



Part 592.5(a) Application for Registration as Registered Importer

(Must complete this entire form)

Section I. Applicant Information

Name	Date of Birth
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Position

Business Name

Business Address

City	State/Province	Country	ZIP Code
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Phone Number	Fax Number
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Email Address

Form of Business Organization	State in which business formed
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Section II. Identify Each Partner/Officer/Director/Manager of Applicant's Partnership or Corporation §592.5(a)

(Attach a separate page if there are more than three partners/officers/directors/managers.)

Name	Date of Birth
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Position	% Owned
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Business Address

City	State/Province	Country	ZIP Code
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Section II. Identify Each Partner/Officer/Director/Manager of Applicant's Partnership or Corporation §592.5(a) – continued

(Attach a separate page if there are more than three partners/officers/directors/managers.)

Name			Date of Birth
Position			% Owned
Business Address			
City	State/Province	Country	ZIP Code
Name			Date of Birth
Position			% Owned
Business Address			
City	State/Province	Country	ZIP Code

Section III. Business Interests

I am willing to contract with individual owners to conform to the safety and bumper standards of the following types of vehicles those owners import, provided the vehicles have been determined to be eligible for importation pursuant to 49 CFR Part 593 (check all that apply):

- Passenger Cars
 MPVs
 Light-Duty Trucks (≤10,000 lbs GVWR)
 Trailers
 Buses
 Heavy Trucks & Tractors (>10,000 lbs GVWR)
 Motorcycles / Motor-Driven Cycles
 Low-Speed Vehicles

I am willing to modify vehicles imported from:
 Canada
 All Other Countries

Section IV. Petition for an Import Eligibility Decision

Yes
 No
I am willing to prepare and submit import eligibility petitions to NHTSA and to pay all required fees for those petitions, as set forth in 49 CFR Parts 593 and 594.

Section V. Registered Importer Premises

Main Office

Business Address			
City	State/Province	Country	ZIP Code
Phone Number		Fax Number	
Date Facility First Used			

Section V. Registered Importer Premises – continued

Records Storage

Same as Main Office

Business Address

City	State/Province	Country	ZIP Code
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Phone Number	Fax Number
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Date Facility First Used

Conformance Modifications

Same as Main Office

Business Address

City	State/Province	Country	ZIP Code
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Phone Number	Fax Number
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Date Facility First Used

Vehicle Storage

Same as Main Office

Business Address

City	State/Province	Country	ZIP Code
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Phone Number	Fax Number
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Date Facility First Used

Section VI. Principals of the Applicant Whom the Applicant Authorizes to Submit Conformity Certifications to NHTSA

Principal Name	Title

*Principal, with respect to a Registered Importer, means any officer of a corporation, a general partner of a partnership, or the sole proprietor of a sole proprietorship. The term includes a director of an incorporated Registered Importer, and any person whose ownership interest in a Registered Importer is 10% or more.

Section VII. List of Employees

(Attach a separate page if there are more than four employees.)

Name	Title

*Example: Office Staff - reception, accounting, data entry, mechanic.

**The professional qualifications requirement for the mechanic must be of the applicant or its employees.

Section VIII. Customs Broker

Broker Business Name

Business Address

City	State/Province	Country	ZIP Code
Filer Code (Custom Broker Filer Code)	Contact Info		
Phone Number	Fax Number		

Section IX. Surety That Issues DOT Conformance

Surety Business Name

Business Address

City	State/Province	Country	ZIP Code
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Surety Code (CBP Assigned Surety Code)	Contact Info
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Phone Number	Fax Number
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Section X. Mandatory Service Insurance Policy Provider

Business Name

Business Address

City	State/Province	Country	ZIP Code
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Contact Info

Phone Number	Fax Number
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Section XI. Associated With EPA Licensed Independent Commercial Importer (ICI) for Importing Non Canadian Certified Vehicles

ICI Name

Business Address

City	State/Province	Country	ZIP Code
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Contact Info

Phone Number	Fax Number
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Section XII. Certification, Acknowledgement & Disclosure

- (§ 592.5(a)(6)) By checking this box, I hereby certify that I have never had a registration revoked pursuant to 49 CFR 592.7, nor is my company or was my company directly or indirectly owned or controlled by, or under common ownership or control with, a person who has had a registration revoked pursuant to 592.7.

