

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Temporary Registration During Foreign State Judgment; Policy Memo 97-074  
Authorizing Statute: A.R.S. § 28-2154(G)  
Policy Statements referenced: TR 130.15, TR 240.35
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
October 1, 1997
3. **Summary of the contents of the substantive policy statement:**  
The purpose of this policy memo is to provide guidelines for a 90-day temporary vehicle registration to alleviate hardship while the customer satisfies a foreign state judgment.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This policy memo is not a new statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: David G. Brown, Policy, Planning, and Special Projects  
Address: Motor Vehicle Division  
1801 West Jefferson  
Phoenix, Arizona 85007  
Telephone: (602) 255-7877
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**  
Copies of the policy may be obtained from the person listed in question #5 for 25¢ per page.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Changes to Expungement Criteria A.R.S. 28-3004; Policy Memo 97-075  
Authorizing Statute: A.R.S. § 28-3004  
Policy Statements referenced: DR 200.40, DR 200.65
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
October 1, 1997

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3. **Summary of the contents of the substantive policy statement:**  
The purpose of this policy memo is to add to the Administrative Per Se expungement criteria the requirement that, during the entirety of the suspension sought to be expunged, no violation occurred as to which another Administrative Per Se suspension or an Implied Consent suspension is ordered.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This policy memo is not a new statement.
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Temporary Driver License During Suspension for Out-of-State Actions A.R.S. 28-3303; Policy Memo 97-077  
Authorizing Statutes: A.R.S. §§ 28-3002 [28-205(11)], 28-3171(B)(2), 28-3303(D)  
Policy Statements referenced: DE 165.35, DE 110.15, DE 160.12, DE 160.50
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
October 1, 1997
3. **Summary of the contents of the substantive policy statement:**  
The purpose of this policy memo is to provide guidelines for a 180-day temporary driver's license to alleviate hardship while a person satisfies the requirements of specified out-of-state suspensions.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This policy memo is not a new statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Interstate Registration Fee Correction; Policy Memo 97-091

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Authorizing Statute: A.R.S. § 28-5472

Policy Statement referenced: TR 240.05

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
July 18, 1997
3. **Summary of the contents of the substantive policy statement:**  
The purpose of this policy memo is to establish charts, effective October 1, 1997, reflecting monthly fee calculations for interstate registration.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This policy memo is not a new statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Identification Card Issuance during Driving Privilege Suspension A.R.S. 28-3165; Policy Memo 97-093  
Authorizing Statutes and Regulation: A.R.S. §§ 28-421.01 (28-3165), 28-441, A.A.C. R17-4-508  
Policy Statement and Memo referenced: DE 125.05, Policy Memo 96-044
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
October 1, 1997
3. **Summary of the contents of the substantive policy statement:**  
The purpose of this policy memo is to provide guidelines for the issuance, where not otherwise prohibited, of a 180-day identification card to a person whose driving privilege is suspended.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This policy memo is not a new statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
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## NOTICE OF SUBSTANTIVE POLICY STATEMENT

### DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Previously Apportioned Vehicles; Policy Memo 97-095  
Authorizing Statute: A.R.S. § 28-2051  
Policy Statement referenced: TR 240.15
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Issuance date: August 4, 1997  
Effective date: January 1, 1998
3. **Summary of the contents of the substantive policy statement:**  
The purpose of this policy memo is to establish that the registration expiration of apportioned vehicles will be staggered and to provide guidelines for the registration expiration based on gross vehicle weight (GVW) of previously apportioned vehicles changing to regular commercial registration.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This policy memo is not a new statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
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## NOTICE OF SUBSTANTIVE POLICY STATEMENT

### DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Motor Carrier Fees; Policy Memo 97-097  
Authorizing Statutes: A.R.S. §§ 28-5431, 28-5853 through 28-5857, 28-5860, 28-6052, 28-6053  
Policy Statements referenced: TR 510.25, TR 500.10, TR 230.25, TR 240.15
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Issuance date: September 16, 1997  
Effective date: October 1, 1997
3. **Summary of the contents of the substantive policy statement:**  
The purpose of this policy memo is to establish charts and status codes for the new motor carrier fee instituted for vehicles with a declared gross vehicle weight of 12,001 pounds or more and to establish charts for a reduced motor carrier fee and a light motor vehicle (12,000 pounds or less) for hire fee.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This policy memo is a new statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: David G. Brown, Policy, Planning, and Special Projects

