

REGISTERED IMPORTER NEWSLETTER No. 61
National Highway Traffic Safety Administration
Office of Vehicle Safety Compliance
August 11, 2017

REQUEST FOR CONFORMITY SUBMISSION IN VEHICLE SUMMARY SHEET

Owing to the high volume of conformity packages this office is now receiving, NHTSA is exploring the need for changes in the way these packages are reviewed. In an effort to make the review process more efficient, we are asking RIs to consider submitting their conformity packages to the agency in a digital format. These should be submitted as PDF files embedded in a Vehicle Summary Sheet, using the format set out below. Please understand that RIs are not required to submit conformity packages in a digital format to receive more expedited review of those packages or speedier bond release. We review all packages on a first-in, first-out basis. We are requesting the spreadsheet and PDF files in the hopes that this will reduce the time it is taking us to process these packages, permitting more expeditious review of the packages and release of the bonds.

Each PDF file must be identified by the VIN of the vehicle it covers. The file must contain the following:

- HS-7 Declaration form
- HS-474 DOT Conformance Bond form
- Statement of Conformity
- Mandatory Service Insurance Policy
- Evidence that there are no outstanding recalls, in the form of a statement from the Canadian representative of the vehicle's manufacturer or from Transport Canada, or invoices showing that all outstanding recalls have been remedied
- Photo of manufacturer's certification label
- Photo of RI certification label
- Photo of both manufacturer's certification label and RI certification label taken together
- Photo of manufacturer's tire placard
- Photo of VIN on dashboard
- Photo of speedometer display
- Photo of odometer display
- Photo of driver side airbag
- Photo of passenger side airbag
- Photo of three-quarter front view of vehicle
- Photo of three-quarter rear view of vehicle.

All photos in the PDF file must be taken with a digital camera that is at least 7.2 megapixels (2400x3000 pixels with resolution of photos at least 72 pixels per inch). All photos must be clear, in color, and appropriately labeled. There must be no more than four photos per page. Items that are in text must be legible.

All fields in the Excel file must be completed. Entries in the spreadsheet must be sorted by make, model, and model year. Use the “Hyperlink” function in Excel to browse and to select the required PDF file under the “View PDF File” column to link the PDF package in the spreadsheet. See an example of a Vehicle Summary Excel file on <https://icsw.nhtsa.gov/cars/rules/import/newsletters/>.

You must use a USB drive to store the Excel file and all included PDF files, and mail the drive with a hardcopy of the Vehicle Summary sheet in a parcel to the agency. Please label one side of the drive with the RI’s name and the submission date of the conformity package, and label the other side with the tracking number for the parcel.

The parcel should be sent to the following address:

Office of Vehicle Safety Compliance
National Highway Traffic Safety Administration
1200 New Jersey Avenue, S.E.
West Building 4th Floor, NEF-230 W45-205
Washington, DC 20590
Attn: RI Conformity Package

RI’s must also e-mail the Excel file of the Vehicle Summary sheet and all included PDF files to NHTSA.conformity@dot.gov with the RI’s business name, the submission date, and the tracking number for the parcel on the e-mail subject line.

If a conformity submission does not meet the requirements described above, we will notify the RI to resubmit the conformity package.

If you have any questions, please contact Import and Certification Division at 202-366-5291 or importcertification@dot.gov.

Vehicle Summary Sheet for Electronic Conformity Submission
(Suggested July 2017)

RI Business Name:	
RI Number (R-00-000):	
Submission Date (YYYYMMDD):	
Parcel Tracking Number:	
Total Number of Vehicles Listed:	

<u>VIN</u>	<u>Make</u>	<u>Model</u>	<u>Model Year</u>	<u>Manufacture Date</u>	<u>View PDF File</u>

Submit the document in *EACH* of the following ways:

Copy 1 – An electronic version of this Excel file with all PDF files must be e-mailed to NHTSA.conformity@dot.gov.

Copy 2 – An electronic version of this Excel file with all PDF files must be recorded on a USB drive labeled with the RI's name, the submission date, and the parcel's tracking number and be sent to NHTSA by express delivery service.

Copy 3 – A printed copy version of this Excel file must be included in the parcel containing electronic conformity submissions sent to NHTSA.