

# DEALER HANDBOOK

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Illinois Secretary of State Police  
110 E. Adams St.  
Springfield, IL 62701

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JESSE WHITE • SECRETARY OF STATE

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October 2015

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This booklet was created to assist persons licensed or required to be licensed by the Secretary of State as a:

1. New vehicle dealer
2. Used vehicle dealer
3. Repairer
4. Rebuilder
5. Auto Parts Recycler
6. Scrap Processor

This booklet consists of two separate and distinct parts:

**PART ONE:**

**ESTABLISHED PLACE OF BUSINESS  
REQUIREMENTS**

**PART TWO:**

**RECORD-KEEPING REQUIREMENTS**

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Information contained within this booklet is excerpted from applicable  
Illinois Vehicle Code and Illinois Administrative Code sections.

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**The district boundaries, counties and telephone numbers are shown below:**

Secretary of State Police  
 District One  
 103 W. Roosevelt Rd.  
 Villa Park, IL 60181  
 Phone: 630-693-0551  
 Fax: 630-693-0581

Secretary of State Police  
 District Two  
 3214 Auburn St., Unit B  
 Rockford, IL 61101  
 Phone: 815-484-8100  
 Fax: 815-962-4226

Secretary of State Police  
 District Three  
 421 E. Capitol  
 Springfield, IL 62701  
 Phone: 217-785-5486  
 Fax: 217-782-9982

Secretary of State Police  
 District Four  
 220 S. 12th  
 Mt. Vernon, IL 62864  
 Phone: 618-244-8343  
 Fax: 618-244-8356

Secretary of State Police  
 District Four-Subpost  
 400 W. Main St., Ste. A  
 Belleville, IL 62220  
 Phone: 618-236-8765  
 Fax: 618-236-8780

Salvage Station One  
 103 W. Roosevelt Rd.  
 Villa Park, IL 60181  
 Phone: 630-693-0551  
 Fax: 630-693-0582

Salvage Station Three  
 3710 Winchester Rd.  
 Springfield, IL 62707  
 Phone: 217-557-2088  
 Fax: 217-557-2090

Salvage Station Four  
 400 W. Main St., Ste. A  
 Belleville, IL 62220  
 Phone: 618-236-8755  
 Fax: 618-236-8754



**If you have any questions or inquiries, please contact the District Secretary of State Department of Police office between 8:00 a.m. and 4:30 p.m., Monday through Friday, excluding holidays.**

# PART ONE

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## Established Place of Business Requirements

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ILLINOIS VEHICLE CODE  
ILLINOIS COMPILED STATUTES

**Definitions**

**5/1-105.3. Automotive parts recycler**

§ 1-105.31. Automotive parts recycler. A person who is in the business of acquiring previously owned vehicles and vehicle parts for the primary purpose of disposing of parts of vehicles in a manner other than that described in the definition of a “scrap processor” in this Code or disposing of previously owned vehicles in the manner described in the definition of a “scrap processor” in this Code.

**5/1-110.2. Certificate of purchase**

§ 1-110.2. Certificate of purchase. A bill of sale given to a licensee making an acquisition of a vehicle under Sections 4-208 and 4-209 of this Code.

**5/1-111.1b. Chassis**

§ 1-111.1b. Chassis. Every frame or supportive element of a vehicle whether or not a manufacturer’s identification number, serial number, or other identifying numbers are present on said part.

**5/1-115. Dealer**

§ 1-115. Dealer. Every person engaged in the business of acquiring or disposing of vehicles or their essential parts and who has an established place of business for such purpose.

**5/1-115.1. Disposition of vehicle or vehicle part**

§ 1-115.1. Disposition of vehicle or vehicle part. The purchase, exchange, transfer, sale, assignment or other change of ownership or possession or the junking or wrecking of a vehicle or vehicle part.

**5/1-118. Essential parts**

§ 1-118. Essential parts. All integral and body parts of a vehicle of a type required to be registered hereunder, the removal, alteration or substitution of which would tend to conceal the identity of the vehicle or substantially alter its appearance, model, type or mode of operation. “Essential parts” includes the following: vehicle hulks, shells, chassis, frames, front end assemblies (which may consist of headlight, grill, fender and hood), front clip (front end assembly with cowl attached), rear clip (which may consist of quarter panels, fenders, floor and top), doors, hatchbacks, fenders, cabs, cab clips, cowls, hoods, trunk lids, deck lids, T-tops, sunroofs, moon roofs, astro roofs, transmissions of vehicles of the second division, seats, aluminum wheels, engines and similar parts. Essential parts shall also include stereo radios, cassette radios, compact disc radios, cassette/compact disc radios and compact disc players and compact disc changers which are either installed in dash or trunk-mounted.

An essential part which does not have affixed to it an identification number as defined in Section 1-129 adopts the identification number of the vehicle to which such part is affixed, installed or mounted.

**5/1-123.3. Frame**

§ 1-123.3. Frame. The main longitudinal structural members of the chassis of the vehicle or, for vehicles with unitized body construction, the lowest main longitudinal structural members of the body of the vehicle.

**5/1-128. House trailer**

§ 1-128. House trailer. (a) A trailer or semitrailer equipped and used for living quarters or for human habitation (temporarily or permanently) rather than for the transportation of freight, goods, wares and merchandise; or

(b) A house trailer or a semitrailer which is used commercially (temporarily or permanently), that is, for the advertising, sales, display or promotion of merchandise or services, or for any other commercial purpose except the transportation of property for hire or the transportation of property for distribution by a private carrier.

**5/1-134.1. Junk vehicle**

§ 1-134.1. Junk vehicle. A junk vehicle is a vehicle which has been or is being disassembled, crushed, compressed, flattened, destroyed or otherwise reduced to a state in which it no longer can be returned to an operable state.

**5/1-144.05. Model year**

§ 1-144.05. Model year. The year of manufacture of a vehicle based upon the annual production period of the vehicle as designated by the manufacturer and indicated on the title and registration of the vehicle. If the manufacturer does not designate a production period for the vehicle, then “model year” means the calendar year of manufacture.

**5/1-146. Motor vehicle**

§ 1-146. Motor vehicle. Every vehicle which is self-propelled and every vehicle which is propelled by electric power obtained from overhead trolley wires, but not operated upon rails, except for vehicles moved solely by human power, motorized wheelchairs, low-speed electric bicycles, and low-speed gas bicycles. For this Act, motor vehicles are divided into two divisions:

First Division: Those motor vehicles which are designed for the carrying of not more than 10 persons.

ILLINOIS VEHICLE CODE  
ILLINOIS COMPILED STATUTES

**Definitions**

Second Division: Those motor vehicles which are designed for carrying more than 10 persons, those motor vehicles designed or used for living quarters, those motor vehicles which are designed for pulling or carrying freight, cargo or implements of husbandry, and those motor vehicles of the First Division remodelled for use and used as motor vehicles of the Second Division.