*Arizona Administrative Register*  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Alternative Fuel Plate Motorcycle Addendum to 97-033; Policy Memo 97-102

Authorizing Statute: A.R.S. § 28-325

Policy Statement referenced: TR 350.25

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 23, 1997

3. **Summary of the contents of the substantive policy statement:**

The purpose of this policy memo is to establish that motorcycles eligible for an alternative fuel plate will not be required to display the alternative fuel plate or tag or to pay the alternative fuel plate fee.

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

This policy memo is not a new statement.

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: David G. Brown, Policy, Planning, and Special Projects

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Driver Education Program Certificate of Completion A.R.S. 28-3158 and 28-3164; Policy Memo 97-108

Authorizing Statutes: A.R.S. §§ 28-3158, 28-3164

Policy Statements referenced: DL 300.05, 300.20, 500.05, 500.10, 600.05, 600.30

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

October 1, 1997

3. **Summary of the contents of the substantive policy statement:**

The purpose of this policy memo is to establish that the Motor Vehicle Division will no longer accept the Department of Education High School Driver Education Completion Card and to provide an example of the Motor Vehicle Division Driver Education Program Certificate of Completion, the original of which is acceptable for an examination waiver.

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4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This policy memo is not a new statement.
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
One-Trip Registration Permit with Suspended Registration; Policy Memo 97-109  
Authorizing Statute: A.R.S. § 28-2155  
Policy Statement referenced: TR 220.10
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Issuance date: September 4, 1997  
Effective date: October 1, 1997
3. **Summary of the contents of the substantive policy statement:**  
The purpose of this policy memo is to provide for the issuance of a 1-trip registration permit when the vehicle registration is suspended due to a remote-sensing violation.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This policy memo is not a new statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: David G. Brown, Policy, Planning, and Special Projects  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
One-Trip Registration Prima Facie Evidence; Policy Memo 97-110  
Authorizing Statute: A.R.S. § 28-2155  
Policy Statements referenced: TR 220.10, PO 300.20

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2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Issuance date: September 16, 1997  
Effective date: October 1, 1997
3. **Summary of the contents of the substantive policy statement:**  
The purpose of this policy memo is to reiterate the deletion of the statutory provision that issuance of a 1-trip registration permit is prima-facie evidence the vehicle was used on the highway, and to establish that a customer may sign a Non-Use Affidavit for waiver of penalty fees.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This policy memo is not a new statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Refurbished Modular Motor Home; Policy Memo 97-115  
Authorizing Statute: A.R.S. § 28-2097  
Policy Statements referenced: TR 410.05, TR 420.05
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Issuance date: September 23, 1997  
Effective date: October 1, 1997
3. **Summary of the contents of the substantive policy statement:**  
The purpose of this policy memo is to establish the use of the term "refurbished" for an old, refurbished motor home coach mounted on a new cab or chassis and for a new truck body mounted on the old cab or chassis, and to establish guidelines for titling the refurbished vehicle, including a Level 1 inspection.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This policy memo is not a new statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: David G. Brown, Policy, Planning, and Special Projects  
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1801 West Jefferson  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Permanently Disabled Plate Clarification; Policy Memo 97-122  
Authorizing Statute: A.R.S. § 28-2409(C)  
Policy Statement referenced: TR 330.05
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
September 16, 1997
3. **Summary of the contents of the substantive policy statement:**  
The purpose of this policy memo is to establish that permanently disabled plates remain valid as long as the person to whom the plate was issued qualifies for issuance; however, annual or biennial registration of the vehicle is still required.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This policy memo is not a new statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: David G. Brown, Policy, Planning, and Special Projects  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Permanent Placard Renewal; Policy Memo 97-123  
Authorizing Statute: A.R.S. § 28-2409  
Policy Statement referenced: TR 330.05
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Issuance date: September 16, 1997  
Effective date: October 1, 1997
3. **Summary of the contents of the substantive policy statement:**  
The purpose of this policy memo is to establish renewal of permanent disability placards every 5 years and to provide guidelines therefor.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This policy memo is not a new statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: David G. Brown, Policy, Planning, and Special Projects  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Temporary Registration Plates (TRP); Policy Memo 97-124

