



National Highway Traffic Safety Administration
Office of Defects Investigation, NVS 217
1200 New Jersey Avenue SE
Washington, DC 20590
(202) 366-3348

Early Warning Reporting Account Application
For EWR Identification

To be completed by all companies or manufacturers required to submit EWR data.

Please type or print legibly and return to the Office of Defects Investigation:

Email mfrewrhelpdesk@dot.gov
FAX 202-366-7882

**IMPORTANT NOTE FOR EQUIPMENT
AND LOW-VOLUME MOTOR VEHICLE MANUFACTURERS:**

An EWR account **WILL NOT BE ESTABLISHED** for motor vehicle equipment manufacturers or some low-volume motor vehicle manufacturers until an incident involving one or more deaths is identified in a claim against and received by the manufacturer, or in a notice received by the manufacturer. Motor vehicle equipment and low-volume motor vehicle manufacturers (whose aggregate number of vehicles manufactured for sale, offered for sale, imported or sold in the United States, during the calendar year of the reporting period or during either of the prior two calendar years is less than the threshold specified in 49 CFR §579.21-579.27) are responsible only for the reporting of such death claims or notices to NHTSA. For the claim or notice to be reportable, it must allege or prove that the death was caused by a possible defect in the manufacturer's equipment or motor vehicle. The death must have occurred in the United States or, if in a foreign country, involved equipment or motor vehicles that are identical or substantially similar to those sold in the United States (Refer to §579.27).

When a motor vehicle equipment or low-volume motor vehicle manufacturer has a death claim or notice to report, the EWR Account Application must be completed and submitted to NHTSA together with a comment indicating that a death claim or notice must be reported. An EWR account will then be established and a manufacturer ID and account assigned.

An EWR account **WILL BE ESTABLISHED** for low-volume motor vehicle manufacturers who sell or plan to sell motor vehicles in a foreign country that are identical or substantially similar to those sold in the United States. These manufacturers are responsible for providing NHTSA with an annual list of such vehicles, and an EWR Account Application must be completed and submitted (Refer to §579.11). Data on foreign sales are referenced on page 2 of the EWR Account Application.

Reporting Manufacturer's Account Information

Corporate Name (Reporting Manufacturer)			
Address (Line 1)			
Address (Line 2)			
City, State, ZIP			
Country	United States <input type="checkbox"/> Other:		
Primary Contact (Name)			
Address (Street)			
Address (City, State, ZIP)			
Phone	()	-	
Fax	()	-	
Email Address			
Secondary Contact (Name)			
Address (Street)			
Address (City, State, ZIP)			
Phone	()	-	
Fax	()	-	
Email Address			

Please see page 4 for directions on completing the EWR Account Application

	<i>Reporting Manufacturer</i>	<i>Parent Corporation (if applicable)</i>	<i>Other Affiliate(s) and Relationship (if applicable)</i>
Name			
Address			
Primary Contact			
Contact Telephone Number		() -	() -
Contact E-mail Address			
Brief Description of Product			
Intended Reporting Categories			
Approximate Annual Production			
Do you sell or distribute Substantially Similar Vehicles in foreign countries?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
For reporting categories including Tires, Child Restraint Systems, or Equipment: if entity is less than 5 years old, when did production begin (mm/yy)?			
For all other reporting categories: if entity is less than 10 years old, when did production begin (mm/yy)?			

