



DMV USE ONLY									
OCCUPATIONAL LICENSING NUMBER									

## NEW REPORT OF SALE, REG 397 ORDER FORM

**Instructions:**

- Print clearly in black ink or type.
- This order form will only be accepted for ordering New Report of Sales. Separate order forms are available for each type. Any changes made to this order form for a different type will **not** be filled.
- Mail completed order form to: Department of Motor Vehicles, Occupational Licensing Section, P.O. Box 932342, Mail Station L224, Sacramento, CA 94232-3420

**Please send \_\_\_\_\_ New Report of Sales to:**  
NUMBER OR SHEETS

FIRM NAME		FIRM NUMBER	
FIRM ADDRESS	CITY	STATE	ZIP CODE
MAIL TO ADDRESS (IF AUTHORIZED BY DMV)	CITY	STATE	ZIP CODE

Please enter the first number, the last number, and dates of New Report of Sales used for a 12-month period prior to the date of this request. The number of acquisitions requested may be reduced based on usage reported for the last 12-month period.

FIRST NEW REPORT OF SALE NUMBER	DATE ISSUED	LAST NEW REPORT OF SALE NUMBER	DATE ISSUED

**I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.** Must be signed by a sole owner, partner, corporate officer, or managing member of record.

PRINTED NAME	TITLE	AREA CODE/TELEPHONE NUMBER (   )
SIGNATURE <b>X</b>		DATE

**NOTE:** Allow 4 – 6 weeks to process your order. Courier Service will deliver all orders. Someone must be present to receive and sign for shipment.

If the above address differs from our records, this order will not be filled. Contact your local Inspector for assistance with your change of address

FOR DEPARTMENTAL USE ONLY – Complete this section when issuing New Report of Sales.				
BEGINNING NUMBER	ENDING NUMBER	REISSUED	ISSUING EMPLOYEE'S PRINTED NAME	ID NUMBER
BEGINNING NUMBER	ENDING NUMBER	REISSUED	ISSUING EMPLOYEE'S SIGNATURE <b>X</b>	OFFICE/REGION
AUTHORIZED AGENT'S NAME (ONLY REQUIRED FOR OFFICE PICK-UPS)			AGENT'S SIGNATURE <b>X</b>	DATE

