

## NVIS Form

This is the final version of the CCMTA NVIS form from the Partial Electronic NVIS Project and includes the suggested changes from the CCMTA-Industry Liaison Session on September 18, 2006.

In December 2006, this form and standard was approved by the CCMTA Board of Directors.

Companies who are planning to change to this new format should contact individual jurisdictions prior to making the change.

## **NEW VEHICLE INFORMATION STATEMENT (NVIS)**

### **PARTIAL ELECTRONIC NVIS PROPOSAL STANDARDS**

#### **Introduction / Proposal**

In May 2004, CCMTA approved the concept of a partial electronic NVIS program for new vehicle registration. Since that time a draft standard and accompanying NVIS form and template have been developed and reviewed by industry and government stakeholders.

#### **Purpose of NVIS**

The NVIS is required for the registration of new vehicles. It is a record of basic information about a new vehicle, the manufacturer, the motor vehicle dealer who sells it and the initial purchaser.

Under a partial electronic NVIS process, the vehicle manufacturer electronically transmits the NVIS forms to the dealer. The NVIS is then downloaded and printed at the dealer's place of business.

#### **Rationale**

The introduction of a partial electronic NVIS will significantly help to deter vehicle registration fraud, enhance customer service and reduce administrative cost to licensing authorities.

There is increasing demand from manufacturers to transmit directly to motor vehicle dealers due to inherent problems with the paper hard-copy format. The following problems have been noted:

- o Poor accuracy of captured data, due to hand written information entered by selling dealer
- o NVIS form can be easily duplicated
- o No existing security features in place
- o Missing and/or incorrect data
- o Negligence in dealer submitting NVIS data
- o Inconvenience to replace missing, damaged or lost NVIS
- o Poor theft deterrent when blank NVIS accompanies motor vehicle

#### **Acceptance Criteria Proposed For Partial Electronic NVIS**

The criteria below, developed and the project group with input from by industry representatives throughout 2004 and 2005 sets out the information required, the printing format and the standards for electronic transmission in non-modifiable format for electronic forms with security features.

## PARTIAL ELECTRONIC NVIS STANDARD

### Data Elements

#### Manufacturer/Importer:

Name\*  
Location  
NSM number \*  
Off road yes/no \*

#### Final Stage Manufacturer:

Name\*  
Location  
NSM number \*  
Off road yes/no \*

*Note: NSM is only a required field for multi-stage manufactured vehicles, where more than one manufacturer is involved.  
For multiple stage manufactured vehicles, the manufacturer is the producer of the chassis.  
Final stage manufacturer as per Section 6 of the MVSR*

#### Purchaser:

Name\*  
Address\*  
Telephone

#### Lessee (if applicable)

Name\*  
Address\*  
Telephone

#### Vehicle Information

VIN\*  
Make\*  
Model\*  
Series: *also known as sub-model type; while not mandatory, BC collects this information, if it exists, during every vehicle registration transaction.*  
Year: (model year)\*  
Body type\*  
Shipping/Curb/GV Weight\*: *Captures vehicle weight – Shipping weight for passenger vehicles; Curb weight (or final vehicle weight) for multiple stage vehicles; and GV weight for commercial vehicles.*  
# of cylinders\*  
Motive power\* (fuel type, including hybrid vehicles)  
GVWR \*(all vehicles except motorcycles, limited speed vehicles, ATV's)  
Engine Serial #:  
Colour\*  
Displacement\*: *only mandatory for motorcycles, except that Quebec requires this information for all vehicles during the registration transaction.*  
Odometer  
Wheelbase (in mm)

#### Dealer

Name\*  
Address\*  
Official signature \*  
Dealer number (\* if issued by the jurisdiction)  
Date of sale\*  
Province code  
Plate Number (*box for use by jurisdiction*)

**\* Indicates mandatory field to be completed on the NVIS form**

## **Electronic Transmission & Security Features**

### Size/Colour:

- NVIS printed on 8½ x 11” white bond paper or stock provided by manufacturers to dealers
- Must be printed with black ink
- Recommended font size 10, font must be clear and legible, helvetica, arial, times new roman

### *Also suggested:*

Bar code: 1 dimension standard 128 (type 128 or 3 of 9 ) containing only the VIN number  
The height and the width should be adjusted to the form prescribed by the CCMTA.

