



Updated: Wednesday January 22, 2020

This document is a compilation of the Deputy Registrar Updates from 2019.

Each email is bookmarked to make it easier to find information; the oldest dates will be listed last.

This document will continue to grow as emails are added. Please do not print as the most current information can be found within Info Hub.

When contacting DVS, remember to use the proper communication channel to receive the accurate and timely response.

MNLARS Support

Closeout Corrections

- Email: dvs.mnlars@state.mn.us

MNLARS Support

- Email: dvs.mv.liaisons@state.mn.us
- Call: 651-296-2038 or 800-536-0049

Password Reset

- Email: dvs.dataservices@state.mn.us

Info Hub Contact – Related to Content

- Email: DVS.communications@state.mn.us

Gov Delivery – Add/Remove Staff

- Email: DVS.communications@state.mn.us

Request to Participate in System Demos

- Email: dvs.mnlars@state.mn.us

MNLARS Training Materials

- [Learning Resource Center](#)

Frequently Asked Questions about Plates and Registration

- On the public website – go to the News tab and it's the first information section under "What's New?"
[Frequently Asked Questions](#)

Tuesday December 31, 2019

What's New in This Update

- DR Update Frequency
- Holiday Hours

DR Update Frequency

Reminder, beginning next week the driver's license and motor vehicle updates will be combined and will be sent out once a week

Holiday Hours

DVS is closed tomorrow (Jan. 1). From all of us, to you and your families, we wish you a Safe and Happy beginning to the New Year.

Previous News

Miscellaneous Class Registration Reminders



1.) USDOT numbers are required when renewing registration for:

- Commercial trucks with a gross weight rating over 10,000 pounds.
- Commercial truck and trailer combinations with a gross weight rating over 10,000 pounds together.
- Farm class vehicles registered and operated across state lines or delivering products to a sea or river port.

2.) Proof of payment of Heavy Vehicle Use Tax (HVUT) is required at time of renewal for all trucks registered at 55,000 pounds gross weight or more. If the registered gross weight is 57,000 pounds but the owner declares the vehicle is always operated at less than 55,000 pounds, proof of HVUT is not required. Issue "0" weight sticker. Acceptable proof of payment forms for verification are:

- Copy of IRS 2290, stamped Received/Paid by the IRS or Copy of IRS 2290, with copies of the cancelled check, front and back.
- Copy of the pdf file customers receive once they have filed HVUT online, indicating IRS-eFile with the received date.

For more information, refer to the [HVUT Quick Reference Guide](#) on Info Hub

3.) Ten percent winter load (weight) increases are in effect for all MNDOT zones. In addition to increasing the gross weight of the vehicle, the customer must also obtain a MNDOT permit. Winter load increase information is available on the [MNDOT website](#) or by calling MNDOT at 651-365-5400  or toll free at 1-800-723-6543 .

4.) The following registration sticker display information applies to truck and trailer registrations for the 2020 registration period, which expires in February 2021.

- 27,000 pounds gross weight or less may begin to display registration stickers January 1, 2019.

Greater than 27,000 pounds gross weight may begin to display registration stickers on February 15, 2019.

Thursday December 26, 2019

What's New in This Update

There is no new information in today's update

Previous News

Miscellaneous Class Registration Reminders

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Tuesday December 24, 2019

What's New in This Update

- Miscellaneous Class Registration Reminders



Wishing you a joyful and safe holiday season!

Today's News

Miscellaneous Class Registration Reminders

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 - Greater than 27,000 pounds gross weight may begin to display registration stickers on February 15, 2019.
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Previous News

REAL ID Video

Will your customers be REAL ID ready by October 2020? We have created a video that will be distributed through DPS social media channels to explain what Minnesotans need to do to be REAL ID ready. You can view the video [here](#).

Changes to Updates

The publication frequency of DVS updates is changing based on feedback from the deputy registrar and dealer associations.

- DVS will combine the deputy registrar and driver's license agent updates into one update and distribute it once a week on Tuesdays starting the week of Jan. 6..
- DVS will publish dealer updates once a month beginning in January. The first scheduled dealer update for 2020 is on Jan. 15.

New Sweep Report Available

The sweep reports for August 6 through December 6, 2019 are available on [Info Hub](#).

If there are discrepancies:

- Print the closeout page(s) for the period of business you are closing.
- If a transaction was updated but is not showing on the closeout page, print a screenshot of the record and timestamp on transaction history and send the screenshot to DVS Audit.
- If a processed transaction is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
- Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed. Send transaction information to DVS by mailing to: DVS Audit
445 Minnesota St, Suite 185 Saint Paul, MN 55101

What's New in This Update

- REAL ID Video
- Changes to Updates
- Updated Sweep Report

Today's News

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Send transaction information to DVS by mailing to:

Previous News

Reminder: Consular Identification Card

A valid and unexpired consular identification card is an acceptable primary identification document for motor vehicle title and registration transactions. The [MV ID Requirements](#) quick reference guide was updated in May to reflect the 2019 legislation. It is available on Info Hub under the resources tab.

- Effective date was May 31, 2019.
- This only applies to motor vehicle transactions.
- The card issued to the applicant must be by the recognized consulate of a jurisdiction other than the United States.

A consular identification card may be used for an application to title or register a:

- Passenger car
- Pickup truck
- Motorcycle
- Truck
- Recreation vehicle or recreational trailer
- Manufactured home or park trailer (park trailers are used as temporary living quarters whereas manufactured homes are used as permanent living quarters)

IMPORTANT: This **does not** change the ID requirements for a driver's license, permit or identification card application. A consular identification card is not acceptable for REAL ID compliant and non-compliant cards.

MNDRIVE

- The FAST team is out visiting deputy registrar offices to answer questions about MNDRIVE and give them a peak at how the new title and registration system will work. We've posted a [MNDRIVE Question/Answers](#) document on Info Hub under the Dep. Registrars tab.
- The Driver and Vehicle Executive Steering Committee (DVESC) approved moving forward with developing an implementation plan for in-office scanning. The DVESC includes representatives from DVS, deputy registrar associations and dealer associations. Some of the benefits of in-office scanning include:
 - Savings realized by reducing or eliminating the need for photocopies.
 - Savings realized by not having to mail scanned documents to DVS.
 - Ensuring documents are properly associated with customer records.
 - Reducing the processing time needed to issue a title.


There will be more information about scanning in the near future.


January Renewal Notices

The renewal notices for vehicles that expire in January 2020 will be mailed out on Dec. 17. Miscellaneous class renewal notices will go out a few days later.

- The notices include an [insert about REAL ID](#). A copy of the insert is available under the Dep. Registrars tab on Info Hub so you can print it and share with your customers. The insert will be included in all renewal notices for the foreseeable future.
- The color on the notices match the color of the 2021 tabs to differentiate them from the renewals that get 2020 tabs.

MINNESOTA REGISTRATION RENEWAL NOTICE REMINDER							
BRING ENTIRE NOTICE TO DEPUTY REGISTRAR OFFICE WHEN PAYING IN PERSON							
Plate	Year	Make	Vehicle ID Number	US DOT	Title	GVW	Base Value
CGC504	18	NISS	KNMAT2MVXJP583036		00SVWHP-1		27005
Reg. Tax	Min. Contribution Fee	Plate Fee	Filing Fee	Surcharge	Wheelage Tax	Total Due	
278.00			7.00	2.25		287.25	





**MINNESOTA
REGISTRATION
CARD / CAB CARD**

NEW EXPIRATION:
JAN 2021

Disability Parking Certificate – Temporary Address

To ensure your customer receives their disability parking certificate when they have a temporary address:

- Write the temporary address on the application, or
- Attach a note signed by the applicant with the temporary address.

Noting the temporary address when you stage the application does not ensure the permit will be mailed to the temporary address.

Tuesday December 17, 2019

What's New in This Update

- December Training Starts Today
- Reminder: Consular Identification Card

Today's News

December Training Starts Today

The **Time with Todd** training webinars start today. We strongly encourage you to attend one of the eight sessions, which cover:

- Seasonal Weight Changes
- Office Closeouts
- Lease Reminder
- Documents without Deficiencies
- Viewer's Choice Segment: Partial Pay, Y to Y conversions, Abandoned Vehicles, Sheriff Sales and Administrative Forfeitures.

See the Previous News section in this update for complete information.

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There will be more information about scanning in the near future.


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Plate	Year	Make	Vehicle ID Number	US DOT	Title	GVW	Base Value		
CGC504	18	NISS	KNMAT2MVXJP583036		00SVWHP-1		27005		
Reg. Tax	Min. Contribution Fee	Plate Fee	Filing Fee	Surcharge	Wheelage Tax	Total Due			
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December Training Opportunities

Our **Time with Todd** Series continues for December. Join Todd and Brian in a review of DVS processes. Although the sessions are not required, attendance is strongly encourage. The training provides valuable information that helps ensure all staff are following DVS processes accurately.

Last month we saw another increase in attendance with 136 offices attending. Can we surpass the number?

Eight identical sessions will cover:

- **Seasonal Weight Changes.** Review the rules and procedures for decreasing gross weight in MNLARS and issuing temporary weight increase permits. We will also review HVUT requirements.
- **Office Closeouts:** Review the requirements for completing office closeouts by the end of the next business day, and the process for obtaining approval to keep closeouts opened when issues arise.
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Webex Schedule

Tuesday, Dec. 17 - Password: traindec (NOTE: This is a new password!)

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Using Webex

The format for the online training is Webex. It is important that you enable the audio function to get the full benefit of the training.

Technical Assistance:

- [Instructions for Joining WebEx](#)
- If you have trouble connecting, email MNLARS.Training@state.mn.us

Accommodations

If you need an accommodation due to a disability that affects your access to this training, please contact the Department of Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173  or at lynn.mueller@sate.mn.us to request an accommodation.

For all other questions or concerns, contact MNLARS Training at MNLARS.Training

Thursday December 12, 2019

What's New in This Update

- Facebook Live Event Today
- MNDRIVE
- January Renewal Notices
- Disability Parking Certificates - Temporary Address

Today's News

Facebook Live Event Today

Live discussion today at noon on the [DVS Facebook page](#). Joe Heider Hennepin County deputy registrar and Molly Hauck from DVS will facilitate a discussion about REAL ID and answer questions from viewers.

You and your customers can follow us on Facebook at facebook.com/MNDriverAndVehicleServices for the latest DVS news and information.

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Addition to Wheelage Tax 2020

One county was missed in last week's rundown of counties that had wheelage tax changes. Pope County also had a change.

The following counties have changes to wheelage tax effective with the registration period beginning in January 2020. An updated wheelage tax guide is available on Info Hub under the resources tab.

<u>County</u>	<u>2019</u>	<u>2020</u>
Big Stone	0	\$10
Carlton	0	\$15
Hennepin	\$10	\$20
Pope	\$10	\$20
McLeod	\$10	discontinued

Tuesday December 10, 2019

What's New in This Update

- Facebook Live Event
- December Training Opportunity

- Addition to Wheelage Tax 2020

Today's News

Facebook Live Event

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Carlton	0	\$15
Hennepin	\$10	\$20
Pope	\$10	\$20
McLeod	\$10	discontinued

Previous News

REAL ID Update

The December REAL ID Update went out to statewide media on Dec. 3. [Here is a link to the news release](#) on the Minnesota Department of Public Safety's website. Please share this information as you see fit.

With the deadline to be REAL ID ready less than a year away, state officials are encouraging Minnesotans who apply for a REAL ID to use the online pre-application tool before they visit their local driver's license office to ensure they have the required documents.

Every air traveler 18 years of age or older will need a REAL ID, enhanced driver's license or ID, passport or passport card or another acceptable form of ID to fly within the United States or enter federal facilities beginning Oct. 1, 2020. A standard Minnesota driver's license will not be accepted for federal use as of that date, but it will still be a valid form of identification and valid for lawful driving privileges.

Approximately 9.72 percent of Minnesota driver's license and identification card holders are currently REAL ID ready. That's up from 7.8 percent at the end of September 2019.

Thank you for sharing this important information with your customers.

Wheelage Tax 2020

The following counties have changes to wheelage tax effective with the registration period beginning in January 2020.

- Big Stone - \$10
- Carlton - \$15
- Hennepin - \$20
- McCloud - discontinued

You'll find the updated wheelage tax guide on Info Hub under the resources tab. Best Practices Tip: Always confirm with your customer the county in which the vehicle is kept. Do not assume it is the same as the county in which the customer lives.

Thursday December 5, 2019

What's New in This Update

- REAL ID Update
 - Wheelage Tax 2020
-

Today's News

REAL ID Update

The December REAL ID Update went out to statewide media on Dec. 3. [Here is a link to the news release](#) on the Minnesota Department of Public Safety's website. Please share this information as you see fit.

With the deadline to be REAL ID ready less than a year away, state officials are encouraging Minnesotans who apply for a REAL ID to use the online pre-application tool before they visit their local driver's license office to ensure they have the required documents.

Every air traveler 18 years of age or older will need a REAL ID, enhanced driver's license or ID, passport or passport card or another acceptable form of ID to fly within the United States or enter federal facilities beginning Oct. 1, 2020. A standard Minnesota driver's license will not be accepted for federal use as of that date, but it will still be a valid form of identification and valid for lawful driving privileges.

Approximately 9.72 percent of Minnesota driver's license and identification card holders are currently REAL ID ready. That's up from 7.8 percent at the end of September 2019.

Thank you for sharing this important information with your customers.

Wheelage Tax 2020

The following counties have changes to wheelage tax effective with the registration period beginning in January 2020.

- Big Stone - \$10
- Carlton - \$15
- Hennepin - \$20
- McCloud - discontinued

You'll find the updated wheelage tax guide on Info Hub under the resources tab.

Best Practices Tip: Always confirm with your customer the county in which the vehicle is kept. Do not assume it is the same as the county in which the customer lives.

Previous News

Update: Odometer Disclosure Changes

Changes to the odometer disclosure requirements that were scheduled to take effect on Jan. 1, 2020 are now extended.

The change to the odometer disclosure requirements will take effect on **January 1, 2021** and will apply to model year 2011 and newer vehicles.

Report Error

When you discover an error before closing your daily report:

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- Report the problem to Katie Mancuso in deputy audit by email at katie.mancuso@state.mn.us. Do not call or leave a voice mail. Requests for report corrections must be emailed.
- Type **Request for Error Correction** in the subject line of the email.
- Include the following information in your email:
 - Office number and location.
 - Contact name and phone number/email.
 - Date of report.
 - At least one of the following: transaction cart number, transaction ID number, vehicle license plate number, or vehicle identification number.
 - Relevant attachments, such as images of the title transaction or prebill.
- You will receive authorization to keep your report open from Katie. *The only time you should keep a report open is if deputy audit has instructed you to do so.*
- Do not close your report until you **confirm the correction has been made**.
 - You will not receive notification; you must check your report or vehicle record.
 - MNIT makes corrections twice a week, on Tuesday and Thursday evenings.
 - It can take several days to make a correction, depending on the volume of correction requests.

Closing a report with errors actually hinders DVS' reconciliation efforts and may affect how long it takes to make the correction. In addition, closed reports may require the state to reimburse funds to a deputy registrar, which can be a long, multi-step process.

Transfer-on-Death Procedures

[Transfer-on-Death](#) (TOD) procedures are now added to Info Hub. You will find them under the title/transfer tab. Select involuntary transfer from the left-hand menu and click on death transfer. We intend to update the application for TOD beneficiary (PS2004) and will notify you when it is completed.

Deputy Registrar Learning Center

All training job aids and materials shared during the **Time with Todd** webinar series are available on the [deputy registrar learning/support page](#). You can find a link on Info Hub under the resources tab. Select training and click on MNLARS.

We've just added videos of the five main topics presented in November's Time with Todd.

- [7-Year Personalized Plate Replacements](#)
- [Documenting Gifts to Approved Family Members](#)
- [Change to Processing Out-of-State Registration Cards](#)
- [Semi-trailer \(ST\) Sales Tax Process for Prorate Carriers](#)
- [Completing Title Application and Recording Fees](#)

You'll also find these updated and new job aids:

- [Plate Transferability Flow Chart](#).
- [Customer Initiated Registration](#)
- [Clear Conditional Registration](#)

[Manufactured Homes- Surrender Title](#)

Tuesday December 3, 2019

What's New in This Update

There is no new information in today's update.

Previous News

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MNDRIVE – New System Name Update

Thank you to everyone who suggested names for the new DVS system. We had tremendous participation and appreciate all your input!

As we began to develop branding for the new system, we determined that incorporating the State of Minnesota logo and slightly modifying the name to MNDRIVE would make it easier for customers to locate our webpage and align better with other state government websites. We appreciate your support as we move forward with the development and implementation of MNDRIVE (referenced 'Minnesota Drive').

Below are the official logos of the new system.



Main Logo



Desktop Logo

Data and Reference

Tuesday November 26, 2019

What's New in This Update

- Update: Odometer Disclosure Changes
- Report Error
- Transfer-on-Death Procedures
- Deputy Registrar Learning Center
- MNDRIVE – New System Name

Reminder: State offices are closed Nov. 28 and 29.

Have a happy and safe Thanksgiving!

Today's News

Update: Odometer Disclosure Changes

Changes to the odometer discloser requirements that were scheduled to take effect on Jan. 1, 2020 are now extended. The change to the odometer disclosure requirements will take effect on **January 1, 2021** and will apply to model year 2011 and newer vehicles.

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Main Logo



Desktop Logo

What's New in This Update

There is no new information in today's update.

Previous News

Odometer Disclosure Regulations Changing

In September, the National Highway Traffic Safety Administration (NHTSA) announced changes to the federal odometer regulations. The changes permit electronic odometer disclosures and extends the length of time a vehicle is subject to odometer disclosure from 10 to 20 years. The new regulations go into effect on Jan. 1, 2020.

What you need to know:

- AAMVA petitioned NHTSA to reconsider the effective date, asking NHTSA to move it to Jan. 1, 2021. This will give states more time to make programming and form changes. NHTSA has not yet reviewed AAMVA's request.
- Vehicles currently exempt from odometer disclosure would remain exempt. For example, we would not require an odometer statement on a currently exempt 2006 model year vehicle when the new regulation goes into effect.

NHTSA changed the regulation to meet the growing demand for electronic transactions and out of consumer safety concerns. The average life of a vehicle is now 13 years. Many vehicles currently exempt from odometer disclosure requirements are still on the road and are targets for odometer fraud.

DVS will continue to update you on this matter.

Data and Reference

Available on Info Hub

- [MNLARS Workarounds Updated](#) (06/24/2019)
- [Sweep Reports](#) (May 7 through Oct. 7, 2019)
- [Inventory Reports](#): (Oct. 7, 2019)
- [Update \(email\) pdfs](#)

DVS [Dashboard](#)

Turnaround for the Week of November 18, 2019

- **DVS Title & Registration Unit:** Oldest title work being processed: Oct. 21
- **DVS Prorate:** Oldest title work being processed: Nov. 6
- **DVS Refund Unit:**
 - Motor Vehicle - Oldest applications being processed: Oct. 7
 - Driver's License FastDS Queue - Current
- **DVS Special Plate Unit:**
 - Disability Parking Certificate - Oldest work being processed: Sept. 30
 - Disability License Plates - Oldest work being processed: Oct. 31
 - Applications for Personalized, ARO/CB, and Gold Star plates - Oldest work being processed: Oct. 31
- **DVS Mail Title/Registration:** Oldest work being processed: Oct. 31
- **DHS Mail-in Renewals:** Current

Lien Card Production: Current

Tuesday November 19, 2019

What's New in This Update

- November Training Starts Today

Today's News

November Training

The **Time with Todd** training webinars start today. We strongly encourage you to attend one of the sessions, which cover:

- Order 7- Year Replacement Personalized Plates
- Change to the Out-of-State Registration Card Process
- ST (semi-trailer) Purchases by IRP Carriers
- Title Applications/Fees.
- Gift to Approved Family Member
- November Viewer's Choice segment, which reviews death transfers, "or" conjunction, and trusts.

See the Previous News section in this update for complete information.

Previous News

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What you need to know:

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- Vehicles currently exempt from odometer disclosure would remain exempt. For example, we would not require an odometer statement on a currently exempt 2006 model year vehicle when the new regulation goes into effect.

NHTSA changed the regulation to meet the growing demand for electronic transactions and out of consumer safety concerns. The average life of a vehicle is now 13 years. Many vehicles currently exempt from odometer disclosure requirements are still on the road and are targets for odometer fraud.

DVS will continue to update you on this matter.

November Training Opportunity

Our **Time with Todd** webinar series continues on Nov. 19 and 20. Join Todd and our newest trainer Brian in a review of DVS and MNLARS processes. Although these sessions are not required, attendance is strongly encouraged. The sessions provide valuable information to help ensure all are following DVS processes accurately. We had a tremendous turnout in October with 124 offices attending! Can we surpass that number?

Review Topics

Eight identical sessions will cover:

- **Order 7 Year Replacement Personalized Plates:** Review the correct procedure of clicking Order Plate and copy/pasting the plate name to minimize the mistakes being made that result in incorrect fees and the issuance of incorrect plates.
- **Change to the Out-of-State Registration Card Process:** Explains new process whereby deputy registrars no longer select a reg card as proof of ownership due to an issue with title status. The new process easily allows DVS to place an OS deficiency on the record and for deputy registrars to resolve it.

- **ST (semi-trailer) purchases by IRP carriers:** Review of the proper way to calculate and enter sales tax for IRP carriers who purchase ST trailers.
- **Title Applications/Fees.** Review when to complete the title application printed on the title versus a PS2000 or MNLARS title app according to MN statutes. Going forward, deputy registrars will follow the new procedure that better aligns with these requirements.
- **Gift to approved family member.** Review the specific verbiage that must be included on the PS2000 and MNLARS application to better clarify the relationship to determine if it qualifies.
- **Viewer's Choice Segment:** Review of some topics requested by you, the viewer:
 - Death Transfers and Transfer on Death (TOD)
 - "OR" Conjunction
 - Rules Surrounding Trusts

Webex Schedule

Tue. Nov. 19: Password: **trainnov** (NOTE: This is a new password!)

7:00 – 8:00 a.m. <http://bit.ly/TwT3Session1>
 8:30 – 9:30 a.m. <http://bit.ly/TwT3Session2>
 10:00 - 11:00 a.m. <http://bit.ly/TwT3Session3>
 1:30 – 2:30 p.m. <http://bit.ly/TwT3Session4>

Wed. Nov. 20: Password: **trainnov** (NOTE: This is a new password!)

10:00 - 11:00 a.m. <http://bit.ly/TwT3Session5>
 1:30 – 2:30 p.m. <http://bit.ly/TwT3Session6>
 3:00 – 4:00 p.m. <http://bit.ly/TwT3Session7>
 5:00 – 6:00 p.m. <http://bit.ly/TwT3Session8>


Using Webex

The format for the online training is Webex. It is important that you enable the audio function to get the full benefit of the training.

Technical Assistance:

- [Instructions for Joining WebEx](#)
- If you have trouble connecting, email MNLARS.Training@state.mn.us

Accommodations

If you need an accommodation due to a disability that affects your access to this training, please contact the Department of Safety's ADA Coordinator Lynn Mueller at 651-201-7173  or at lynn.mueller@sate.mn.us to request an accommodation. For all other questions or concerns, contact MNLARS Training at MNLARS.Training@state.mn.us.

Thursday November 14, 2019

What's New in This Update

- Odometer Disclosure Regulations Changing
- November Training Opportunity

Today's News

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Previous News

Disability Parking Certificates

There have been several instances of an individual having multiple accounts in FAST for disability parking certificates. To prevent multiple accounts, please do the following when staging a case for disability parking certificates:

- Search by the applicant's driver's license or ID number when available.
- Only enter a "new disabled person" if the individual does not have an existing account in FAST.

Note: a person applying for a disability parking certificate is not required to have a driver's license or a Minnesota issued ID card.

Classic Reprints: Classic Plates

Occasionally, we do a classic reprint of information shared with you in the past but still relevant today. The following information is from Nov. 14, 2018.

The DVS Special Plates Unit has seen an increase in the number of requests for "Classic" license plates for vehicles that do not qualify. In some cases, MINNCOR was able to catch the error and notify DVS so the correct standard collector plate could be sent to the customer.

As you know, there are several types of collector plates. When ordering a collector plate in MNLARS, be sure to select the correct one. Only specific vehicles manufactured between and including the years of 1925 and 1948 are eligible for Classic plates (Reference: [Minn. Statutes 168.10, subd. 1b](#)) and the customer must provide documentation that the vehicle is a "Classic Car" identified in the [Classic Car Club of America's Hand book](#).

For more information about Classic Plates and other types of collector plates, refer to [Info Hub](#)

Tuesday November 12, 2019

What's New in This Update

- Disability Parking Certificates
- Classic Reprints: Classic Plates

Today's News

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Previous News

Clarification: Barcode Tips

We listed tips to help reduce the number of unassociated documents in Tuesday's update. To add clarity, we've modified the instructions. Please follow the steps below to ensure documents are properly associated with a transaction. Thank you.

1. Place a barcode label on only one side of a document. Barcoding both sides causes an error during the scanning process,
2. If you type instead of scan the barcode number, make sure you have entered it correctly.
3. To successfully associate documents:
 - Click into the barcode field. If your cursor is not in the field, the barcode reader will read the scan but not associate it with the transaction.
 - Click the "add" button after scanning/typing the barcode to associate the document to the transaction.
 - **(NEW)** Click "save changes" to save all the barcode numbers.

Count the number of transaction documents. Verify you have the same number of barcoded documents associated with the transaction before moving on to next steps.

Thursday November 7, 2019

What's New in This Update

- Clarification: Barcode Tips
-

Today's News

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Previous News

Fee Breakdown

For audit purposes, it is important that you write a breakdown of fees collected on the application for title/registration (PS2000) or on the back of the Minnesota title.

Since the MNLARS PS2000 does not print the fees on the form, several deputy registrars shared these suggestions:

- Invest in a rubber stamp version of the fee block in section D of the PS2000.

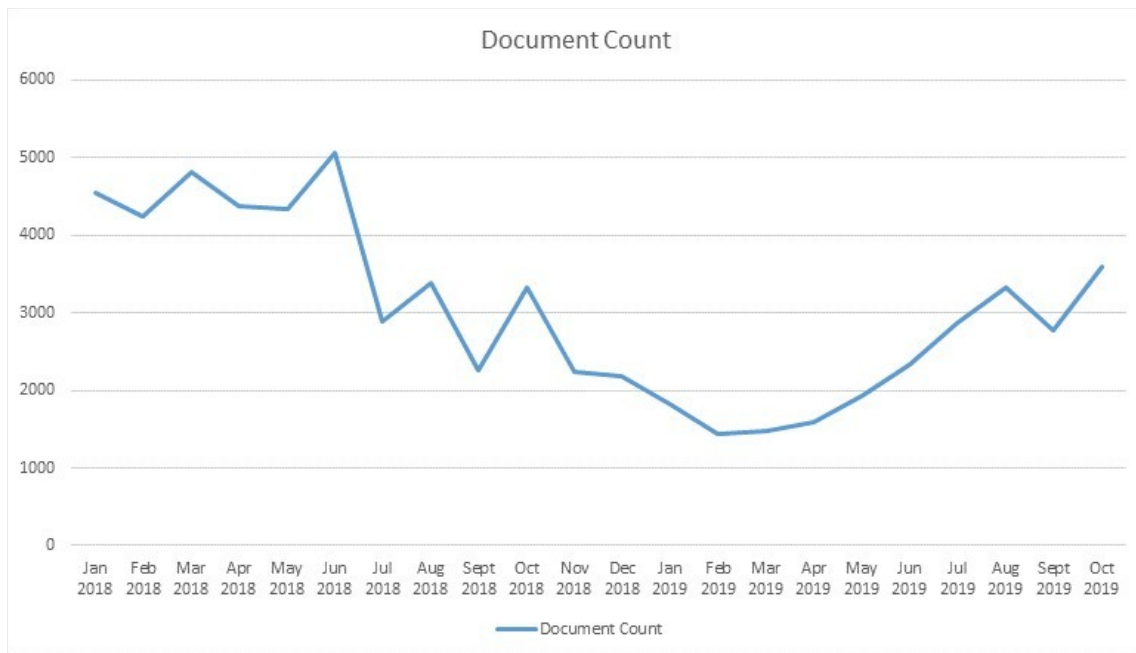
REGISTRATION TAX	
PLATE FEE	
ARREARS TAX	
WHEELAGE TAX	
PS VEHICLE FEE	
TRANSFER TAX	
TITLE/TRANSFER FEE	
LIEN FEE	
MV SALES TAX	
LATE TRANSFER PENALTY	
SUB-TOTAL	
STATE/DEPUTY FILING FEE	
TOTAL DUE	

- Barcode and associate a printed copy of the cart summary page to the transaction.