**5/1-147. Motorcycle**

§ 1-147. Motorcycle. Every motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than 3 wheels in contact with the ground, but excluding an autocycle, or tractor.

**5/1-148.2. Moped**

§ 1-148.2. Moped. A moped is a motor-driven cycle, with or without optional power derived from manually operated pedals, whose speed attainable in one mile is at least 20 mph but not greater than 30 mph, and is equipped with a motor that produces 2 brake horsepower or less. If an internal combustion engine is used, the displacement shall not exceed 50 cubic centimeter displacement and the power drive system shall not require the operator to shift gears.

**5/1-148.4. New vehicle**

§ 1-148.4. New Vehicle. A new vehicle which has not been previously sold to any person except a franchised distributor or franchised new vehicle dealer.

**5/1-155. Owner**

§ 1-155. Owner. A person who holds legal title of a vehicle, or in the event a vehicle is the subject of an agreement for the conditional sale or lease thereof with the right of purchase upon performance of the conditions stated in the agreement and with an immediate right of possession vested in the conditional vendee or lessee, or in the event a mortgagor of such vehicle is entitled to possession, then such conditional vendee or lessee or mortgagor shall be deemed the owner for the purpose of this Code.

**5/1-162.5. Principal place of business**

§ 1-162.5. Principal place of business. The place where any person transacts his principal business, or where he makes up and approves his payroll, maintains a central file of records and maintains his principal executive offices. In the event that not all of these functions are performed in one place, then that place where a majority of such functions are performed or the place where such person does in fact principally transact and control his business affairs.

**5/1-168.05. Rebuilder**

§ 1-168.05. Rebuilder. A person who is in the business of returning a vehicle for which a salvage certificate has been previously issued back to its original or operating condition.

**5/1-168.1. Rebuilt vehicle**

§ 1-168.1. Rebuilt vehicle. A vehicle for which a salvage certificate has been issued and which subsequently has been put back into its original or operating condition by a licensed rebuilder and which has met all the requirements of a salvage vehicle inspection.

**5/1-169. Recreational vehicle**

§ 1-169. Recreational vehicle. Every camping trailer, motor home, mini motor home, travel trailer, truck camper or van camper used primarily for recreational purposes and not used commercially nor owned by a commercial business.

**5/1-171.02. Repaired vehicle**

§ 1-71.02. Repaired vehicle. A vehicle other than a rebuilt vehicle which has been put back into its original or operating condition by restoring, mending, straightening, replacing, altering or painting its essential parts by a licensed repairer.

**5/1-171.3. Repairer**

§ 1-71.3. Repairer. A person who is in the business of returning a vehicle other than a vehicle for which a salvage certificate has been issued back into its original or operating condition by restoring, mending, straightening, replacing, altering, or painting its essential parts.

**5/1-174. Retail sale**

§ 1-174. Retail sale. The act or attempted act of selling vehicles or otherwise disposing of a vehicle to a person for use as a consumer.

**5/1-182.3. Scrap processor**

§ 1-182.3. Scrap processor. A person who purchases a vehicle, junk vehicle, or vehicle cowl for processing into a form other than a vehicle, junk vehicle, or vehicle cowl for remelting purposes only, who from a fixed location utilizes machinery and equipment for processing or manufacturing ferrous or nonferrous metallic scrap into prepared grades, and whose principal product is metallic scrap and who records the purchases on a weight ticket.

**5/1-215. Used car dealer**

§ 1-215. Used car dealer. Every person engaged in

ILLINOIS VEHICLE CODE  
ILLINOIS COMPILED STATUTES

**Definitions**

the business of buying, selling or exchanging used motor vehicles and who has an established place of business for such purpose in this State.

**5/1-216. Used motor vehicle**

§ 1-216. Used motor vehicle. Every motor vehicle which has been sold, bargained, exchanged, given away, or title transferred from the person who first acquired it from the manufacturer or importer, dealer, or agent of the manufacturer or importer and so used as to have become what is commonly known as "second hand" within the ordinary meaning thereof: Provided, that a new motor vehicle shall not be considered as a "used motor vehicle" until it has been placed in a bona fide consumer use, notwithstanding the number of transfers of such motor vehicle. The term "bona fide consumer use" means actual operation by an owner who acquired the vehicle for use in business or for pleasure purposes and who has been granted a Certificate of Title on such motor vehicle and has registered such motor vehicle, all in accordance with the laws of the residence of the owner.

**5/1-217. Vehicle**

§ 1-217. Vehicle. Every device, in, upon or by which any person or property is or may be transported or drawn upon a highway, except devices moved by human power, devices used exclusively upon stationary

rails or tracks and snowmobiles as defined in the Snowmobile Registration and Safety Act.

For the purposes of this Code, unless otherwise prescribed, a device shall be considered to be a vehicle until such time it either comes within the definition of a junk vehicle, as defined under this Code, or a junking certificate is issued for it.

For this Code, vehicles are divided into 2 divisions:

First Division: Those motor vehicles which are designed for the carrying of not more than 10 persons.

Second Division: Those vehicles which are designed for carrying more than 10 persons, those designed or used for living quarters and those vehicles which are designed for pulling or carrying property, freight or cargo, those motor vehicles of the First Division remodelled for use and used as motor vehicles of the Second Division, and those motor vehicles of the First Division used and registered as school buses.

**5/1-217.1. Vehicle cowl**

§ 1-217.1. Vehicle cowl. The portion of the vehicle that separates the front compartment from the rear compartment, commonly referred to as the firewall, to which a vehicle identification number is normally attached.

## 625 ILCS 5/5-100 Established Place of Business

**Established Place of Business** is the place owned, or leased, and occupied by any person duly licensed or required to be licensed as a dealer for the purpose of engaging in:

1. selling,
2. buying,
3. bartering,
4. displaying,
5. exchanging or dealing in, on consignment or otherwise, vehicles and their essential parts and for such other ancillary purposes as may be permitted by the Secretary by rule.

The established place of business shall include an office in which the dealer's records shall be separate and distinct from any other business or tenant which may occupy space in the same building.

This office shall not be located in a:

1. house trailer,
2. residence,
3. tent,
4. temporary stand,
5. temporary address,
6. room or rooms in a hotel or rooming house, nor the premises occupied by a single or multiple unit residence.

**Established place of business for a scrap processor** shall be the fixed location where the scrap processor maintains its principal place of business.

The Secretary of State shall, by rule and regulation, adopt guidelines for the administration and enforcement of this definition, such as, but not limited to:

1. issues concerning the required hours of operation,
2. descriptions as to where vehicles are displayed and offered for sale,
3. where books and records are maintained and requirements for the fulfillment of warranties

A dealer may have an additional place of business (supplemental) as defined in this Section:

**"Additional place of business"** means a place owned or leased and occupied by the dealer in addition to its established place of business, at which the dealer conducts or intends to conduct business on a **permanent** or **long-term** basis. It does not include:

**"Off site sale"** which means the temporary display and sale of vehicles, for a period of not more than 7 calendar days (excluding Sundays), by a dealer licensed under 5-101 or 5-102, at a place other than the dealer's established place of business or additional places of business.

