



New Jersey Automobile Dealer Security and Processing Requirements



The following security requirements must be in place before the client receives controlled inventory. These security requirements and the processing requirements and procedures must be adhered to by all users of the Online Registration System (OLRS).

General Office Security Requirements

- o Building must provide protection against intrusion (i.e., security for entrance doors, windows, and skylights).
- o Processing site and storage room must be adequately equipped with a locking file cabinet and/or safe as a repository for inventory during business hours.
- o Security items must be properly safeguarded after normal business hours.
- o Terminal operators must maintain confidentiality of assigned passwords.
- o It is the responsibility of the client to safeguard all controlled inventory, received from New Jersey Coalition of Automotive Retailers (NJ CAR), against theft, general misuse, and damage.
- o All controlled inventory must be stored on the premises.
- o All controlled inventory is subject to unannounced discretionary audits by the New Jersey Division of Motor Vehicles Audit Group.

Processing Requirements and Procedures

- o ANY documents that must be returned due to incorrectness or incompleteness will be sent to your dealership via Federal Express **at the dealership's expense**.
- o The New Jersey title will not be released until the corrected "back up" documents are returned to the triVIN/NJ CAR office.
- o Rejected work returned to all dealerships will be monitored as to the number and the reason for these rejections.
- o Display a list of Dealer Online Service Program fees in a prominent area of each Dealership showroom in addition to providing written disclosure to customers, prior to the processing of online transactions, of those fees that are mandated by the NJMVC and those fees that are being collected as part of the Dealer Online Service Program.

The objective of the Online Registration System (ORS) is to make your job easier, and it is not the intent of triVIN or NJ CAR to complicate this process. Because online registration issuance is a privilege, it is vital that all documents are completed in accordance with DMV procedural requirements and returned within the required time frame.

By signing below we, the Client, agree to adhere to the General Office Security Requirements stated above, and accept sole responsibility for all New Jersey Division of Motor Vehicles inventory stored on the premises. We also agree to adhere to the Processing Requirements and Procedures stated above.

Title Clerk/Controller Signature

Title

Organization Name

Date