The new vehicle title and registration system will address the issue, and this requirement will go away in November 2020. In the meantime, we appreciate your cooperation.

Barcode Reminder

DVS has received over 23,000 documents in 2019 that are either missing a barcode or are not associated with a transaction. The number of “orphan documents” varies, but the daily average is between 100 and 150. The chart represents the monthly totals of orphan documents.



Orphan documents are a problem because they prevent the transaction from going into a queue for processing and delay the issuance of a title. In addition, the effort it takes to research and associate an orphan document with a transaction has a negative effect on overall title turnaround.

See Today's News in this update for a revised list of barcode tips/instructions.

Tuesday November 5, 2019

What's New in This Update

- Fee Breakdown
 - Barcode Reminder
-

Today's News

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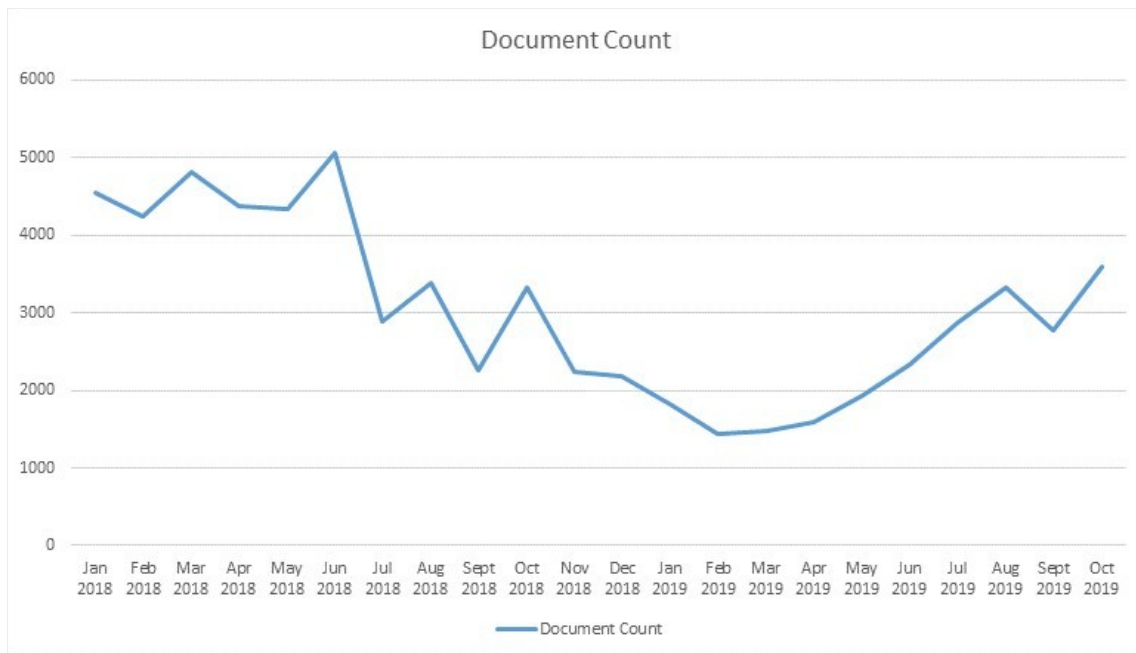
REGISTRATION TAX	
PLATE FEE	
ARREARS TAX	
WHEELAGE TAX	
PS VEHICLE FEE	
TRANSFER TAX	
TITLE/TRANSFER FEE	
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- To successfully associate documents:
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 - Click the “add” button after scanning/typing the barcode to associate the document to the transaction.
 - Count the number of transaction documents. Verify you have the same number of barcoded documents associated with the transaction before moving on to next steps.

Previous News

Deputy Registrar Support

DVS’ deputy support staff help you find solutions to complicated vehicle registration and title issues. These experts are committed to providing you with quality service and accurate information. However, sometimes, we get it wrong. When that happens, it’s important that we’re informed so we can take corrective steps.

You can help keep good information flowing by reporting when you receive incorrect or conflicting answers to Jim Forsell at james.forsell@state.mn.us. Please include the name of the individual to whom you spoke. We'll address the issue, ensure all staff has the correct information and when appropriate, share the information through the regular deputy registrar updates.

Your deputy registrar support staff are:

- Motor vehicle liaisons: Janene, Mike, Mary, Amanda, Justin, Orlando, Ginger, Ashley, Lori, and Michele
- Procedure phones: Jason and Rachel

Occasionally, the public information center will help answer deputy registrar phones, so you may speak to someone other than those listed above. The same reporting process applies. cf

Thursday October 31, 2019

What's New in This Update

- Deputy Registrar Support

Today's News

Deputy Registrar Support

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Previous News

Reminder: ST Plates/Registration Card

When issuing new or duplicate ST plates, do not forget to provide the customer with a new cab/registration card. There is no additional charge for the registration card.

DVS Expands Road Test Hours

DVS announced that it is expanding Class D skill (road) test hours at the Arden Hills, Plymouth and Egan exam stations beginning Nov. 2. The three DVS metro exam stations will be open Saturdays and Sundays from 8 a.m. until 4:15 p.m. Nov. 2-Dec. 22, in addition to regular Monday through Friday hours. These extended weekend hours are dedicated to Class D road tests with no other services available during these hours. Weekend hours will not be available the following holiday weekends:

- 9-11 (Veterans Day)
- 28-Dec. 1 (Thanksgiving)

The additional weekend appointments at the three metro exam stations are now available for scheduling. The quickest and easiest way to schedule an appointment is online at drive.mn.gov

Additional information is available at:

- [News Release](#)

[FAQs](#)

Tuesday October 29, 2019

What's New in This Update

- Reminder: ST Plates/Registration Card
- DVS Expands Road Test Hours

Today's News

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Additional information is available at:

- [News Release](#)
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Previous News

Updated Desktop Requirements

We've updated the [DVS desktop requirements](#) for 2019. You'll find a link to the updated document on Info Hub under the deputy registrars tab and the driver's license agent/exam tab. Please share this information with your IT professionals.

Verify Office Hours and Services Provided

Please visit <https://dps.mn.gov/divisions/dvs/locations/Pages/find-office-locations.aspx> and search for your office location. If you require any changes to the list of services provided or hours of operation, please email DVS.Communications@state.mn.us with your changes. In that email include your office location information and what the changes should be.

Thursday October 24, 2019

What's New in This Update

- System Name
- Updated Desktop Requirements
- Hours/Services Verification

Today's News

System Name

The following information was shared with deputy registrars and driver's license agents on Oct. 23

We have a name!

DVS is pleased to announce the name for the new integrated driver and vehicle information system is MDRIVE (**M**innesota **DRI**ver and **VE**hicle System).

We received nearly 75 name suggestions and put the top five to a vote. Nearly 60 percent of the voters selected MDRIVE. Our thanks to everyone who participated in the naming process.

There is still a lot to do before we launch MDRIVE in November 2020, but together we are making progress and building a system that will serve the needs of all Minnesotans.

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We've updated the [DVS desktop requirements](#) for 2019. You'll find a link to the updated document on Info Hub under the deputy registrars tab and the driver's license agent/exam tab. Please share this information with your IT professionals.

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Previous News

Self-service Options

The following information was shared with deputy registrars on Oct. 18.

We are asking for your feedback on several possible self-service options. The legislature directed Driver and Vehicle Services (DVS) to consider self-service and on-the-spot fulfillment options to improve customer service delivery. Below are potential options that could be included in the new motor vehicle system that Fast Enterprises is developing. The new system will replace MNLARS in late 2020.

The options listed below may have fiscal impacts but they also offer opportunity. This is a first step, a place to start the conversation and determine the next steps – including the fiscal impacts.

Share your feedback by emailing Tom Henderson at thomas.henderson@state.mn.us.

Potential Self-Service Options

- **Individual customer accounts.** This option allows customers to set up individual accounts to receive important information and conduct business with DVS. Potential services include the delivery of annual renewal notices for vehicle registrations and driver's licenses, ability to pay for renewals, preparing applications for DVS review, receiving official copies of motor vehicle or driving records, and requesting replacement credentials.
- **Self-service kiosks.** Motor vehicle departments in many other states use self-service kiosks to provide 24-hour services to customers. Potential services include vehicle registration renewals (tabs), ordering duplicate license plates and titles, preparing applications for DVS review, receiving official copies of motor vehicle or driving records, paying International Registration Plan (IRP) or International Fuel Tax Agreement (IFTA) taxes and fees, and receiving temporary trip and fuel permits.
- **Mobile service vehicles.** Mobile service vehicles would deliver DVS services to underserved populations or those unable to come to a DVS location. Examples of locations for mobile services are correctional facilities, assisted living or senior centers, colleges and universities, community events, and natural disasters. Potential services focus on providing driver licenses and identification credentials; however, the option allows for future expansion to other types of DVS services.

- **Temporary license plates for newly purchased vehicles.** Currently, dealers tape a temporary permit to the inside window of a newly purchased motor vehicle. This option replaces the paper permit with a temporary license plate linked to the motor vehicle record. With this option, the customer leaves the automobile dealership with a temporary license plate on the vehicle. The temporary plate is easier for law enforcement officers to read and, because the data entered into the record is the basis of the title and registration application, the time required for DVS to review and approve the application decreases.
- **Individual dealer licensing, inspections and reporting accounts.** Individual dealer accounts would allow dealers to apply for a new dealer license, renew an existing license, submit required documents, order dealer plates and stickers, renew dealer plates, and send or receive important information. Potential services include an online dealership license application or renewal, electronic receipt of important documents such as the actual dealership license or inspection/audit reports, self-service notification of dealership hours of operations, temporary change of location and the ability to schedule an on-site visit.

Self-service fleet management. Minnesota companies with 50 or more vehicles may choose to register and title the vehicles as a fleet. Self-service fleet management allows the company to register the fleet and pay for the transaction using an online payment process. Potential services include adding or removing a vehicle from the fleet, assigning a common month of renewal for the fleet vehicles, online payment of taxes and fees, and receiving registration documents through a secure PDF.

Tuesday October 22, 2019

What's New in This Update

- Self-service Options

Reminder: Optional training starts today - see Previous News section for details.

Today's News

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Potential services include adding or removing a vehicle from the fleet, assigning a common month of renewal for the fleet vehicles, online payment of taxes and fees, and receiving registration documents through a secure PDF.

Previous News

November Renewal Notices

The November renewal notice will have two important messages:

1. A message encouraging owners to check their vehicles for open recalls.
2. A new message about REAL ID.

<p>Minnesota Driver and Vehicle Services</p> <p>Safe Cars Save Lives One in five cars has an open safety recall that may compromise your safety.</p> <p>Check your car for open recalls for free at nhtsa.gov/recalls</p>	<p>IMPORTANT, PLEASE READ:</p> <p>Want to board a domestic flight starting Oct. 1, 2020? You will need one of the following:</p> <ol style="list-style-type: none">1. REAL ID driver's license or ID card2. Enhanced driver's license or ID card3. Passport or another acceptable form of ID <p>Find what you need to know at REALID.dps.mn.gov</p>
<p>Due to recent legislation, this renewal reflects a filing fee increase from \$6 to \$7, and a \$2.25 technology surcharge. The cost of 7-year replacement plates increased \$2 for passenger and disability plates and \$2.50 for special and personalized plates.</p>	<p>ANATOMICAL DONATION EDUCATION CONTRIBUTION:</p> <p>When reviewing in person, you may contribute \$2 to support organ and tissue donation education. Ask your local Deputy Registrar agent for more information.</p> <p>Questions? Visit our website: dvs.dps.mn.gov or call: (651) 297-2126</p> 
<p>.....</p> <p>RETURN THIS BOTTOM PORTION ONLY WITH YOUR CHECK IF PAYING BY MAIL.</p>	

Training Opportunity

The "Our Time with Todd" webinar series continues for October. Join Todd as he reviews topics requested by deputy registrars. You are not required to take the training, but we strongly encourage you to attend. The sessions contain valuable information that helps ensure all deputy registrar staff are following correct motor vehicle processes. **Eight identical sessions will cover:**

- **Disabled Vet Process:** Review what documentation is required and how to process a title application to ensure you are not providing free registration when not appropriate.
- **Recreate Purged Record Process:** Review when you need to use this process or when you must proceed with Apply for Title application.
- **Clearing Deficiencies:** Review when it is acceptable to clear a deficiency to issue registration.
- **Duplicate Title:** Review why NOT to delete a cart with a duplicate title.
- **Collector Plates:** Review when to use a PS2010 and when to use a PS2000.
- **Viewer's Choice Segment:**
 - Calculating base values
 - Applying for title for off-highway motorcycles
 - Entering trusts in MNLARS

Webex Schedule

Tuesday, Oct. 22 Password: mnlars

7:00 – 8:00 a.m. <http://bit.ly/TwT2Session1>
 8:30 – 9:30 a.m. <http://bit.ly/TwT2Session2>
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Wednesday, Oct. 23 Password: mnlars


10:00 - 11:00 a.m. <http://bit.ly/TwT2Session5>
 1:30 – 2:30 p.m. <http://bit.ly/TwT2Session6>
 3:00 – 4:00 p.m. <http://bit.ly/TwT2Session7>
 5:00 – 6:00 p.m. <http://bit.ly/TwT2Session8>

Using Webex

The format for the online training is Webex. It is important that you enable the audio function to get the full benefit of the training. Technical Assistance:

- [Instructions for Joining WebEx](#)
- If you have trouble connecting, email MNLARS.Training@state.mn.us

Accommodations

If you need an accommodation due to a disability that affects your access to this training, please contact the Department of Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173  or at lynn.mueller@sate.mn.us to request an accommodation.

Questions? Email MNLARS Training at MNLARS.Training@state.mn.us

What's New in This Update

- Explore Days
- Training Reminder
- November Renewal Notices

Today's News

Explore Days

In yesterday's special update, we asked for volunteers to test drive the new system and provide feedback. The response was tremendous. Thank you to all who volunteered. There will be future opportunities to participate in similar events.


Training Reminder

The DVS training team is offering Webex sessions on Oct. 22 and 23 related to clearing deficiencies, recreating purged records and more. The training is optional; however, we strongly encourage you to attend. You can find complete details in the Previous News section of this update.

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Previous News

MNLARS Update

DVS and MNIT completed a patch to MNLARS on Sunday that will enhance the DVS administrative functions for allowing visibility into file transfer status for:

- Title and Registration Record Visibility
- Finance Records Visibility
- DHS Registration Renewals Visibility
- Access Unit/ Job Roles Visibility

The patch also addressed a MNLARS feature modification for the BCA advanced search and a change for MMB in refund processing.

If you have not done so, please remember to do an extended cache clearing.

- [Instructions for clearing the cache in Internet Explorer \(IE\)](#)
- [Instructions for clearing the cache in Chrome](#)

Training Opportunity

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Questions? Email MNLARS Training at MNLARS.Training@state.mn.us

Tuesday October 15, 2019

What's New in This Update

- MNLARS Update

Today's News

MNLARS Update

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Previous News

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Thursday October 10, 2019

What's New in This Update

- MNLARS Maintenance
- Training Opportunity

Today's News

MNLARS Maintenance

MNLARS will be unavailable beginning at 7 a.m. on Sunday, Oct. 13. MNIT is performing planned maintenance on the system. We anticipate services will be available by 9 a.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Please remember to do an extended cache clearing on Monday morning.

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Training Opportunity

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Previous News

Name that System

We received close to 75 name suggestions for the new driver and vehicle information system. Thanks to all the creative people who submitted name suggestions!

It was a difficult task, but we've narrowed the list down to five finalists. Please take a moment to [vote for your favorite](#).

You have until 5 p.m., Monday Oct. 14, to submit your choice.

Thank you in advance for your participation. We will announce the name of the new system after the survey closes the week of Oct. 14.

New Sweep Report Available

The sweep reports for May 7 through Oct. 7, 2019 are available on [Info Hub](#).

If there are discrepancies:

- Print the closeout page(s) for the period of business you are closing.
- If a transaction was updated but is not showing on the closeout page, print a screenshot of the record and timestamp on transaction history and send the screenshot to DVS Audit.
- If a processed transaction is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
- Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to: DVS Audit 445 Minnesota St, Suite 185 Saint Paul, MN 55101

Inventory Reports

You will find updated plate and sticker inventory reports through Oct. 7, under the Dep. Registrars tab on Info Hub. Please email the MV liaisons with any questions at DVS.MV.Liaisons@state.mn.us

Tuesday October 8, 2020

What's New in This Update

- Name that System
- Updated Inventory and Sweeps Reports

Today's News

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Previous News

DVS Record Information

It has been a year since [Minn. Stat. § 171.12, Subd. 1a](#) strengthened the consequences for anyone who misuses DVS record information. Yesterday, the DVS Data Practices unit emailed a reminder to all users with access to DVS record information about the law and the penalties for misuse. Please check your emails for this important information.

Other resources about the use of DVS record information:

- [DVS Data Access Quick Reference Guide](#) (available on Info Hub)
- [Security and Confidentiality of Data and Records](#) (available on DVS public website)

Wheelage Tax 2020

We've added the [Wheelage Tax Quick Reference Guide for 2020](#) to Info Hub. It is available under the Resources tab.

Thursday October 3, 2019

What's New in This Update

- DVS Record Information
- Wheelage Tax 2020

Today's News

DVS Record Information

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Wheelage Tax 2020

We've added the [Wheelage Tax Quick Reference Guide for 2020](#) to Info Hub. It is available under the Resources tab.

Previous News

Critical Habitat Contribution Fees

The \$30 minimum contribution fee is due with:

- Every registration renewal of a vehicle with critical habitat plates.
- Every initial application for critical habitat plates.
 - Changing from one design of critical habitat plate to another is an initial application so the contribution fee is due. For example, the fee is due if switching from loon to moose plates.

There are a few situations where MNLARS will not allow you to collect the contribution fee. Examples are some 2-step processes or an interim plate process. These are not common transactions. You should only collect the fees that MNLARS instructs you to collect. Special plate contribution fees are an issue that Fast-VS will be discussing in the weeks ahead.

1-ton Conversion, Y Class Commercial to Y Class Non-commercial

MNLARS charges one-month registration for the conversion of a currently registered vehicle when converted from Y class commercial to Y class non-commercial, or vice versa. If the owner of a vehicle disputes the charge of additional registration tax, collect the tax to complete the conversion and have the customer complete an application for refund. DVS will review the refund application. The Fast VS team will review conversion and changes of class processes as part of the development of the new system.

Reminder: Lienholder Address

We recently had to issue several corrected titles because the owner's address was entered as the lienholder's address. Please be sure to enter the lienholder's address correctly.

Tuesday October 1

What's New in This Update

- Critical Habitat Contribution Fee
- 1-ton Conversions - Commercial to Non-commercial
- Reminder: Lienholder Address

Today's News

Critical Habitat Contribution Fees

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Previous News

Security Upgrade

On Oct. 6, MNIT will upgrade security encryption protocols to Transport Layer Security (TLS) 1.2 for all web-based services, including MNLARS.

Most current browser versions support TLS 1.2. However, on Oct. 7, if your browser does not support TLS 1.2 you will receive a message that the site cannot provide a secure connection, secure connection failed, or something similar, depending on the browser you use. If you receive one of those messages, you will need to update your browser or configure your browser to support TLS 1.2.

Please share this information with your IT professionals. If you have any questions, contact the DPS Help Desk at 651-201-7777 . The table below is also available on [Info Hub under Resources](#).

TLS 1.2 Supported Browsers

Browser	Version	Platforms (If Applicable)	Notes
Google Chrome	30+		
Mozilla Firefox	27+ ESR 31+		
Microsoft Internet Explorer	11 10	Server 2012/Windows 10 Server 2008 R2/ Windows 7 and 8	Enabled by Default Disabled by Default – To enable TLS 1.2 in Internet Explorer: <ul style="list-style-type: none">• Open Internet Explorer• From the menu bar, click Tools > Internet Options > Advanced tab• Scroll down to the Security category and check the option boxes for Use TLS 1.1 and Use TLS 1.2• Click OK• restart Internet Explorer
Microsoft Edge	All	Windows 10	
Apple Safari	7+	OS X 10.9 +	
Apple Safari (Mobile)	iOS 5+		

Thursday September 26, 2019

What's New in This Update

- Security Upgrade
- Looking for a Name


Today's News

Security Upgrade

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Microsoft Edge	All	Windows 10	
Apple Safari	7+	OS X 10.9 +	
Apple Safari (Mobile)	iOS 5+		

Looking for a Name

Currently, we have a system for driver's licenses and ID cards and a system for motor vehicle title and registration. Once Fast Enterprises completes the development of the replacement for MNLARS, we will have one integrated system for driver and vehicle related processes, records and information.

To clarify, we invite you to be creative and submit a name for the new integrated system, not just the motor vehicle portion. Email your suggestions to dvs.communications@state.mn.us no later than Sept. 30. Thank you!

Previous News

DPS at the MDRA Conference

On Sept. 20, representatives from DPS, DVS and Fast Enterprises had the opportunity to speak with deputy registrars at the annual MDRA conference in St. Cloud. We enjoyed meeting all of you and discussing issues important to all of us; efficient processes, quality customer service, good communication, training and strong partnerships.

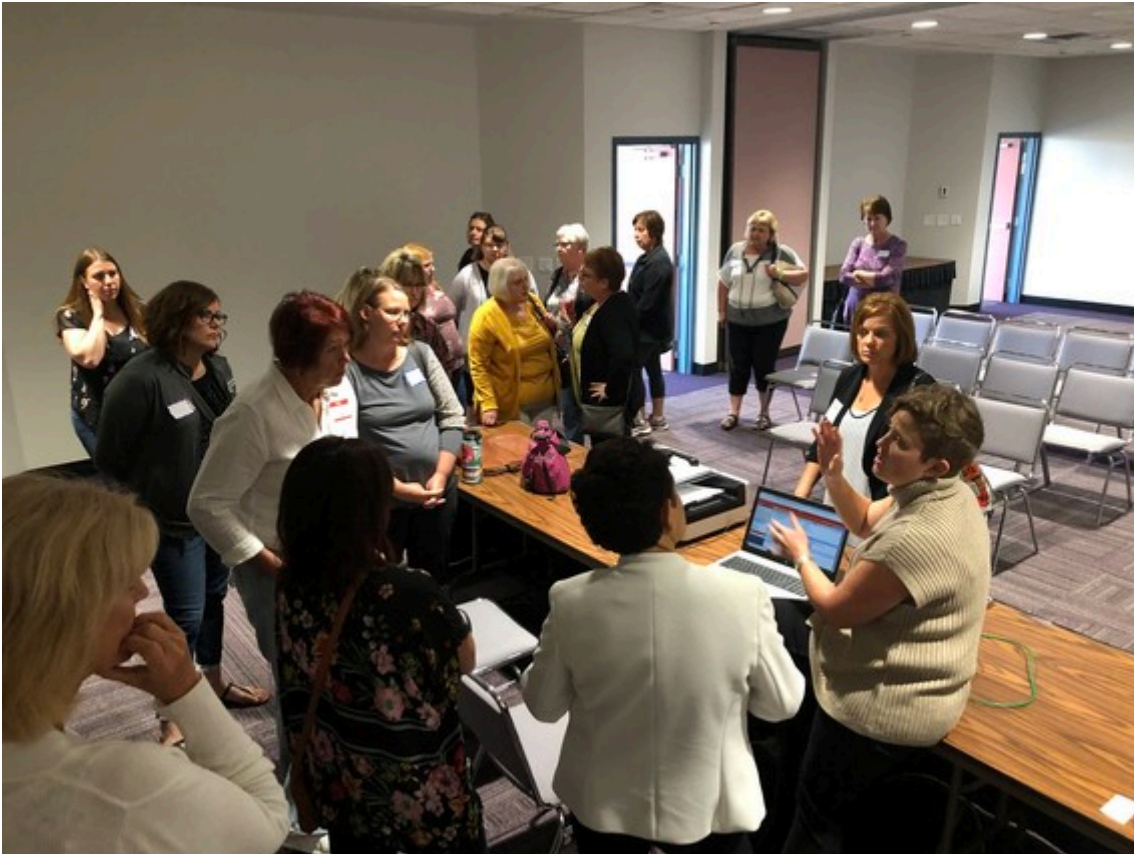
If you were not able to attend the conference, the [DPS-DVS presentation](#) is available on Info Hub



Pictured from left to right: DPS Asst. Commissioner Tim Lynaugh, MDRA member Neng Lor (Hennepin County), DPS Deputy Commissioner Cassandra O'Hern, MDRA member Ken Mohr (St. Louis Park), DVS Director Emma Corrie, and DPS Commissioner John Harrington.

Fast Enterprises was also on hand to demo the Fast VS system, which will replace MNLARS. It is in production in 11 states and will soon rollout in Nebraska (Oct.) and Massachusetts (Nov.). DVS implemented Fast DS nearly a year ago for driver's licensing and ID card issuing. When completed, we will have one integrated system for driver and vehicle information and records.

- Phase I will include functionality for title and registration, dealer management, fleet management, permits, and imaging. Phase I is scheduled to roll out Nov. 16, 2020.
- Phase II will include functionality for motor carriers with International Fuel Tax Agreement (IFTA) and International Registration Plan (IRP). Phase II is scheduled to roll out Oct. 1, 2021.



Fast demonstration at MDRA conference in St. Cloud.

Dealer Conditionals

Over the summer, temporary staff helped DVS reduce turnaround times by reviewing and approving title applications. Occasionally, a dealer conditional application was issued a title in error instead of a deficiency letter.

What to do when a title was issued in error?

- If you have all the paperwork required to issue the title, barcode it and attach it to the title record.
- If you do not have all the paperwork necessary to clear the dealer conditional, contact the MV liaisons.

We have reviewed the situation with temporary staff and new employees, and provided additional training. You can help ensure that only experienced DVS staff process dealer conditional applications by selecting the appropriate type of proof of ownership when entering an application in MNLARS.

What's New in This Update

- Looking for a Name
- DPS at the MDRA Conference
- Reminder: Optional Training Today

Today's News



Looking for a Name

Our new driver and vehicle system needs a unique name to identify it. We're inviting you and DVS staff to put on your thinking caps, be creative and email your suggestions to dvs.communications@state.mn.us no later than Sept. 30. Thank you!

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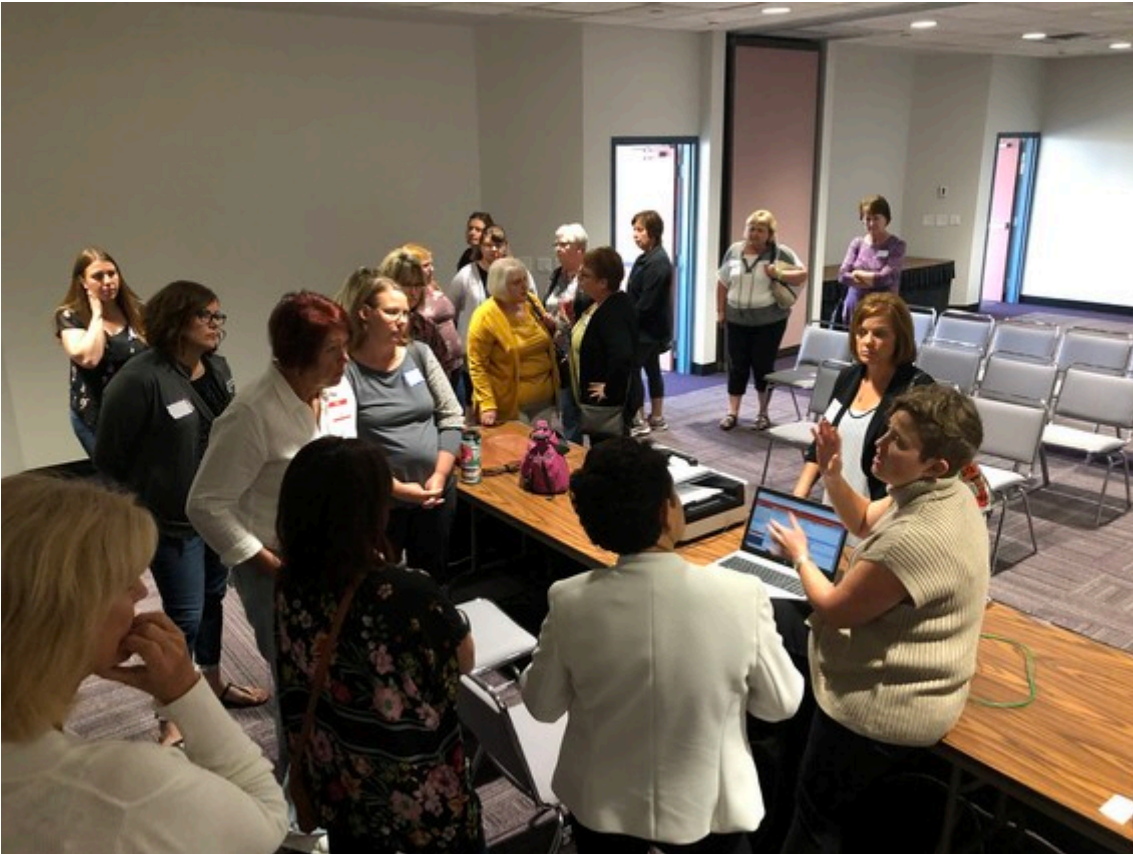
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Consular Identification Card Reminder

The following information appeared in the June 6, Deputy Registrar Update.

