Section 1. **Purpose and Scope.**

These rules govern the procedures to be followed for the issuance of motor vehicle registration and license plates for new motor vehicles by new car dealerships and motor vehicle rental companies.

Section 2. **Definitions.**

As used in these rules, unless the context clearly requires otherwise:

2.1 "Director of Finance" shall mean the Director of Finance of the County of Kauai, or his duly authorized representative.

2.2 "New car dealership" or "dealer" shall mean a dealer licensed under Hawaii Revised Statutes Chapter 437 to engage in the business of selling at wholesale or retail or both, new motor vehicles.

2.3 "Motor vehicle rental companies" or "rental car company" shall mean any company that is primarily in the business of providing motor vehicles to the public under a motor vehicle rental agreement for a period not to exceed ninety days.

Section 3. **Amendment or Repeal of Rules.**

3.1 The Director of Finance may amend or repeal these rules or add to them as provided in Section 91-3, Hawaii Revised Statutes.

3.2 Any interested person may petition the Director of Finance requesting the amendment or repeal of any of these rules or the adoption of new rules as provided in Section 91-6, Hawaii Revised Statutes.

Section 4. **Severability.**

If any portion of these rules or the applicability thereof should be held invalid for any reason, such invalidity shall not affect other provisions or
applications which can be given effect without the invalid provisions or applications and to this end these rules are declared to be severable.

Section 5. Request for License Plates, Emblems and Certificate of Registration Forms.

5.1 All requests must be submitted to the County of Kauai, Department of Finance, Treasury Division (MVR), 4444 Rice Street, Suite #466, Lihue, Hawaii 96766. For initial requests prior to certification of the dealer/rental car company, submit all requests no later than three working days prior to the site certification visit.

5.2 All requests must be submitted on the official request form (Form FDR-1), and must be signed by the authorized dealer/rental car company representative, not the service provider.

5.3 Replenishment requests will be filled and ready for pickup within two working days after submission of such requests. The dealer/rental car company may authorize, in writing, the MVR to contact the dealer/rental car company's service provider for pickup.

5.4 The dealer/rental car company shall account for and keep secured at all times, its inventory of supplies.

Section 6. License Plate and Emblem Returns.

Emblems and Plates Returned report (Form FDR-2) must be submitted from dealer/rental car company for:

6.1 Mutilated emblem(s) must be returned with report.

6.2 Missing emblem(s).

6.3 Stolen emblem(s) along with a copy of the police report.

6.4 Unissued emblems (Form FDR-3) from the prior month must be returned to the Motor Vehicle Registration Section no later than five working days after the end of the calendar month.

Section 7. Submission.

7.1 Documents, checks and two copies of the cashiers collection report (CCR) shall be dropped off ONLY at the Treasury Division (MVR), 4444 Rice St., Suite #466, Lihue, Hawaii 96766. If the dealer/rental car company wishes to retain a record that the MVR received the batch, the dealer/rental car company shall submit a third CCR for
the MVR staff for endorsement and acknowledgement of receipt of the batch.

7.2 Unless authorized by the Motor Vehicle Registration Officer or Supervising Treasury Clerk, a maximum of 25 vehicle registrations may be submitted for each CCR. For example, if the dealer/rental car company registers a total of 65 vehicles, three (3) batched must be submitted. This will minimize the dealer/rental car company’s exposure to the penalty specified below in the event a batch is rejected.

7.3 The check amount must equal the CCR.

7.4 All documents pertaining to each vehicle must be stapled to the typed registration application, and arranged in consecutive license number order which corresponds with the CCR. These documents must be submitted with the CCR.

7.5 All documents must be submitted to MVR within 10 calendar days or less from the date the vehicle is registered. It is recommended that the documents be dropped off as soon as possible to provide the dealer/rental car company time to make corrections in the event a batch is rejected (one document error will result in rejection of the entire batch). i.e., if the batch of documents are received by MVR on the 10th calendar day and is rejected, the dealer/rental agency will not have sufficient time to make any necessary corrections and meet the deadline.

7.6 A penalty of $50.00 (up to $1,250.00 per batch) for each vehicle will be assessed if the final corrected documents are not received by MVR within 10 calendar days from the date the vehicle is registered.

7.7 Once the batch is processed by MVR, all corrections will be assessed a $5.00 Dealer Correction fee.

7.8 MVR will notify the dealer/rental car company when the Certificates of Titles are issued and ready for pick up.

Section 8. Office Requirements.

8.1 The dealer/rental company must provide a secured office at its location within the Kauai County for the purpose of Fleet Dealer Registration. Dealer/rental car companies with more than one site in the County of Kauai may consolidate their Fleet Dealer Registration at one office.
8.2 Different dealer/rental companies **shall not** consolidate or share the same office.