**"Display Exhibition"** means a temporary display of vehicles by a dealer licensed under 5-101 or 5-102 at a location at which **no** vehicles are offered for sale, that is conducted at a place other than the dealer's established and additional places of business.

**"Relevant market area"**, for a new vehicle dealer and for a used vehicle dealer, means the area within 10 miles of the established or additional place of business of the dealer located in a county with a population of 300,000 or more, or within 15 miles if the established place of business is located in a county with a population of less than 300,000.

**"Trade Show Exhibition"** is a display exhibition that is participated in by at least 3 dealers, 2 of which must be licensed under 5-101 or 5-102; and a trade show exhibition of new vehicles shall only be participated in by licensed new vehicle dealers at least 2 of which must be licensed under Section 5-101.



ILLINOIS ADMINISTRATIVE CODE  
ESTABLISHED PLACE OF BUSINESS

**Requirements**

The following requirements for an established place of business are set forth in the Illinois Administrative Code, Title 92, TRANSPORTATION, CHAPTER II, SECRETARY OF STATE, PART 1020.10, DEALERS, WRECKERS, TRANSPORTERS AND REBUILDERS.

**Section 1020.10 (a) Dealers Established Place of Business**

Each person seeking to be or already duly licensed as a new or used vehicle dealer under the Illinois Vehicle Code (IVC) (625 ILCS 5) shall maintain an established place of business that shall, in addition to those requirements in Section 5/5-100 of the Illinois Vehicle Code meet the following requirements:

1. Have office facilities in a building for maintaining and keeping books and records as are required. The office facilities shall be permanently mounted on a fixed foundation and may not include a trailer with axle attached and still moveable. It may include, however, a house trailer in a licensed mobile home park or dealership lot with tires removed and utilities attached.
2. Be properly and permanently equipped with the necessary office equipment and machines, and documents and papers adequate to properly conduct business as a dealer and must be within a permanent building or structure as required in subsection (a)(1).
3. Be equipped with an operating telephone for inbound and outbound calls and have the business telephone number published in the telephone directory generally available in the dealership area, and be adequately equipped with operating electric lights.
4. Have the name of the dealership posted on the front entrance door.
5. Have posted on the front entrance door a sign setting forth the days and regular and reasonable hours when open for business.

A dealership shall not be deemed as being open for business unless at least one employee, who is able to conduct regular business, is on the premises and available to the public and the dealership must be operated consistent with general dealer practices.

The dealership must be open:

- a. five (5) days out of seven (7) days in a week
- b. minimum of four (4) consecutive hours per day.

However, dealers who operate their dealerships less than 12 months shall state in the license application those months closed and shall post the months of closure in a prominent place for the public to see in the dealership office. During the posted closure months, the dealership is not required to maintain regular business hours.

6. Maintain a lot, being the area not occupied by a building, that shall be surfaced with rock or better surface material, and that shall be properly illuminated, if open after sundown, so that vehicles for sale can be properly inspected by any prospective customer.
  - a. The lot used for the sale of vehicles shall be separate and apart from any other business. In addition, where a dealer is selling new and used vehicles, the new cars shall be parked separately and apart from the used vehicles.
  - b. The above lot requirement shall not be applicable if the place of business has an indoor showroom, properly illuminated, for the display of vehicles held for sale.
  - c. The separate lot requirement specified in subsection (6) (a) (b) shall not prohibit the operation by the dealer of other businesses on the same premises, which shall include the lot, provided:
    - 1) the businesses are reasonably related to the sale or operation of new or used automobiles,
    - 2) further that the sale of new or used automobiles shall constitute at least 50% of the gross revenues of the licensed holder, and

Businesses reasonably related to the sale or operation of automobiles shall include only:

- the sale of automobile parts and accessories,
- the sale of gasoline, diesel fuel, oil and lubricant,
- the sale of automobile tires,
- the leasing of automobiles,
- insuring automobiles, and
- financing of automobiles sold by the licensed dealers engaged in these businesses.

Licensed dealers engaged in operating businesses other than those stated herein shall remove such businesses or modify to comply with this rule within 60 days of notification by the Secretary of State, or be subject to the revocation or suspension of their dealers license.

7. Dealership in a Department Store
  - Where a dealer maintains a place of business within a department store, the dealership shall be separated from other operations within the department store.
8. Sign
  - A permanent sign bearing the name of the dealership must be displayed
    - if the dealership is open after sundown, the sign shall be properly illuminated
    - the sign shall be visible from the highway leading to the established place of business.
9. Display a federally required pricing document on all new motor vehicles held for sale.
10. If the premises are leased, such lease must be for at least the duration of the current licensed period.

#### **IAC 1020.10 (b) Supplemental Lot**

An Illinois licensed dealer may operate as an additional place of business a permanent supplemental lot which will meet all the requirements as previously stated except:

- records required to be kept shall be maintained at the principal place of business **UNLESS** the supplement lot is more than one mile from the main dealership.

The one mile shall be measured by the most direct road between the dealership and the supplemental lot.

1. A licensed dealer shall apply for the supplemental lot authorization when filing the application required by Sections 5/5-101 or 5/5-102 or the application may be filed for the supplemental lot authorization during the licensed period.
2. The applicable fee as provided in Sections 5/5-101 (b) (7) and 5/5-102 (b) (5) is required.
3. No vehicle sales at supplemental lots shall be allowed on Sundays except as provided for in Section 5/5-106 of the Illinois Vehicle Code.

**NOTE:** Each person seeking to be or already duly licensed as a scrap processor, automotive parts recycler, rebuilder, repairer or out of state salvage buyer under the I.V.C. shall maintain an established place of business which shall meet the requirements contained within Section (a) above, except that no lot as set forth in (a)6 is required. However, if open after sundown, the premises shall be adequately illuminated so that prospective purchasers may inspect the items held for sale.

None of the requirements of this section shall apply to the place of business of a vehicle auctioneer licensed under Chapter 5, Article VII of the I.V.C.

#### **IAC 1020.10 (c) Trade Show Exhibition, Display Exhibition and Off Site Sale**

A licensed dealer may operate as an additional place of business an exhibition area in a trade show exhibition, display exhibition, or off site sale provided:

1. The trade show exhibition, display exhibition or off site sale must be conducted separate and away from the licensed dealer's established and additional places of business.
2. The licensed dealer has a currently valid new or used vehicle dealer's license issued by the Secretary of State of Illinois or another State where applicable.
3. The applicant dealer meets the requirements of subsection (c) (7), (8) or (9) of this section.
4. No permit granted for an additional location in a trade show exhibition, display exhibition or off site sale may be transferred nor removed to another location.