A new law makes a valid and unexpired consular identification card an acceptable primary identification document for motor vehicle title and registration transactions.

- The law only applies to motor vehicle transactions.
- The consular identification card must be from the recognized consulate of a country other than the United States.

A consular identification card may be used for an application to title or register a:

- Passenger car
- Pickup truck
- Motorcycle
- Truck
- Recreation vehicle or recreational trailer
- Manufactured home or park trailer

A consular identification card is not an acceptable identification document when applying for a Minnesota driver's license or identification card. This includes REAL ID compliant and non-compliant cards.

September Training Opportunities

MNLARS training webinars will continue while Fast Enterprises builds the new motor vehicle system at the request of deputy registrars. The training team will use the webinars to review MNLARS content and offer information about any new issues that may arise.

Participation is voluntary; you are not required to attend.

Registration for the webinar is not required.

Review Topics

Eight identical sessions will cover:

- **New to Fleet Utility Trailers:** Review procedures for entering the title application when the trailer comes from another state.
- **Manufacture Home Update:** Provide an update on how to surrender a title for a manufactured home that is being affixed to property.
- **Transfers with Title Only – Registration Technology Surcharge Update:** Review procedures for vehicles held for resale and the implications to the registration technology surcharge.
- **Review Scenarios:** Special plate transfers and reinstating standard plates.

Web Ex Schedule

Tuesday, September 24 Password: mnlars

7:00 – 8:00 a.m. <http://bit.ly/SeptSession1>

8:30 – 9:30 a.m. <http://bit.ly/SeptSession2>

10:00 - 11:00 a.m. <http://bit.ly/SeptSession3>

1:30 – 2:30 p.m. <http://bit.ly/SeptSession4>

Wednesday, September 25 Password: mnlars

10:00 - 11:00 a.m. <http://bit.ly/SeptSession5>

1:30 – 2:30 p.m. <http://bit.ly/SeptSession6>

3:00 – 4:00 p.m. <http://bit.ly/SeptSession7>

5:00 – 6:00 p.m. <http://bit.ly/SeptSession8>


Using Webex

The format for online training is Webex. It is important that you enable the audio function to get the full benefit of the training.

Technical Assistance:

- [Instructions for Joining WebEx](#)
- If you have trouble connecting, email MNLARS.Training@state.mn.us

Accommodations

If you need an accommodation due to a disability that affects your access to this training, please contact the Department of Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173  or at lynn.mueller@sate.mn.us to request an accommodation.

Questions? For all other questions or concerns, contact MNLARS Training at MNLARS.Training@state.mn.us

Thursday September 19, 2019

What's New in This Update

- Training Reminder
 - Dealer Conditionals
-

Today's News

Training Reminder

On Sept. 24 and 25, the DVS training team is offering Webex sessions related to new-to-fleet utility trailers, manufactured homes, registration technology surcharge and special plates. The training is optional and registration is not required. You can find complete details in the Previous News section of this update.

Dealer Conditionals

Over the summer, temporary staff helped DVS reduce turnaround times by reviewing and approving title applications. Occasionally, a dealer conditional application was issued a title in error instead of a deficiency letter.

What to do when a title was issued in error?

- If you have all the paperwork required to issue the title, barcode it and attach it to the title record.
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We have reviewed the situation with temporary staff and new employees, and provided additional training. You can help ensure that only experienced DVS staff process dealer conditional applications by selecting the appropriate type of proof of ownership when entering an application in MNLARS.

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Participation is voluntary; you are not required to attend

Registration for the webinar is not required.

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Wednesday, September 25 Password: mnlars

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Tuesday September 17, 2019

What's New in This Update

- Consular Identification Card Reminder
-

Today's News

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Previous News

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Updated Fee Charts

We recently updated the following fee charts/information. If you printed fee charts to use as a reference, please check the revision date to ensure you are using the most recent version.

- [General motor vehicle fees](#)
- [Motor vehicle fees by transaction](#)
- [Special plates brochure](#)

[Plate changes](#)

Thursday September 12, 2019

What's New in This Update

- September Training Opportunities
- Updated Fee Charts

Today's News

September Training Opportunities

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Previous News

September Renewal Notices

September renewal notices will have a new public safety message. Instead of the usual message that directs customers to the back of the form for payment options, etc., the new message will let customers know how they can check to see if there is an open recall on their vehicle.

DVS will continue to print the new message on renewal notices for the foreseeable future.

Minnesota Driver and Vehicle Services

Safe Cars Save Lives

One in five cars has an open safety recall
that may compromise your safety.

Check your car for open recalls for free at
<https://www.nhtsa.gov/recalls>

Tuesday September 10, 2019

What's New in This Update

- There is no new information in today's update.
-

Previous News

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Selecting Correct Proof-of-Ownership Option

There are seven options in the proof-of-ownership dropdown field. They are:

- Manufacturers Certificate of Origin (MCO)
- Title issued in another state/jurisdiction
- Registration card issued in another state/jurisdiction
- Minnesota title
- Minnesota registration card
- No proof of ownership
- Homemade

A recent random sampling of transactions showed that many users are simply selecting the first option, MCO, regardless of the type of ownership the customer submits. It is very important that you select the **correct** proof-of-ownership when processing a transaction.

- You are confirming that your customer submitted that document as proof of vehicle ownership.
- It affects the accuracy of reported applications waiting to be processed. For example, a spike in MCO transactions waiting to be processed may be due to numerous other types of transactions incorrectly reported as MCO.
- It can delay the issuing of a title. DVS uses the information to assign transactions to a particular review queue. We typically assign the MCO queue to new employees who are still in training. When they receive a transaction with a different type of proof-of-ownership document, they forward it to the supervisor's queue for review, adding an unnecessary step to the review/approval process.

The MV Liaisons will be reaching out to offices that frequently select the wrong type of proof-of-ownership, but it is a good reminder to all users of the importance of making sure the information you input into the system is correct.

Thursday September 5, 2019

What's New in This Update

- September Renewal Notices
- Server Maintenance on Sunday

Today's News

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Server Maintenance on Sunday

MNIT is performing server maintenance on Sunday from 6 a.m. – 7 p.m. They do not expect any interruption of service during that time.

Previous News

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Tuesday September 3, 2019

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It is very important that you select the **correct** proof-of-ownership when processing a transaction.

- You are confirming that your customer submitted that document as proof of vehicle ownership.
- It affects the accuracy of reported applications waiting to be processed. For example, a spike in MCO transactions waiting to be processed may be due to numerous other types of transactions incorrectly reported as MCO.
- It can delay the issuing of a title. DVS uses the information to assign transactions to a particular review queue. We typically assign the MCO queue to new employees who are still in training. When they receive a transaction with a different type of proof-of-ownership document, they forward it to the supervisor's queue for review, adding an unnecessary step to the review/approval process.

The MV Liaisons will be reaching out to offices that frequently select the wrong type of proof-of-ownership, but it is a good reminder to all users of the importance of making sure the information you input into the system is correct.

Previous News

MNLARS Release 1.16.2

MNIT and DVS deployed the final MNLARS release over the weekend. MNIT will continue to maintain MNLARS and occasionally implement patches to current functionality as needed. However, there will be no new development on the system. Instead, focus and development efforts now shift to the Fast Enterprise solution for vehicle title and registration.

Starting Sept. 1, MNLARS will reflect increased plate/sticker fees. We have updated resource materials and quick reference guides on Info Hub and the DVS public website to reflect the new fees and their effective dates.

September Renewal Notices Delayed

On Monday, DVS pulled data to produce renewal notices for vehicles that expire in September. The vendor will have the renewal notices printed and mailed by Sept. 5, which is later than usual. DVS delayed the release of the notices so the vendor could print them with the correct technology surcharge, filing fee, and if needed, the correct replacement plate fee.

DVS will return to the regular schedule for October renewal notices. They will be mailed Sept. 17.

New Plate Fee Quick Reference Guide

You will find the new Plate Fee Quick Reference Guide Training mentioned in the 1.16.2 training webinars last week on [Info Hub](#). It can be found under the Resources tab in Quick References Guides.

Thursday August 29, 2019

What's New in This Update

- New Plate Fees Effective Sept. 1

State offices are closed Monday Sept. 2, in observance of Labor Day.

Today's News

New Plate Fees Effective Sept. 1

MNLARS will start to reflect the new plate fees and duplicate registration sticker fee on Sept. 1. The new fees apply to any application processed on Sept. 1 or later.

Previous News

MNLARS Release 1.16.2

MNIT and DVS deployed the final MNLARS release over the weekend. MNIT will continue to maintain MNLARS and occasionally implement patches to current functionality as needed. However, there will be no new development on the system. Instead, focus and development efforts now shift to the Fast Enterprise solution for vehicle title and registration.

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DVS will return to the regular schedule for October renewal notices. They will be mailed Sept. 17.

New Plate Fee Quick Reference Guide

You will find the new Plate Fee Quick Reference Guide Training mentioned in the 1.16.2 training webinars last week on [Info Hub](#). It can be found under the Resources tab in Quick References Guides.

Tuesday August 27, 2019

What's New in This Update

- MNLARS Final Release
- September Renewal Notices Delayed

Today's News

MNLARS Release 1.16.2

MNIT and DVS deployed the final MNLARS release over the weekend. MNIT will continue to maintain MNLARS and occasionally implement patches to current functionality as needed. However, there will be no new development on the system. Instead, focus and development efforts now shift to the Fast Enterprise solution for vehicle title and registration.

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Previous News

New Plate Fee Quick Reference Guide

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What's New in This Update

- Planned System Outage

Today's News

Planned System Outage

MNLARS release 1.16.2 is scheduled for Sunday, August 25. MNLARS will be unavailable beginning at 8 a.m. Sunday . We anticipate services will be available by 12:30 p.m Sunday. Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup.

This release deploys increased license plate fees or duplicate sticker fee that go into effect on Sept.1. Deputy registrars will not see the increased fees reflected in MNLARS until Sept. 1.

IMPORTANT REMINDER. On Monday morning, you will need to do an extended cache clearing to ensure MNLARS displays properly.

- [Instructions for clearing the cache in Internet Explorer \(IE\)](#)
- [Instructions for clearing the cache in Chrome](#)

Previous News

New Plate Fee Quick Reference Guide

You will find the new Plate Fee Quick Reference Guide Training mentioned in the 1.16.2 training webinars last week on [Info Hub](#). It can be found under the Resources tab in Quick References Guides.

Thursday August 15, 2019

What's New in This Update

- MNLARS Release 1.16.2 Training Make-Up Sessions Next Week

Today's News

MNLARS Release 1.16.2 Training Make-up Sessions Next Week

Don't Miss Out

DVS is offering two more webinars in anticipation of the 1.16.2 release. Registration for the webinar is not required.

- If your office has not attended one of the previous sessions, please remember that someone is required to attend the training to prepare you and your office for the upcoming release.
- If you missed the webinar or only watched the videos and still have questions, join us for one of the two sessions. Any offices may invite staff to participate in these additional two webinars.

Webex Training Schedule

Tuesday August 20 Password: mnlars


8:30 a.m. – 9:30 a.m. http://bit.ly/1_16_2MU1

1:00 p.m. – 2:00 p.m. http://bit.ly/1_16_2MU2

Using Webex

- [Instructions for Joining Webex](#)
- If you have trouble connecting, email MNLARS.Training@state.mn.us

Accommodations for Individuals with Disabilities

If you need an accommodation due to a disability that affects your access to this training, please contact the Department of Public Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173  or at lynn.mueller@state.mn.us to request an accommodation.

Previous News

Financials Reports

The following information was originally sent as a special notice on Monday afternoon.

Some SWIFT files were uploaded last week to MMB in an incorrect format. MNIT resolved the issue on Aug. 9, and sent correctly formatted files for Aug. 1 -7 to MMB. The files for Aug. 8-11, are being processed today.

MMB has confirmed receipt of the first batch, and will confirm the second batch once they have been received.

Vehicles from Out of State

A purchase agreement alone from an out-of-state dealer to a Minnesota resident is not enough proof-of-ownership for Minnesota registration. If the customer has an expired or soon-to-expire temporary permit issued by the other state, they must obtain a new or extended permit from that state, until they can submit the required transfer documents. Minnesota does not have a permit that would cover this type of situation.

Data Privacy Reminder

[Minn. Stat. § 171.12, Subd. 1a](#) outlines the consequences for anyone who misuses the Minnesota Department of Public Safety Driver and Vehicle Services (DPS-DVS) record information system. The law, which became effective last year, requires DPS to immediately and permanently revoke the authorization of any individual who entered, updated, accessed, shared or disseminated data in violation of state or federal law.

What this Means for You

This penalty applies to any user with access to the DVS record information system, not just state employees. Anyone who misuses access to the DVS record information system **will permanently lose their authorization to access DVS data**.

- There is no opportunity for an individual to obtain authorization again once access has been terminated. The law says the access must be revoked "immediately and permanently." The law does not state whether or not the person should be fired or reassigned. That is the decision of the employer. However, if a person needs to access the DVS record information system as a part of their assigned job duties and misuses their access, they will no longer be able to perform that part of their job.
- Under the law, DPS is required to "forward the matter to the appropriate prosecuting authority for prosecution."

Clarification: Fast Track (Expedite) Fee

The \$20 fee to expedite a motor vehicle or driver's license transaction did not increase. It is not a filing fee. [Minn. Statutes 168.326](#).

When processing a Fast Track transaction, you must copy and paste the VIN into the note field of the Transaction Details section.

TRANSACTION DETAILS

Transaction Type
Expedited Title

Fees for Expedited Title

Expedited Title State Fee10

Expedited Title POS Fee10

Note: VIN # here

Add Transaction

Cancel

Back-in Transactions

The \$2.25 registration technology surcharge is due when there is a record of previous Minnesota registration for vehicles removed from the state and subsequently brought back into Minnesota. The [Technology Surcharge Quick Reference Guide](#) reflects that the fee is due

Tuesday August 13, 2019

What's New in This Update

- Financial Reports
- MNLARS Training
- Vehicle from Out of State
- Data Privacy Reminder

Today's News

Financials Reports

The following information was originally sent as a special notice on Monday afternoon.

Some SWIFT files were uploaded last week to MMB in an incorrect format. MNIT resolved the issue on Aug. 9, and sent correctly formatted files for Aug. 1 -7 to MMB. The files for Aug. 8-11, are being processed today.

MMB has confirmed receipt of the first batch, and will confirm the second batch once they have been received.

MNLARS Training

Training for the final release of MNLARS begins today. Please remember that at least one person from your office is required to attend. For complete information and the schedule, refer to the Previous News Section below.

Vehicles from Out of State

A purchase agreement alone from an out-of-state dealer to a Minnesota resident is not enough proof-of-ownership for Minnesota registration. If the customer has an expired or soon-to-expire temporary permit issued by the other state, they must obtain a new or extended permit from that state, until they can submit the required transfer documents. Minnesota does not have a permit that would cover this type of situation.

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When processing a Fast Track transaction, you must copy and paste the VIN into the note field of the Transaction Details section.

TRANSACTION DETAILS

Transaction Type
Expedited Title ▼

Fees for Expedited Title

Expedited Title State Fee 10

Expedited Title POS Fee 10

Note: VIN # here

Add Transaction Cancel

Back-in Transactions

The \$2.25 registration technology surcharge is due when there is a record of previous Minnesota registration for vehicles removed from the state and subsequently brought back into Minnesota. The [Technology Surcharge Quick Reference Guide](#) reflects that the fee is due.

MNLARS Release 1.16.2 Training

Training for MNLARS Release 1.16.2 **begins Tuesday, August 13.**

Your office Super User or at least one office representative must attend a session and is responsible for ensuring the rest of your staff is prepared for the release.

Release 1.16.2 is tentatively scheduled for August 25.

Registration for the webinar is not required. DVS will post job aids to the learning center prior to the webinar training.

Training Topics

Twelve identical sessions will cover:

- An overview of the increased plate and replacement sticker fees effective September 1, 2019.
- A closer look at transactions involving special plates, collector plates, personalized plates, standard disability plates, and replacement stickers to see the fees in action.

Webex Training Schedule

Tuesday, August 13 Password: mnlars

7:00 – 8:00 a.m. http://bit.ly/1_16_2Tng1

8:30 – 9:30 a.m. http://bit.ly/1_16_2Tng2

10:00 - 11:00 a.m. http://bit.ly/1_16_2Tng3

1:30 – 2:30 p.m. http://bit.ly/1_16_2Tng4

3:00 – 4:00 p.m. http://bit.ly/1_16_2Tng5

5:00 – 6:00 p.m. http://bit.ly/1_16_2Tng6

Wednesday, August 14 Password: mnlars

7:00 – 8:00 a.m. http://bit.ly/1_16_2Tng7
8:30 – 9:30 a.m. http://bit.ly/1_16_2Tng8
10:00 – 11:00 a.m. http://bit.ly/1_16_2Tng9
1:30 – 2:30 p.m. http://bit.ly/1_16_2Tng10
3:00 – 4:00 p.m. http://bit.ly/1_16_2Tng11
5:00 – 6:00 p.m. http://bit.ly/1_16_2Tng12


Using Webex

The format for the online training is Webex. It is important that you enable the audio function to get the full benefit of the training.

Technical Assistance:

- [Instructions for Joining WebEx](#)
- If you have trouble connecting, email MNLARS.Training@state.mn.us

Accommodations for Individuals with Disabilities

If you need an accommodation due to a disability that affects your access to this training, please contact the Department of Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173  or at lynn.mueller@sate.mn.us to request an accommodation. For all other questions or concerns, contact MNLARS Training at MNLARS.Training@state.mn.us

Thursday August 8, 2019 – Daily Updates

What's New in This Update

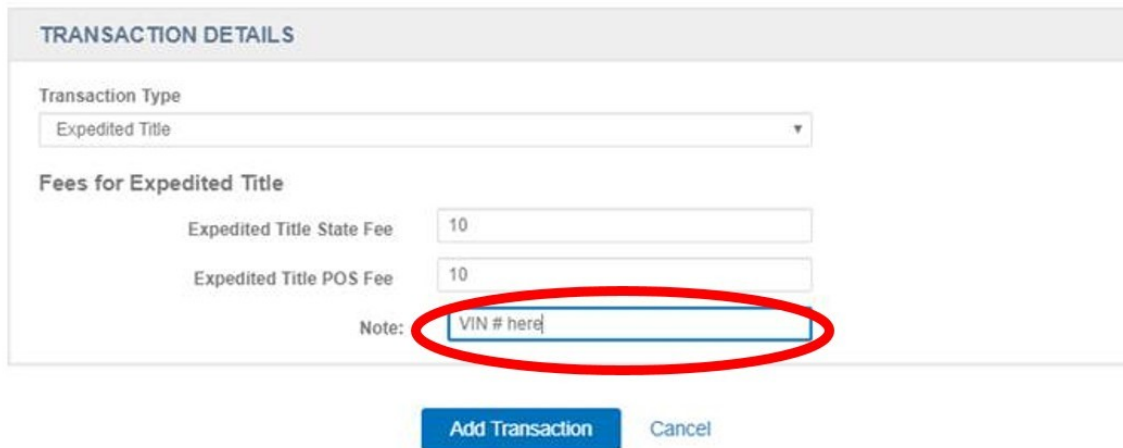
- Clarification: Fast Track (Expedite) Fee
 - Back-in Transactions
 - Updated Sweep and Inventory Reports
-

Today's News

Clarification: Fast Track (Expedite) Fee

The \$20 fee to expedite a motor vehicle or driver's license transaction did not increase. It is not a filing fee. [Minn. Statutes 168.326](#).

When processing a Fast Track transaction, you must copy and paste the VIN into the note field of the Transaction Details section.



The screenshot shows a web form titled "TRANSACTION DETAILS". Under "Transaction Type", "Expedited Title" is selected. Under "Fees for Expedited Title", "Expedited Title State Fee" and "Expedited Title POS Fee" are both set to 10. The "Note:" field contains the text "VIN # here" and is circled in red. At the bottom are "Add Transaction" and "Cancel" buttons.

Back-in Transactions

The \$2.25 registration technology surcharge is due when there is a record of previous Minnesota registration for vehicles removed from the state and subsequently brought back into Minnesota. The [Technology Surcharge Quick Reference Guide](#) reflects that the fee is due.

New Sweep Report Available

The sweep reports for August 7, 2018 through August 6, 2019 are now available on [Info Hub](#).

If there are discrepancies:

- Print the closeout page(s) for the period of business you are closing.
- If a transaction was updated but is not showing on the closeout page, print a screenshot of the record and timestamp on transaction history and send the screenshot to DVS Audit.
- If a processed transaction is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
- Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to: DVS Audit 445 Minnesota St, Suite 185 Saint Paul, MN 55101

Inventory Reports

You will find updated plate and sticker inventory reports through August 6, 2019, under the MNLARS tab on Info Hub. Please email the Deputy Liaison's with any questions at DVS.MV.Liaisons@state.mn.us

Previous News

MNLARS Release 1.16.2 Training

Training for MNLARS Release 1.16.2 **begins Tuesday, August 13.**

Your office Super User or at least one office representative must attend a session and is responsible for ensuring the rest of your staff is prepared for the release. **Release 1.16.2 is tentatively scheduled for August 25.**

Registration for the webinar is not required. DVS will post job aids to the learning center prior to the webinar training.

Training Topics

Twelve identical sessions will cover:

- An overview of the increased plate and replacement sticker fees effective September 1, 2019.
- A closer look at transactions involving special plates, collector plates, personalized plates, standard disability plates, and replacement stickers to see the fees in action.

Webex Training Schedule

Tuesday, August 13 Password: mnlars

7:00 – 8:00 a.m.	http://bit.ly/1_16_2Tng1
8:30 – 9:30 a.m.	http://bit.ly/1_16_2Tng2
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3:00 – 4:00 p.m.	http://bit.ly/1_16_2Tng5
5:00 – 6:00 p.m.	http://bit.ly/1_16_2Tng6

Wednesday, August 14 Password: mnlars

7:00 – 8:00 a.m.	http://bit.ly/1_16_2Tng7
8:30 – 9:30 a.m.	http://bit.ly/1_16_2Tng8
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3:00 – 4:00 p.m.	http://bit.ly/1_16_2Tng11
5:00 – 6:00 p.m.	http://bit.ly/1_16_2Tng12


Using Webex

The format for the online training is Webex. It is important that you enable the audio function to get the full benefit of the training.

Technical Assistance:

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Accommodations for Individuals with Disabilities

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New Fees in Effect

What you need to know:

- The new fees are due with transactions processed on or after Aug. 1.
- Renewal notices for vehicles that expire in August will have the new fees. DVS will mail the notices to vehicle owners on Aug. 9.
- The renewal notices for July and earlier expiration will not have the correct fees. You will need to write in the correct filing fee, add the registration surcharge, and adjust the total amount due. Do this on both the department and customer copy of the renewal notice.
- DVS did not update the old HP permit system. As a result, you will need to draw a single line through the old filing fee and write in the correct filing fee. (Technology surcharges do not apply to the permits.)
- You will need to write in the technology surcharges on title applications – refer to training materials for the correct way to do this or the Technology Surcharge QRG.

We've updated the fee charts and references on the DVS public website and Info Hub. If you find something we missed, let us know at DVS.communications@state.mn.us

Updated References

- [2019 General MV Fee Chart](#)
- [MV Fee Chart by Transaction Type](#)
- [Technology Surcharge Quick Reference Guide](#)
- [Prorate Filing Fee](#)
- [Training Materials](#)
- [Office Signage](#)

The next MNLARS release will implement the programming for the new license plate and duplicate sticker fees. Watch for more information later this month.

What's New in This Update

- MNLARS Release 1.16.2 Training

Today's News

MNLARS Release 1.16.2 Training

Training for MNLARS Release 1.16.2 **begins Tuesday, August 13.**

Your office Super User or at least one office representative must attend a session and is responsible for ensuring the rest of your staff is prepared for the release. **Release 1.16.2 is tentatively scheduled for August 25.**

Registration for the webinar is not required. DVS will post job aids to the learning center prior to the webinar training.

Training Topics

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Web Ex Training Schedule

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1:30 – 2:30 p.m.	http://bit.ly/1_16_2Tng4
3:00 – 4:00 p.m.	http://bit.ly/1_16_2Tng5
5:00 – 6:00 p.m.	http://bit.ly/1_16_2Tng6

Wednesday, August 14 Password: mnlars

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We've updated the fee charts and references on the DVS public website and Info Hub. If you find something we missed, let us know at DVS.communications@state.mn.us

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- [Technology Surcharge Quick Reference Guide](#)
- [Prorate Filing Fee](#)
- [Training Materials](#)
- [Office Signage](#)

The next MNLARS release will implement the programming for the new license plate and duplicate sticker fees. Watch for more information later this month.

Public Service Messages

The DPS Office of Communications develops videos that highlight news and events to help keep Minnesotans safe and ready. If your office is able to display public service messages, consider partnering with DPS to share relevant and timely public safety information. If you are interested, send an email to DVS.communications@state.mn.us

UAT Opportunity

We are looking for volunteers to help with user acceptance testing (UAT) for the Sept. MNLARS release. The session can accommodate 10 participants.

- Date: Thursday, Aug. 8
- Time: Morning Session 9 a.m.-Noon
- Location: Testing is conducted at the DVS Town Square Office, 445 Minnesota Street, St. Paul. Please check in with the receptionist at the DPS lobby on the skyway level.

If you would like to participate, send an email to Tami Bartholomew at tami.bartholomew@state.mn.us.

Thursday August 1, 2019 – Daily Updates

What's New in This Update

- New Fees in Effect Today
- Public Service Messages

Today's News

New Fees in Effect Today

Starting today, MNLARS will reflect the increased filing fees and the title and registration surcharges.

What you need to know:

- The new fees are due with transactions processed on or after Aug. 1.
- Renewal notices for vehicles that expire in August will have the new fees. DVS will mail the notices to vehicle owners on Aug. 9.
- The renewal notices for July and earlier expiration will not have the correct fees. You will need to write in the correct filing fee, add the registration surcharge, and adjust the total amount due. Do this on both the department and customer copy of the renewal notice.
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Previous News

MNLARS Release 1.16.1

On Sunday, MNIT and DVS successfully deployed release 1.16.1. The release included the programming for the filing fee increases and the title and registration technology surcharges. Testing went well on Sunday. DVS will conduct additional testing early Thursday morning. The new fees will appear in MNLARS on Thursday Aug. 1.

UAT Opportunity


We are looking for volunteers to help with user acceptance testing (UAT) for the Sept. MNLARS release. The session can accommodate 10 participants.

- Date: Thursday, Aug. 8
- Time: Morning Session 9 a.m.-Noon
- Location: Testing is conducted at the DVS Town Square Office, 445 Minnesota Street, St. Paul. Please check in with the receptionist at the DPS lobby on the skyway level.

If you would like to participate, send an email to Tami Bartholomew at tami.bartholomew@state.mn.us.

American Express

DVS sent the following information to all deputy registrars and driver's license agents on July 26.

Deputy registrars and driver's license agents are now able to accept American Express as a source of payment. No download or special setup to your credit card reader is required. New signage showing the addition of American Express is available on Info Hub. Select [FORMS](#) from the orange navigation bar. If you experience a problem, contact Elavon customer care at 1-800-725-1243 .

Special Plates

The DVS Special Plate unit has seen an uptick in special plate orders where the supporting documents were not barcoded and associated with the transaction.

- All applications for special plates must include an application form (PS2010) signed by the applicant.
- Deputy registrars must barcode and associate the special plate application with the transaction.
- Applications for personalized plates must include an explanation of the character choice. See section H on the application form.
- Most applications for veteran plates must include a copy of the veteran's separation papers (DD214 or equivalent).

To learn more, check out these MNLARS job aids: [Order Personalized Plates](#), [Military Veteran Plate Eligibility](#),

Disability Plates

Customers who have two disability parking permits must surrender one when applying for disability license plates.