- (§ 592.5(a)(11)) By checking this box, I hereby certify that I have read and understand the duties of a Registered Importer, as set forth in 49 CFR 592.6 and that I will fully comply with each such duty.

- (§ 592.5(a)(11)) By checking this box, I hereby certify that all the information provided in this application is true and correct.

- (§ 592.5(a)(11)) By checking this box, I hereby certify that I understand that, in the event the registration for which I am applying is suspended or revoked or lapses, I will remain obligated to notify owners and to remedy noncompliances or safety-related defects, as required by 49 CFR 592.6(j), for each vehicle for which I have furnished a certificate of conformity to NHTSA.

- (§ 592.5(a)(9)) By checking this box, I acknowledge that I am able to acquire and maintain information regarding the vehicles that I import and the names and addresses of the owners of vehicles that I import or for which I furnish certificates of conformity to NHTSA in order to notify such owners when a noncompliance or a defect related to motor vehicle safety has been determined to exist in such vehicles. I further acknowledge that I must maintain a record system capable of acquiring and maintaining names, addresses and phone numbers of the owners of those vehicles to provide such notification. I understand it is my obligation to find and notify the current owner at the time a recall notification is required on such vehicles and to locate owners by my records, State records, or by using a private company to obtain the name and address of the vehicle owner. I acknowledge that I will be financially able to remedy a noncompliance or safety-related defect even through replacement of such vehicles, or am technically able to remedy such noncompliances or defects through repair of the vehicles.

- (§ 592.5(a)(10)) If applicable, I have segregated and specified any part of the information and data submitted in or with this application that I wish to have withheld from public disclosure in accordance with 49 CFR Part 512, on the basis that it is confidential business information. I have complied with all requirements of that part to preserve the confidentiality of this information, including the filing of the appropriate certificate in support of the request, as set forth in Appendix A to Part 512.

Section XIII. Documentation Preparation & Enclosures

(§ 592.5(a)(3)) Identity of person preparing this application (if different from applicant)

Name	Title
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Business Address

City	State/Province	Country	ZIP Code
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Submission of Application Date

I have attached to this application _____ enclosures identified by the form entitled "RI Application Checklist" as set forth in 49 CFR § 592.5.

Applicant's Signature	Date
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(Signature must be acknowledged by a notary (§ 592.5(A)(12))

Notary's Signature	Date
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Please complete the form by typing or clearly printing. If you have questions about the form, email Importcertification@dot.gov or call 202-366-5291.

Mail the completed form with an original signature to:

Attn: Business Change Notification
 Director, Office of Vehicle Safety Compliance
 1200 New Jersey Avenue SE
 West Building, Room W45-205, Mail Code NEF-230
 Washington, DC 20590

Additional Information

Note: Each RI that is granted its RI registration must keep its business information on file with NHTSA current, accurate and complete by submitting revised information generally not later than 30 calendar days after the relevant business changes occur. If a RI intends to change its street address or phone number or discontinue use of a facility that was identified in its registration application, it must notify NHTSA not less than 10 days before such change and 30 days before annual renewal or discontinuance of such use, and identify the facility, if any, that will be used instead.