5. Regardless of the dates of the trade show exhibition, display exhibition or off site sale, no vehicle sales will be allowed on Sunday except as provided for in Section 5-106 of the Illinois Vehicle Code.
6. The licensed dealer has provided the Secretary of State with a copy of the written contract with the agency or person or other entity sponsoring, creating or supervising the trade show exhibition, display exhibition or off site sale and an application for the trade show exhibition, display exhibition or off site sale permit containing the name of the dealership, its license number the location and dates of the trade show exhibition, display exhibition or off site sale, and signed by the licensed dealer.
7. Trade Show Exhibitions:
  - a) A permit for an additional location granted for a trade show exhibition shall, in no event, be valid for more than thirty (30) days from the date of the first day of the trade shown exhibition for which it is granted.
  - b) A fee is required for the permit.
  - c) No vehicles may be offered for sale.
  - d) Each trade show exhibition must have a minimum of three (3) licensed participants, at least two of which must be licensed under Section 5/5-101 or 5/5-102 of the Illinois Vehicle Code, who at all meet the requirements in subsection (c) (1) through (6) of this Section.
  - e) A trade show exhibition of new vehicles shall only have participants licensed as new vehicle dealers, at least two of which must be licensed under Section 5/5-101 of the Illinois Vehicle Code and meet the requirements in subsection (c) (1) through (6) of this Section.
8. Display Exhibitions:
  - a) Only a new or used vehicle dealer licensed under Section 5/5-101 or 5/5-102 of the Illinois Vehicle Code who also meet the requirements of subsection (c) (1) through (6) of this Section, may participate in a display exhibition.
  - b) A permit for an additional location granted for a display exhibition shall, in no event, be valid for more than thirty (30) days from the date of the first day of the display exhibition for which it is granted.
  - c) A fee is required for the permit.
  - d) No vehicles may be offered for sale.
9. Off Site Sales:
  - a) Only a dealer licensed under Section 5/5-101 or 5/5-102 of the Illinois Vehicle Code, who also meet the requirements of subsection (c) (1) through (6) of this Section, may conduct an off site sale.
  - b) The off site sale must not be conducted out of the licensed dealer's relevant market area, as defined in Section 5-100 of the Illinois Vehicle Code. This does not apply to off site sales of motor homes or recreational vehicles.
  - c) A permit for an additional location granted for an off site sale shall, in no event, be valid for more than seven (7) days from the date of the first day of the off site sale for which it is granted.
  - d) A fee is required for the permit.

### **625 ILCS 5/5-106 Sales on Sunday**

No person may keep open, operate, or assist in keeping open or operating any established or additional place of business for the purpose of buying, selling, bartering, exchanging, or leasing for a period of 1 year or more, or offering for sale, barter, exchange, or lease for a period of 1 year or more, any motor vehicle, whether new or used, on the first day of the week, commonly called Sunday; provided, that this Section does not apply to the opening of an established or additional place of business on Sunday for the following purposes:

- (1) to sell petroleum products, tires or repair parts and accessories;
- (2) to operate and conduct a motor vehicle repair shop;
- (3) to supply services for the washing, towing or wrecking of motor vehicles;
- (4) to participate in a trade show exhibition or display exhibition by a dealer who has been granted a permit for such purpose by the Secretary of State;
- (5) to sell motorcycles, motor driven cycles, motorized pedalcycles when offered for sale by a dealer licensed under Sections 5-101 and 5-102 to sell only such motor vehicles;
- (6) to offer for sale manufactured housing;
- (7) to sell self contained motor homes, mini motor homes, van campers and recreational trailers when offered for sale by a dealer at an established or additional place of business where only such vehicles are displayed or offered for sale. This exemption includes dealers with off-site sales or trade show exhibition permits.

# **PART TWO**

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## **Record-keeping Requirements**

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**625 ILCS 5/3-113 Transfer to or from dealer; records.**

(a) After a dealer buys a vehicle and holds it for resale, the dealer must procure the certificate of title from the owner or the lienholder. The dealer may hold the certificate until he or she transfers the vehicle to another person. Upon transferring the vehicle to another person, the dealer shall promptly and within 20 days execute the assignment and warranty of title by a dealer, showing the names and addresses of the transferee and of any lienholder holding a security interest created or reserved at the time of the resale, in the spaces provided therefor on the certificate or as the Secretary of State prescribes, and mail or deliver the certificate to the Secretary of State with the transferee’s application for a new certificate, except as provided in Section 3-117.2. A dealer has complied with this Section if the date of the mailing of the certificate, as indicated by the postmark, is within 20 days of the date on which the vehicle was transferred to another person.

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**625 ILCS 5/5-403.1 Inventory System**

Every person licensed as a new vehicle dealer, used vehicle dealer, automotive parts recycler, repairer, rebuilder, and motor vehicle financing affiliate shall maintain an inventory system of all vehicles or essential parts in such a manner that a person making an inspection can readily ascertain the identity of vehicles or essential parts and readily locate such vehicles or parts on the licensee’s premises.

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**625 ILCS 5/5-401.2 and IAC 1020.20 Required Records — New, used vehicle dealer, automotive parts recycler, repairer, rebuilder**

Every person licensed or required to be licensed as a new vehicle dealer, used vehicle dealer, automotive parts recycler, repairer, rebuilder shall maintain for a period of three years at his principal place of business the following records relating to the acquisition or disposition of vehicles and essential parts. The required records shall be kept either in an electronic data recordkeeping system or in separate bound ledgers for:

- 1. New vehicles
- 2. Used vehicles
- 3. Essential parts
- 4. Junked vehicles
- 5. Rebuilt vehicles

Electronic data recordkeeping systems must be accessible for inspection by the vehicle identification number (VIN) either directly or indirectly through the association of the VIN with another identification number (Inventory system).

All electronic records must be retrievable during the inspection.

There shall be an employee of the licensee available to retrieve the records during the hours of operation of the business.

Every person licensed or required to be licensed shall have in his or her possession a separate certificate of title, salvage certificate, junking certificate, certificate of purchase, uniform invoice, out of state bill of sale or other acceptable documentary evidence of the right of possession of every vehicle or essential part.

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**1010.470 & 625 ILCS 5/3-605 Dealer Plate Records**

The dealer ledger book shall also contain a record of the assignment of dealer plates to employees of the dealer, and a written record of the persons to whom the dealer has sold driveaway decal permits.

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**Sec. 5-104.3. Disclosure of rebuilt vehicle.**

(a) No person shall knowingly, with intent to defraud or deceive another, sell a vehicle for which a rebuilt title has been issued unless that vehicle is accompanied by a Disclosure of Rebuilt Vehicle Status form, properly signed and delivered to the buyer.