- On the application for special plates (PS2010), write “customer turned in certificate number (e.g. A11111) to apply for disability plates.”
- Accept the surrendered certificate, cut up and/or deface the certificate and dispose of it. You do not need to submit it to DVS

Do not instruct the customer to mail the certificate to DVS.

Tuesday, July 30, 2019 – Daily Updates

What's New in This Update

- MNLARS Release 1.16.1
 - UAT Opportunity
 - American Express
 - Special Plates
 - Disability Plates
-

Today's News

MNLARS Release 1.16.1

On Sunday, MNIT and DVS successfully deployed release 1.16.1. The release included the programming for the filing fee increases and the title and registration technology surcharges. Testing went well on Sunday. DVS will conduct additional testing early Thursday morning. The new fees will appear in MNLARS on Thursday Aug. 1.

UAT Opportunity

We are looking for volunteers to help with user acceptance testing (UAT) for the Sept. MNLARS release. The session can accommodate 10 participants.

- Date: Thursday, Aug. 8
- Time: Morning Session 9 a.m.-Noon

- Location: Testing is conducted at the DVS Town Square Office, 445 Minnesota Street, St. Paul. Please check in with the receptionist at the DPS lobby on the skyway level.

If you would like to participate, send an email to Tami Bartholomew at tami.bartholomew@state.mn.us.

American Express

DVS sent the following information to all deputy registrars and driver's license agents on July 26.

Deputy registrars and driver's license agents are now able to accept American Express as a source of payment. No download or special setup to your credit card reader is required.

New signage showing the addition of American Express is available on Info Hub. Select [FORMS](#) from the orange navigation bar.

If you experience a problem, contact Elavon customer care at 1-800-725-1243.

Special Plates

The DVS Special Plate unit has seen an uptick in special plate orders where the supporting documents were not barcoded and associated with the transaction.

- All applications for special plates must include an application form (PS2010) signed by the applicant.
- Deputy registrars must barcode and associate the special plate application with the transaction.
- Applications for personalized plates must include an explanation of the character choice. See section H on the application form.
- Most applications for veteran plates must include a copy of the veteran's separation papers (DD214 or equivalent).

To learn more, check out these MNLARS job aids: [Order Personalized Plates](#), [Military Veteran Plate Eligibility](#),

Disability Plates

Customers who have two disability parking permits must surrender one when applying for disability license plates.

- On the application for special plates (PS2010), write "customer turned in certificate number (e.g. A11111) to apply for disability plates."
- Accept the surrendered certificate, cut up and/or deface the certificate and dispose of it. You do not need to submit it to DVS

Do not instruct the customer to mail the certificate to DVS.

Previous News

Electronic Court Seals

On June 10, Hennepin and Ramsey became the first two counties to pilot an electronic court seal program. Court documents from those counties will have a flat seal instead of a raised seal affixed to them. Documents include marriage certificates, divorce decrees, court ordered name changes, writ of executions etc.

Court documents from all other counties must have the traditional raised seal. The State Court Administrator's Office does not expect to expand the pilot beyond Hennepin and Ramsey counties for the foreseeable future.

Business Process/Communication Work Group

Meeting notes from the Business Process/Communication Work Group are posted on Info Hub under the MNLARS Tab.

We plan to rename the MNLARS tab to Dep. Reg. in the near future. Watch for the change in the upcoming days. It will still contain MNLARS information but will also include other deputy registrar related materials.

Technology Surcharge Quick Reference Guide

A quick reference guide outlining technology surcharges and when the charges are due is now available on Info Hub under the [resources tab](#).

Thursday, July 25, 2019 – Daily Updates

What's New in This Update

- Planned System Outage

Today's News

Planned System Outage

MNLARS release 1.16.1 is scheduled for Sunday, July 28. MNLARS will be unavailable beginning at 8 a.m. on Sunday morning. We anticipate services will be available by 12:30 p.m. Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup.

This release deploys the technology surcharges and increased filing fees that go into effect on Aug. 1. Deputy registrars will not see the increased fees reflected in MNLARS until Aug. 1.

The July 28, release does not include the increased license plate fees or duplicate sticker fee. Those are part of the release now scheduled for Sept. 1. Watch for more information in future updates.

IMPORTANT REMINDER. On Monday morning, you will need to do an extended cache clearing to ensure MNLARS displays properly.

- [Instructions for clearing the cache in Internet Explorer \(IE\)](#)
 - [Instructions for clearing the cache in Chrome](#)
-

Previous News

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Technology Surcharge Quick Reference Guide

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Tuesday, July 23, 2019 – Daily Updates

What's New in This Update

- MNLARS Training Make-up Sessions Today
 - Electronic Court Seals
 - Business Process/Communication Work Group
-

Today's News

MNLARS Training Make-up Sessions Today!

If you missed the webinars or only watched the videos and still have questions, join us today for one of two make-up sessions. Offices may invite staff to participate in these additional two webinars.

Webex Training Schedule

No registration required.

Tuesday July 23 Password: mnlars

8:30 – 9:30 a.m. http://bit.ly/1_16-1MU1

1:00 – 2:00 p.m. http://bit.ly/1_16-1MU2

Using Webex

- [Instructions for Joining Webex](#)
- If you have trouble connecting, email Training@state.mn.us

Accommodations for Individuals with Disabilities

If you need an accommodation due to a disability that affects your access to this training, please contact the Department of Public Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173 or at lynn.mueller@state.mn.us to request an accommodation.

Electronic Court Seals

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Previous News

Fee Increase Office Signage

We have developed a [sign about the fee changes](#) that go into effect on Aug. 1 on Info Hub under the resources tab. You may print and post in your offices as needed.

Vehicle Owner 18 years of age.

MNLARS returns an "Application Data Error" when the purchaser of a vehicle turns 18 in the same month as the date of sale. This will be corrected in the July 28, MNLARS release. In the meantime, please follow these instructions:

1. Change the year of birth to 2000 and proceed with the transaction.
2. Open a MNLARS data correction ticket requesting DVS to change the year to the correct year of birth as shown on the title application.

Inspection Site Phone Numbers

Please do not share the phone numbers to the vehicle inspection stations with the public. Those numbers are for internal use only.

The [MV Schedule of Vehicle Inspections](#), available on Info Hub, has the public contact information.

Former Military Vehicles

Legislation effective on Aug. 1, allows the owners of former military vehicles to apply for title and registration. There must be a comparable civilian-use vehicle (same size and weight) manufactured and sold in the United States.

Technology Surcharge Quick Reference Guide

A quick reference guide outlining technology surcharges and when the charges are due is now available on Info Hub under the [resources tab](#).



Updated: Friday, July 19, 2019

This document is a compilation of the Deputy Registrar Updates from 2019.

Each email is bookmarked to make it easier to find information; the oldest dates will be listed last.

This document will continue to grow as emails are added. Please do not print as the most current information can be found within Info Hub.

When contacting DVS, remember to use the proper communication channel to receive the accurate and timely response.

MNLARS Support

Closeout Corrections

- Email: dvs.mnlars@state.mn.us

MNLARS Support

- Email: dvs.mv.liaisons@state.mn.us
- Call: 651-296-2038 or 800-536-0049

Password Reset

- Email: dvs.dataservices@state.mn.us

Info Hub Contact – Related to Content

- Email: DVS.communications@state.mn.us

Gov Delivery – Add/Remove Staff

- Email: DVS.communications@state.mn.us

Request to Participate in System Demos

- Email: dvs.mnlars@state.mn.us

MNLARS Training Materials

- [Learning Resource Center](#)

Frequently Asked Questions about Plates and Registration

- On the public website – go to the News tab and it's the first information section under "What's New?"
[Frequently Asked Questions](#)

Thursday, July 18, 2019 – Daily Updates

What's New in This Update

- MNLARS Training Make-up Sessions
 - Fee Increase Office Signage
 - Inspection Site Phone Numbers
 - Former Military Vehicles
-

Today's News

MNLARS Training Make-up Sessions

DVS is offering two more webinars in anticipation of the 1.16.1 release.

If your office has not attended, someone is required to take the training to prepare you and your office for the upcoming release. If you missed the webinar or only watched the videos and still have questions, join us for one of two make-up sessions. Any offices may invite staff to participate in these additional two webinars.

Webex Training Schedule

No registration required.

Tuesday July 23 Password: mnlars

8:30 – 9:30 a.m. http://bit.ly/1_16-1MU1

1:00 – 2:00 p.m. http://bit.ly/1_16-1MU2

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Previous News

Technology Surcharge Quick Reference Guide

A quick reference guide outlining technology surcharges and when the charges are due is now available on Info Hub under the [resources tab](#).

School Bus Change of Class/Conversion

The owner of a bus changing from school bus (SB) plates to regular bus (BY) plates is not required to provide a MNDOT Authority Identification Card. The customer may apply for the card after they've been issued the BY plates.

Cut-Out Vehicles/Large Vans

DVS had the opportunity to discuss the registration of large vans (cut-out-vehicles) with State Patrol and MNDOT. The consensus was that we should continue to register the vehicles in the passenger class.

The vehicles do not qualify for Y class plates because they transport people and they do not qualify for BY class plates because they carry less than 15 passengers, including the driver. A customer may elect to register the vehicle in the [limousine class](#) provided they have the proper insurance and meet the guidelines for use.

Disability Plates/Critical Habitat Plates

We've received reports from customers who were given incorrect information when attempting to change from regular disability plates to critical habitat disability plates. We'd like to clarify the following:

- All critical habitat plates are available with the disability insignia and deputy registrars are able to order them through MNLARS.
- The owner of a vehicle with regular disability plates does not need to provide any additional medical information when applying for critical habitat plates with a disability insignia.
- To qualify for disability plates the owner or primary driver of the vehicle must be permanently disabled. However, this does not prevent someone else from driving the vehicle. If the person driving the vehicle is not disabled, they cannot not use parking spaces reserved for the disabled unless the disabled individual is with them.

Please contact the MV Liaisons if you have questions related to disability license plates.

Deputy Registrar Update

What's New in This Update

- Technology Surcharge Quick Reference Guide
- School Bus Change of Class/Conversion
- Cut-Out Vehicles/Large Vans
- Disability Plates

Today's News

Technology Surcharge Quick Reference Guide

A quick reference guide outlining technology surcharges and when the charges are due is now available on Info Hub under the [resources tab](#).

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Please contact the MV Liaisons if you have questions related to disability license plates.

Previous News

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On August 1, MNLARS will apply the new filing fees and technology surcharges.

- Do not collect the new fees before August 1.
- The fees are due on any transactions processed by deputy registrars on or after August 1, 2019, regardless of the sale date, application date, or month of registration expiration. For example:
 - Unprocessed dealer work submitted July 31, or earlier will owe the new fees if processed on August 1 or later.
 - Any renewal submitted on August 1 or later, even if the renewal notice displays the old fees. Draw a line through the incorrect filing fee, write in the correct fee, and add the registration technology surcharge.
- A [new fee chart](#) is available on Info Hub.

We encourage you to work with your dealers to make the change to the new fees a smooth one. Dealers will receive information about the fee changes later today in a Dealer Update.

DEPUTY REGISTRAR FILING FEE

α	Current Chargeα	Effective 8/1/2019α
Registration Renewalα	\$6α	\$7α
Other transactionsα	\$10α	\$11α
Pro-rate Title & Registration Transactionsα	\$10α	\$11α

HP Permits: MNIT is not updating the HP Permit system. As a result, the following permits will continue to print with the old filing fee: 31- day permit, Base Plate, Trip/Fuel Combo, Trip, Hunter, and Weight Increase. Draw a single line through the filing fee and write in the correct filing fee. The registration technology surcharge is not due on the permits.

Title and Registration Technology Surcharges Effective August 1, 2019

Technology surcharges of \$2.25 are due on most registration and title transactions. There is a title technology surcharge and a registration technology surcharge. That means that customers who have a title and registration transaction will pay two surcharges.

Registration Technology Surcharge - \$2.25

Transaction Type ^a	Is Registration Technology Surcharge Due? ^a
Registration renewal ^a	Yes ^a
Registration renewal with title transfer ^a	Yes ^a
Partial Pay Transactions ^a	Yes, one fee per registration installment transaction. ^a
Farm Quarter Transactions ^a	Yes, one fee per quarter registration transaction. ^a For example, only one fee is due for a renewal of two or more consecutive quarters. ^a
Daily rental renewals ^a	Yes, regardless of the number of months of registration requested. ^a
Multiple year registrations ^a	Yes, only one fee is due. ^a <ul style="list-style-type: none"> • → Exception: small trailers that have the option of renewing registration for three years. The technology surcharge is due for each registration year.^a
Dealer plate renewals ^a	Yes ^a
Drive-away in-transit license renewals ^a	Yes ^a
Registration renewal with repossession ^a	Yes ^a
Fleet renewals ^a	Yes, a fee is due for each vehicle in the fleet. ^a
Initial registration in Minnesota ^a (new-to-fleet with MCO or out-of-state title). ^a	No ^a
Change of class ^a	Yes. For example, changing from passenger class to collector class. This would not apply to a plate type change (e.g. Moose critical habitat plate to Loon critical habitat plate). ^a
Conversion ^a	No ^a

Title Technology Surcharge - \$2.25

Transaction Type ^a	Is Title Technology Surcharge Due? ^a
Initial application for Minnesota title ^a (new-to-fleet with MCO or out-of-state title). ^a	Yes ^a
Transfer on Minnesota title (with or without registration renewal). ^a	Yes ^a
Duplicate title application ^a	Yes ^a
Adding or removing lienholder ^a	No ^a
Adding or removing lessee ^a	No ^a
Repossession ^a	Yes ^a
Title correction (e.g., name change) ^a	Yes, unless the correction is because of a DVS or deputy registrar error. ^a

The PS2000 form does not list the technology surcharges. They will need to be written in by hand as shown below.

Title Tech Surcharge Only

REGISTRATION TAX	332.00
PLATE FEE	6.00
ARREARS TAX	
WHEELAGE TAX	20.00
Title Tech Surcharge	2.25
PS VEHICLE FEE	3.50
TRANSFER TAX	10.00
TITLE/TRANSFER FEE	8.25
LIEN FEE	2.00
MV SALES TAX	2106.26
LATE TRANSFER PENALTY	
SUB-TOTAL	2490.26
STATE/DEPUTY FILING FEE	11.00
TOTAL DUE	2501.26

Title and Reg Tech Surcharges

REGISTRATION TAX	234.00
PLATE FEE	6.00
ARREARS TAX	
WHEELAGE TAX	20.00
Title Tech/Reg Tech Srchg	2.25/2.25
PS VEHICLE FEE	3.50
TRANSFER TAX	10.00
TITLE/TRANSFER FEE	8.25
LIEN FEE	
MV SALES TAX	1072.50
LATE TRANSFER PENALTY	
SUB-TOTAL	1358.75
STATE/DEPUTY FILING FEE	11.00
TOTAL DUE	1369.75

Dealer Base Value Option

Recent legislation allows a licensed Minnesota auto dealer the option to determine and report the base value for a new vehicle sold or leased for the first time in Minnesota.

A vehicle base value is determined using the sum of the manufacturer's suggested retail price (MSRP) and the destination charge (DC). Example; MSRP is \$30,000 + DC is \$900. The base value is \$30,900.

What you need to know:

- The new law is effective July 1, 2019 through June 30, 2022.
- A dealership electing to do this must retain a copy of the MSRP price label or other supporting documents, such as the manufacturer's invoice, as part of the motor vehicle records required by Minnesota Administrative Rules, part 7400-5200.
- The dealer needs to clearly indicate the MSRP and DC in section D on the PS2000.

D		PURCHASER'S MOTOR VEHICLE SALES TAX DECLARATION		Base value or Gross Weight	22,850/850	REGISTRATION TAX	
PURCHASER(S) OWNER(S)	1. Full purchase price	\$		Registration Period		PLATE FEE	
	2. Less trade-in allowance complete item #6			From	Through	ARREARS TAX	
	3. Net purchase price	\$		Change of Gross Vehicle Weight		WHEELAGE TAX	
	4. % of line 3	\$		Time of Change	: Hours		
	5. Less tax paid to another state	\$		Date of Change		PS VEHICLE FEE	
NET SALES TAX DUE \$				Date Change Expires		TRANSFER TAX	
6. Trade-in was:	MODEL YR.	MAKE	PLATE #	Change of Weight and/or Class		TITLE/TRANSFER FEE	
				From	To	LIEN FEE	
						MV SALES TAX	
I DECLARE THIS TAX		MN DEALER LICENSE #					

I (WE) CERTIFY I (WE) ARE OF LEGAL AGE, HAVE PURCHASED THIS (VEHICLE) SUBJECT TO LICENSE, SHOWN AND NOT OWNED.

August Renewal Notices

DVS will release the renewal notices for vehicles with August expiration on August 9. Typically, the notices would go out the middle of July. The delay is necessary so that the notices reflect the filing fee change and technology surcharge that go into effect on August 1. The fee changes are part of the July 28, MNLARS release. We will have more information about upcoming fee changes in the next update.

MNLARS Training Release 1.16.1

Training for the next MNLARS release begins next week on Tuesday, July 16. It will cover the fee increases that go into effect on August 1.

Your office Super User or at least one office representative must attend a session and is responsible for ensuring the rest of your staff is prepared for the release. **MNIT plans to deploy Release 1.16.1 on Sunday, July 28.**

Registration for the webinar is not required. DVS will post job aids to the [learning center](#) prior to the webinar training.

Training Topics

Twelve identical sessions will provide:

- An overview of the fees effective August 1, 2019, including the new title technology surcharge, the new registration technology surcharge, and the increased filing fee.
- A close look at the transactions involving registration updates, renewal transactions, and title transactions to see when and how the fees calculate within the system.

Webex Training Schedule (Links are not active until day of training)

Tue. July 16 Password: mnlars

7:00-8:00 a.m. http://bit.ly/1_16-1Tng1

8:30 - 9:30 a.m. http://bit.ly/1_16-1Tng2

10:00 - 11:00 a.m. http://bit.ly/1_16-1Tng3

1:30-2:30 p.m. http://bit.ly/1_16-1Tng4

3:00 - 4:00 p.m. http://bit.ly/1_16-Tng5

5:00-6:00 p.m. http://bit.ly/1_16-1Tng6

Wed. July 17 Password: mnlars

7:00-8:00 a.m. http://bit.ly/1_16-1Tng7

8:30 - 9:30 a.m. http://bit.ly/1_16-1Tng8

10:00 - 11:00 a.m. http://bit.ly/1_16-1Tng9

1:30-2:30 p.m. http://bit.ly/1_16-1Tng10

3:00 - 4:00 p.m. http://bit.ly/1_16-Tng11

5:00-6:00 p.m. http://bit.ly/1_16-1Tng12

Using Webex

The format for the online training is Webex. It is important that you enable the audio function to get the full benefit of the training. Technical Assistance:

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What's New in This Update

- Reminders
- New Fees
- Dealer Base Value Option

Today's News

Reminders

MNLARS Training: Training for the July 28, MNLARS release starts next week. See complete information and schedule in the Previous News section.

UAT Participation: There is still room if you wish to participate in the user acceptance testing (UAT) being held in the DVS Town Square offices on Thursday July 18. If you are interested, see the details in the Previous News section and email tami.bartholomew@state.mn.us.

New Fees

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Title Tech Surcharge	2.25
PS VEHICLE FEE	3.50
TRANSFER TAX	10.00
TITLE/TRANSFER FEE	8.25
LIEN FEE	2.00
MV SALES TAX	2106.26
LATE TRANSFER PENALTY	
SUB-TOTAL	2490.26
STATE/DEPUTY FILING FEE	11.00
TOTAL DUE	2501.26

Title and Reg Tech Surcharges

REGISTRATION TAX	234.00
PLATE FEE	6.00
ARREARS TAX	
WHEELAGE TAX	20.00
Title Tech/Reg Tech Srchg	2.25/2.25
PS VEHICLE FEE	3.50
TRANSFER TAX	10.00
TITLE/TRANSFER FEE	8.25
LIEN FEE	
MV SALES TAX	1072.50
LATE TRANSFER PENALTY	
SUB-TOTAL	1358.75
STATE/DEPUTY FILING FEE	11.00
TOTAL DUE	1369.75

Dealer Base Value Option

Recent legislation allows a licensed Minnesota auto dealer the option to determine and report the base value for a new vehicle sold or leased for the first time in Minnesota.

A vehicle base value is determined using the sum of the manufacturer's suggested retail price (MSRP) and the destination charge (DC). Example; MSRP is \$30,000 + DC is \$900. The base value is \$30,900.

What you need to know:

- The new law is effective July 1, 2019 through June 30, 2022.

- A dealership electing to do this must retain a copy of the MSRP price label or other supporting documents, such as the manufacture's invoice, as part of the motor vehicle records required by Minnesota Administrative Rules, part 7400-5200.
- The dealer needs to clearly indicate the MSRP and DC in section D on the PS2000.

PURCHASER'S MOTOR VEHICLE SALES TAX DECLARATION				Base value or Gross Weight		REGISTRATION TAX		
D PURCHASER(S) OWNER(S) MUST COMPLETE and SIGN	1. Full purchase price	\$		From	Through	PLATE FEE		
	2. Less trade-in allowance complete item #6			Change of Gross Vehicle Weight		ARREARS TAX		
	3. Net purchase price	\$		Time of Change	:	Hours	WHEELAGE TAX	
	4. % of line 3	\$		Date of Change			PS VEHICLE FEE	
	5. Less tax paid to another state	\$		Date Change Expires			TRANSFER TAX	
	NET SALES TAX DUE \$			Change of Weight and/or Class			TITLE/TRANSFER FEE	
6. Trade-in was:	MODEL YR.	MAKE	PLATE #	From	To	LIEN FEE		
I DECLARE THIS TAX				MN DEALER LICENSE #		MV SALES TAX		

Previous News

August Renewal Notices

DVS will release the renewal notices for vehicles with August expiration on August 9. Typically, the notices would go out the middle of July. The delay is necessary so that the notices reflect the filing fee change and technology surcharge that go into effect on August 1. The fee changes are part of the July 28, MNLARS release. We will have more information about upcoming fee changes in the next update.

Reimbursement Grant Processing Update

DPS has processed reimbursement grants for all deputy registrars. The total payout is \$12,999,999.23.

We have received a few calls from county and city auditors reporting that the electronic payment did not go to the correct agency account. We are working with those offices to address their concerns and make any necessary corrections.

MNLARS Training Release 1.16.1

Training for the next MNLARS release begins next week on Tuesday, July 16. It will cover the fee increases that go into effect on August 1.

Your office Super User or at least one office representative must attend a session and is responsible for ensuring the rest of your staff is prepared for the release. **MNIT plans to deploy Release 1.16.1 on Sunday, July 28.**

Registration for the webinar is not required. DVS will post job aids to the [learning center](#) prior to the webinar training.

Training Topics

Twelve identical sessions will provide:

- An overview of the fees effective August 1, 2019, including the new title technology surcharge, the new registration technology surcharge, and the increased filing fee.

- A close look at the transactions involving registration updates, renewal transactions, and title transactions to see when and how the fees calculate within the system.

Webex Training Schedule (Links are not active until day of training)

Tue. July 16 Password: mnlars

7:00-8:00 a.m. http://bit.ly/1_16-1Tng1

8:30 - 9:30 a.m. http://bit.ly/1_16-1Tng2

10:00 - 11:00 a.m. http://bit.ly/1_16-1Tng3

1:30-2:30 p.m. http://bit.ly/1_16-1Tng4

3:00 - 4:00 p.m. http://bit.ly/1_16-Tng5

5:00-6:00 p.m. http://bit.ly/1_16-1Tng6

Wed. July 17 Password: mnlars

7:00-8:00 a.m. http://bit.ly/1_16-1Tng7

8:30 - 9:30 a.m. http://bit.ly/1_16-1Tng8

10:00 - 11:00 a.m. http://bit.ly/1_16-1Tng9

1:30-2:30 p.m. http://bit.ly/1_16-1Tng10

3:00 - 4:00 p.m. http://bit.ly/1_16-Tng11

5:00-6:00 p.m. http://bit.ly/1_16-1Tng12

Using Webex

The format for the online training is Webex. It is important that you enable the audio function to get the full benefit of the training. Technical Assistance:

- Instructions for Joining Webex
- If you have trouble connecting, email MNLARS.Training@state.mn.us

Accommodations for Individuals with Disabilities

If you need an accommodation due to a disability that affects your access to this training, please contact the Department of Public Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173 or at lynn.mueller@state.mn.us to request an accommodation.

UAT Request

We are looking for volunteers to do user acceptance (UAT) testing for the next MNLARS release. There is a morning and afternoon session that can each accommodate 10 participants.

- **Testing Date:** Thursday July 18
- **Session Time:** Morning Session: 9 a.m. – Noon
Afternoon Session 1-4 p.m.
- **Location:** All testing is conducted at the DVS Town Square Office in St. Paul, 445 Minnesota Street. Please check in with the receptionist at the DPS Lobby on the skyway level.

If you would like to participate, send an email to Tami Bartholomew at tami.bartholomew@state.mn.us and indicate which session you'd like to attend.

Tuesday, July 9, 2019 – daily Update

What's New in This Update

- August Renewal Notices
- Reimbursement Grant Processing Update

Today's News

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There is a morning and afternoon session that can each accommodate 10 participants.

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What's New in This Update

- MNLARS Training
- UAT Request for Participants
- Reimbursement Grant Processing Update



State offices are closed on July 4. Have a happy and safe Independence Day!

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If you would like to participate, send an email to Tami Bartholomew at tami.bartholomew@state.mn.us and indicate which session you'd like to attend.

Reimbursement Grant Processing Update

As of this writing, all offices have submitted or mailed their forms to us and we continue to process the grant agreements.

- So far, the state has authorized payment to 109 offices.
- Some offices have reported receiving their checks.
- The total payout is approximately \$8.7 million so far.

Thank you for your continued partnership as we work together to process the reimbursement grants.

MNLARS Updated Workarounds

When release 1.16 was deployed on June 23, four workarounds were no longer needed. You'll find an updated workaround document on Info Hub under the MNLARS tab.

Legislative Bulletin

The 2019 Legislative Bulletin is available on [Info Hub](#) under the Resources tab. It summarizes the laws enacted during the 2019 legislative session that affect the work of DVS and its business partners.

Classic Cars

We continue to see many applications for classic car plates for vehicles that do not qualify. Classic Car license plates are restricted to very specific vehicles with model years of 1925-1948.

To qualify for classic car plates the customer must provide documentation from the Classic Car Club of America, such as a copy of a page from their website or handbook that identifies the vehicle as a classic car.

To assist you, we've posted the club's most recent [list of classic cars](#) as a quick reference guide on Info Hub, which you'll find under the resources tab.

The following are descriptions of the different collector plate categories:

- PIONEER: A vehicle manufactured prior to 1936
- CLASSIC: A vehicle due to its' fine design, engineering standards, and superior workmanship is identified by the Classic Car Club of America as a Classic (Model years 1925-1948.)
- STREET ROD: A modernized vehicle manufactured prior to 1949 or designed and manufactured to resemble such a vehicle (Owner must have a standard vehicle registered with regular license plates.)
- COLLECTOR: A vehicle manufactured after 1935 and at least 20-model-years-old and used solely as a collector item and not for general transportation. RVs do not qualify (Owner must have a standard vehicle registered with regular license plates.)
- CLASSIC MOTORCYCLE: A motorcycle that is at least 20 years old and used solely as a collector's item and not for general transportation. Mopeds do not qualify. (Owner must have a standard vehicle registered with regular license plates.)

What's New in This Update

- Deadlines Approaching
 - Reimbursement Grants
 - End of FY19
- MNLARS Updated Workarounds

Today's News Deadlines

Approaching

Reimbursement Grants


The deadline specified in the legislation is June 30. As of this writing:

- The state has authorized payments to 22 offices.
- The total payout so far is close to \$1.5 million.

However, many offices have yet to submit the grant agreement and liability release. Please submit as soon as possible.

- By mail: Must be postmarked no later than June 30.
DVS, Director Dawn Olson 445 Minnesota Street, Suite 195, St. Paul, MN 55101-190
- By email: Must be submitted by end-of-day on June 30.
dvs.mnlars@state.mn.us

Before sending, double check to ensure the grant agreement is complete. We've had to return numerous grant agreements because the grantee information area was overlooked.