Directions for Completing the EWR Account Application

<u>Heading</u>	<u>Required Data</u>
Corporate Name	Provide the name of manufacturer reporting EWR information.
Address, City, State, Zip Code and Country	Provide the primary address of reporting manufacturer.
Data Submission Format	Indicate the intended format in which EWR submissions (templates) will be prepared – either Excel (spreadsheet) or XML (extensible markup language).
Primary Contact (Name)	Provide the name (First, MI, Last) of the individual to serve as the manufacturer’s primary contact for EWR. This individual should be familiar with the company’s EWR submission and will serve as ODI’s point of contact regarding all EWR inquiries.
(Primary) Contact Address, Telephone/FAX Number and Email Address	Indicate the email, mailing address, daytime phone number and FAX number for the primary contact individual. The email address must be the same one as the primary contact’s Login.gov account. Otherwise, the user will not be able to login to the Manufacturer Portal to transact with NHTSA on EWR data (EWR submissions, responses to inquiries, viewing historical submissions, etc.). The email address is also important because electronic communication is preferred whenever possible.
Secondary Contact (Name)	Provide the name (First, MI, Last) of the individual to serve as the secondary or back up to the manufacturer’s primary contact for EWR. This individual should also be familiar with the company’s EWR submission and will serve as ODI’s second point of contact regarding all EWR inquiries.
(Secondary) Contact Address, Telephone/FAX Number and Email Address	Indicate the email, mailing address, daytime phone number and FAX number for the secondary contact individual. The email address must be the same one as the secondary contact’s Login.gov account. Otherwise, the user will not be able to login to the Manufacturer Portal to transact with NHTSA on EWR data (EWR submissions, responses to inquiries, viewing historical submissions, etc.). The email address is also important because electronic communication is preferred whenever possible.

Directions for Completing Page 3 Data

<u>Heading</u>	<u>Required Data</u>
Reporting Manufacturer [Column One]	<p>Provide answers to the questions explained below. This data will be used solely to assist ODI with creating the EWR account.</p>
Brief Product Description	<p>Provide a brief description of the types of products manufactured, upon which reporting will be based (i.e., “enclosed cargo trailer” or “boat trailer”). For motor vehicle equipment, describe with sufficient detail to clearly illustrate the function or applicability of the equipment (i.e., “door hinge”, as opposed to “structural component”).</p>
Intended Reporting Category	<p>Identify all reporting categories for which EWR information will be submitted, choosing from the following: <u>light vehicles</u>, <u>medium-heavy vehicles/buses</u>, <u>motorcycles</u>, <u>trailers</u>, <u>tires</u>, <u>child safety systems</u>, <u>equipment</u>, or <u>low volume (below threshold) vehicle production</u>.</p>
Approximate Annual Production (per Reporting Category)	<p>State the <u>approximate</u> total aggregate annual production for each reporting category listed.</p>
Distribute/Sell Substantially Similar Vehicles in Foreign Countries as Those Sold in the U.S.	<p>Indicate (Yes/No) whether or not the reporting manufacturer distributes or sells vehicles in foreign countries that are <u>identical or substantially similar</u> to any vehicles sold in the U.S.</p>
Year/Month Production Began for Manufacturers of Tires and Child Restraint Systems Less Than 5 Years Old	<p>For manufacturers of tires or child restraint systems that began production or were acquired less than 5 years ago, identify the month and year that production began or liability was assumed.</p>
Year/Month Production Began for Vehicle Manufacturers Less Than 10 Years Old	<p>For vehicle manufacturers that began production or were acquired less than 10 years ago, identify the month and year that production began or liability was assumed.</p>
Parent Corporation [Column Two]	<p>In the appropriate column identify: <u>any corporation which the reporting manufacturer is a subsidiary or division of, or an importer/distributor for</u> (including foreign companies). Include the parent corporation’s name, full mailing address, and primary contact person, including that individual’s telephone number and email address, and the reporting manufacturer’s relationship to the parent corporation. Provide answers to the subsequent questions as described above. Page 2 may be duplicated if additional columns are required.</p>

Other Affiliate(s)
and Relationship
[Column Three]

In the appropriate column identify: any subsidiary, division, brand name, or importer/distributor(s) for which the reporting manufacturer intends to submit EWR information. Include the company's name, full mailing address, and primary contact person, including that individual's telephone number and email address, and its relationship to the reporting manufacturer. Provide answers to the subsequent questions as described above. Page 2 may be duplicated if additional columns are required.

Refer to 49 CFR §579 Subpart C for
additional information on the submission of EWR reports.