## Disclosure of Rebuilt Vehicle Status

<b>Seller:</b> _____ _____ _____			
<b>Buyer:</b> _____ _____ _____			
<b>Vehicle Information:</b>	Year	Make	Model
	Vin		Title #

The above vehicle carries a Certificate of Title showing it to be a REBUILT VEHICLE. The Illinois Vehicle Code defines a REBUILT VEHICLE as: "A vehicle for which a Salvage Certificate has been issued and which subsequently has been put back into its original or operating condition by a licensed rebuilder and which has met all the requirements of a salvage vehicle inspection." (625 ILCS 5/1-168.1)

Acknowledgement  
 by Purchaser \_\_\_\_\_ Date \_\_\_\_\_

Acknowledgement  
 by Seller \_\_\_\_\_ Date \_\_\_\_\_

Under penalty of law this form must be completed prior to consummation of the REBUILT VEHICLE sale. (625 ILCS 5/5-104.3)

*(Make copies as required)*

SOS DOP-115

## **IAC Section 1020.50 Consignment Sales by Dealers**

A "Consignment Agreement" is an agreement between the owner of a vehicle and a licensed vehicle dealer, known as the cosigner, wherein the owner delivers physical possession of the vehicle to the dealer for the specific purpose of having the dealer sell the vehicle and also with the intent that if the vehicle is not sold by the dealer, it is to be returned to the owner. The 'Letter of Consignment' (shown as page 7) is the written document evidencing the consignment agreement between the vehicle owner and the licensed vehicle dealer.

a. Documents required:

- 1) Letter of consignment
- 2) A proper ownership document

\* - The certificate of title, salvage certificate or junking certificate SHOULD NOT be signed. If the vehicle has a lien, then a copy of the ownership document with a letter from the lienholder which authorizes the sale.

- 3) A power of attorney which authorizes the dealer to assign the ownership document or to apply for a duplicate in case of the loss of the original

b. Any transaction under this Section must be reflected in the records required to be maintained under 625 ILCS 5/5-401.2.

c. Noncompliance with this Section shall be deemed to be a violation of 625 ILCS 5/5-401.2(i).



# LETTER OF CONSIGNMENT



Owner(s) Name:			Date of Birth:	
Co-Owner(s) Name:			Date of Birth:	
Address:		City:	State:	ZIP Code:
Driver's License Number:		State:	Telephone Number:	

### VEHICLE INFORMATION

Year:	Make:	Model:	Color:
VIN:	Odometer Reading: <input type="checkbox"/> Actual <input type="checkbox"/> Not actual <input type="checkbox"/> Exceeds mechanical limits		
Title Number:	State:	Type: <input type="checkbox"/> Original <input type="checkbox"/> Duplicate <input type="checkbox"/> Corrected	
Power of Attorney: <input type="checkbox"/> Power of Attorney (RT5.5) attached <input type="checkbox"/> Photocopy of title attached (if title held by lienholder)		<input type="checkbox"/> Title attached (not signed by owner)	

### LIENHOLDER(S)

Name:			
Address:		City:	State: ZIP Code:

Letter of Consent for sale from Lienholder(s) attached.

Date Vehicle Received: \_\_\_\_\_ Driven in by: \_\_\_\_\_

### TERMS OF AGREEMENT

Length: From \_\_\_\_\_ To \_\_\_\_\_

Sale Price: \$ \_\_\_\_\_ Commission: (optional) \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Dealer's Name: \_\_\_\_\_ Dealer License Number: \_\_\_\_\_

Dealer's Address: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**Affirmation:** We hereby certify that the information contained in this Letter of Consignment is true and correct, that the ownership documents agree with a physical description of the vehicle, and that documents required by Rule 1020.50 and IVC Section 6-305.1 are attached.

\_\_\_\_\_  
Dealer's Signature Date Owner's Signature Date



**Section 1010.421 Issuance of Temporary Registration Permits by Persons or Entities Other Than the Secretary of State**

- a) In addition to the issuance of Temporary Permits to specific applicants, the Secretary of State may supply, upon request, Temporary Permit plates to the following for issuance by them, provided they have the necessary computer hardware, software and communication devices for accessing the Secretary of State's Internet site for the registration of Temporary Permit plates:
  - 1) Licensed vehicle dealers registered and in good standing with the Secretary of State. Each dealer may issue Temporary Permits only to persons purchasing vehicles from that dealer and only after application for title and registration has been completed. All dealers receiving Temporary Permits shall maintain records reflecting the information required for completion of the receipt form for a Temporary Permit plate. Failure to do so may result in the denial, revocation, or suspension of a dealer's license under IVC Section 5-501.
  
- b) Issuers of Temporary Permits must be in compliance with the following:
  - 1) Within two business days after receipt of Temporary Permit plates from the Secretary of State the issuer shall access the Secretary of State's Internet site for the registration of Temporary Permit plates and acknowledge receipt of the plates. The issuer shall store the Temporary Permit plates in a secure location to prevent theft, loss or misuse of the plates. Temporary Permit plates shall be issued in numerical sequence as received from the Secretary of State. Temporary Permit plates shall be issued only in conjunction with applications for vehicle registration and all required information regarding the Temporary Permit plate shall be completed on the vehicle registration application form.
  - 2) Contemporaneous with the issuance of a Temporary Permit plate, the issuer shall access the Secretary of State's Internet site for the registration of Temporary Permit plates and enter all requested information with regard to the vehicle for which the Temporary Permit plate was issued and the individuals or entity to which the Temporary Permit plate was issued. When accessing the Secretary of State's Internet site and entering information, issuers shall comply with all protocols provided by the Secretary of State, including, but not limited to, user identification procedures and passwords.
  - 3) Prior to delivering a Temporary Permit plate to the applicant or attaching a Temporary Permit plate to a vehicle, the issuer shall lift the clear overlay covering the expiration date area, blacken in with a permanent black marker the month and year during which the Temporary Permit will expire, making certain to blacken in the entire box including the portion of the silver hologram strip running through the box designating the month, and remove the white backing from the overlay and apply the overlay securely over the expiration date area.
  - 4) Temporary Permit plates issued for motor driven cycles or motorcycles shall be of the reduced size designed for motor driven cycles or motorcycles.
  - 5) Temporary Permit plates shall be issued only by the dealer, remittance agent, or currency exchange that received the Temporary Permit from the Secretary of State.
  - 6) Temporary Permit plate receipt forms shall contain all of the information requested, where applicable. The original of the plate receipt form shall be given to the applicant and the copy shall be maintained by the issuer.
  - 7) Temporary Permit plate receipt forms shall bear the name of the issuing entity and the signature of the issuing employee.
  - 8) Issuers of Temporary Permits shall reimburse the Secretary of State \$50 per Temporary Permit for lost, missing, stolen, or destroyed Temporary Permits. The Secretary of State shall have the discretion to waive this fee upon satisfactory proof that the Temporary Permits were destroyed by fire or flood, or stolen in connection to a theft of the premises. In the decision to waive the fee, the Secretary of State shall consider whether an insurance claim or police report was filed, or other evidence suggesting that the issuer's loss is the result of fire, flood, or theft of the premises.