	Grant Agreement	Page 1 of 1
Minnesota Department of Public Safety ("State") Driver and Vehicle Services 445 Minnesota Street, Suite 195 St. Paul, MN 55101		Grant Program: MN Session Laws- 2019 1 st Special Session, Chapter 3, Article 1, Section 6 & Article 2, Section 36
Grantee (Fill in information - Print): Organization Name: Deputy Registrar Name: Deputy Registrar Address:		Grant Agreement Term: Effective Date: 6/01/2019 Expiration Date: 7/31/2019

Questions

If you have any questions about the grant reimbursements, please contact DVS Deputy Director Jeff Schmitz at Jeffrey.Schmitz@state.mn.us or 651-201-7584.

End of Fiscal Year

The end of FY2019 is here.

1. Close all reports through Thursday, June 27 **by noon on Friday, June 28.**
2. Close reports for Friday, June 28 and Saturday, June 29 **by noon on Monday July 1.**

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Previous News

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MNLARS Release 1.16 Deployment

MNIT and DPS successfully deployed the latest release of MNLARS over the weekend. Our thanks to the employees from Anoka, Dakota, Hennepin and Morrison counties and from the South St. Paul and White Bear Lake offices who participated in the onsite user acceptance testing conducted in early June. Also to the staff from Anoka County and South St. Paul who did live testing on Sunday morning after the release was deployed.

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What's New in This Update

- Reminder: New Reimbursement Grant Agreements
 - Reminder: End of Fiscal Year is Almost Here
 - Legislative Bulletin
 - MNLARS Release 1.16 Deployment
 - Classic Cars
-

Today's News

Reminder: New Reimbursement Grant Agreements

The June 30, deadline to submit your new grant agreement and the liability release form is only five days away. We strongly encourage you to take action as soon as possible.

Submitting Forms by Email

If you submit your forms by email, you do not need to mail a hard copy to DVS as well. Instead, retain the hard copy of the forms in your office. You may email forms to dvs.mnlars@state.mn.us.

Resolutions

All deputy registrars received a new grant agreement because the amount of their grant changed. Government offices that included the amount of the old grant in their resolution need to submit a corrected resolution.

While a new resolution with the new grant amount is preferable, we will accept the existing resolution with the old amount crossed out and the new grant amount written in. The individual who initials the change must be the person authorized to sign the grant agreement.

Questions

If you have any questions about the grant reimbursements, please contact DVS Deputy Director Jeff Schmitz at Jeffrey.Schmitz@state.mn.us or 651-201-7584.

Reminder: End of Fiscal Year is Almost Here

You must close all daily reports through Thursday, June 27 **by Friday, June 28 at noon.**

If you have reports that are currently open, email James.Forsell@state.mn.us. In the subject line of the email type: Fiscal Year End. The body of the email should include your deputy number and the dates of any open reports. DVS will respond with instructions on how to proceed with the closure of any open reports.

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What's New in This Update

- New Reimbursement Grant Agreements
 - MNLARS Planned Outage
 - Training Make-up Sessions Today
 - Fiscal Year-End Closeouts
-

Today's News

New Reimbursement Grant Agreements

DVS emailed new grant reimbursement agreements and additional information to office appointees/contacts Wednesday afternoon. The material is time sensitive and a response is required by June 30. If your deputy registrar office did not receive the new grant agreement, please email dvs.mnlars@state.mn.us

MNLARS Planned Outage

MNLARS release 1.16 is scheduled for Sunday, June 23. MNLARS will be unavailable beginning at 8 a.m. on Sunday morning. We anticipate services will be available by 12:30 p.m. Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup.

In addition, US Bank is doing maintenance on the online tab renewal site. As a result, the online tab services will be unavailable from 12 a.m. through 12 p.m. on Sunday.

Reminder: After any system maintenance, deputy registrars need to do an extended cache clearing.

- [Instructions for clearing the cache in Internet Explorer \(IE\)](#)
- [Instructions for clearing the cache in Chrome](#)

Training Make-up Sessions Today

Don't Miss Out

DVS is offering two more webinars in anticipation of the 1.16 release.

- If your office is one of the 17 offices that has not attended one of the previous sessions, please remember that someone is required to attend the training to prepare you and your office for the upcoming release.
- If you missed the webinar or only watched the videos and still have questions, join us for one of the two sessions. Any offices may invite staff to participate in these additional two webinars.

Webex Training Schedule No registration required.

Thursday June 20 Password: mnlars

8:30 a.m. – 10:00 a.m. http://bit.ly/1_16MU1

12:30 p.m. – 2:00 p.m. http://bit.ly/1_16MU2

Using Webex

- [Instructions for Joining Webex](#)
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END OF FISCAL YEAR 2019 NOTICE

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As you complete transactions, please make sure all information is entered properly before hitting the submit button. Any errors could cause report problems that DVS may not be able correct before the end of the fiscal year.

Previous News

MNLARS Release 1.16

The MNLARS release for 1.16 is scheduled to be deployed on Sunday, June 23. The onsite User Acceptance Testing (UAT) that was completed on Wednesday, June 5th was a success and no major issues were identified. Thank you to Anoka County, Dakota County, Hennepin County, Morrison County, South St. Paul and White Bear Lake for participating.

Training for release 1.16 was completed on June 12, June 13 and June 17. For any office that missed the training, a recorded version is available on the Deputy Registrar resource page

at: <https://learningcenter.dps.mn.gov/mnlars/DeputyRegistrar/MNLARSSupportX.html>

The go/no-go decision for release 1.16 is scheduled to occur on Friday, June 21. If the decision is made to delay the release, notification will be sent through GovDelivery.

New Sweep Report Available

The sweep reports for June 15, 2018 through June 14, 2019 are now available on [Info Hub](#).

If there are discrepancies:

- Print the closeout page(s) for the period of business you are closing.

- If a transaction was updated but is not showing on the closeout page, print a screenshot of the record and timestamp on transaction history and send the screenshot to DVS Audit.
- If a processed transaction is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
- Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to: DVS Audit 445 Minnesota St, Suite 185 Saint Paul, MN 55101

Inventory Reports

You will find updated plate and sticker inventory reports through June 14, 2019, under the MNLARS tab on Info Hub. Please email the Deputy Liaison's with any questions at DVS.MV.Liaisons@state.mn.us

Tax-Exempt Trailers

You can enter a tax-exempt trailer in MNLARS using the information below to complete the required fields:

- Color: select black, silver, or unavailable.
- Odometer Status Dropdown: Select "Not Applicable." As a result, you will not need to enter a mileage reading. "Not Applicable" is only an option in the Tax Exempt Class.
- Plate Type: When you enter the plate number, the plate type will come up as "Tax Exempt Local Motorcycle." The same plates are used for tax exempt trailers and tax exempt motorcycles.
- Insurance: Select "Other", and enter Trailer for name of insurance company, 999 for policy number, and transaction date for insurance expiration date.

Prorate (IRP) Title Only Transactions

Deputy registrars may accept title-only transactions from dealers for trucks sold to motor carriers who use the vehicle for interstate commerce.

- Write the IRP account number in section D (sales tax exemption area) of the application for title (PS2000).
- Using the data entry ticket function in MNLARS: in the data entry value box, type "IRP transaction, move to IRP queue." The DVS Prorate unit will ensure the correct amount of sales tax due is collected.

If you are unfamiliar with the data entry ticket function review the [Submit Data Entry Ticket](#) job aid. The alternative is to instruct the dealership to send the transaction directly to DVS, suite 188.

Electronic Vehicle and Title Registration (EVTR) Update

The EVTR system Tagit by Synadapt remains in a pilot phase and is only being used by the dealers and deputy registrars participating in the pilot. DVS is working on an efficient inventory distribution method. Some deputy registrars and dealers recently received a brochure from Synadapt about inventory supply; however, DVS has not finalized or approved an inventory process. DVS is handling the inventory distribution during the pilot. DVS will notify you when the inventory process is finalized and the new Tagit system is available to all deputy registrars and dealers. We apologize for any confusion or concern the brochure may have caused.

What's New in This Update

- Reminder: Deputy Registrar Reimbursement Grants due by June 30th
 - MNLARS Release 1.16
 - Updated Sweep Report
 - Updated Plate and Sticker Report
-

Today's News

Reminder: Deputy Registrar Reimbursement Grants

According to state statute, all offices must send completed forms by June 30 in order to receive the reimbursement grant. As of June 17, DVS has received 39 of the 174 completed packets from deputy registrars.

MNLARS Release 1.16

The MNLARS release for 1.16 is scheduled to be deployed on Sunday, June 23. The onsite User Acceptance Testing (UAT) that was completed on Wednesday, June 5th was a success and no major issues were identified. Thank you to Anoka County, Dakota County, Hennepin County, Morrison County, South St. Paul and White Bear Lake for participating.

Training for release 1.16 was completed on June 12, June 13 and June 17. For any office that missed the training, a recorded version is available on the Deputy Registrar resource page

at: <https://learningcenter.dps.mn.gov/mnlars/DeputyRegistrar/MNLARSSupportX.html>

The go/no-go decision for release 1.16 is scheduled to occur on Friday, June 21. If the decision is made to delay the release, notification will be sent through GovDelivery.

New Sweep Report Available

The sweep reports for June 15, 2018 through June 14, 2019 are now available on [Info Hub](#).

If there are discrepancies:

- Print the closeout page(s) for the period of business you are closing.
- If a transaction was updated but is not showing on the closeout page, print a screenshot of the record and timestamp on transaction history and send the screenshot to DVS Audit.
- If a processed transaction is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
- Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to: DVS Audit 445 Minnesota St, Suite 185 Saint Paul, MN 55101

Inventory Reports

You will find updated plate and sticker inventory reports through June 14, 2019, under the MNLARS tab on Info Hub. Please email the Deputy Liaison's with any questions at DVS.MV.Liaisons@state.mn.us

Previous News

Deputy Registrar Reimbursement Grants

DVS is starting to receive reimbursement grant agreements and release forms; however, we've had to return a few for missing information.

Before submitting the grant agreement, please make sure you have:

- Provided both your organization's name, and the name and number of your office location, even if they are the same.
- Provided a remittance address and a tax identification number.
- Signed and printed your name.

On the release form, make sure:

- You've printed your name at the top of page 1.
- Signed and dated the form on page 2.
- Had your signature notarized.

END OF FISCAL YEAR 2019 NOTICE

Please close all daily reports through Thursday, June 27, **by Friday, June 28 at noon.**

If you have an open report prior to June 4, send an email right away to James.Forsell@state.mn.us, even if you've already reported the problem to the MV Liaisons or Deputy Audit.

In the subject line of the email type: Fiscal Year End. Include in the email your deputy number and the date of the report. DVS will respond with instructions on how to proceed with the closure of any open reports.

Tax-Exempt Trailers

You can enter a tax-exempt trailer in MNLARS using the information below to complete the required fields:

- Color: select black, silver, or unavailable.
- Odometer Status Dropdown: Select “Not Applicable.” As a result, you will not need to enter a mileage reading. “Not Applicable” is only an option in the Tax Exempt Class.
- Plate Type: When you enter the plate number, the plate type will come up as “Tax Exempt Local Motorcycle.” The same plates are used for tax exempt trailers and tax exempt motorcycles.

- Insurance: Select “Other”, and enter Trailer for name of insurance company, 999 for policy number, and transaction date for insurance expiration date.

Prorate (IRP) Title Only Transactions

Deputy registrars may accept title-only transactions from dealers for trucks sold to motor carriers who use the vehicle for interstate commerce.

- Write the IRP account number in section D (sales tax exemption area) of the application for title (PS2000).
- Using the data entry ticket function in MNLARS: in the data entry value box, type “IRP transaction, move to IRP queue.” The DVS Prorate unit will ensure the correct amount of sales tax due is collected.

If you are unfamiliar with the data entry ticket function review the [Submit Data Entry Ticket](#) job aid. The alternative is to instruct the dealership to send the transaction directly to DVS, suite 188.

Electronic Vehicle and Title Registration (EVTR) Update

The EVTR system Tagit by Synadapt remains in a pilot phase and is only being used by the dealers and deputy registrars participating in the pilot.

DVS is working on an efficient inventory distribution method. Some deputy registrars and dealers recently received a brochure from Synadapt about inventory supply; however, DVS has not finalized or approved an inventory process. DVS is handling the inventory distribution during the pilot.

DVS will notify you when the inventory process is finalized and the new Tagit system is available to all deputy registrars and dealers.

We apologize for any confusion or concern the brochure may have caused.

Thursday, June 13, 2019 – daily update

What's New in This Update

- Deputy registrar Reimbursement Grants
 - End of Fiscal Year 2019 Notice
 - Tax Exempt Trailers
 - Prorate Title Applications
 - EVTR Update
-

Today's News

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DVS will notify you when the inventory process is finalized and the new Tagit system is available to all deputy registrars and dealers.

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Previous News

END OF FISCAL YEAR 2019 NOTICE

Please close all daily reports through Thursday, June 27, **by Friday, June 28 at noon.**

To prepare for the 2019 fiscal year-end closeout, we ask that you:

- Immediately review your closeout history and confirm there are no open reports with dates prior to June 4, 2019.
- Email James.Forsell@state.mn.us if you have any open reports. In the subject line of the email type: Fiscal Year End. Include in the email your deputy number and the dates of any open reports.

DVS will respond with instructions on how to proceed with the closure of any open reports.

As you complete transactions, please make sure all information is entered properly before hitting the submit button. Any errors could cause report problems that DVS may not be able correct before the end of the fiscal year.

MNLARS Training Reminder

- Training is required. Your office Super User or at least one office representative must attend a session.
- See previous updates for the list of topics that will be covered. DVS will post job aids to the [learning center](#) prior to the webinar training.
- Registration for the webinar is not required.

Webex Training Schedule Thursday June 13 Password: mnlars

7:00 a.m. – 8:30 a.m. http://bit.ly/1_16tng5

9:30 a.m. – 11:00 a.m. http://bit.ly/1_16tng6

1:00 p.m. – 2:30 p.m. http://bit.ly/1_16tng7

5:00 p.m. – 6:30 p.m. http://bit.ly/1_16tng8

Monday, June 17 Password: mnlars

7:00 a.m. – 8:30 a.m.

http://bit.ly/1_16tng9

9:30 a.m. – 11:00 a.m. http://bit.ly/1_16tng10

1:00 p.m. – 2:30 p.m. http://bit.ly/1_16tng11

5:00 p.m. – 6:30 p.m. http://bit.ly/1_16tng12

Using Webex

- [Instructions for Joining Webex](#)
- If you have trouble connecting, email Training@state.mn.us

Accommodations for Individuals with Disabilities

If you need an accommodation due to a disability that affects your access to this training, please contact the Department of Public Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173 or at lynn.mueller@state.mn.us to request an accommodation.

Consular Identification Card

Legislation recently signed by Governor Walz makes a valid and unexpired consular identification card an acceptable primary identification document for motor vehicle title and registration transactions.

- Effective date was May 31, 2019.
- This only applies to motor vehicle transactions.
- The card issued to the applicant must be by the recognized consulate of a jurisdiction other than the United States.

A consular identification card may be used for an application to title or register a:

- Passenger car
- Pickup truck
- Motorcycle
- Truck
- Recreation vehicle or recreational trailer
- Manufactured home or park trailer (park trailers are used as temporary living quarters whereas manufactured homes are used as permanent living quarters)

The law making consular identification cards a primary identification document for motor vehicle transactions is retroactive to Oct. 1, 2018. DVS has now approved the title applications with consular identification cards that had been awaiting resolution since Oct. 1, 2018.

IMPORTANT: This does not change the ID requirements for a driver's license, permit or identification card application. A consular identification card is not acceptable. This includes REAL ID compliant and non-compliant cards.

We are in the process of updating the motor vehicle identification requirements on Info Hub and the DVS public website.

Watch for more information about this and other legislation in future updates.

Tuesday, June 11, 2019 –Daily Update

What's New in This Update

- Deputy Registrar Reimbursement Grants
 - End of Fiscal Year 2019 Notice
 - MNLARS Training Reminder
-

Today's News

Deputy Registrar Reimbursement Grants

Legislation recently signed by Governor Walz included an appropriation of \$13 million for deputy registrar reimbursement grants related to the development and deployment of the Minnesota License and Registration System (MNLARS).

On June 7, DVS sent a packet of information by certified mail to each deputy registrar appointee that includes the grant agreement, release form and instructions. Appointees for multiple office locations must complete a set of forms for each office location. To receive the grant, the appointee must return the completed and signed grant agreement and release form to DVS on or before June 30, 2019 as stipulated in the legislation.

END OF FISCAL YEAR 2019 NOTICE

Please close all daily reports through Thursday, June 27, **by Friday, June 28 at noon.**

To prepare for the 2019 fiscal year-end closeout, we ask that you:

- Immediately review your closeout history and confirm there are no open reports with dates prior to June 4, 2019.
- Email James.Forsell@state.mn.us if you have any open reports. In the subject line of the email type: Fiscal Year End. Include in the email your deputy number and the dates of any open reports.

DVS will respond with instructions on how to proceed with the closure of any open reports.

As you complete transactions, please make sure all information is entered properly before hitting the submit button. Any errors could cause report problems that DVS may not be able correct before the end of the fiscal year.

MNLARS Training Reminder

Deputy registrar training starts tomorrow Wed. June 12.

- Training is required. Your office Super User or at least one office representative must attend a session.
- See previous updates for the list of topics that will be covered. DVS will post job aids to the [learning center](#) prior to the webinar training.
- Registration for the webinar is not required.

Webex Training Schedule

Wednesday June 12 Password: mnlars

7:00 a.m. – 8:30 a.m.

http://bit.ly/1_16tng1

1

9:30 a.m. – 11:00 a.m. http://bit.ly/1_16tng2

1:00 p.m. – 2:30 p.m. http://bit.ly/1_16tng3

5:00 p.m. – 6:30 p.m. http://bit.ly/1_16tng4

Thursday June 13 Password: mnlars

7:00 a.m. – 8:30 a.m.

http://bit.ly/1_16tng5

5

9:30 a.m. – 11:00 a.m. http://bit.ly/1_16tng6

1:00 p.m. – 2:30 p.m. http://bit.ly/1_16tng7

5:00 p.m. – 6:30 p.m. http://bit.ly/1_16tng8

Monday, June 17 Password: mnlars

7:00 a.m. – 8:30 a.m.

http://bit.ly/1_16tng9

9:30 a.m. – 11:00 a.m. http://bit.ly/1_16tng10

1:00 p.m. – 2:30 p.m. http://bit.ly/1_16tng11

5:00 p.m. – 6:30 p.m. http://bit.ly/1_16tng12

Using Webex

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Accommodations for Individuals with Disabilities

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What's New in This Update

- Consular Identification Card
 - Deposit Ticket Orders-Update
-

Today's News

Consular Identification Card

Legislation recently signed by Governor Walz makes a valid and unexpired consular identification card an acceptable primary identification document for motor vehicle title and registration transactions.

- Effective date was May 31, 2019.
- This only applies to motor vehicle transactions.
- The card issued to the applicant must be by the recognized consulate of a jurisdiction other than the United States.

IMPORTANT: This does not change the ID requirements for a driver's license, permit or identification card application. A consular identification card is not acceptable.

We are in the process of updating the motor vehicle identification requirements on Info Hub and the DVS public website.

Watch for more information about this and other legislation in future updates.

Deposit Ticket Orders - Update

MMB has updated the instructions for deposit ticket orders.

Reordering instructions for accounts held at:

Any Bank other than Wells Fargo

- Fax ticket order requests to MMB Treasury at 651-797-1350, Attn: Cash Management.

- Ticket order requests may also be scanned and emailed to Cash.Management.MMB@state.mn.us
- The request must include: a copy of a current deposit ticket and the street mailing address (no PO Box mailing addresses can be used).
- If DVS is charged for incorrect addresses or zip code corrections, we will have to pass this charge on to the agency.
- If Treasury is charged for deposit tickets that were not ordered by this policy, you will be responsible for the charges.

Wells Fargo

- Fax ticket order requests to MMB Treasury at 651-797-1350, Attn: Cash Management.
- Ticket order requests may also be scanned and emailed to Cash.Management.MMB@state.mn.us
- The request must be submitted on the Wells Fargo deposit ticket order form.

- The request **MUST** include: the Wells Fargo order form, a copy of the current deposit ticket and the street mailing address (no PO Box mailing addresses can be used).

The deposit ticket copy included with any order **MUST** be a new, current copy. Do not use the same ticket every time you request an order.

Previous News

Data Privacy Reminder

Data privacy laws and policy prohibit users of DVS data from checking their own records or the records of friends, family, or other employees. If you would like a refresher on what information you may access, please refer to the [security and confidentiality of data and records policy and attestation](#).

MNLARS Release 1.16 Training

Training for MNLARS Release 1.16 begins Wed., June 12. Your office Super User or at least one office representative must attend a session and is responsible for ensuring the rest of your staff is prepared for the release. Release 1.16 is scheduled for June 23. Registration for the webinar is not required. DVS will post job aids to the [learning center](#) prior to the webinar training.

Training Topics

Twelve identical sessions will cover:

New Functionality

- Web DR Service Request form (new intake form).
- DVS corrections for special plate re-order and registration tax amount/electronic vehicle surcharge.
- Find plate and sticker.
- Event logging for resolving deficiencies.
- Search by owner and entity using sounds like feature.
- Seven-day search for viewing cart history.
- Addition to title notification options of donated and removed from state or country.
- DVS website, ability to file report of sale for a vehicle donated or removed from the state or country.
- Vehicle record display includes who reported vehicle sold.

Updated Functionality

- Plate picker reminder message.
- Farm trailer quarterly registration.
- Addition of message to online tab renewal site about non-passenger class vehicles.
- 17-character VIN warning message.
- Manage lessees expanded within title only and applied for status.

- Auto Open of vehicle record with 1 Title Instance.
- 10 character document barcode field.
- Revised password reset message.
- User interface change for plate transfers.

Defects Corrected

- Ability to change address when printing duplicate title.
- Added "Business Use" sales tax exemption.

- Order a disability or personalized plate for one-ton pickups.

Webex Training Schedule Wednesday June 12 Password: mnlars

7:00 a.m. – 8:30 a.m. http://bit.ly/1_16tng1
9:30 a.m. – 11:00 a.m. http://bit.ly/1_16tng2
1:00 p.m. – 2:30 p.m. http://bit.ly/1_16tng3
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Thursday June 13 Password: mnlars

7:00 a.m. – 8:30 a.m. http://bit.ly/1_16tng5
http://bit.ly/1_16tng5
9:30 a.m. – 11:00 a.m. http://bit.ly/1_16tng6
1:00 p.m. – 2:30 p.m. http://bit.ly/1_16tng7
5:00 p.m. – 6:30 p.m. http://bit.ly/1_16tng8

Monday, June 17 Password: mnlars

7:00 a.m. – 8:30 a.m. http://bit.ly/1_16tng9
9:30 a.m. – 11:00 a.m. http://bit.ly/1_16tng10
1:00 p.m. – 2:30 p.m. http://bit.ly/1_16tng11
5:00 p.m. – 6:30 p.m. http://bit.ly/1_16tng12

Using Webex

The format for the online training is Webex. It is important that you enable the audio function to get the full benefit of the training.

Technical Assistance:

- [Instructions for Joining Webex](#)
- If you have trouble connecting, email Training@state.mn.us

Accommodations for Individuals with Disabilities

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Tuesday, June 4, 2019 – Daily Update

What's New in This Update

- Data Privacy Reminder
-

Today's News

Data Privacy Reminder

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the [security and confidentiality of data and records policy and attestation](#).

Previous News

MNLARS Release 1.16 Training

Training for MNLARS Release 1.16 begins Wed., June 12. Your office Super User or at least one office representative must attend a session and is responsible for ensuring the rest of your staff is prepared for the release. Release 1.16 is scheduled for June 23.

Registration for the webinar is not required. DVS will post job aids to the [learning center](#) prior to the webinar training.

Training Topics

Twelve identical sessions will cover:

New Functionality

- Web DR Service Request form (new intake form).
- DVS corrections for special plate re-order and registration tax amount/electronic vehicle surcharge.
- Find plate and sticker.
- Event logging for resolving deficiencies.
- Search by owner and entity using sounds like feature.
- Seven-day search for viewing cart history.
- Addition to title notification options of donated and removed from state or country.
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- Vehicle record display includes who reported vehicle sold.

Updated Functionality

- Plate picker reminder message.
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- User interface change for plate transfers.

Defects Corrected

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5

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What's New in This Update

- MNLARS Training
- Request for Proposals (RFP)
- UAT Participation

Today's News

MNLARS Release 1.16 Training

Training for MNLARS Release 1.16 begins Tues., June 11. Your office Super User or at least one office representative must attend a session and is responsible for ensuring the rest of your staff is prepared for the release. Release 1.16 is scheduled for June 23.

Registration for the webinar is not required. DVS will post job aids to the [learning center](#) prior to the webinar training.

Training Topics

Twelve identical sessions will cover:

New Functionality

- Web DR Service Request form (new intake form).
- DVS corrections for special plate re-order and registration tax amount/electronic vehicle surcharge.
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- 10 character document barcode field.
- Revised password reset message.
- User interface change for plate transfers.

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- Order a disability or personalized plate for one-ton pickups.

Webex Training Schedule

Tuesday, June 11 Password: mnlars

7:00 a.m. – 8:30 a.m.

[http://bit.ly/1_16tng](http://bit.ly/1_16tng1)

1

9:30 a.m. – 11:00 a.m. http://bit.ly/1_16tng2

1:00 p.m. – 2:30 p.m. http://bit.ly/1_16tng3

5:00 p.m. – 6:30 p.m. http://bit.ly/1_16tng4

Wednesday, June 12 Password: mnlars 7:00

a.m. – 8:30 a.m.

[http://bit.ly/1_16tng](http://bit.ly/1_16tng5)

5

9:30 a.m. – 11:00 a.m. http://bit.ly/1_16tng6

1:00 p.m. – 2:30 p.m. http://bit.ly/1_16tng7

5:00 p.m. – 6:30 p.m. http://bit.ly/1_16tng8

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7:00 a.m. – 8:30 a.m.

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Request for Proposals (RFP)

The Independent Expert Review Panel recommended replacing MNLARS with a packaged software solution. DVS and MNIT worked with stakeholders, including representatives from the deputy registrar and dealer associations, to develop a request for proposals (RFP). This is the first step in the process to secure a software vendor for the new vehicle title and registration system. We will update you throughout the RFP and procurement process.

UAT Participation

We are still in need of volunteers for User Acceptance Testing (UAT) for MNLARS Release 1.16. There is a morning and afternoon session that can each accommodate 10 participants.

- **Testing Date:** June 5
- **Session Time:** Morning Session: 9 a.m. – Noon
Afternoon Session 1-4 p.m.
- **Location:** All testing is conducted at the DVS Town Square Office in St. Paul, 445 Minnesota Street. Please check in with the receptionist at the DPS Lobby on the skyway level.

If you would like to participate, send an email to Tami Bartholomew at tami.bartholomew@state.mn.us and indicate which session you'd like to attend.

Previous News

Barcode Labels/Reminders

In the next few weeks, deputy registrars will begin to receive new shipments of barcode labels from MINNCOR. The number of barcode labels each office receives is determined by the size of the office.

Reminders from previous Updates:

- Place a barcode label on only one side of a document – barcoding both sides causes an error during the scanning process.
- Barcoded documents need to be associated with a MNLARS transaction.
- If you elect to type a barcode instead of using your barcode reader/scanner, make sure you've entered the number correctly so it is properly associated with the transaction.

What's New in This Update

- There is no new information in today's update.
-

Previous News

Opportunity to Participate in User Acceptance Testing

You have the opportunity to participate in User Acceptance Testing (UAT) and provide feedback on the functionality that is part of MNLARS Release 1.16, which is scheduled for implementation on June 23.

There will be two sessions with room for 10 participants in the morning and 10 participants in the afternoon.

- **Date:** June 5
- **Time:** Morning Session: 9 a.m. – Noon
Afternoon Session 1-4 p.m.
- **Location:** All testing is conducted at the DVS Town Square Office in St. Paul, 445 Minnesota Street. Please check in with the receptionist at the DPS Lobby on the skyway level.

If interested, email Tami Bartholomew at tami.bartholomew@state.mn.us to let her know which session you'd like to attend.

Barcode Labels/Reminders

In the next few weeks, deputy registrars will begin to receive new shipments of barcode labels from MINNCOR. The number of barcode labels each office receives is determined by the size of the office.

Reminders from previous Updates:

- Place a barcode label on only one side of a document – barcoding both sides causes an error during the scanning process.

- Barcoded documents need to be associated with a MNLARS transaction.
- If you elect to type a barcode instead of using your barcode reader/scanner, make sure you've entered the number correctly so it is properly associated with the transaction.

What's New in This Update

- Opportunity to Participate in User Acceptance Testing
 - Barcode Labels & Reminders
-

Today's News

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Previous News

NMVTIS and Duplicate Title Transactions

Driver and Vehicle Services has received notification from NMVTIS that errors are occurring with the issuance of titles when a more recent title from another state is already in circulation.