8.3 Each Fleet Dealer Registration Office must be certified by a Kauai County Treasury (MVR) Representative prior to operation.

Section 9. **Termination/Suspension.**

The Director of Finance or the Treasurer may, when the interests of the County of Kauai so require, terminate or suspend the dealer/rental car company’s authorization to participate in the Fleet Dealer Registration Program without notice.
REGISTRATION, PLATE & EMBLEM REQUEST

From: ________________________________

To: County of Kauai
    Department of Finance
    Treasury Division (MVR)

Telephone No.: ___________________________

Requested By: ___________________________

Received By: ___________________________

Date: ___________________________

Print Name of Person: ___________________________

Print Name of Person: ___________________________

For pick-up call:

☐ Dealer @ ___________________________

Called for pick-up:

Date: ___________________________

Time: ___________________________ Initials: ___________________________

<table>
<thead>
<tr>
<th>QTY</th>
<th>Plates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>Emblems: Exp. Mo. Yr./From-To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I hereby acknowledge that I have received the aforementioned items. If any item(s) is/are mutilated, I will return them or if any item(s) is/are missing or stolen I will notify the Treasury Division (MVR).

Signed: ___________________________

Date: ___________________________

Printed Name: ___________________________

FDR-1
Emblems & Plates Returned

From: Tags Auto Registration
To: Division of Motor Vehicles and Licensing - Accounting Section
Date: 03-01-2000

We are returning the following missing and/or mutilated emblems and/or plates:

<table>
<thead>
<tr>
<th>Plates</th>
<th>Reason</th>
<th>Emblems</th>
<th>Month/Year</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>MISSING</td>
<td>K00001</td>
<td>03/01</td>
<td>MISSING</td>
</tr>
<tr>
<td>XYZ007</td>
<td>MUTILATED</td>
<td>K00002</td>
<td>03/01</td>
<td>MUTILATED</td>
</tr>
<tr>
<td>XYZ008</td>
<td>MISSING</td>
<td>K00003</td>
<td>03/01</td>
<td>MUTILATED</td>
</tr>
<tr>
<td>XYZ009</td>
<td>MUTILATED</td>
<td>K00004</td>
<td>03/01</td>
<td>MISSING</td>
</tr>
<tr>
<td>XYZ010</td>
<td>MISSING</td>
<td>K00005</td>
<td>03/01</td>
<td>MISSING</td>
</tr>
</tbody>
</table>

Reason: Manufacturer Defect

Total Plates: 5
Total Emblems: 5

Submitted by: ___________________________ Date: ____________

Received by: ___________________________ Date: ____________
Expired Emblems Returned

From: HERTZ CORPORATION
To: Division of Motor Vehicles and Licensing - Accounting Section
Date: 03-01-2000

We are returning the following expired emblems:

<table>
<thead>
<tr>
<th>Emblems</th>
<th>Month/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>X00004</td>
<td>03/01</td>
</tr>
<tr>
<td>X00005</td>
<td>03/01</td>
</tr>
</tbody>
</table>

Total Emblems: 2

Submitted by: ___________________________  Date: ____________
Received by: ___________________________  Date: ____________

FDR-3
CERTIFICATION

I, Michael H. Tresler, Director of Finance, County of Kaua'i, do hereby certify:

1. That the foregoing is a full, true and correct copy of the Rules and Regulations Relating to Fleet/Dealer Registration Program; which was adopted by the Director of Finance, County of Kaua'i, on June 27, 2005.

2. That notice of public hearing on the foregoing Rules, which notice included a statement of the substance of the proposed Rules, was published in the Garden Island Publication on April 26, 2005; that public hearing was held at Meeting Room no. 2, Mo'ikeha Building, 4444 Rice Street, Lihu'e, Hawai'i 96766 on May 27, 2005.

MICHAEL H. TRESLER
Director of Finance
County of Kaua'i

APPROVED AS TO FORM:

W. Carmen Wong
Deputy County Attorney
County of Kaua'i

APPROVED ON THIS 27TH DAY OF JUNE, 2005.

BRYAN J. BAPTISTE
Mayor
County of Kaua'i
CERTIFICATION OF COUNTY CLERK

I hereby certify that on July 9, 2005, I have accepted for filing from the Director of Finance, County of Kaua'i, The Rules and Regulations relating to Fleet/Dealer Registration program adopted by the Director of Finance and the Department of Finance, County of Kaua'i on June 27, 2005.

PETER A. NAKAMURA
County Clerk
County of Kaua'i