inventory load into the practice environment.

If you have questions about MNLARS going live, please email [dvs.mnlars.state.mn.us](mailto:dvs.mnlars.state.mn.us)
**Tiny Homes**

Deputy Registrars may see an increase in applications for title and registration for Tiny Homes. They are to be registered as a Commercial Trailer (CT) unless they exceed the width and length restrictions; max width is 8.5 feet, and max length is 45 feet. If it exceeds these dimensions, then it would not qualify for title or registration through DVS, and would need to obtain travel permits from MNDOT.

**Dealer Prorating Registration**

When a dealer acquires a vehicle for resale and the vehicle has expired registration the registration cannot be prorated upon sale to an end buyer. Although DVS will not require payment of any previous registration periods, registration will be due for the current, full registration period.

**Imported Vehicles QRG**

Vehicles that are being imported to the United States will be subject to revised procedures effective July 1st. A new Quick Reference Guide has been published on the Info Hub.

**Trailer Transfers**

Please verify that transfers of non-titled trailers are accompanied by a complete bill of sale. Many of these transfers being submitted are missing the date of sale, legal vehicle description, signatures of second owners, etc. Additionally, verification must be made that the party selling the trailer is the party listed as owner on the current vehicle record.

Even though a title is not being generated, an ownership change is occurring, and it is important that all required information is provided.
Iowa One-Time Registration

Vehicles coming in from Iowa may have a ‘one-time registration’ listed on their paperwork. This is their motor vehicle sales tax, and you may credit them for the 5% that has been paid, but still need to collect the remaining 1.5%.

Screenshots/Forms

Please remember that only the current version of any form is to be completed for submission to DVS. Any older versions of forms must be discarded. The most current versions of any forms are available on the DVS public site and Info Hub.

Additionally, DO NOT use a screenshot or screen print-out as an application form. This includes a print-off of the motor vehicle record in lieu of an actual application. Please contact motor vehicle procedures with any questions.

Replacing Military Plates

Military plates are not required to be replaced every 7 years. If the customer requests a new set of military plates, the duplicate plate process should be followed.
**CDL DRIVERS DOWNGRADED FOR MORE THAN ONE YEAR**

If a CDL has been downgraded for over one year, the driver must completely retest for the type of CDL or endorsements they desire. This includes obtaining a commercial learner’s permit (CLP) and passing a road test in the type of vehicle they want to be licensed.

**DROP DL OR ENDORSEMENTS**

When an applicant requests to drop from a DL to ID, or is dropping an endorsement, they must write a statement in the note box and provide their signature. If a driver has a CDL and wishes to drop to a class D license, they also must write a statement dropping their CDL. This includes those drivers who will be or are under CDL disqualification.

**CHANGING FROM AN EDL/EID TO A NON-COMPLIANT CARD**

If a holder of an EDL or EID card wishes to change to a non-compliant DL/ID card, they must sign a statement on the application form allowing us permission to make this change. See above for an example. Agents have to fax the EDL cover letter and a copy of the white application to Issuing 651-282-2110 as soon as possible so the chip in the EDL card can be deactivated.

**MNDOT VISION WAIVERS**

If a CDL driver presents this document, it is NOT the MNDOT waiver. This document is just one of the application forms that must be submitted to MNDOT to apply for a waiver. The driver must have the actual medical waiver from MNDOT in order to update their CDL medical certification.

**MOPED OPERATOR PERMITS**

If an applicant has passed the MOPED skills test, is applying for the MOPED Operator’s Permit, and they have an existing class D instruction permit, do not VOID it. Customers can possess a motorized bicycle operator’s permit and a class D instruction permit simultaneously. They can also have a motorized bicycle permit along with an identification card.
CORRECT PHOTO CROPPING

The ICW (Image Capture Workstation) is programmed to crop the applicant’s face for the best image. Do not adjust the zoom on the camera tower. By changing the zoom, the captured image may be too large or small. As always, verify on the ICW monitor that you have captured an acceptable photo, including —signature, before saving the transaction and allowing the customer to leave.

REQUESTS FOR A NEW CARD NUMBER

Applicants requesting a new driver license number because of a stolen or lost card, or possible identity theft, must provide a copy of the police report with their application. The police report number is not acceptable. The customer must provide the full police report that is attached to the new DL number application. Issuance of a card with a new DL number will be delayed if the full police report is not attached. Customers may also request that DVS flag their driving record for potential identity theft. The Victims of Identity Theft (Driving Record Flag) form PS31300 is available on the DVS public site. Duplicate or renewal application fees may apply.

DL ONLINE FILE NAMES

When saving your scanned DL online applications, please name the file in the correct format. Do not confuse the Julian date of the daily report with the Report number for that date. Files named incorrectly may be deleted by the FTP server. A correct file name will look like this: 2017880200

2017 year 880 Station number 200 Julian date

COUNTING AND VERIFYING DL REPORTS

Please have an accurate count on your daily report and verify all the offline applications that are mailed to the Central Office. When your report indicates there are 26 offline applications, you should verify that all 26 offline applications are submitted in your report envelope to the Central Office. No online applications are to be included with the offline applications, and offline applications should not be placed with the online stack. There are necessary delays issuing cards when an incorrect number of offline applications are submitted.
**DEPOSITS**

If there is an error on the daily report, such as a missing application entry or wrong photo number, and it does not affect your deposit amount (your report balances), please complete your bank deposit as usual. The DL report can stay open until the error is corrected.

**PLACEMENT OF DEPOSIT TICKETS**

Do not tape the bank deposit slip over the Summary Page barcode. It must be taped below the barcode.

The barcode must be visible for the scanning unit to scan the batch. If the barcode is covered, the scanning process is slowed down because the barcode has to be made visible.

**REQUESTS FOR DUPLICATE YELLOW RECEIPTS**

Agents should **not** provide a customer with a free “duplicate” application receipt when a yellow receipt is lost. Customers have the option of using their voided card until the new card is received; applying and paying the fee for a duplicate driver’s license in order to obtain a new yellow receipt; or (if in the metro area) obtaining a certified copy of their driving record from the DVS records counter. It has never been Driver Services practice to issue a “duplicate” receipt for someone who has lost their original copy.

If accepting an offline DUP application, please complete a “Lookup” to say that a new application is coming in, but ask that the new application should not be issued.

**MORPHOTRUST CAMERA WORKSTATIONS (ICW)**

An analog telephone line must be retained for the ICW. Due to the method of transferring images from the PC to the vendor MorphoTrust, a digital phone line will not allow transmittal of the images from the PC to the vendor.
Fax Machine Phone Numbers

Please have the correct date, time, your outgoing office fax number, and your station’s name programmed into your fax machine. This helps DVS know where a fax came from should there be any questions. Check if your fax is programmed by looking at the top header of any fax sent out. If the fax machine is programmed, you should see something similar to this at the top.

Online DL Transactions

Online transactions must always be completed while the applicant is present in your office. ESupport or a Triple Check entry must be completed when an application is accepted; this cannot be delayed. Completing an online application means you have filled in all fields in the “online issue” link and have clicked the Submit button. The application batch number and date of entry must be the same on record.

When the transaction is completed immediately, the applicant can receive the correct information about the processing of their application and card status.

A reminder that applications entered online results in cards being received in 7-10 days.

Verifying Height and Weight

Please verify that the height and weight the applicant has written on the application is in feet and inches and pounds, and not metric, or in any other unit of measure. When necessary, please have the applicant clarify their height (ft./in.) and weight (lbs.).

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September/October – Fall Edition