Deputy Registrars must check NMVTIS first before issuing duplicate titles. This is to ensure that a more recent title hasn't been by another state. The NMVTIS record will determine what actions should be taken.

Deadline for Deputy Bond Changes

If you received a letter requesting that you increase your bond, please send your paperwork as soon as possible. The deadline for paperwork is June 1.

If you have any questions please email [Jason Ashby](#) and [Rachael Larson](#).

Reminder: DVS Main Office

Please do not refer customers to DVS in St. Paul for motor vehicle title or registration services. DVS has not offered motor vehicle services at its main office for about 15 years. Our front counter staff is not trained or equipped to provide motor vehicle services. As a result, deputy support and title and registration staff are called on to assist, pulling them away from responding to deputy registrar calls and emails and title production.

We understand you are only trying to help your customer; however, we've found that many of the customers directed to us by a deputy registrar could have been taken care of at that deputy registrar's office. If the transaction couldn't be processed at the deputy registrar, DVS likely won't be able to complete the transaction either.

Please review these daily updates for any new information and use the approved workarounds to assist your customer. Report any technical difficulties you encounter by completing and submitting an intake form.

What's New in This Update

- NMVTIS and Duplicate Title Transactions
 - Deadline for Deputy Bond Adjustments
 - Reminder: DVS Main Office
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Today's News

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Previous News

Correction to Name Suffix Information

There was a small typo in Tuesday's article.

When an applicant has a name suffix (e.g., II, III, Jr. etc.), select from the suffix field drop-down box when entering the information in MNLARS. Do not type the suffix, as it may **not** display properly in MNLARS.

What's New in This Update

- Correction to Name Suffix Information
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Today's News

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Previous News

Corrected Title Fee

Clarifying when to charge a fee for a corrected title:

- If the error is due to a department or deputy registrar error, waive the corrected title fee and filing fee, regardless of when the title was issued.

In some situations, a look-up may be necessary to determine how the error occurred

Motorized Scooters

It's spring and we usually see an increase in the number of applications to title motor scooters. It's important to remember that vehicles manufactured, sold, or imported into the United States must comply with federal motor vehicle safety standards. For new vehicles, the MCO should indicate that the vehicle meets all federal requirements.

If the MCO doesn't indicate the vehicle meets all federal requirements, the owner must have the vehicle inspected and obtain a passed motor vehicle inspection report before you can accept the application for title.

What's New in This Update

- Corrected Title Fee
- Name Suffix

Today's News

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If the MCO doesn't indicate the vehicle meets all federal requirements, the owner must have the vehicle inspected and obtain a passed motor vehicle inspection report before you can accept the application for title.

New Sweep Report Available

The sweep reports for May 8, 2018 through May 8, 2019 are now available on [Info Hub](#).

If there are discrepancies:

- Print the closeout page(s) for the period of business you are closing.
- If a transaction was updated but is not showing on the closeout page, print a screenshot of the record and timestamp on transaction history and send the screenshot to DVS Audit.
- If a processed transaction is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
- Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to: DVS Audit 445 Minnesota St, Suite 185 Saint Paul, MN 55101

Inventory Reports

You will find updated plate and sticker inventory reports through May 8, 2019, under the MNLARS tab on Info Hub. Please email the Deputy Liaison's with any questions at DVS.MV.Liaisons@state.mn.us

What's New in This Update

- Motorized Scooters
 - Updated Sweep Report
 - Updated Plate and Sticker Reports
-

Today's News

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MNLARS – Next Steps

The [independent expert review](#) of MNLARS, released on May 1, recommended replacing MNLARS with a packaged software solution. Before reaching this conclusion, the review team met with state staff and contractors, dealers, and 12 deputy registrars (public and private, metro and greater Minnesota, small and large), as well as other stakeholders. It also spoke with four states that have implemented a packaged software solution. The team determined that a packaged software solution would best serve the needs of the public and all stakeholders in the future.

This will require funding from the legislature. The report is recommending \$73 million over the next two years to fund the new development and to maintain MNLARS in the interim. Once the funding is secure, DVS can move forward with the state's procurement process to acquire a packaged software solution for motor vehicle services.

In the meantime:

- We will continue to use MNLARS to process title and registration applications.
- Development and testing for MNLARS Release 1.16 continues. It is scheduled for implementation on Sunday June 23. (More information about what's included in the release will be shared in the near future.)
- The MNLARS team will continue to develop needed fixes and programming to implement any changes required by new legislation.

Driver's licensing is not affected. The FastDS system is independent of MNLARS and is an example of a packaged software solution.

We will keep you updated as information becomes available. If you have questions about the report, email them to dvs.mnlars@state.mn.us.

What's New in This Update

- MNLARS - Next Steps
-

Today's News

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Previous News

MNLARS Independent Expert Review Recommendations

Following an independent review of Minnesota's Vehicle Licensing and Registration System (MNLARS), the chair of the Independent Expert Review is recommending replacing MNLARS with a packaged software solution to meet the long-term needs of all stakeholders.

In March, Governor Walz signed HF 861 into law, which called for an independent expert review of MNLARS to be conducted by the chair of an independent expert review panel. The review was conducted by private sector IT professionals and released on May 1, 2019.

MNLARS will continue development of Release 1.16. The release is scheduled for implementation in late June. We will share information as it becomes available.

Additional Information:

- [Governor's Office News Release](#)
- [Independent Expert Review of MNLARS Report](#)

What's New in This Update

- MNLARS Independent Expert Review Recommendations
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Today's News

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Additional Information:

- [Governor's Office News Release](#)
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Previous News

Reminders

Plate Transfer Quick Reference Guide: In March we added the [Change or Transfer Plate Quick Reference Guide](#) to Info Hub. It assists experienced MNLARS users and contains examples of common transactions and a review of plate/sticker actions in MNLARS.

Contribution Fees The minimum contribution fee for plates such as State Parks and Trails and Critical Habitat is due one time only during the registration year. MNLARS correctly determines when an annual contribution fee is due.

Example 1:

- Customer renews the registration for a vehicle with Critical Habitat plates and pays the minimum contribution fee.
- Six months later, the customer transfers the Critical Habitat plate to a different vehicle.
- MNLARS recognizes this is occurring during the same registration year and the plate type is not changing. It will not charge another contribution fee.

Example 2:

- Customer renews the registration for a vehicle with Loon Critical Habitat plates and pays the minimum contribution fee.
- Six months later, the customer wants to change the Loon plate to a Moose plate
- MNLARS recognizes that although we're still in the same registration year, this is a change of plate type and as a result, will correctly charge a contribution fee.

Tuesday, April 30, 2019 – Daily Update

What's New in This Update

Reminders:

- Plate Transfer Quick Reference Guide
 - Special Plate Contributions
-

Today's New

Reminders

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Previous News

Deputy Registrar Support Update

Rachael Larson is the newest member of the deputy registrar support team. She replaces Nick Schroetter, who moved to a new position in DVS in March.

Please email information about office closures, deputy registrar appointment changes and bond recalculation issues to Jason Ashby, Rachel Larson and the motor vehicle liaisons at:

- jason.ashby@state.mn.us
- rachael.m.larson@state.mn.us
- dvs.mv.liaisons@state.mn.us

Site Visits Resume

The Deputy Support Unit has resumed site visits and the biennial audits of deputy registrar offices in the metro area and Greater Minnesota. In preparation for a visit, we suggest you write down any questions you would like to ask the Deputy Support staff, in case your contact person is not available on the day of the visit. The Deputy Support staff will also bring some reminders to review.

We look forward to seeing you soon.

Deputy Support

What's New in This Update

- Planned System Maintenance This Weekend
- Deputy Registrar Support Update

Today's News

Planned System Maintenance This Weekend

MNIT is performing system maintenance this weekend. There will be no impact to law enforcement or deputy registrars. However, the online tab renewal service on the DVS website will be temporarily unavailable beginning at 11

p.m. on Saturday, April 27. We anticipate services will be available by 4 a.m. on Sunday, April 28.

You should do an extended cache clearing after any system maintenance.

- [Instructions for clearing the cache in Internet Explorer \(IE\)](#)
- [Instructions for clearing the cache in Chrome](#)

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[Previous News](#)

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We look forward to seeing you soon.

Deputy Support

Personnel Change

Michi Eichinger, of Minnesota Management and Budget (MMB), has left state service. Continue to follow the instructions for deposit ticket orders (see below). We will notify you when MMB updates the instructions.

Deposit Ticket Orders

Reordering instructions for accounts held at:

Any Bank other than Wells Fargo

- Fax ticket order requests to MMB Treasury at 651-797-1350, Attn: Michi Eichinger.
- Ticket order requests may also be scanned and emailed to kathryn.f.johnson@state.mn.us
- The request must include: a copy of a current deposit ticket and the street mailing address (no PO Box mailing addresses can be used).
- If DVS is charged for incorrect addresses or zip code corrections, we will have to pass this charge on to the agency.
- If Treasury is charged for deposit tickets that were not ordered by this policy, you will be responsible for the charges.

Wells Fargo

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- The request must be submitted on the Wells Fargo deposit ticket order form.
- The request **MUST** include: the Wells Fargo order form, a copy of the current deposit ticket and the street mailing address (no PO Box mailing addresses can be used).

The deposit ticket copy included with any order **MUST** be a new, current copy. Do not use the same ticket every time you request an order.

This information is also available on Info Hub under the forms tab.

Tuesday, April 23, 2019 – Daily Update

What's New in This Update

- Site Visits Resume
- Personnel Change

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Privacy Data Requests – Important Change

Important Change Regarding Privacy Classification (Minn. Stat. 168.346, Subd. 3)

There is a new version of [Motor Vehicle Private Data Request Form \(PS33202MV-1\)](#) available on the DVS website. Effective today, DVS will not accept any other version of the form.

New Vehicle/Title Transfer Instructions

1. Have customer complete the Motor Vehicle Private Data Request form ((PS33202MV-1) for each vehicle. One vehicle per form.
2. Enter in MNLARS
 - For PRIVATE Name
 - Enter as entity rather than individual, using the word PRIVATE in the name field.
 - Add a note to the record indicating the wrong name was entered and type in the Comment, “Private Data Transaction”
 - Complete the transaction, collect fee, and then confirm the record was entered properly into MNLARS
 - For PRIVATE ADDRESS
 - Enter on the MNLARS record the Service of Process address provided by the customer. *The customer is required to provide a valid, existing (Service of Process) address on the form.*
 - Complete the transaction, collect fees, and then confirm the record was entered properly into MNLARS
3. Scan or fax the Motor Vehicle Private Data Request form directly to the data services team.
 - Email: dvs.dataservices@state.mn.us
 - Fax: 651-797-1205

Vehicle Currently Titled in Name of Customer Instructions

If the customer requests the privacy classification on a vehicle they currently own, email or fax the Motor Vehicle Private Data Request form directly to the data services team for processing.

- Email: dvs.dataservices@state.mn.us
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Removing Privacy Classification

If the customer no longer requires the privacy classification, they can complete the form and write 'remove privacy' in the Reason for Safety Concern section. Email or fax the Motor Vehicle Private Data Request form to the data services team for processing.

- Email: dvs.dataservices@state.mn.us
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What's New in This Update

- Contact Information Corrections
-

Today's News

Contact Information Corrections

In Tuesday's update, the email addresses provided in the Deposit Ticket Orders article and the Data Privacy Requests article were incorrect. The beginning of the email address was dropped when entered into GovDelivery. You'll find the articles with the corrected email addresses under Previous News. In addition, the MMB contact information for deposit tickets is also available on Info Hub and is included in the Deputy Support Section found at the end of each update.

Previous News

Deposit Ticket Orders

Reordering instructions for accounts held at:

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Transaction Summary Page/Payment Receipts

Do not barcode or submit copies of the transaction summary page or payment receipt with MNLARS transactions. They are not necessary and create extra work for you and the DVS imaging team.

What's New in This Update

- Deposit Ticket Orders
 - Privacy Data Requests - Important Change
 - Transaction Summary Page/Payment Receipts
-

Today's News

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 - Add a note to the record indicating the wrong name was entered and type in the Comment, "Private Data Transaction"
 - Complete the transaction, collect fee, and then confirm the record was entered properly into MNLARS
- For PRIVATE ADDRESS
 - Enter on the MNLARS record the Service of Process address provided by the customer. *The customer is required to provide a valid, existing (Service of Process) address on the form.*
 - Complete the transaction, collect fees, and then confirm the record was entered properly into MNLARS

3. Scan or fax the Motor Vehicle Private Data Request form directly to the data services team.

- Email: DataServices@state.mn.us
- Fax: 651-797-1205

Vehicle Currently Titled in Name of Customer Instructions

If the customer requests the privacy classification on a vehicle they currently own, email or fax the Motor Vehicle Private Data Request form directly to the data services team for processing.

- Email: DataServices@state.mn.us
- Fax: 651-797-1205

Removing Privacy Classification

If the customer no longer requires the privacy classification, they can complete the form and write 'remove privacy' in the Reason for Safety Concern section. Email or fax the Motor Vehicle Private Data Request form to the data services team for processing.

- Email: DataServices@state.mn.us
- Fax: 651-797-1205

Transaction Summary Page/Payment Receipts

Do not barcode or submit copies of the transaction summary page or payment receipt with MNLARS transactions. They are not necessary and create extra work for you and the DVS imaging team.

Previous News

Classic vs. Collector Plates

Some deputy registrars have reported that customers have not received the collector plates ordered through the deputy registrar. We've discovered that in many cases the deputy registrar ordered classic collector plates for a vehicle

that did not meet the qualifications, instead of ordering regular collector plates. If the vehicle does not qualify for classic plates, the plate order will not be completed.

To qualify for classic license plates, the vehicle must have been manufactured between 1925 and 1948, and the customer must provide documentation that the vehicle is a “classic car” identified in the Classic Car Club of America handbook. For more information, see Info Hub for full instructions and refer to [Minn. Statutes 168.10, subd. 1b.](#)

If the correct collector plate type was ordered and the customer has not received the plates, please submit an intake form.

Non-Commercial Vehicle Personalized Plates

The ability to transfer a personalized plate or apply for a personalized plate for a non-commercial 1-ton pickup does not exist in MNLARS at this time. The ability to put personalized plates on non-commercial 1-ton pickups will be included in Release 1.16 later this year.

Reminder: Title Only

The following information has appeared in several previous updates. However, we continue to see this error, which causes problems for customers.

Never select the “Title Only” option from the action drop down for the transfer of a currently registered vehicle with a Minnesota title. You must select “Title/Registration”. Using the title only action removes the registration from the record and the customer will be unable to renew registration in the future.

Transfer of Minnesota Title with Current Registration

- From the action drop down select “Title/Registration” not “Title Only/Held for Resale.”
- Process the title application as usual.
- Skip the registration panel, since the registration is current.

What's New in This Update

- Classic vs. Collector Plates
 - Non-Commercial Vehicle Personalized Plates
 - Reminder: Title Only
-

Today's News

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Previous News

Reminder: Motorcycle Safety Training

Motorcycle training season is underway at most training sites statewide. The Minnesota Motorcycle Safety Center offers training from basic to expert levels at 25 sites. Riders are encouraged to take a training course this spring to sharpen their skills early in the riding season. Course and registration information is available at motorcyclesafety.org.

Tuesday, April 9, 2019 – Daily Update

What's New in This Update

- Reminder: Motorcycle Safety Training

Today's News

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Previous News

Special Plate Brochure

An updated version of the [special plate brochure](#) is available. It includes the plate fees, cites the statute under which the plate is authorized, and the criteria for issuing the license plate. You'll find a link to it under the "Plates" tab on Info Hub.

Inventory Report

An updated version of the plate and sticker inventory report is posted on Info Hub. You'll find it under the MNLARS tab.

FYI Moped Training

The following information is provided to you for customers who may inquire about moped training now that spring is here and the weather is warming up.

The Minnesota Motorcycle Safety Center (MMSC) no longer offers a moped rider course. MMSC switched to a new basic rider curriculum that does not accommodate moped students.

Any person who has a valid Minnesota driver's license may operate a moped without taking the moped test. Anyone without a driver's license, regardless of age, must obtain a moped operator's permit.

Additional information is available on the [DVS website](#).

Thursday, April 4, 2019 – daily Update

What's New in This Update

- Special Plate Brochure
 - Inventory Report
 - MNLARS Issue Resolved
-

Today's News

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An updated version of the [special plate brochure](#) is available. It includes the plate fees, cites the statute under which the plate is authorized, and the criteria for issuing the license plate. You'll find a link to it under the "Plates" tab on Info Hub.

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MNLARS Issue Resolved

There was a short outage on Wed. afternoon with the Vintelligence software by Polk. This is a third-party vendor that provides VIN lookup information for MNLARS. MNIT Operations is investigating the outage in more detail.

Previous News

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Inspection Reminders

VIN Inspections: DVS conducts vehicle identification number (VIN) inspections to verify the VIN on record matches the VIN on the vehicle. The inspector does not check pass or fail for a VIN inspection. The inspection report indicates the type of inspection conducted.

Out-of-State Salvage. Customers who have an out-of-state salvage title are required to apply for a Minnesota title *before* bringing the vehicle in for a salvage inspection. DVS will not inspect the vehicle if the owner hasn't surrendered the out-of-state salvage title and applied for a Minnesota title. After the application is submitted, the customer will receive a letter from DVS with information about the salvage vehicle inspection process.

Sweep Report Update

The "sweep reports" for March 1, 2018, through March 25, 2019, are now available on Info Hub. Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screenshot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed. Send transaction information to DVS by mailing to: DVS Audit
445 Minnesota St, Suite 185 Saint Paul, MN 55101

What's New in This Update

- FYI: Moped Training
-

Today's News

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What's New in This Update

- Inspection Reminders
 - * VIN Inspections
 - * Out-of-State Salvage Titles
- Sweep Report Update

Today's News

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Toy Haulers - Policy Change



Some owners of toy haulers use them exclusively for recreational purposes. Up until now, regardless of use, these vehicles have been registered as CT trailers or Y class vehicles. DVS, in consultation with the Minnesota State Patrol, has determined that a toy hauler used *exclusively* for recreational purposes may register in the recreational class. The vehicle must meet all [recreational class requirements](#).

Recreational Registration

- Customers who already renewed registration but qualify for recreational registration may convert to the lower class and apply for a refund. Refer to the [Registration Class Conversion](#) job aid for complete instructions. All fees are due, including license plate fees and the \$3 conversion fee.
- If the change to recreational class is being done at the time of renewal, refer to the [ChangeRegistration Class](#) job aid for complete instructions. All fees are due, including license plate fees.

Commercial Venture

- A vehicle used full time or occasionally in a commercial venture does not qualify for recreational registration.
- If the toy hauler carries race cars, snowmobiles, motorcycles, watercraft, horses etc., to events where the owner competes for prize money or receives products and/or money for advertising a sponsor, commercial vehicle regulations and registration may apply.

If your customer is uncertain as to whether commercial vehicle regulations apply to them, refer them to this [pamphlet put together by the Minnesota State Patrol](#).

What's New in This Update

- Toy Haulers - Policy Change
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Previous News

Online Services Short Link

DVS has a short link, sometimes called a vanity link, for online self-services. You may direct customers who need to check the status of their driving privileges, schedule a road test, report the sale of a vehicle etc. to drive.mn.gov.

What's New in This Update

- System Maintenance
 - Online Services Short Link
 - Staffing Change
-

Today's News

System Maintenance

MNLARS will be unavailable beginning at 9 p.m. tonight, March 21. MNIT is performing planned maintenance on the system. We anticipate services will be available by 11 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Remember to do an extended cache clearing of your browser before logging into MNLARS on Friday morning.

- [Instructions for clearing the cache in Internet Explorer \(IE\)](#)
- [Instructions for clearing the cache in Chrome](#)

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DVS Staffing Change

Craig Flynn, the manager of the title and registration unit, accepted the position of deputy director with the DPS Office of Traffic Safety. His last day with DVS was Tuesday, March 19. We wish him well in his new role.

Previous News

Reminder: Out-of-State Title Deficiencies

When a vehicle record shows a deficiency for an out-of-state title and the vehicle has been sold, the transfer of ownership can usually take place on the out-of-state title.

The seller does not need to obtain a Minnesota title to transfer ownership provided:

- There is room on the out-of-state title to show complete chain of ownership with seller's signatures. (A Minnesota dealer may use a dealer supplemental reassignment form).
- All required information, such as odometer statements and sale dates are on the title.

- All required lien releases are submitted.
- The purchaser completes a Minnesota application for title (PS2000) and pays applicable taxes and fees.

To process in MNLARS:

1. Bring up vehicle record and verify you have the correct record
2. Select “Apply for Title” from vehicle services drop down menu.
3. Select “Title Issued in another State/Jurisdiction” as proof of ownership.
4. When current motor vehicle record pops up, select “Continue with This Vehicle.”
5. Release lien if required. If the out-of-state title doesn’t show a lien but there is a lien on the record, use today’s date to clear.
6. Proceed with the transfer.

This information will be shared with dealers in the next Dealer Update.

What's New in This Update

- Reminder: Out-of-State Title Deficiencies
-

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Previous News

Partial Pay Registration

It's the time of year when we begin to see partial pay registrations. As a refresher, we recommend you review the [Partial Pay Registration](#) job aid.

To qualify for partial pay:

- The vehicle must be a truck, trailer, truck/tractor or recreational vehicle.
- Annual registration tax must exceed \$400.
- Initial registration application must be made by May 31.

The motor vehicle liaisons are sharing these tips for completing partial pay applications.

- Partial pay is an offline process. Send the white copy of the PS2000 to DVS. Do not barcode the form. Remember to keep offline transactions separate from other paperwork.
- Do not collect late fees or the \$10 partial payment fee.
- Wheelage tax is due with the first. The customer does not have the option of paying it later with the second or third payment.
- Use the appropriate [registration tax tables](#) to determine registration tax and follow the instructions in the Partial Pay Registration job aid. Some deputy registrars are incorrectly using the total amount due on the registration renewal notice, which includes wheelage tax and filing fee.
- Issue a June month sticker and 2019 year sticker with the first payment. Do not issue 2020 year stickers.

MNLARS Workaround Document

We have updated the MNLARS Workaround document, which is available on Info Hub under the MNLARS tab. Please discard previous workaround documents.

What's New in This Update

- Partial Pay Registration
 - MNLARS Workaround Document
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Previous News

Special Plate Notification Card Update

DVS released the first batch of special plate notification cards today. We will mail the next batch of cards the week of March 18.

Plate Transfer Quick Reference Guide

Deputy registrars on the business process and communication team asked for a quick reference guide to help with plate transfers. The new guide is now available on Info Hub. It covers the most common types of plate transfer transactions, but does not replace the training materials developed for plates transfers.

What's New in This Update

- Special Plate Notification Card Update
- Plate Transfer Quick Reference Guide

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Previous News

Changes Coming to Daily Update

You'll notice changes to the update starting the week of March 11.

First, you will no longer receive it daily. Instead, it will be distributed on Tuesdays and Thursdays. The decision to reduce the frequency of the update is based on a review of past updates that showed many contained no new information.

We're also modifying the Data and Reference section. You'll see changes to the way turnaround times are reported, making them more meaningful and useful to you.

The decision to change the frequency of the update and the information in it was made with input from the deputy registrars on the Communication and Business Process team. We will evaluate the changes after a few months to ensure that the update still meets your needs and provide opportunity for feedback. Of course, we will continue to send out special updates and notices as they are needed.

There are no changes planned for the DL Agent Update. It will continue to go out daily.

If you have any questions or concerns, please email them to DVS.MNLARS@state.mn.us.

What's New in This Update

There is no new information in today's update.

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Special Plate Notification Cards

You may notice an increase in the number of customers asking to transfer special plates during the month of March. That is because DVS is releasing the nearly 9,000 special plate notification cards it received prior to Release 1.15 implementation.

Now that deputy registrars are able to transfer and change plates, we are sending the notification cards to customers directing them to return to their local motor vehicle office to transfer their special license plates. Following the recommendations of the deputy registrars on the MNLARS Steering Committee, the cards are being released in two batches. The first batch will be mailed the week of March 11. The second batch will be mailed the week of March 18.

What's New in This Update

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MNLARS Refresher Training

MNLARS refresher training is optional. Registration for the webinars is not required. However, we recommend that a super user or an office representative attend a session.

[Training Topics](#)

This refresher training is titled “What Makes a Plate Transferable.” It reviews and reinforces the basics of plate transfers and current registration. It is interactive, allowing participants to apply their knowledge to plate transfer scenarios. At the conclusion of the training, deputy registrars will be able to:

- Recognize a special plate assigned to another vehicle.
- Recognize current registration.
- Determine correct actions for a vehicle that has held or is holding the special plate (Car A).
- Determine correct actions for a vehicle receiving the special plate (Car B).

Webex Schedule

Thursday, March 7 Password: mnlars

1:00 – 2:00 p.m. http://bit.ly/1_15refresh4

3:00 – 4:00 p.m. http://bit.ly/1_15refresh5

4:30 – 5:30 p.m. http://bit.ly/1_15refresh6

Using Webex Please reach out to your office super user for assistance if you have trouble connecting. If more assistance is needed, email MNLARS.Training@state.mn.us and we will try to assist you or guide you to the correct resource.

Accommodations Due to Disability If you need an accommodation due to a disability that affects your access to this training, please contact the Department of Public Safety’s ADA coordinator (Lynn Mueller) at 651-201-7173 or at lynn.mueller@state.mn.us.

For all other questions or concerns, contact MNLARS Training at MNLARS.Training@state.mn.us

What's New in This Update

- Special Plate Notification Card
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Webex Schedule

Wednesday, March 6 Password: mnlars

7:00 – 8:00 a.m. http://bit.ly/1_15refresh1

9:00 – 10:00 a.m. http://bit.ly/1_15refresh2

10:30 – 11:30 a.m. http://bit.ly/1_15refresh3

Thursday, March 7 Password: mnlars

1:00 – 2:00 p.m. http://bit.ly/1_15refresh4

3:00 – 4:00 p.m. http://bit.ly/1_15refresh5

4:30 – 5:30 p.m. http://bit.ly/1_15refresh6

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For all other questions or concerns, contact MNLARS Training at MNLARS.Training@state.mn.us

Staffing Change

Rayah Barton has accepted a position as a business analyst for MNIT. She starts her new duties on March 6. We want to thank her for her work with DVS and especially for her work on the MNLARS project. We wish her well in this new endeavor.

Personalized Plates: Seven-Year Replacements

For personalized plates, MNLARS determines if a seven-year plate replacement is due based on the calendar year not registration year. As a result, a renewal notice may reflect the seven-year plate replacement but the record may not reflect the same in MNLARS.

If you encounter this, renew the registration and order the seven-year plate replacement following this two-step

process: Step 1:

- Process the registration renewal in MNLARS (do not issue plates)
- Issue the new year registration stickers. The customer can display the stickers on the license plates currently on the vehicle.
- Complete the transaction cart

Step 2

- Use Replace Plate or Sticker action to process the plate replacement.
- From the Reason for Action drop down, select Held by Owner.
- Finish the Replace Plate or Sticker action and order the personalized plate.
- Waive the deputy registrar filing fee in the transaction cart.

MINNCOR will send the customer their new replacement plates and stickers.

This situation was discovered by members of the MNLARS executive steering committee. Based on feedback from deputy registrars, we believe it only affects personalized plates. DVS and MNIT continue to look into this issue but in the meantime the above two-step process will be added to the workaround document on Info Hub.

Contribution Fees

The minimum contribution fee for plates such as State Parks and Trails, and Critical Habitat is due one time only during the registration year. MNLARS correctly determines when an annual contribution fee is due.

Example 1

- Customer renews the registration for a vehicle with Critical Habitat plates and pays the minimum contribution fee.
- Six months later, the customer transfers the Critical Habitat plate to a different vehicle.
- MNLARS recognizes this is occurring during the same registration year and the plate type is not changing. It will not charge another contribution fee.

Example 2

- Customer renews the registration for a vehicle with Loon Critical Habitat plates and pays the minimum contribution fee.
- Six months later, the customer wants to change the Loon plate to a Moose plate
- MNLARS recognizes that although we're still in the same registration year, this is a change of plate type and will correctly charge a contribution fee.

What's New in This Update

- Reminder: MNLARS Refresher Training Begins Wed.
 - Staffing Change
-

Today's News

Reminder: MNLARS Refresher Training Begins Wed.

The refresher training titled “What Makes a Plate Transferable,” begins tomorrow. While the training is optional, we recommend that a super user or an office representative attend a session. You’ll find the training schedule and links to the webinars in the Previous News section.