- 9) Issuers shall maintain copies of receipt forms for all Temporary Permit plates issued for a period of 3 years.
  - 10) When the issuer is no longer engaged in the business of issuing Temporary Permits, the issuer shall return all unissued Temporary Permit plates to the Secretary of State. Issuer shall bear risk of loss until all Temporary Permits are received by the Secretary of State.
- c) The Secretary of State shall have free access to the offices and places of business to examine fully all Temporary Permit books and other business records, documents, and files of the issuer to determine whether such issuer is complying with the provisions of this Section.
  - d) The issuer is responsible for acts or omissions of issuer's employees while engaged in the distribution of Temporary Permits.
  - e) Denial or Revocation of the Authority to Issue Temporary Permits
    - 1) The Secretary of State may refuse to issue Temporary Permits to any dealer, remittance agent or currency exchange that has committed any violation of IVC Chapter 3 or Chapter 5 or any administrative rule adopted pursuant to those statutes. The Secretary of State may demand the return of any unused Temporary Permits from any dealer, remittance agent or currency exchange for any violation of IVC Chapter 3 or Chapter 5 or any administrative rule adopted pursuant to those statutes, or for any other violation relating to the use or issuance of Temporary Permits.
    - 2) If the Secretary of State refuses to issue or revokes unused Temporary Permits, he or she shall so order in writing and notify the dealer, remittance agent or currency exchange by mail. A dealer, remittance agent or currency exchange may request an administrative hearing to review the order.
    - 3) If the Secretary of State revokes unused Temporary Permits, the affected dealer, remittance agent or currency exchange shall not be entitled to apply for or issue any Temporary Permits for a period of 90 days following receipt of the revocation order. A second or subsequent offense resulting in the revocation of Temporary Permits may result in the dealer, remittance agent or currency exchange being prohibited from receiving any Temporary Permits from the Secretary of State.
    - 4) Secretary of State personnel may initiate an action against a dealer, remittance agent or currency exchange by filing a complaint with the Secretary of State's Administrative Hearings Department. Thereafter, a notice of hearing shall be issued to the dealer, remittance agent or currency exchange specifying the alleged violation. The dealer, remittance agent or currency exchange shall be entitled to an administrative hearing pursuant to IVC Section 2-118 and regulations promulgated under that Section.

## Section 1010.420 Temporary Permit Pending Registration In Illinois

### a) General Provisions

- 1) For the purpose of this Part, Illinois Temporary Registration Permit (hereinafter referred to as Temporary Permit) shall refer to a temporary plate, issued or provided by the Secretary of State, which allows the operation of a vehicle after proper application has been made and fees received, until the receipt of registration plates and/or sticker.
- 2) The Secretary of State shall prescribe the form and content of the Temporary Permit plate. Temporary Permit plates shall include both a standard size plate and a reduced size plate for use on motor driven cycles or motorcycles. The Secretary of State shall issue the Temporary Permit and no other document shall be deemed a valid Temporary Permit. This provision shall in no way be construed as restricting the provisions of Section 3-401 of the Illinois Vehicle Code.
- 3) Entities authorized to issue Temporary Permit Plates pursuant to Section 1010.421 of this Part shall have the necessary computer hardware, software and communication devices for accessing the Secretary of State's Internet site for the registration of Temporary Permit plates.
- 4) The Temporary Permit shall not be valid for more than 90 days from the date of issuance, unless extended or reduced at the discretion of the Secretary of State. In exercising that discretion, the Secretary of State shall take into consideration the following factors:
  - A) The nature and type of application;
  - B) The availability of the registration plates and/or stickers applied for;
  - C) The processing time for the application;
  - D) Other relevant matters affecting the issuance thereof.

In any event, once the applied-for registration plates and/or stickers have been issued to and received by the applicant, the Temporary Permit is void.

- 5) The Temporary Permit plate shall be securely attached to the rear of the vehicle in the space designed for the permanent registration plate, consistent with the provisions of Section 3-413(b) of the Illinois Vehicle Code.
  - 6) The Temporary Permit must be removed upon receipt of the registration plates and/or sticker. The Temporary Permit is not transferable from one person to another, nor from vehicle to vehicle.
- ### b) Newly Acquired Vehicles
- A Temporary Permit to operate a newly acquired vehicle for which a valid application for title and registration has been filed, accompanied with the proper fees, may be issued by or for the Secretary of State to the buyer of such vehicle, pending action upon the application.

### c) Renewal Registrations

In the event that an individual fails to renew a registration plate or sticker upon expiration, a Temporary Permit may be issued only by a Secretary of State facility, or remittance agent, and only under the following circumstances:

- 1) The applicant presents proof of ownership of the vehicle through a title, preprinted application, I.D. Card, or verification of ownership by the records of the Secretary of State.
- 2) The applicant presents payment of all fees due.
- 3) The renewal registration plates and/or stickers are not readily available at a financial institution, as defined in Section 1010.240 of this Part.

4) The appropriate registration stickers or registration plates are not immediately available at a facility.

d) Miscellaneous Provisions

The Secretary of State may also issue Temporary Permits only at official State of Illinois facilities in any of the following situations:

- 1) If an individual has made application for registration, either renewal or otherwise, prior to expiration and does not receive the registration by the expiration date. The individual must present proof thereof acceptable to the Secretary of State;
- 2) Any situation where the individual makes proper application for title and registration, or registration alone, and the Secretary of State is unable to issue the appropriate registration at that time.

## NEW AND USED VEHICLE DEALERS RECORD REQUIREMENTS

### 625 ILCS 5/5-401.2(a)(1) Recordkeeping Requirement

Entries required within seven calendar days of acquisition, same day for disposition:

1. Year, make, model, style and color of vehicle
2. Vehicle Identification Number or the Secretary of State or Illinois State Police identification number
3. Date of acquisition of the vehicle
4. Name and address of the person from whom the vehicle was acquired; if from a dealer, the dealer's number
5. Signature of the person making inspection of a used vehicle
6. Purchase price of vehicle
7. Date of the disposition of the vehicle
8. Name and Address of the person to whom the vehicle was disposed; if a dealer, the dealer's number
9. Uniform Invoice number (IDOR Sales Tax reporting form)
10. Sale price of the vehicle

<b><i>New Vehicles (Incoming)</i></b>										
Date Acquired	Year	Make	Model	Style	Color	VIN	Name/Address of Seller	Dealer # (if applicable)	Purchase Price	

<b><i>Used Vehicles (Incoming)</i></b>											
Date Acquired	Year	Make	Model	Style	Color	VIN	VIN Verified by	Name/Address of Seller	Dealer # (if applicable)	Purchase Price	

<b><i>New Vehicles (Outgoing)</i></b>				
Date of Disposition	Name/Address of Buyer	Dealer # (if applicable)	Uniform Invoice #	Sale Price

<b><i>Used Vehicles (Outgoing)</i></b>				
Date of Disposition	Name/Address of Buyer	Dealer # (if applicable)	Uniform Invoice #	Sale Price

## REPAIRER RECORD REQUIREMENTS

### 625 ILCS 5/5-401.2(a)(2)(A) Recordkeeping for Used Essential Parts.

Exclude quarter panels and transmissions of vehicles of the first division. Acquisition information to be entered within seven calendar days, disposition on date of sale.