Authorizing Statute: A.R.S. §§ 28-4546 through 28-4554, 28-5002, 28-5014

Policy Statement referenced: TR 220.30

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issuance date: September 22, 1997

Effective date: October 1, 1997

3. **Summary of the contents of the substantive policy statement:**

The purpose of this policy memo is to set forth the October 1, 1997, availability of the new TRP at the Dealer Licensing Unit and designated Motor Vehicle Division offices and to provide guidelines for the issuance of TRPs to dealerships and for dealerships' handling of TRPs, including required record keeping.

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

This policy memo is not a new statement.

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: David G. Brown, Policy, Planning, and Special Projects

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Permanent Trailer Registration; Policy Memo 97-125

Authorizing Statute: A.R.S. §§ 28-2003, 28-5801

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issuance date: September 24, 1997

Effective date: October 1, 1997

3. **Summary of the contents of the substantive policy statement:**

The purpose of this policy memo is to establish that a non-commercial trailer with a gross vehicle weight less than 6,000 pounds qualifies for permanent trailer registration and must be registered on a 1-time basis rather than annually or biennially, and to provide guidelines for permanent trailer registration, transfer of ownership, and status change.

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

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This policy memo is a new statement.

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

All Terrain Vehicles (ATV) Driver License and Equipment Requirements; Policy Memo 97-129

Authorizing Statute: A.R.S. §§ 28-924, 28-952, 28-953, 28-957, 28-957.01, 28-3101

Policy Statement referenced: TR 420.25

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 29, 1997

3. **Summary of the contents of the substantive policy statement:**

The purpose of this policy memo is to establish that the Motor Vehicle Division will continue to issue a class D driver's license to operators of ATVs and will continue to require the specified equipment for ATVs.

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

This policy memo is not a new statement.

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Farm Vehicle Plate; Policy Memo 97-131

Authorizing Statute: A.R.S. §§ 28-2153, 28-2355, 28-3001, 28-3102, 28-5433, 28-5473, 28-5414, and 28-5805

Policy Statement referenced: TR 100.25

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issuance date: September 25, 1997

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Effective date: October 1, 1997

3. **Summary of the contents of the substantive policy statement:**

The purpose of this policy memo is to provide guidelines for the issuance of a farm vehicle license plate, to establish that a farm vehicle may also be eligible for an alternate fuel exemption, and to direct farm vehicle owners to contact Motor Carrier Services regarding the International Registration Plan (IRP) option.

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

This policy memo is not a new statement.

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Fee Exemption Changes; Policy Memo 97-132

Constitutional Provision: Arizona Constitution, Article 9, Section 2

Authorizing Statute: A.R.S. §§ 28-5432(C)(1), 28-2511, 28-5806, 28-5802(A)(2), 28-206(B)

Policy Statement referenced: TR 510.05

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issuance date: September 26, 1997

Effective date: October 1, 1997

3. **Summary of the contents of the substantive policy statement:**

The purpose of this policy memo is to establish that a statutory exemption from the vehicle weight fee also applies to the commercial registration fee, to establish that a statutory exemption from only the registration fee does not apply to the commercial registration fee, and to provide a revised fee exemption chart.

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

This policy memo is not a new statement.

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE DIVISION**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Proof of Name, Date of Birth, and Authorized Presence; Policy Number DL 100.10
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
October 3, 1997
3. **Summary of the contents of the substantive policy statement:**  
The purpose of this policy memo is to provide guidelines for proof by a driver's license, permit, or identification license applicant of the applicant's authorized presence in the United States, identity, date of birth, and social security number where applicable; to specify the documents which will support authorized presence in the United States, identity, date of birth, and social security number where applicable; and to provide for the disposition of unacceptable documents.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This statement is a revision of a previous policy statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: David G. Brown, Policy, Planning, and Special Projects  
Address: Motor Vehicle Division  
1801 West Jefferson  
Phoenix, Arizona 85007  
Telephone: (602) 255-7877
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**  
Copies of the policy may be obtained from the person listed in question #5 for 25¢ per page.