Staffing Change

Rayah Barton has accepted a position as a business analyst for MNIT. She starts her new duties on March 6. We want to thank her for her work with DVS and especially for her work on the MNLARS project. We wish her well in this new endeavor.

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process: Step 1:

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- Issue the new year registration stickers. The customer can display the stickers on the license plates currently on the vehicle.
- Complete the transaction card

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- Use Replace Plate or Sticker action to process the plate replacement.
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- Customer renews the registration for a vehicle with Critical Habitat plates and pays the minimum contribution fee.
- Six months later, the customer transfers the Critical Habitat plate to a different vehicle.
- MNLARS recognizes this is occurring during the same registration year and the plate type is not changing. It will not charge another contribution fee.

Example 2

- Customer renews the registration for a vehicle with Loon Critical Habitat plates and pays the minimum contribution fee.
- Six months later, the customer wants to change the Loon plate to a Moose plate
- MNLARS recognizes that although we're still in the same registration year, this is a change of plate type and will correctly charge a contribution fee

What's New in This Update

- Personalized Plates: Seven-Year Replacements
- Contribution Fees

Today's News

Personalized Plates: Seven-Year Replacements

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- Customer renews the registration for a vehicle with Loon Critical Habitat plates and pays the minimum contribution fee.
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Previous News

Correction: DVS Staffing Change

Yesterday's update contained the wrong email address for Jason Ashby. Starting March 6, please email information about office closures, deputy registrar appointment changes and bond recalculation issues to Jason Ashby and the motor vehicle liaisons at:

1. Jason.Ashby@state.mn.us
2. dvs.mv.liaisons@state.mn.us

MNLARS Refresher Training Coming Soon

MNLARS refresher training is optional. Registration for the webinars is not required. However, we recommend that a super user or an office representative attend a session.

Training Topics

This refresher training is titled "What Makes a Plate Transferable." It reviews and reinforces the basics of plate transfers and current registration. It is interactive, allowing participants to apply their knowledge to plate transfer scenarios. At the conclusion of the training, deputy registrars will be able to:

- Recognize a special plate assigned to another vehicle.
- Recognize current registration.
- Determine correct actions for a vehicle that has held or is holding the special plate (Car A).
- Determine correct actions for a vehicle receiving the special plate (Car B).

Web Ex Schedule

-

Wednesday, March 6 Password: mnlars

7:00 – 8:00 a.m. http://bit.ly/1_15refresh1

9:00 – 10:00 a.m. http://bit.ly/1_15refresh2

10:30 – 11:30 a.m. http://bit.ly/1_15refresh3

Thursday, March 7 Password: mnlars

1:00 – 2:00 p.m. http://bit.ly/1_15refresh4

3:00 – 4:00 p.m. http://bit.ly/1_15refresh5

4:30 – 5:30 p.m. http://bit.ly/1_15refresh6

Using Webex

Please reach out to your office super user for assistance if you have trouble connecting. If more assistance is needed, email MNLARS.Training@state.mn.us and we will try to assist you or guide you to the correct resource.

Accommodations Due to Disability

If you need an accommodation due to a disability that affects your access to this training, please contact the Department of Public Safety's ADA coordinator (Lynn Mueller) at 651-201-7173 or at lynn.mueller@state.mn.us.

For all other questions or concerns, contact MNLARS Training at MNLARS.Training@state.mn.us

What's New in This Update

- Correction: DVS Staffing Change
 - MNLARS Refresher Training Coming Soon
-

Today's News

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- Jason.Ashby@state.mn.us
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Thursday, February 28, 2019 – Daily Update

What's New in This Update

- DVS Staffing Change

Today's News

DVS Staffing Change

Nick Schroetter of DVS Deputy Support is moving to a different position within DVS. His last day with Deputy Support is March 5.

Starting March 6, please email information about office closures, deputy registrar appointment changes and bond recalculation issues to Jason Ashby and the motor vehicle liaisons at:

- Jason.ashby@state.mn.us
- MV.Liaisons@state.mn.us

What's New in This Update

There is no new information in today's update.

Previous News

Release 1.15 Training Videos

Videos of the training that was offered for MNLARS Release 1.15 are now available on the [training website](#). In addition, you will find all of the MNLARS job aids and training guides.

Release 1.15 Updates

The following information was shared in a special update on Thursday.

MNIT successfully implemented updates to Release 1.15 last night.

Beginning today, you will notice the following improvements:

- Ability to add an impound plate to a record when there is an active impound order in effect.
- The full name of the registered owner prints on registration and cab cards, instead of just the lastname.
- MNLARS now shows the full name of a license plate type in the Change or Transfer action when the plate type name exceeds 50 characters.
- If the registration address is missing when attempting to transfer or change a license plate, you will receive an error message. If you receive the error message, email the motor vehicle liaisons requesting a “data fix to insert registration address.”
- Ability to issue duplicate stickers if the customer renewed registration early and new registration period hasn't yet started. For example, the customer renewed registration in early February for a vehicle with March expiration.

Reminder: After any system maintenance deputy registrars need to do an extended cache clearing to ensure webpages load correctly.

- [Instructions for clearing the cache in Internet Explorer \(IE\)](#)
- [Instructions for clearing the cache in Chrome](#)

What's New in This Update

There is no new information in today's update.

Previous News

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What's New in This Update

There is no new information in today's update.

Previous News

Weekend Maintenance

MNIT is performing server maintenance this weekend beginning Sat. Feb 23 at 10 p.m. and ending Sun. Feb 24 at 4 a.m. This will only impact DVS online tab renewals, which will be unavailable during that time. Deputy registrars, law enforcement and dealers are not affected.

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Previous News

Registration/Cab Card: When to Collect Fees

We have received questions about when to charge for a registration or cab card replacement.

- Do not charge fees if the replacement is due to a conversion or change of registration transaction.
- Charge fees if customer needs to replace a lost, stolen, or damaged card, and the transaction is not associated with a conversion or change of registration transaction.

Thursday, February 21, 2019 – Daily Update

What's New in This Update

- There is no new information in today's update.

Previous News

Registration/Cab Card: When to Collect Fees

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What's New in This Update

- Registration/Cab Card: When to Collect Fees

Today's News

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Previous News

MNLARS Executive Steering Committee

The next meeting of the MNLARS Executive Steering Committee (ESC) is scheduled for Wed. Feb. 20. You will find ESC meeting minutes on Info Hub, under the MNLARS tab.

Corrections/Updates

Feedback after the implementation of Release 1.15 last weekend revealed a few issues that need fixes or corrections. MNIT is able to implement the fixes over the next few days. They should be complete by early next week. We will keep you updated on progress.

You may have encountered one or more of the following:

- Inability to issue impound plate if an active impound order is in effect. If you experience this, please contact the Impound Plate unit.

- Last name instead of full name of registered owner printing on registration and cab cards. Note: If title status is “applied for” a registration card will not print.
- Inability to transfer or change plate if the registration address is missing. You will know this is the problem if the plate transaction loads, however you don’t see the button “Move to Plate.” An error message will not display, instead you’ll see “back to search.” If you experience this issue, email the motor vehicle liaisons requesting a “data fix to insert registration address.”
- Inability to issue duplicate stickers if customer renewed registration early and new registration period hasn’t yet started. For example, the customer renewed registration in early February for a vehicle with March expiration. At this time, you cannot issue duplicate stickers until March 1. If necessary, you may issue a 60-day permit. Thank you for reporting these issues as soon as they were discovered. This alerted the MNLARS and MNIT teams and provided time to develop and test solutions.

What's New in This Update

- MNLARS Executive Steering Committee

Today's News

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Thank you for reporting these issues as soon as they were discovered. This alerted the MNLARS and MNIT teams and provided time to develop and test solutions.

What's New in This Update

There is no new information in today's update.

Reminder: Today is Presidents Day. State offices are closed.

Previous News

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MNLARS Plate Actions

The following information was shared with deputy registrars in a special update on Thursday.

Included in release 1.15 was the ability to transfer license plates. It's important that you select the correct MNLARS action when transferring plates to avoid future record issues or transaction errors.

What you need to know:

- When transferring a personalized plate or specialty plate to a vehicle with soon-to-expire registration, follow these steps:

1. Transfer plate using the **Change or Transfer Plate** action.
2. Renew registration.

- When transferring personalized or specialty plates to a vehicle with expired registration, follow these steps:
 1. Renew registration.
 2. Transfer plate using the **Change or Transfer Plate** action.
- The **Replace Plates or Stickers** action is associated with issuing duplicate plates or stickers.
- Use of the **Remove Plates and Stickers** action is very limited, refer to chart below.

Selecting A MNLARS Action

Below are the most common MNLARS license plate actions. You'll find complete information on the [MNLARS training webpage](#), which is accessible from Info Hub under the resource tab.

MNLARS ACTION	EXAMPLES
<p>Replace Plate or Sticker Action (Lost, Stolen, etc.)</p> <p>Use when:</p> <ul style="list-style-type: none"> • Replacing the <u>same type</u> of license plate. Vehicle registration must be current. <p>Notes:</p> <ol style="list-style-type: none"> 1. If the registration is expired, issue the duplicate plate and renew registration within the registration renewal transaction. 2. To replace a personalized plate with a different personalized plate, use the Change or Transfer Plate action to order a new plate. 	<ul style="list-style-type: none"> • Replacing lost or stolen passenger plate with passenger plate. • Replacing passenger disability plate with passenger disability plate. • Replacing lost or stolen special plate with same type of special plate. <ul style="list-style-type: none"> ○ Loon to Loon ○ Personalized to same personalized ○ Support Our Troops to Support Our Troops

<p>Change or Transfer Plate Action (New Functionality)</p> <p>Use when:</p> <ul style="list-style-type: none"> • Transferring plate from one vehicle to another. • Changing plate type. 	<ul style="list-style-type: none"> • Changing Firefighter plate to regular passenger plate. • Changing regular passenger plate to Loon plate. • Changing Loon plate to Moose plate. • Transferring personalized passenger plate from one vehicle to another.
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<p>Notes:</p> <ol style="list-style-type: none"> 1. If registration for the vehicle the plate is being transferred to is soon-to-expire, transfer plate first, then renew registration. 2. If registration for the vehicle the plate is being transferred to has expired, renew registration first, then transfer plate. 	<ul style="list-style-type: none"> • Transferring Korean War veteran plates from one vehicle to another.
<p>Remove Plates and Stickers Action</p> <p>Use When:</p> <ul style="list-style-type: none"> • Vehicle with current registration is sold to an out-of-state buyer and the seller wishes to transfer the specialty plate to another vehicle. You may need to issue 31-day non-resident permit. <p>Note: If the registration is expired, DO NOT remove plate – no action is required</p>	

What's New in This Update

- Corrections/Updates to Release 1.15
- MNLARS Plate Actions

Today's News

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<p>Notes:</p> <ol style="list-style-type: none"> 1. If registration for the vehicle the plate is being transferred to is soon-to-expire, transfer plate first, then renew registration. 2. If registration for the vehicle the plate is being transferred to has expired, renew registration first, then transfer plate. 	<ul style="list-style-type: none"> • Transferring Korean War veteran plates from one vehicle to another.
<p>Remove Plates and Stickers Action</p> <p>Use When:</p> <ul style="list-style-type: none"> • Vehicle with current registration is sold to an out-of-state buyer and the seller wishes to transfer the specialty plate to another vehicle. You may need to issue 31-day non-resident permit. <p>Note: If the registration is expired, DO NOT remove plate – no action is required.</p>	

Previous News

Correction: Y Class USDOT Requirement

Please note the corrections to the second and third bullet points about when a customer is required to provide a USDOT number when renewing a vehicle in the “Y” class.

- MNLARS **does not** require a USDOT number for one-ton pickups registered as non-commercial, with a gross weight of 15,000 pounds or less. Applies to vehicle class 11.
- MNLARS **does not** require a USDOT number for a truck or pickup with a **gross weight of 10,000 pounds or less**. Applies to vehicle classes 31 and 41.
- MNLARS **requires** a USDOT number for any truck or pickup with a **gross weight greater than 10,000** pounds if the vehicle is used in a commercial venture. If not, enter “999999” as the USDOT number in MNLARS. Applies to vehicle classes 31 and 41.

Federal law requires trucks with a gross vehicle weight greater than 10,000 pounds used in a commercial venture to have a USDOT number. If your customer is uncertain as to whether commercial vehicle regulations apply to them, refer them to this [pamphlet from the Minnesota State Patrol.](#)

Reminder: Interim Plates – Range Limit 5,000 plates

The existing range rule for loading interim plates into inventory limits the amount you can add in the same range to no more than 5,000 plates. Be aware of the starting and ending plate number to limit the quantity of plates so it does not exceed 5,000.

You may begin to enter the interim (dummy) plate range into your office's inventory. Use plate style "Interim Plate Before Special Plate Transfer" then enter the range of interim plates. The format for the interim plates is: three-digit deputy registrar number, the letter A, followed ~~by a range of~~ **0001-5000**. For example:

- Deputy 3 will enter 003A0001-003A5000
- Deputy 39 will enter 039A0001-039A5000
- Deputy 114 will enter 114A0001-114A5000

Double check your inventory entries before finalizing them. It is very important that you enter the plates correctly. Mis- keying a number or missing a digit may cause serious inventory issues for other offices or the DVS special plate unit. For additional information about the plate transfer process, refer to the [Apply for Title with Plate Transfer](#) job aid on the learning center.

What's New in This Update

There is no new information in today's update.

Watch for a special update on Thursday morning about personalized and specialty plate transfers.

Previous News

Correction: Y Class USDOT Requirement

Please note the corrections to the second and third bullet points about when a customer is required to provide a USDOT number when renewing a vehicle in the "Y" class.

- MNLARS **does not** require a USDOT number for one-ton pickups registered as non-commercial, with a gross weight of 15,000 pounds or less. Applies to vehicle class 11.
- MNLARS **does not** require a USDOT number for a truck or pickup with a gross weight of 10,000 pounds or less. Applies to vehicle classes 31 and 41.
- MNLARS **requires** a USDOT number for any truck or pickup with a gross weight greater than 10,000 pounds if the vehicle is used in a commercial venture. If not, enter "999999" as the USDOT number in MNLARS. Applies to vehicle classes 31 and 41.

Federal law requires trucks with a gross vehicle weight greater than 10,000 pounds used in a commercial venture to have a USDOT number. If your customer is uncertain as to whether commercial vehicle regulations apply to them, refer them to this [pamphlet from the Minnesota State Patrol](#).

Reminder: Interim Plates – Range Limit 5,000 plates

The existing range rule for loading interim plates into inventory limits the amount you can add in the same range to no more than 5,000 plates. Be aware of the starting and ending plate number to limit the quantity of plates so it does not exceed 5,000.

You may begin to enter the interim (dummy) plate range into your office's inventory. Use plate style "Interim Plate Before Special Plate Transfer" then enter the range of interim plates. The format for the interim plates is: three-digit deputy registrar number, the letter A, followed by a range of **0001-5000**. For example:

- Deputy 3 will enter 003A0001-003A5000
- Deputy 39 will enter 039A0001-039A5000
- Deputy 114 will enter 114A0001-114A5000

Double check your inventory entries before finalizing them. It is very important that you enter the plates correctly. Mis-keying a number or missing a digit may cause serious inventory issues for other offices or the DVS special plate unit. For additional information about the plate transfer process, refer to the [Apply for Title with Plate Transfer](#) job aid on the learning center.

Reminder: Change or Transfer Plate

It was discovered Sunday that vehicles with existing data issues around registration addresses are not able to advance with the Change or Transfer plate transaction. If a user encounters this issue, the Change or Transfer plate transaction

will load; however, the user will not see the button to “Move to Plate” and no error message will display. Instead they will see “Back to Search.” A data fix can be requested to insert the registration address.

Reminder: Registration and Cab Cards

There is a known issue with Release 1.15 involving the printing of registration cards and cab cards. At this time, only the last name(s) of the registered owner(s), instead of the full name, and the owner(s) address prints on the registration and cab cards:

Johnson
123 Main St
St. Paul, MN 55101

The record in the system shows the full name of the registered owner(s). This issue only involves the printed card.

This issue is being evaluated. We’ll provide an update about when this will be corrected following that evaluation.

What's New in This Update

- Correction: Y Class USDOT Requirement
-

Today's News

Correction: Y Class USDOT Requirement

Please note the corrections to the second and third bullet points about when a customer is required to provide a USDOT number when renewing a vehicle in the “Y” class.

- MNLARS **does not** require a USDOT number for one-ton pickups registered as non-commercial, with a gross weight of 15,000 pounds or less. Applies to vehicle class 11.
- MNLARS **does not** require a USDOT number for a truck or pickup with a **gross weight of 10,000 pounds or less**. Applies to vehicle classes 31 and 41.
- MNLARS **requires** a USDOT number for any truck or pickup with a **gross weight greater than 10,000** pounds if the vehicle is used in a commercial venture. If not, enter “999999” as the USDOT number in MNLARS. Applies to vehicle classes 31 and 41.

Federal law requires trucks with a gross vehicle weight greater than 10,000 pounds used in a commercial venture to have a USDOT number. If your customer is uncertain as to whether commercial vehicle regulations apply to them, refer them to this [pamphlet from the Minnesota State Patrol](#).

Previous News

Reminder: Interim Plates – Range Limit 5,000 plates

The existing range rule for loading interim plates into inventory limits the amount you can add in the same range to no more than 5,000 plates. Be aware of the starting and ending plate number to limit the quantity of plates so it does not exceed 5,000.

You may begin to enter the interim (dummy) plate range into your office's inventory. Use plate style "Interim Plate Before Special Plate Transfer" then enter the range of interim plates. The format for the interim plates is: three-digit deputy registrar number, the letter A, followed by a range of **0001-5000**. For example:

- Deputy 3 will enter 003A0001-003A5000
- Deputy 39 will enter 039A0001-039A5000
- Deputy 114 will enter 114A0001-114A5000

Double check your inventory entries before finalizing them. It is very important that you enter the plates correctly. Mis-keying a number or missing a digit may cause serious inventory issues for other offices or the DVS special plate unit.

For additional information about the plate transfer process, refer to the [Apply for Title with Plate Transfer](#) job aid on the learning center.

Reminder: Change or Transfer Plate

It was discovered Sunday that vehicles with existing data issues around registration addresses are not able to advance with the Change or Transfer plate transaction. If a user encounters this issue, the Change or Transfer plate transaction will load; however, the user will not see the button to “Move to Plate” and no error message will display. Instead they will see “Back to Search.” A data fix can be requested to insert the registration address.

Reminder: Registration and Cab Cards

There is a known issue with Release 1.15 involving the printing of registration cards and cab cards. At this time, only the last name(s) of the registered owner(s), instead of the full name, and the owner(s) address prints on the registration and cab cards:

Johnson
123 Main St
St. Paul, MN 55101

The record in the system shows the full name of the registered owner(s). This issue only involves the printed card.

This issue is being evaluated. We’ll provide an update about when this will be corrected following that evaluation.

What's New in This Update

- Y Class USDOT Requirement
- Reminder: Interim Plates-Range Limit of 5,000 Plates
- Reminder: Change or Transfer Plate
- Reminder: Registration and Cab Cards

Today's News

Y Class USDOT Requirement

Please note this information about when a customer is required to provide a USDOT number when renewing a vehicle in the “Y” class.

- MNLARS **does not** require a USDOT number for one-ton pickups registered as non-commercial, for 15,000 pounds or less in vehicle class 11.
- MNLARS **does not** require a USDOT number for one-ton pickups registered for 15,000 pounds or less in vehicle class 31.
- MNLARS **requires** a USDOT number for any truck with a gross weight greater than 15,000 pounds if the vehicle is used in a commercial venture. If not, enter “999999” as the USDOT number in MNLARS.

Federal law requires trucks with a gross vehicle weight greater than 10,000 pounds used in a commercial venture to have a USDOT number. If your customer is uncertain as to whether commercial vehicle regulations apply to them, refer them to this [pamphlet from the Minnesota State Patrol](#).

Reminder: Interim Plates – Range Limit 5,000 plates

The existing range rule for loading interim plates into inventory limits the amount you can add in the same range to no more than 5,000 plates. Be aware of the starting and ending plate number to limit the quantity of plates so it does not exceed 5,000.

You may begin to enter the interim (dummy) plate range into your office’s inventory. Use plate style “Interim Plate Before Special Plate Transfer” then enter the range of interim plates. The format for the interim plates is: three-digit deputy registrar number, the letter A, followed by a range of **0001-5000**. For example:

- Deputy 3 will enter 003A0001-003A5000
- Deputy 39 will enter 039A0001-039A5000
- Deputy 114 will enter 114A0001-114A5000

Double check your inventory entries before finalizing them. It is very important that you enter the plates correctly. Mis- keying a number or missing a digit may cause serious inventory issues for other offices or the DVS special plate unit. For additional information about the plate transfer process, refer to the [Apply for Title with Plate Transfer](#) job aid on the learning center.

Reminder: Change or Transfer Plate

It was discovered Sunday that vehicles with existing data issues around registration addresses are not able to advance with the Change or Transfer plate transaction. If a user encounters this issue, the Change or Transfer plate transaction will load; however, the user will not see the button to “Move to Plate” and no error message will display. Instead they will see “Back to Search.” A data fix can be requested to insert the registration address.

Reminder: Registration and Cab Cards

There is a known issue with Release 1.15 involving the printing of registration cards and cab cards. At this time, only the last name(s) of the registered owner(s), instead of the full name, and the owner(s) address prints on the registration and cab cards:

Johnson
123 Main St
St. Paul, MN 55101

The record in the system shows the full name of the registered owner(s). This issue only involves the printed card.

This issue is being evaluated. We'll provide an update about when this will be corrected following that evaluation.

[Previous News](#)

Updated Information

The following resources on Info Hub have been updated.

- MNLARS Workarounds – available under MNLARS tab
- Daily Update pdf – available under the Resources tab

What's New in This Update

- **Important MNLARS Release 1.15 Reminder!**
- Interim Plates
- Change or Transfer Plate
- Registration and Cab Cards
- Updated Information

Today's News

MNLARS Release 1.15 Reminder!

Be sure to do an extended cache clearing before logging into MNLARS. This includes offices that did testing on Sunday after the implementation.

- [Instructions for clearing the cache in Internet Explorer \(IE\)](#)
- [Instructions for clearing the cache in Chrome](#)

Interim Plates

You may begin to enter the interim (dummy) plate range into your office's inventory. Use plate style "Interim Plate Before Special Plate Transfer" then enter the range of interim plates. The range of interim plates is specific to each deputy registrar office. The format is: three-digit deputy registrar number, the letter A, followed by a range of 0001- 5000. For example:

- Deputy 3 will enter 003A0001-003A5000
- Deputy 39 will enter 039A0001-039A5000
- Deputy 114 will enter 114A0001-114A5000

There is an existing range rule for loading interim plates into inventory. This rule limits the plate range to no more than 5,000 plates that can be added in the same range. Be aware of the starting and ending plate number to limit the quantity of plates so it does not exceed 5,000.

Double check your inventory entries before finalizing them. It is very important that you enter the plates correctly. Mis-keying a number or missing a digit may cause serious inventory issues for other offices or the DVS special plate unit. For additional information about the plate transfer process, refer to the [Apply for Title with Plate Transfer](#) job aid on the learning center.

Change or Transfer Plate

It was discovered Sunday that vehicles with existing data issues around registration addresses are not able to advance with the Change or Transfer plate transaction. If a user encounters this issue, the Change or Transfer plate transaction will load; however, the user will not see the button to “Move to Plate” and no error message will display. Instead they will see “Back to Search.” A data fix can be requested to insert the registration address.

Registration and Cab Cards

There is a known issue with Release 1.15 involving the printing of registration cards and cab cards. At this time, only the last name(s) of the registered owner(s) and the owner(s) address prints on the registration and cab cards:

Johnson
123 Main St
St. Paul, MN 55101

The record in the system shows the full name of the registered owner(s). This issue only involves the printed card.

This issue is being evaluated. We'll provide an update about when this will be corrected following that evaluation.

Updated Information

The following resources on Info Hub have been updated.

- MNLARS Workarounds – available under MNLARS tab
- Daily Update pdf – available under the Resources tab

Previous News

MNLARS Release 1.15 Reminders

1. MNLARS will be unavailable on Sunday Feb. 10 from 8 a.m. to noon as MNIT implements Release 1.15. Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

2. After Release 1.15 is installed you will need to do an extended cache clearing. This includes those offices that are doing testing on Sunday after the implementation.

- [Instructions for clearing the cache in Internet Explorer \(IE\)](#)
- [Instructions for clearing the cache in Chrome](#)

3. As a reminder from the recent training webinars, MNLARS release 1.15 includes:

- Printing Reg/Cab Cards (New Functionality)
- Special Plates (New Functionality)
- Registration Change of Class (New Functionality)
- Class Conversions (New Functionality)
- Data Entry Ticket (New Functionality)

Release 1.15 training materials are available on Info Hub under the resources tab.

What's New in This Update

- MNLARS Release 1.15 Reminders

Today's News

MNLARS Release 1.15 Reminders

1. MNLARS will be unavailable on Sunday Feb. 10 from 8 a.m. to 1:30 p.m. as MNIT implements Release 1.15. Services affected include:
 - Online public services
 - Law enforcement record lookup
 - Deputy registrar entry and record lookup
 - Auto dealer entry and record lookup
2. After Release 1.15 is installed you will need to do an extended cache clearing. This includes those offices that are doing testing on Sunday after the implementation.
 - [Instructions for clearing the cache in Internet Explorer \(IE\)](#)
 - [Instructions for clearing the cache in Chrome](#)
3. As a reminder from the recent training webinars, MNLARS release 1.15 includes:
 - Printing Reg/Cab Cards (New Functionality)
 - Special Plates (New Functionality)
 - Registration Change of Class (New Functionality)
 - Class Conversions (New Functionality)

- [Data Entry Ticket \(New Functionality\)](#)

Previous News

Obsolete Sticker Inventory

The [2018 Obsolete Inventory](#) form is available on Info Hub under the forms tab. Please do the following:

- Print and complete the obsolete inventory form.
- Complete a PS2842 for any damaged stickers.
- Keep the inventory form and PS2842 forms in your office until a motor vehicle liaison is onsite to review the form (do not send to DVS).

After your inventory has been reviewed by a motor vehicle liaison, store the 2018 obsolete inventory form and all inventory in a secure location.

You may destroy all 2015 and older inventory. We'll provide instructions about 2016 and newer inventory at a future date.

Five Year Bond Adjustments

The following message was sent to all deputy registrars yesterday afternoon.

Every five years, DVS reviews and, if necessary, adjusts the bonds of deputy registrars that are not an official or clerk of a county or city. Any bond adjustment is based on the two-day average daily amount of motor vehicle taxes and fees collected during the previous two calendar years.

The next bond adjustments are due by July 1, 2019. DVS is reviewing deputy registrar bonds and will send a letter to affected offices by February 28. After review:

- If the required bond amount remains the same, the current bond may stay in effect and no action is required.
- If there is a decrease in the bond amount, the deputy registrar may adjust their bond to reflect the reduced amount.
- If there is an increase in the bond amount, the deputy registrar must provide a new bond for the new amount before July 1, 2019.

For more information, refer to Minnesota Statutes 168.33 and MN. Rule 7406.0380.

Thursday, February 7, 2019 – Daily Update

What's New in This Update

- Five Year Bond Adjustments

Today's News

Five Year Bond Adjustments

The following message was sent to all deputy registrars yesterday afternoon.

Every five years, DVS reviews and, if necessary, adjusts the bonds of deputy registrars that are not an official or clerk of a county or city. Any bond adjustment is based on the two-day average daily amount of motor vehicle taxes and fees collected during the previous two calendar years.

The next bond adjustments are due by July 1, 2019. DVS is reviewing deputy registrar bonds and will send a letter to affected offices by February 28. After review:

- If the required bond amount remains the same, the current bond may stay in effect and no action is required.
- If there is a decrease in the bond amount, the deputy registrar may adjust their bond to reflect the reduced amount.
- If there is an increase in the bond amount, the deputy registrar must provide a new bond for the new amount before July 1, 2019.

For more information, refer to Minnesota Statutes 168.33 and MN. Rule 7406.0380.

Previous News

Obsolete Sticker Inventory

The [2018 Obsolete Inventory](#) form is available on Info Hub under the forms tab. Please do the following:

- Print and complete the obsolete inventory form.
- Complete a PS2842 for any damaged stickers.
- Keep the inventory form and PS2842 forms in your office until a motor vehicle liaison is onsite to review the form (do not send to DVS).

After your inventory has been reviewed by a motor vehicle liaison, store the 2018 obsolete inventory form and all inventory in a secure location.