1. Date of acquisition; type of part; stock number assigned; year, make, model, style and color of vehicle
2. Vehicle identification number, derivative number, SOS or ISP identification number
3. Name and address of person from whom the essential part was acquired; if a dealer, the dealer's number. If not a dealer, verify and record the person's identity from at least two forms of identification, one of which must be a driver's license or State identification card
4. Uniform invoice number or bill of sale reflecting the acquisition of the part
5. Date of disposition of the essential part
6. Name and address of person to whom the part was disposed, if a dealer, the dealer's number
7. Uniform invoice number or bill of sale reflecting the disposition of the part

**NOTE 1:** A separate entry shall be made for each essential part.

**NOTE 2:** Entry of this data is not required in the bound ledger **IF** the essential part is **OVER** six model years of age, except hulks, chassis, frames and cowls which must be entered regardless of age (625 ILCS 5-401.2(a)(2)(E)).

**NOTE 3:** Every person shall have in his possession a certificate of title, salvage certificate, junking certificate, certificate of purchase, bill of sale, uniform invoice or other acceptable documentary evidence for every vehicle or essential part in their possession (625 ILCS 5/5-401.2(4)(f)).

<i><b>Used Essential Parts (Incoming)</b></i>												
Date Acquired		Year	Make	Model	Color	VIN or Derivative	Type of Part	Name/Address of Seller	Dealer # (if applicable)	Uniform Invoice #	Stock # (if applicable)	Selling Price

<i><b>Used Essential Parts (Outgoing)</b></i>				
Date of Disposition	Name/Address of Buyer		Dealer # (if applicable)	Uniform Invoice #

## REBUILDER RECORD REQUIREMENTS

**625 ILCS 5/5-401.2(a)(2) Recordkeeping Bound Ledger for Used Essential Parts — Refer to the information under repairer record requirements for entry information for Essential parts.**

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**625 ILCS 5/5-401.2(a)(4) Recordkeeping for Rebuilt Vehicle.**

All vehicles acquired for the purpose of rebuilding must be entered into this ledger no later than seven working days after acquisition.

1. Year, make, model, style and color of vehicle
2. VIN, Secretary of State or Illinois State Police identification number
3. Date vehicle acquired
4. Name and address of person from whom vehicle acquired; if a dealer, then the dealer’s number
5. Salvage Certificate number
6. Newly issued Certificate of Title number (after inspection)
7. Date of Disposition
8. Name and address of person to whom sold; if a dealer, the dealer’s number
9. Sale price of vehicle.

**1020.70 Rebuilders Not to Engage in Retail Selling of Salvage or Rebuilt Vehicles**

Rebuilders shall not engage in the retail selling of salvage or rebuilt vehicles at their established place of business, unless licensed as a new or used vehicle dealer. Nothing shall prohibit a rebuilder from selling four or less used vehicles at any location other than their established place of business.

<b><i>Rebuilt Vehicles (Incoming)</i></b>										
Date Acquired	Year	Make	Model	Style	Color	VIN	Name/Address of Seller	Dealer # (if applicable)	Salvage Title #	

<b><i>Rebuilt Vehicles (Outgoing)</i></b>				
Date of Disposition	Newly Issued Title #	Name/Address of Buyer	Dealer # (if applicable)	Sale Price

## AUTO PARTS RECYCLER RECORD REQUIREMENTS

**625 ILCS 5/5-401.2(a)(2)(A) Recordkeeping for Used Essential Parts — Refer to the information under REPAIRER RECORD REQUIREMENTS for entry information for essential parts.**

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### **625 ILCS 5/5-401.2(a)(3) Recordkeeping for Junk Vehicle.**

All vehicles which are acquired for the purpose of disassembling for the parts for sale or use, for crushing, flattening, compressing or otherwise destroying for sale to a scrap processor. All vehicles acquired must be entered into the bound ledger within seven days\* of acquisition, and upon disposal, entry must be made on the date of disposal. **\*(Junking Certificate Number shall be recorded at the close of business of the 5th business day after receiving the junking certificate.)**

1. Year, make, model, style and color of vehicle
  2. VIN, SOS or ISP identification number
  3. Date vehicle acquired
  4. Name and address of person from whom the vehicle was acquired; if a dealer, then the dealer's number
  5. Certificate of title or salvage certificate number
  6. Junking Certificate number obtained by Licensee\*
  7. Name and address of person to whom the junking certificate has been assigned; if a dealer, then the dealer's number
  8. If the vehicle or any part of the vehicle is dismantled for its essential parts, the essential parts shall be recorded in the record book for essential parts.
- 

### **Sec. 3-117.1. When junking certificates or salvage certificates must be obtained.**

(a) Except as provided in Chapter 4 of this Code, a person who possesses a junk vehicle shall within 15 days cause the certificate of title, salvage certificate, certificate of purchase, or a similarly acceptable out of state document of ownership to be surrendered to the Secretary of State along with an application for a junking certificate, except as provided in Section 3-117.2, whereupon the Secretary of State shall issue to such a person a junking certificate, which shall authorize the holder thereof to possess, transport, or, by an endorsement, transfer ownership in such junked vehicle, and a certificate of title shall not again be issued for such vehicle.

A licensee who possesses a junk vehicle and a Certificate of Title, Salvage Certificate, Certificate of Purchase, or a similarly acceptable out-of-state document of ownership for such junk vehicle, may transport the junk vehicle to another licensee prior to applying for or obtaining a junking certificate, by executing a uniform invoice. The licensee transferor shall furnish a copy of the uniform invoice to the licensee transferee at the time of transfer. In any case, the licensee transferor shall apply for a junking certificate in conformance with Section 3-117.1 of this Chapter. The following information shall be contained on a uniform invoice:

- (1) The business name, address and dealer license number of the person disposing of the vehicle, junk vehicle or vehicle cowl;
- (2) The name and address of the person acquiring the vehicle, junk vehicle or vehicle cowl, and if that person is a dealer, the Illinois or out-of-state dealer license number of that dealer;
- (3) The date of the disposition of the vehicle, junk vehicle or vehicle cowl;
- (4) The year, make, model, color and description of each vehicle, junk vehicle or vehicle cowl disposed of by such person;
- (5) The manufacturer's vehicle identification number, Secretary of State identification number or Illinois Department of State Police number, for each vehicle, junk vehicle or vehicle cowl part disposed of by such person;
- (6) The printed name and legible signature of the person or agent disposing of the vehicle, junk vehicle or vehicle cowl; and
- (7) The printed name and legible signature of the person accepting delivery of the vehicle, junk vehicle or vehicle cowl.



