



Part 592.6(I) Notification of Business Change

Section I. Registered Importer Information

Name			Date of Birth
Position			
Business Name			
Business Address			
City	State/Province	Country	ZIP Code
Phone Number		Fax Number	
Email Address			
Form of Business Organization		State in which business formed	

Section II. Identify Each Partner/Officer/Director/Manager of RI'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
Position			% Owned
Business Address			
City	State/Province	Country	ZIP Code

Section II. Identify Each Partner/Officer/Director/Manager of RI's Partnership or Corporation 592.5(a)
 – continued

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		Date Facility Closed	

Section V. Registered Importer Premises – continued

Records Storage

Same as Main Office

Business Address

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

Conformance Modifications

Same as Main Office

Business Address

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

Vehicle Storage

Same as Main Office

Business Address

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

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

Principal Name	Title
Principal Name	Title
Principal Name	Title
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
Name	Title
Name	Title
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
Surety Code (CBP Assigned Surety Code)		Contact Info	
Phone Number		Fax Number	

Section X. Mandatory Service Insurance Policy Provider

Business Name

Business Address

City	State/Province	Country	ZIP Code
Contact Info			
Phone Number		Fax Number	

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
Contact Info			
Phone Number		Fax Number	

Section XII. Certification, Acknowledgement & Disclosure

- (§ 592.5(f)(2)(i)) **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(f)(2)(ii)) **By checking this box, I hereby certify that all the information provided in each of my previous annual statements or changed in any notification that I may have provided to NHTSA in compliance with § 592.6(l), remains correct and that all the information provided in this annual statement is true and correct.**
- (§ 592.5(f)(2)(iii)) **By checking this box, I hereby certify that I understand that, in the event that the registration 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(e)(l)(iii)) **By checking this box, I acknowledge that the Registered Importer, or any person associated with direct or indirect ownership or control of the Registered Importer's business, or any person employed by or associated with the Registered Importer, has not been convicted of a crime related to the importation, purchase, or sale of motor vehicles or motor vehicle equipment. These offenses include, but are not limited to title fraud, odometer fraud, or the sale of stolen vehicles.**

Section XIII. Documentation Preparation & Enclosures

(§ 592.5(a)(3)) **Identity of person preparing this statement (if different from RI)**

Name	Title
------	-------

Business Address

City	State/Province	Country	ZIP Code
------	----------------	---------	----------

I have attached to this application _____ enclosures identified by the form entitled "Notification of Business Change Checklist" as set forth in 49 CFR § 592.5(f).

Applicant's Signature	Date
-----------------------	------

(Signature must be acknowledged by a notary (§ 592.5(A)(12))

Notary's Signature	Date
--------------------	------

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. Notification of Business Change Checklist

√	N/A	No.	Enclosures with the following material or information should accompany the Notification of Business Change
<input type="checkbox"/>		1	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. (§ 592.5(a)(9)(ii))
<input type="checkbox"/>		2	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"/>		3	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"/>		4	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 U.S. 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"/>		5	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"/>		6	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"/>		7	Information sufficient to establish that the applicant is technically able to modify any nonconforming motor vehicle to all applicable Federal motor vehicle safety 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"/>		8	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 owners 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.