You may destroy all 2015 and older inventory. We'll provide instructions about 2016 and newer inventory at a future date.

Wednesday, February 6, 2019 – Daily Update

What's New in This Update

There is no new information in today's update.

Previous News

MNLARS Release 1.15 Scheduled for Feb. 10

We have rescheduled the implementation of Release 1.15 from February 3 to February 10. Testers discovered an issue with the transfer of special plates with two or less characters. While this only affected approximately 500 vehicles, the MNLARS Executive Steering Committee, which includes several deputy registrars, recommended rescheduling the release. Moving the release to Feb. 10 allows MNIT to fix the issue and deliver a fully functional release.

Obsolete Sticker Inventory

The [2018 Obsolete Inventory](#) form is available on Info Hub under the forms tab. Please do the following:

- Print and complete the obsolete inventory form.
- Complete a PS2842 for any damaged stickers.
- Keep the inventory form and PS2842 forms in your office until a motor vehicle liaison is onsite to review the form (do not send to DVS).

After your inventory has been reviewed by a motor vehicle liaison, store the 2018 obsolete inventory form and all inventory in a secure location.

You may destroy all 2015 and older inventory. We'll provide instructions about 2016 and newer inventory at a future date.

Tuesday, February 5, 2019 – Daily Update

What's New in This Update

- Reminder: MNLARS Release 1.15 Makeup Training Today
-

Today's News

MNLARS Release 1.15 Makeup Training Today

If you did not participate in previous 1.15 release training, an office representative **must** attend one of the makeup sessions today and is responsible for ensuring office staff is prepared for MNLARS Release 1.15.

Webex Schedule – Registration is not required.

Tuesday, February 5 Password: mnlars

8:30 – 10:00 a.m.

http://bit.ly/1_15MU1

2:00 – 3:30 p.m. http://bit.ly/1_15MU2

Using Webex

Please reach out to your office Super User or manager for assistance if you have trouble connecting. If more assistance is needed, email MNLARS.Training@state.mn.us and we will try to assist further or guide you to the correct resource.

Accommodations Due to Disability

If you need an accommodation due to a disability that affects your access to this training, please contact the Department of Public Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173 or at lynn.mueller@state.mn.us to request an accommodation.

For all other questions or concerns, contact MNLARS Training at MNLARS.Training@state.mn.us.

Previous News

MNLARS Release 1.15 Scheduled for Feb. 10

We have rescheduled the implementation of Release 1.15 from February 3 to February 10. Testers discovered an issue with the transfer of special plates with two or less characters. While this only affected approximately 500 vehicles, the MNLARS Executive Steering Committee, which includes several deputy registrars, recommended rescheduling the release. Moving the release to Feb. 10 allows MNIT to fix the issue and deliver a fully functional release.

Obsolete Sticker Inventory

The [2018 Obsolete Inventory](#) form is available on Info Hub under the forms tab. Please do the following:

- Print and complete the obsolete inventory form.
- Complete a PS2842 for any damaged stickers.
- Keep the inventory form and PS2842 forms in your office until a motor vehicle liaison is onsite to review the form (do not send to DVS).

After your inventory has been reviewed by a motor vehicle liaison, store the 2018 obsolete inventory form and all inventory in a secure location.

You may destroy all 2015 and older inventory. We'll provide instructions about 2016 and newer inventory at a future date.

Monday, February 4, 2019 – Daily Update

What's New in This Update

- Reminder: Clearing Browser Cache

Today's News

Reminder: Clearing Browser Cache

MNIT performed system maintenance over the weekend. We recommend you do an extended cache clearing after any system maintenance to make certain webpages load and work correctly.

- [Instructions for clearing the cache in Internet Explorer \(IE\)](#)
- [Instructions for clearing the cache in Chrome](#)

Previous News

MNLARS Release 1.15 Scheduled for Feb. 10

We have rescheduled the implementation of Release 1.15 from February 3 to February 10. Testers discovered an issue with the transfer of special plates with two or less characters. While this only affected approximately 500 vehicles, the MNLARS Executive Steering Committee, which includes several deputy registrars, recommended rescheduling the release. Moving the release to Feb. 10 allows MNIT to fix the issue and deliver a fully functional release.

MNLARS 1.15 Makeup Webinars – Don't Miss Out

DVS is offering two more training webinars in anticipation of the 1.15 release. All offices may attend. However, if you did not participate in previous 1.15 release training, an office representative **must** attend one of the makeup sessions and is responsible for ensuring office staff is prepared for MNLARS Release 1.15.

Webex Schedule – Registration is not required.

Tuesday, February 5 Password: mnlars

8:30 – 10:00 a.m.

http://bit.ly/1_15M

U1

2:00 – 3:30 p.m.

http://bit.ly/1_15MU2

Using Webex Please reach out to your office Super User or manager for assistance if you have trouble connecting. If more assistance is needed, email MNLARS.Training@state.mn.us and we will try to assist further or guide you to the correct resource.

Accommodations Due to Disability If you need an accommodation due to a disability that affects your access to this training, please contact the Department of Public Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173 or at lynn.mueller@state.mn.us to request an accommodation.

For all other questions or concerns, contact MNLARS Training at MNLARS.Training@state.mn.us.

Obsolete Sticker Inventory

The [2018 Obsolete Inventory](#) form is available on Info Hub under the forms tab. Please do the following:

- Print and complete the obsolete inventory form.
- Complete a PS2842 for any damaged stickers.
- Keep the inventory form and PS2842 forms in your office until a motor vehicle liaison is onsite to review the form (do not send to DVS).

After your inventory has been reviewed by a motor vehicle liaison, store the 2018 obsolete inventory form and all inventory in a secure location.

You may destroy all 2015 and older inventory. We'll provide instructions about 2016 and newer inventory at a future date.

Friday, February 1, 2019 – Daily Update

What's New in This Update

- MNLARS Release 1.15 Scheduled for Feb. 10
 - Release 1.15 Training Refresher
-

MNLARS Release 1.15 Scheduled for Feb. 10

We have rescheduled the implementation of Release 1.15 from February 3 to February 10. Testers discovered an issue with the transfer of special plates with two or less characters. While this only affected approximately 500 vehicles, the MNLARS Executive Steering Committee, which includes several deputy registrars, recommended rescheduling the release. Moving the release to Feb. 10 allows MNIT to fix the issue and deliver a fully functional release.

MNLARS 1.15 Makeup Webinars – Don't Miss Out

DVS is offering two more training webinars in anticipation of the 1.15 release. All offices may attend. However, if you did not participate in previous 1.15 release training, an office representative **must** attend one of the makeup sessions and is responsible for ensuring office staff is prepared for MNLARS Release 1.15.

Webex Schedule – Registration is not required.

Tuesday, February 5 Password: mnlars

8:30 – 10:00 a.m.

http://bit.ly/1_15M

U1

2:00 – 3:30 p.m. http://bit.ly/1_15MU2

Using Webex

Please reach out to your office Super User or manager for assistance if you have trouble connecting. If more assistance is needed, email MNLARS.Training@state.mn.us and we will try to assist further or guide you to the correct resource.

Accommodations Due to Disability

If you need an accommodation due to a disability that affects your access to this training, please contact the Department of Public Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173 or at lynn.mueller@state.mn.us to request an accommodation.

For all other questions or concerns, contact MNLARS Training at MNLARS.Training@state.mn.us.

Obsolete Sticker Inventory

The [2018 Obsolete Inventory](#) form is available on Info Hub under the forms tab. Please do the following:

- Print and complete the obsolete inventory form.
- Complete a PS2842 for any damaged stickers.
- Keep the inventory form and PS2842 forms in your office until a motor vehicle liaison is onsite to review the form (do not send to DVS).

After your inventory has been reviewed by a motor vehicle liaison, store the 2018 obsolete inventory form and all inventory in a secure location.

You may destroy all 2015 and older inventory. We'll provide instructions about 2016 and newer inventory at a future date.

System Maintenance this Weekend

MNLARS will be unavailable beginning at 10 p.m. on Fri. Feb. 1. MNIT is performing planned maintenance on the system. We anticipate services will be available by 4 a.m. on Feb. 2

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Reminder: After any system maintenance deputy registrars need to do an extended cache clearing.

- [Instructions for clearing the cache in Internet Explorer \(IE\)](#)
- [Instructions for clearing the cache in Chrome](#)

Thursday, January 31, 2019 - Daily Update

What's New in This Update

- Obsolete Sticker Inventory
-

Today's News

Obsolete Sticker Inventory

The [2018 Obsolete Inventory](#) form is available on Info Hub under the forms tab.

Please do the following:

- Print and complete the obsolete inventory form.
- Complete a PS2842 for any damaged stickers.
- Keep the inventory form and PS2842 forms in your office until a motor vehicle liaison is onsite to review the form (do not send to DVS).

After your inventory has been reviewed by a motor vehicle liaison, store the 2018 obsolete inventory form and all inventory in a secure location.

You may destroy all 2015 and older inventory. We'll provide instructions about 2016 and newer inventory at a future date.

Previous News

System Maintenance this Weekend

MNLARS will be unavailable beginning at 10 p.m. on Sat. Feb. 1. MNIT is performing planned maintenance on the system. We anticipate services will be available by 4 a.m. on Feb. 2

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Reminder: After any system maintenance deputy registrars need to do an extended cache clearing.

- [Instructions for clearing the cache in Internet Explorer \(IE\)](#)
- [Instructions for clearing the cache in Chrome](#)

Wednesday, January 30, 2019 – Daily Update

What's New in This Update

- System Maintenance this Weekend

Today's News

System Maintenance this Weekend

MNLARS will be unavailable beginning at 10 p.m. on Sat. Feb. 1. MNIT is performing planned maintenance on the system. We anticipate services will be available by 4 a.m. on Feb. 2

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Reminder: After any system maintenance deputy registrars need to do an extended cache clearing.

- [Instructions for clearing the cache in Internet Explorer \(IE\)](#)
- [Instructions for clearing the cache in Chrome](#)

Tuesday, January 29, 2019 – Daily Update

What's New in This Update

Today's update contains no new information.

Previous News

Last Training Sessions for MNLARS Release 1.15 – Tue. Jan. 29

This is required training.

A Super User or an office representative must attend a webinar training session and is responsible for ensuring office staff is prepared for MNLARS Release 1.15. Job aids will be posted to the learning center prior to the webinar training. Registration is not required for the following sessions.

Tuesday, January 29 - Password: mnlars

7:00 – 8:30 a.m.

http://bit.ly/1_15tng

9

9:30 – 11:00 a.m. http://bit.ly/1_15tng10

1:00 – 2:30 p.m. http://bit.ly/1_15tng11

5:00 – 6:30 p.m. http://bit.ly/1_15tng12

Training Topics The eight identical sessions cover the following topics.

- Printing Reg/Cab Cards (New Functionality)
- Special Plates (New Functionality)
- Registration Change of Class (New Functionality)
- Class Conversions (New Functionality)
- Data Entry Ticket (New Functionality)

Using Webex Please reach out to your office Super User for assistance if you have trouble connecting. If more assistance is needed, email MNLARS.Training@state.mn.us and we will try to assist further or guide you to the correct resource. **Accommodations Due to Disability** If you need an accommodation due to a disability that affects your access to this training, please contact the Department of Public Safety's ADA Coordinator (Lynn Mueller) at 651-201- 7173 or at lynn.mueller@state.mn.us to request an accommodation.

For all other questions or concerns, contact MNLARS Training at MNLARS.Training@state.mn.us.

Monday, January 28, 2019 – Daily Update

What's New in This Update

Today's update contains no new information.

Last Training Sessions for MNLARS Release 1.15 – Tue. Jan. 29

This is required training.

A Super User or an office representative must attend a webinar training session and is responsible for ensuring office staff is prepared for MNLARS Release 1.15. Job aids will be posted to the learning center prior to the webinar training. Registration is not required for the following sessions.

Tuesday, January 29 - Password: mnlars

7:00 – 8:30 a.m.

http://bit.ly/1_15tng

9

9:30 – 11:00 a.m. http://bit.ly/1_15tng10

1:00 – 2:30 p.m. http://bit.ly/1_15tng11

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Friday, January 25, 2019 – Daily Update

What's New in This Update

- Last Training Session for Release 1.15 - Tue. Jan 29
-

Last Training Sessions for MNLARS Release 1.15 – Tue. Jan. 29

This is required training.

A Super User or an office representative must attend a webinar training session and is responsible for ensuring office staff is prepared for MNLARS Release 1.15. Job aids will be posted to the learning center prior to the webinar training. Registration is not required for the following sessions.

Tuesday, January 29 - Password: mnlars

7:00 – 8:30 a.m.

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Training Topics The eight identical sessions cover the following topics.

- Printing Reg/Cab Cards (New Functionality)
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Using Webex

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For all other questions or concerns, contact MNLARS Training at MNLARS.Training@state.mn.us.

What's New in This Update

- Planned Maintenance This Weekend
-

Planned Maintenance This Weekend

MNLARS will be unavailable beginning at 10 p.m. on January 26. MNIT is performing planned maintenance on the system. We anticipate services will be available by 4 a.m. on January 27.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Previous News

New: Quick Reference Guide for Unprocessed Titles

The [Unprocessed Title Applications Quick Reference Guide](#) (QRG) provides tips for dealing with title applications in an “applied for” status. It should help to reduce the need to contact the MV liaisons. The QRG was developed by the members of the DVS deputy registration business process and communications team. You will find it, along with other QRGs, on Info Hub under the resources tab.

Previous Registration Tax Paid

Customers who want to know how much registration tax they paid in 2017 and 2018 will find the information on the DVS website under Online Services. They will need to enter the vehicle’s license plate number or vehicle identification number (VIN) to obtain the information.

Training News

Required Training for Each Office!

Registration for the webinars is not required, however, a Super User or at least one office representative must attend a session. This individual will continue to be responsible for ensuring the office staff is prepared for the release. Job aids will be posted to the learning center prior to the webinar training. **Training Topics** There are eight identical sessions that cover the following topics.

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Using Webex

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Wednesday, January 23, 2019 – Daily Update

What's New in This Update

Today's update has no new information.

New: Quick Reference Guide for Unprocessed Titles

The [Unprocessed Title Applications Quick Reference Guide](#) (QRG) provides tips for dealing with title applications in an “applied for” status. It should help to reduce the need to contact the MV liaisons. The QRG was developed by the members of the DVS deputy registration business process and communications team. You will find it, along with other QRGs, on Info Hub under the resources tab.

Previous Registration Tax Paid

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Tuesday, January 22, 2019 – Daily Update

What's New in This Update

- New Quick Reference Guide for Unprocessed Titles
 - Previous Registration Tax Paid
-

Today's News

New: Quick Reference Guide for Unprocessed Titles

The [Unprocessed Title Applications Quick Reference Guide](#) (QRG) provides tips for dealing with title applications in an “applied for” status. It should help to reduce the need to contact the MV liaisons. The QRG was developed by the members of the DVS deputy registration business process and communications team. You will find it, along with other QRGs, on Info Hub under the resources tab.

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Previous News

Training Reminder

MNLARS Release 1.15 training begins Tues., Jan. 22. Your office Super User or one office representative must attend a session and is responsible for ensuring the rest of your staff is prepared for the release. You will find more information, including the training schedule, below in the training news section.

MNLARS/ESupport Access

If you need assistance setting up access to MNLARS or ESupport, please email dvs.dataservices@state.mn.us.

New Ohio Title

Ohio introduced a new Certificate of Title in January. The new title is being phased in over several months. Customers do not need to replace their current title with the new title. All previously issued, valid versions of the Ohio Certificate of Title may still be used to sell, transfer or register motor vehicles. For more information and to view the new title, visit the [Ohio Bureau of Motor Vehicles website](#).

Friday, January 18, 2019 – Daily Update

What's New in This Update

- Training Reminder
- MNLARS/ESupport Access
- New Ohio Title
- MLK Day
- MNLARS Login Issue

Today's News

Training Reminder

MNLARS Release 1.15 training begins Tues., Jan. 22. Your office Super User or one office representative must attend a session and is responsible for ensuring the rest of your staff is prepared for the release. You will find more information, including the training schedule, below in the training news section.

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For more information and to view the new title, visit the [Ohio Bureau of Motor Vehicles website](#).

MLK Day

Monday, Jan. 21, is Martin Luther King Jr. Day. All state offices will be closed.

MNLARS Login Issue

Yesterday, some users may have experienced a login issue for a brief time. MNIT resolved the issue quickly. Thank you for your patience.

Previous News

2019 Registration

The following message was sent to all deputy registrars on Jan. 16. Note: You should always confirm with your customer that you have the correct vehicle record before beginning a renewal or title transaction.

Please remember to check the registration record for “expiration year” when renewing a vehicle registration. Customers renewing registration that expired in November or December of 2018 should receive 2019 registration stickers.

When a 2020 registration sticker is issued in error, MNLARS will recalculate the registration tax and charge two years registration (2019 and 2020). Motor vehicle liaisons are unable to change the registration year. In these cases, two years of registration tax is due from the customer.

Please be sure that all registration applications entered into the system reflect the correct expiration year and the appropriate registration year sticker that is issued.

Semi-Trailers Sales Tax

Use the Prorate sales tax calculator on ESupport to determine the amount of sales tax due for semi-trailers used in interstate commerce. In MNLARS:

1. Enter the purchase price of the semi-trailer.
2. Subtract the amount of sales tax calculated in ESupport from the sales due in MNLARS.
3. Enter the difference as sales tax paid to another state.

Example:

\$150.00 (Amount of sales tax calculated by MNLARS.)

- 25.00 (Amount of sales tax calculated in ESupport.)

\$125.00 (Amount of credit paid to another state.)

NMVTIS Maintenance Reminder

The National Motor Vehicle Title Information System (NMVTIS) will be unavailable beginning at 3 p.m. on Saturday, Jan. 19 for maintenance. Service is expected to resume at 5 a.m. on Monday, Jan. 21.

During this time, you will be unable to issue duplicate titles for most vehicles, since a NMVTIS check is required. The exception is duplicate titles for trailers, which are not stored in NMVTIS. All other transactions may be processed.

What's New in This Update

- 2019 Registration
 - Sales Tax for Semi-Trailers
 - NMVTIS Maintenance Reminder
-

2019 Registration

The following message was sent to all deputy registrars yesterday afternoon. Note: You should always confirm with your customer that you have the correct vehicle record before beginning a renewal or title transaction.

Please remember to check the registration record for “expiration year” when renewing a vehicle registration. Customers renewing registration that expired in November or December of 2018 should receive 2019 registration stickers.

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Previous News

HVUT News

Due to the federal government shutdown, the Internal Revenue Service (IRS) is not processing form 2290, Heavy Highway Vehicle Use Tax (HVUT) returns. As a result, owners of vehicles required to show proof of HVUT payment may not have the necessary documents. At this time, we will accept a copy of the prior year's form 2290 stamped Schedule 1, if the customer has not received one for the 2018-2019 tax year. Enter YES in the MNLARS HVUT field. We will update you if any changes occur.

New Credit Card Signage

New signage showing the increase in the credit card convenience fee to 2.49 percent is available on Info Hub. Select [FORMS](#) from the orange navigation bar.

Financial Deficiencies

The financial deficiency letters DVS sends to customers directs them to submit their payment by mail to DVS and not at a deputy registrar office. If a customer attempts to pay a financial deficiency at your office, please direct them to mail their payment to DVS. You should not collect payment as you are unable to resolve the deficiency.

Wednesday, January 16, 2019 – Daily Update

Deputy Registrar Daily Update

What's New in This Update

- There is no new information in today's update.
-

Previous News

HVUT News

Due to the federal government shutdown, the Internal Revenue Service (IRS) is not processing form 2290, Heavy Highway Vehicle Use Tax (HVUT) returns. As a result, owners of vehicles required to show proof of HVUT payment may not have the necessary documents.

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Tuesday, January 15, 2019 – Daily Update

What's New in This Update

- There is no new information in today's update.

Previous News

HVUT News

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Monday, January 14, 2019 – Daily Update

What's New in This Update

- HVUT News
-

Today's News

HVUT News

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Friday, January 11, 2019 – Daily Update

What's New in This Update

- New Credit Card Sign
-

New Credit Card Signage

New signage showing the increase in the credit card convenience fee to 2.49 percent is available on Info Hub. Select [FORMS](#) from the orange navigation bar.

Previous News

NMVTIS News

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If a customer attempts to pay a financial deficiency at your office, please direct them to mail their payment to DVS. You should not collect payment as you are unable to resolve the deficiency.

Ordering Inventory

Deputy Allocation/Inventory will be offline from Jan. 22 through Feb. 1. Please plan accordingly and have plate and sticker inventory requests submitted **before Jan. 15**. Make sure your office inventory is sufficient to get you through the first two weeks of February.

Emergency Orders: If you need an emergency order during that time, send an email request to dvs.inventory@state.mn.us. Put ***URGENT*** in the subject line.

DVS will resume normal inventory operations on Feb. 4. You should always allow at least two weeks to process inventory requests.

Thursday, January 10, 2019 – Daily Update

What's New in This Update

- NMVTIS News
 - Financial Deficiencies
-

Today's News

NMVTIS News

The National Motor Vehicle Title Information System (NMVTIS) will be unavailable beginning at 3 p.m. on Saturday, January 19 for maintenance. Service is expected to resume at 5 a.m. on Monday, Jan. 21.

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Previous News

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Inventory Transfer

DVS reminds you that the ability for a deputy registrar to transfer registration stickers between offices is not yet available in MNLARS. You may only transfer license plates at this time.

New Sweep Report Available

The "sweep reports" for July 24, 2017 through Jan. 5, 2019 are now available on [Info Hub](#).

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screenshot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to: DVS Audit 445 Minnesota St, Suite 185 Saint Paul, MN 55101

Updated Inventory Reports

The following inventory reports are available through end of day Jan. 8. You will find them on Info Hub under the MNLARS tab.

- Available Plate Inventory
- Plate Counts by Location
- Available Sticker Inventory
- Sticker Counts by Location

Please email the Deputy Liaison's with any questions at DVS.MV.Liaisons@state.mn.us

Training News

MNLARS Release 1.15 Training Coming Soon

Required Training for Each Office!

Registration for the webinars is not required, however, a Super User or at least one office representative must attend a session. This individual will continue to be responsible for ensuring the office staff is prepared for the release. Job aids will be posted to the learning center prior to the webinar training.

Training Topics

There are eight identical sessions that cover the following topics.

- Printing Reg/Cab Cards (New Functionality)
- Special Plates (New Functionality)
- Registration Change of Class (New Functionality)
- Class Conversions (New Functionality)
- Data Entry Ticket (New Functionality)

Webex Training Schedule

Tuesday, January 22 - Password: mnlars

7:00 – 8:30 a.m.

http://bit.ly/1_15tng

1

9:30 – 11:00 a.m. http://bit.ly/1_15tng2

1:00 – 2:30 p.m. http://bit.ly/1_15tng3

5:00 – 6:30 p.m. http://bit.ly/1_15tng4

Wednesday, January 23 - Password: mnlars

7:00 – 8:30 a.m. http://bit.ly/1_15tng5

9:30 – 11:00 a.m. http://bit.ly/1_15tng6

1:00 – 2:30 p.m. http://bit.ly/1_15tng7

5:00 – 6:30 p.m. http://bit.ly/1_15tng8

Tuesday, January 29 - Password: mnlars

7:00 – 8:30 a.m.

http://bit.ly/1_15tng

9

9:30 – 11:00 a.m. http://bit.ly/1_15tng10

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Using Webex

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Wednesday, January 9, 2019 – Daily Update

What's New in This Update

- Ordering Inventory
 - Inventory Transfer
 - New Sweep Report Available
 - Updated Inventory Reports
-

Ordering Inventory

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Opportunity to Participate in User Acceptance Testing

DVS will host onsite MNLARS User Acceptance Testing (UAT) for release 1.15 on Thursday, January 17. There will be two sessions:

- Morning 9 a.m. – Noon
- Afternoon 1-4 p.m.

If interested in participating, contact Anthony Anderson:

- Email: anthony.j.anderson@state.mn.us
- Phone: 651-201-7651.

All testing is conducted at the DVS Town Square Office in St. Paul, 445 Minnesota Street. Please check in with the receptionist at the DPS Lobby on the skyway level.

Tuesday, January 8, 2019 – Daily Update

What's New in This Update

- MNLARS Release 1.15 Training Coming Soon
 - Opportunity to Participate in User Acceptance Testing
-

MNLARS Release 1.15 Training Coming Soon

Required Training for Each Office!

Registration for the webinars is not required, however, a Super User or at least one office representative must attend a session. This individual will continue to be responsible for ensuring the office staff is prepared for the release. Job aids will be posted to the learning center prior to the webinar training.

Training Topics

There are eight identical sessions that cover the following topics.

- Printing Reg/Cab Cards (New Functionality)
- Special Plates (New Functionality)
- Registration Change of Class (New Functionality)
- Class Conversions (New Functionality)
- Data Problem Ticket (New Functionality)

Webex Training Schedule

Tuesday, January 22 - Password: mnlars

7:00 – 8:30 a.m.

http://bit.ly/1_15tng

1

9:30 – 11:00 a.m. http://bit.ly/1_15tng2

1:00 – 2:30 p.m. http://bit.ly/1_15tng3

5:00 – 6:30 p.m. http://bit.ly/1_15tng4

Wednesday, January 23 - Password: mnlars

7:00 – 8:30 a.m. http://bit.ly/1_15tng5

9:30 – 11:00 a.m. http://bit.ly/1_15tng6

1:00 – 2:30 p.m. http://bit.ly/1_15tng7

5:00 – 6:30 p.m. http://bit.ly/1_15tng8

Tuesday, January 29 - Password: mnlars

7:00 – 8:30 a.m.

http://bit.ly/1_15tng

9

9:30 – 11:00 a.m. http://bit.ly/1_15tng10

1:00 – 2:30 p.m. http://bit.ly/1_15tng11

5:00 – 6:30 p.m. http://bit.ly/1_15tng12

Accommodations If you need an accommodation due to a disability that affects your access to this training, please contact the Department of Public Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173 or

at lynn.mueller@state.mn.us to request an accommodation. For all other questions or concerns, contact MNLARS Training at MNLARS.Training@state.mn.us.

Using Webex The format for the training is Webex, the same as we have been using for training since July, 2017. Please reach out to your office Super User for assistance if you have trouble connecting, as all offices have successfully used Webex. If more assistance is needed, email MNLARS.Training@state.mn.us and we will try to assist further or guide you to the correct resource.

Opportunity to Participate in User Acceptance Testing

DVS will host onsite MNLARS User Acceptance Testing (UAT) for release 1.15 on Thursday, January 17.

There will be two sessions:

- Morning 9 a.m. – Noon
- Afternoon 1-4 p.m.

If interested in participating, contact Anthony Anderson:

- Email: anthony.j.anderson@state.mn.us
- Phone: 651-201-7651.

All testing is conducted at the DVS Town Square Office in St. Paul, 445 Minnesota Street. Please check in with the receptionist at the DPS Lobby on the skyway level.

Previous News

2019 Registration Tax Manual

The [2019 Registration Tax Manual](#) is now available. On Info Hub, click on the Resources tab on the orange bar and then click on Tax Manuals.

From the Driver and Vehicle Service's [public website](#) please go to Forms/Documents/Manuals on the orange bar. Under Forms and Documents, click on Motor Vehicle and scroll to the bottom of the page to find the 2019 Registration Tax Manual.

[Here is the direct link to the manual.](#)

2019 Model Year Chart

We've updated the [Model Year Chart/Quick Reference Guide for 2019](#). It is now available on Info Hub. In addition, you will also find an updated Wheelage Tax Quick Reference Guide.

Select the "Resources" tab and click on Quick Reference Guides (QRG).

Monday, January 7, 2019 – Daily Update

What's New in This Update

- There is no new information in today's update.
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Previous News

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Friday, January 4, 2019 – Daily Update

What's New in This Update

- 2019 Registration Tax Manual
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Today's News

2019 Registration Tax Manual

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Previous News

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Thursday, January 3, 2019 – Daily Update

What's New in This Update

- There is no new information in today's update.
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Previous News

2019 Model Year Chart

We've updated the [Model Year Chart/Quick Reference Guide for 2019](#). It is now available on Info Hub. In addition, you will also find an updated Wheelage Tax Quick Reference Guide.

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Wednesday, January 2, 2019 – Daily Update

What's New in This Update

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- Happy New Year! -

Previous News

2019 Model Year Chart

We've updated the [Model Year Chart/Quick Reference Guide for 2019](#). It is now available on Info Hub. In addition, you will also find an updated Wheelage Tax Quick Reference Guide.

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