The Secretary of State may certify a junking manifest in a form prescribed by the Secretary of State that reflects those vehicles for which junking certificates have been applied or issued. A junking manifest may be issued to any person and it shall constitute evidence of ownership for the vehicle listed upon it. A junking manifest may be transferred only to a person licensed under Section 5-301 of this Code as a scrap processor. A junking manifest will allow the transportation of those vehicles to a scrap processor prior to receiving the junk certificate from the Secretary of State.

<b><i>Auto Parts Recycler (Incoming)</i></b>									
Date Acquired	Year	Make	Model	Style	Color	VIN	Name/Address of Seller	Dealer # (if applicable)	Title/Salvage Title #

<b><i>Auto Parts Recycler (Outgoing)</i></b>		
Junking Certificate #	Name/Address of Assigned Junking Certificate	Dealer # (if applicable)

Office of the Secretary of State  
**Certification of Application for Junking Certificates and  
Shipping Manifest for Junk Vehicles**

Year	Make	Model	VIN
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

I hereby certify that \_\_\_\_\_ has properly applied to the Office  
of the Secretary of State for junking certificates to be issued to each of the above-described vehicles on

(Name of Company)

\_\_\_\_\_ Date

\_\_\_\_\_ Secretary of State Employee Title

The following are vehicles which have already been issued junking certificates.

Certificate #	Year	Make	Model	VIN
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

## SCRAP PROCESSORS RECORD REQUIREMENTS

### 625 ILCS 5/5-401.3 Scrap processors required to keep records.

(a) Every person licensed or required to be licensed as a scrap processor pursuant to Section 5-301 of this Chapter shall maintain for 3 years, at his established place of business, the following records relating to the acquisition of recyclable metals or the acquisition of a vehicle, junk vehicle, or vehicle cowl which has been acquired for the purpose of processing into a form other than a vehicle, junk vehicle or vehicle cowl which is possessed in the State or brought into this State from another state, territory or country. No scrap metal processor shall sell a vehicle or essential part, as such, except for engines, transmissions, and powertrains, unless licensed to do so under another provision of this Code. A scrap processor who is additionally licensed as an automotive parts recycler shall not be subject to the record keeping requirements for a scrap processor when acting as an automotive parts recycler. Upon the acquisition of a vehicle, junk vehicle or vehicle cowl the scrap processor shall:

If the person selling the vehicle, junk vehicle or vehicle or vehicle cowl is licensed, the scrap processor shall:

1. Record the name and address of the person disposing of the vehicle, junk vehicle or vehicle cowl on the weight ticket, and if the person is an Illinois or out of state dealer, the dealer's license number.
2. The person disposing of the vehicle, junk vehicle or vehicle cowl shall provide the scrap processor a:
  - a. Certificate of title, or
  - b. Salvage certificate, or
  - c. Junking certificate, or
  - d. Secretary of State junking manifest, or
  - e. Uniform invoice, or
  - f. A Certificate of Purchase, or
  - g. Other documentary proof of ownership.

The scrap processor shall not acquire a vehicle, junk vehicle, or vehicle cowl without obtaining one of the aforementioned documentary proofs of ownership.

3. A scrap processor shall record the vehicle identification number on the weight ticket or affix a copy of the documentary evidence to the weight ticket and the identification of the person acquiring the information on behalf of the scrap processor.
4. If the person selling the vehicle, junk vehicle or vehicle cowl is not licensed, then the scrap processor shall verify and record the person's identity by recording the identification of such person from at least two sources of identification, one of which shall be a driver's license or State identification card, on the scrap processor's weight ticket at the time of the acquisition.
5. The person disposing of the vehicle, junk vehicle or vehicle cowl shall provide the scrap processor a:
  - a. Certificate of title, or
  - b. Junking certificate, or
  - c. Junking manifest, or
  - d. Salvage certificate, or
  - e. Certificate of purchase, or
  - d. Other documentary proof of ownership.

The scrap processor shall not acquire a vehicle, junk vehicle, or vehicle cowl without obtaining one of the aforementioned documentary proofs of ownership.

6. A scrap processor shall record the vehicle identification number on the weight ticket or affix a copy of the documentary evidence to the weight ticket and the identification of the person acquiring the information on the behalf of the scrap processor. (625 ILCS 5/5-401.3(a)(3).

The scrap processor shall:

7. Maintain a copy of a Junk Vehicle Notification relating to any Certificate of Title, Salvage Certificate. Certificate of Purchase or similarly acceptable out of state document surrendered to the Secretary of State.

**NOTE 1: No scrap metal processor shall sell a vehicle or essential part, as such, except for engines, transmissions, and powertrains, unless licensed to do so under another provision of this Code.**

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**Sec. 3-117.2. Junk Vehicle Notification.**

Beginning July 1, 1989 a person licensed as a scrap processor pursuant to Section 5-301 of this Code who acquires a properly assigned Certificate of Title, a Salvage Certificate, a Certificate of Purchase, or a similarly acceptable out-of-state document of ownership pursuant to Section 5-401.3 of this Code, shall within 15 days of acquiring such document, submit it to the Secretary of State along with a Junk Vehicle Notification, the form and manner for which shall be as prescribed by Secretary of State rule or regulation. A scrap processor who acquires the above named documents of ownership pursuant to Section 5-401.3 shall not be required to apply for or obtain a junking certificate. The information contained on a Junk Vehicle Notification shall be duly recorded by the Secretary of State upon the receipt of such Notification. The Secretary of State shall not again issue a Certificate of Title or Salvage Certificate for any vehicle listed on a Junk Vehicle Notification.



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE
SECRETARY OF STATE
STATE OF ILLINOIS

JUNK VEHICLE NOTIFICATION FORM

Table with 4 columns: Title Number (if applicable), Vehicle Identification Number, Year Model, Vehicle Make, Vehicle Model, Body Type

Scrap Processor's Name and Address:

Four horizontal lines for entering the Scrap Processor's Name and Address.

Scrap Processor's License Number:

One horizontal line for entering the Scrap Processor's License Number.

Agent's Signature for Scrap Processor:

Signature line with a slash and labels 'Name' and 'Date' below.

Date Vehicle Acquired:

One horizontal line for entering the Date Vehicle Acquired.

Seller's Name and Address:

Three horizontal lines for entering the Seller's Name and Address.

NOTE TO SCRAP PROCESSOR:

- 1) A properly assigned Certificate of Title, Salvage Certificate, Certificate of Purchase or similarly acceptable out-of-state document of ownership must accompany this form.
2) A copy of this notification must be maintained, according to the Illinois Vehicle Code.

FOR OFFICIAL USE ONLY box