Section XIV. RI Application Checklist

√	N/A	No.	Enclosures with the following material or information should accompany the "Application for Registration as Importer (Registered Importer)"
<input type="checkbox"/>		1	Information sufficient to establish that the applicant owns or leases one or more facilities in the United States sufficient in nature and size to repair, conform, and store the vehicles for which it provides certification of conformance to NHTSA including a copy of the deed or lease for each such facility, video photographs of each such facility, and the street address and phone number of each such facility. (§ 592.5(a)(9)(ii))
<input type="checkbox"/>		2	A narrated digital DVD video that shows the facilities the applicant proposes to use to conduct its business as an RI. This must be formatted to play in Windows Media Player® or in QuickTime®. Suitable video formats include MPEG® and AVI. The recording must include footage of the office space and office equipment the applicant will use in its RI business, including file cabinets or other devices that will be used to store the records an RI must maintain. The recording must also show the area outside the building as having secure vehicle storage space and the premises inside the building that will be used for performing conformance modifications on imported nonconforming vehicles. Footage must also be provided that shows that the applicant has procured a current copy of Title 49, Code of Federal Regulations, Parts 400 to 599. (§ 592.5(a)(9)(ii))
<input type="checkbox"/>		3	If the applicant is a non-public corporation, the applicant must provide a statement issued by the Office of the Secretary of State, or other responsible official of the State in which the applicant is incorporated, certifying that the applicant is a corporation in good standing. The application also must include the full name, street address, and date of birth of each officer, director, manager, and person who is authorized to sign documents on behalf of the corporation and the name of any person who owns or controls 10% or more of the corporation. (§ 592.5(a)(4)(iii))
<input type="checkbox"/>		4	If the applicant is a public corporation, the applicant must include a copy of its latest 10-K filing with the Securities and Exchange Commission, and provide the name and address of any person who is authorized to sign documents on behalf of the corporation. (§ 592.5(a)(4)(iv))
<input type="checkbox"/>		5	If the applicant is a corporation not organized under the laws of a State of the United States, or is a sole proprietorship or partnership located outside the United States, the application must be accompanied by the applicant's designation of a permanent resident of the United States as the applicant's agent for service of process in the form specified by 49 CFR § 551.45. (§ 592.5(a)(5)(v))
<input type="checkbox"/>		6	Proof that the applicant has ordered a current copy of 49 CFR Parts 400-599 from the Government Printing Office. (§ 592.5(a)(9), (11))

Section XIV. RI Application Checklist – continued

√	N/A	No.	Enclosures with the following material or information should accompany the "Application for Registration as Importer (Registered Importer)"
<input type="checkbox"/>		7	A cashiers check or certified check or authorized credit card on file made payable to the Treasurer of the United States in the amount specified under 49 CFR Part 594 to cover the cost of the application. (§ 592.5(a)(7))
<input type="checkbox"/>		8	A copy of the Safety Recall Service Contract the applicant has entered with an independent insurance company, with notarized signatures, to cover the obligations the applicant will incur as an RI with respect to conducting safety recall campaigns. (§ 592.5(a) (8))
<input type="checkbox"/>		9	A copy of the current business license issued to the applicant to do business as an importer or modifier or seller of motor vehicles or a statement that the applicant has made a bona fide inquiry and is not required by State or local authority to have such a license or document. (§ 592.5(a)(5)(iii))
<input type="checkbox"/>		10	Information sufficient to establish that the applicant is technically able to modify any nonconforming motor vehicle to all applicable Federal Motor Vehicle Safety Standards and bumper standards. This information should include, but not be limited to, the professional qualifications of the applicant and its employees at the time of the application (such as whether any such persons have been licensed as mechanics), and a description of their experience in conforming and repairing vehicles. (§ 592.5(a)(9)(i))
<input type="checkbox"/>		11	Information sufficient to establish that the applicant is financially and technically able to provide notification of and to remedy a noncompliance with an FMVSS or a defect related to motor vehicle safety in the vehicles that it imports through repair, repurchase or replacement of such vehicles. (§ 592.5(a)(9)(iii))
<input type="checkbox"/>		12	Information sufficient to establish that the applicant is able to acquire and maintain information regarding the vehicles that it imports and the names and addresses of the owner of the vehicles that it imports or for which it furnishes certificates of conformity to NHTSA in order to notify such owners when a noncompliance or a defect related to motor vehicle safety has been determined to exist in such vehicles. (§ 592.5(a)(9)(iv))

PAPER REDUCTION ACT STATEMENT: A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2127-0002. The information collected on this form is necessary to obtain registration with NHTSA as an importer of motor vehicles that are not originally manufactured to comply with all applicable Federal Motor Vehicle Safety Standards. The information is used to verify the applicant's eligibility to obtain such registration. We estimate that it will take approximately 10 hours to compile and assemble the information needed to complete the application. The information collected is necessary to obtain a benefit under 49 U.S.C § 30141 (c) and 49 CFR 592.5(a). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, National Highway Traffic Safety Administration, 1200 New Jersey Avenue SE, Room W45-205, Washington, DC 20590.