### Format:

- Tamper resistant
- Non-modifiable format; example PDF
- Recommend encrypted transmission from manufacturer to dealer

### Selling Motor Vehicle Dealer

- Receive the electronic NVIS in non-modifiable format
- Original signature and printed name required on the NVIS from the authorized dealer (non black ink)
- Authorized Dealer Signature (ie - the signature of the person authorized by the dealer attesting the registration information is true)
- Not able to modify the manufacturer’s proprietary information (cannot be handwritten)
- Not able to modify purchaser information populated on NVIS
- Should have restricted access created for receipt of NVIS

### Manufacturer

- Ensure mechanism in place to allow only the selling motor vehicle dealer to print NVIS
- No blank NVIS forms provided to dealers only prepopulated paper or electronic file from manufacturer

### Security Features to deter fraud

- It is recommended, but not mandatory to include at least one or more security feature to be included on the NVIS form such as watermark, preprinted stock or similar feature - see CCMTA’s *FDRT document for list of features*
- Selling motor vehicle dealer indicator/mark/micro-printing/manufacturers/NSM/ overt/covert security features if using controlled stock to print

*Note: no data gathering is permitted on pre-printed NVIS related to personal information e.g. SIN*

## **Typical Security Features for printed Electronic NVIS Forms**

The electronic NVIS standard requests manufacturers\* to provide some additional standard security features on the NVIS form printed at the dealership and refers to CCMTA's FDRT (Fraudulent Document Recognition Training) Manual.

Typical suitable security features listed in this manual are:

### **Paper**

Security Fibres  
Security Threads  
Watermarks  
Planchettes

### **Printing / Inks**

Thermochromic Ink  
Fluorescent Ink  
Latent images  
Microprint  
Rainbow print  
Pantograph

### **Other**

Optical Variable/Holographic Image


*This is a list of examples and is not intended to limit required security features to only those shown.*

*\* In March 2006, the CCMTA Board of Directors recognized the importance of industry co-operation and input into the development of a successful process and directed the project group to proceed with the project and not to let the security feature become a stumbling block, although a number of jurisdictions had concerns. Therefore at this time, there is no mandatory requirement for additional security features.*

**Space reserved for manufacturer's logo.  
Espace réservé à l'identification  
du fabricant (logo).**

**N.V.I.S. / D.V.N.  
New vehicle information statement  
Description du véhicule neuf**

**Vehicle / Véhicule**

Vehicle Identification Number / Numéro d'identification du véhicule					Plate or Registration No. N° de plaque d'immatriculation	
						
Make Marque	Model Modèle	Series Série	Model Year Année du modèle	Colour Couleur	Body Type Type de carrosserie	
No. of Cyl. Nombre de cyl.	Motive Power Force motrice	Shipping/Curb/GV Weight (kg) Masse nette	G.V.W.R. (kg) P.N.B.V.	Wheelbase (mm) Empattement	OFFICE USE ONLY À L'USAGE DU BUREAU	
Engine Serial No. (if applicable) / N° de série du moteur (si applicable)				Displacement / Cylindrée		Off Road Vehicle / Véhicule Hors-Route
						Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/>
Manufacturer's Comments / Commentaires du fabricant						

**Manufacturer or Importer / Fabricant ou importateur**

Name and Location / Nom et adresse	N.S.M. / M.N.S. No.
Final Stage Manufacturer — Name and Location / Dernier fabricant — Nom et adresse	N.S.M. / M.N.S. No.

**Dealer / Commerçant**

I, the undersigned, authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle herein described is assigned on this date for registration and certify that the vehicle is new and has not been registered previously.  
Je soussigné, représentant autorisé de la compagnie, firme ou corporation désignée ci-dessous, déclare par la présente que le véhicule neuf ci-décrit est cédé à cette date, afin d'être immatriculé, et je certifie que ce véhicule est neuf et qu'il n'a pas été immatriculé précédemment.

Name / Nom	Prov. / Terr.	Dealer's No. / N° du commerçant
Authorized Signature / Signature autorisée	Printed Surname and First Name / Nom et prénom en lettres moulées	Date of sale / Date de vente Yr. / A. Mo. / M. Day / J.
		Odometer Reading / Kilomètres au compteur KM

**Purchaser / Acheteur**

Name (Surname, First Name) / Nom (nom de famille, prénom)			
Address (No., Street, Apt.) / Adresse (No, Rue, App.)			
City — Municipality / Ville — Municipalité	Province	Postal code / Code postal	Phone Number / Numéro de téléphone

**Lessee (if applicable) / Locataire (si applicable)**

Name (Surname, First Name) / Nom (nom de famille, prénom)			
Address (No., Street, Apt.) / Adresse (N°, Rue, App.)			
City — Municipality / Ville — Municipalité	Province	Postal code / Code postal	Phone Number / Numéro de téléphone

**This is not a titling document / Ce document ne constitue pas un titre de propriété  
Personal information must be used in accordance with applicable privacy laws/Renseignements  
personnels qui ne doivent être utilisés qu'en conformité avec les lois sur la confidentialité**