

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-101(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 AGENCY SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF INSURANCE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
The form for selection of limits or rejection of uninsured motorist or underinsured motorist coverage that every insurer writing automobile liability or motor vehicle liability policies in Arizona must use. (Circular Letter 1998-5)
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
August 11, 1998
3. **Summary of the contents of the substantive policy statement:**  
The circular letter clarifies the requirement that every insurer that writes automobile liability or motor vehicle liability policies in Arizona make available and offer by written notice uninsured motorist and underinsured motorist coverage which extends to and covers all persons insured under the policy in limits not less than the liability limits for bodily injury or death contained within the policy.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This 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: Lisa Block  
Address: Arizona Department of Insurance  
2910 N. 44th Street, Suite 210  
Phoenix, Arizona 85251  
Telephone: (602) 912-8456  
Fax: (602) 912-8452
6. **Information about where a person may obtain a copy of the substantive policy statement:**  
Copies of this policy may be obtained from the internet at <http://www.state.az.us/id> or from the person listed in question #5 for 25 cents per page.

### NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF INSURANCE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Mailing list for rule making activities of the Department of Insurance. (Circular Letter 1998-6)
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
August 13, 1998
3. **Summary of the contents of the substantive policy statement:**  
The circular letter explains the requirement that the Department compile a mailing list for persons interested in receiving information on the Department's rulemaking activities. The circular letter also provides a form for persons interested in being on the mailing list to fill out and return to the Department.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

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Notices of Substantive Policy Statements

This 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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**DEPARTMENT OF INSURANCE**

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

1998 Arizona insurance laws (Circular Letter 1998-7)

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

August 13, 1998

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

The circular letter explains key insurance-related legislation enacted during the 1998 Arizona 43rd Legislature, 2nd Regular Session.

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

This 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 AGENCY SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF INSURANCE**

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

Amendments to the Surplus Lines Insurance Rule, R20-6- 204. (Circular Letter 1998-8)

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

August 19, 1998.

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

The circular letter explains recent amendments to the Surplus Lines Insurance Rule, R20-6- 204.

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4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA 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 Insurance Requirements; Policy Memo 98-001  
Authorizing Statutes: A.R.S. §§ 28-4031 to 28-4037 and 28-4131 to 28-4153  
Administrative Rules referenced: A.A.C. R17-4-445 to R17-4-448
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Issue date: January 2, 1998  
Effective date: January 1, 1998
3. **Summary of the contents of the substantive policy statement:**  
This policy memo establishes the combining of motor carrier and private passenger vehicle insurance files by the Motor Vehicle Division in accordance with A.R.S. § 28-4032, effective January 1, 1998. The policy memo provides guidelines for proof of insurance by motor carriers, which are now subject to the Division's insurance verification process.
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: Donna J. Dailey  
Policy, Planning, and Special Projects  
Address: Arizona Department of Transportation  
Motor Vehicle Division  
1801 West Jefferson  
Phoenix, Arizona 85007  
Telephone: (602) 255-8156
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 at a cost of .25 cents per page.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA DEPARTMENT OF TRANSPORTATION  
MOTOR VEHICLE DIVISION

- Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Accident Insurance Information Process; Policy Memo 98-002  
Authorizing Statutes: A.R.S. § 28-4143
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Issue date: January 6, 1998  
Effective date: January 1, 1998
- Summary of the contents of the substantive policy statement:**  
This policy memo establishes that the Motor Vehicle Division will release, to the victim, insurance information on a vehicle involved in an accident. The policy memo set-forth the method for submitting a request for insurance information.
- A statement as to whether the substantive policy statement is a new statement or a revision:**  
This policy memo is a new statement.
- The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Donna J. Dailey  
Policy, Planning, and Special Projects  
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NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA DEPARTMENT OF TRANSPORTATION  
MOTOR VEHICLE DIVISION

- Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Personalized Plate Recall; Policy Memo 98-003  
Authorizing Statutes: A.R.S. § 28-2406  
Administrative Rule referenced: R17-4-708  
Policy Statement referenced: TR 350.05
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
January 2, 1998
- Summary of the contents of the substantive policy statement:**  
This policy memo establishes that the Motor Vehicle Division will not renew the registration or allow the transfer of a personalized plate subject to recall for an improper connotation on the plate format. The policy memo provides guidelines for customer retention of the personalized plate during the appeal process and for customer surrender of the personalized plate in response to the recall.
- A statement as to whether the substantive policy statement is a new statement or a revision:**  
This policy memo is not a new statement.
- The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Notices of Substantive Policy Statements

Name: Donna J. Dailey  
Policy, Planning, and Special Projects

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NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA 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:

Enforcement Fee Collection; Policy Memo 98-005  
Authorizing Statutes: A.R.S. §§ 28-2011 and 28-2095  
Policy Statements referenced: TR 150.30, TR 160.05, TR 340.05, TR 400.05, TR 410.05, TR 500.05, TR 1000.15, PO 500.05, and PO 500.15

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

Effective date: January 1, 1998  
Issue date: January 6, 1998

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

This policy memo establishes that Level II and Level III vehicle inspection fees will be collected at the time of inspection by the enforcement officer, rather than by the customer service representative at the time of title and registration. If the enforcement officer does not have access to a network PC, the customer service representative will accept the collected inspection 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:

Name: Donna J. Dailey  
Policy, Planning, and Special Projects

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NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA 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:

Plate Fee to Owner-AppORTioned/Allocated and Allocated/Permanent Fleet; Policy Memo 98-006  
Authorizing Statutes: A.R.S. §§ 28-2263, 28-2264, and 28-2269  
Policy Statements referenced: TR 240.10, TR 240.15, and TR 240.30

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:  
Effective date: January 1, 1998  
Issue date: January 2, 1998
3. Summary of the contents of the substantive policy statement:  
This policy memo establishes the method the Motor Vehicle Division uses to determine the fee or tax credit from plates currently registered to a vehicle deleted from an allocated or apportioned fleet and to determine net fees when the plates are transferred to a vehicle added to the fleet. A Question and Answer document is attached to the policy memo.
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: Donna J. Dailey  
Policy, Planning, and Special Projects  
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NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA 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) Equipment Requirements Addendum to 97-129; Policy Memo 98-007  
Authorizing Statutes: A.R.S. § 28-957.01  
Policy Statement and Policy Memos referenced: TR 420.25, Policy Memo 95-055, Policy Memo 97-129
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:  
January 2, 1998
3. Summary of the contents of the substantive policy statement:  
This policy memo establishes that the Motor Vehicle Division will not require a windshield or windshield wiper on a 4-wheel ATV prior to registration for highway use.
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: Donna J. Dailey  
Policy, Planning, and Special Projects  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

ARIZONA 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 Addendum to 97-077;  
Policy Memo 98-009  
Authorizing Statute: A.R.S. § 28-3303  
Policy Memos referenced: Policy Memo 97-077
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
January 7, 1998
3. **Summary of the contents of the substantive policy statement:**  
This policy memo establishes the procedure for issuing a 180-day temporary driver license to a person who is suspended in another state to alleviate hardship during the satisfaction of the other state's suspension requirements.
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: Donna J. Dailey  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

ARIZONA 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:**  
Golf Carts Financial Responsibility & Registration Exemptions; Policy Memo 98-011  
Authorizing Statutes: A.R.S. §§ 28-2153 and 28-4132  
Policy Statements referenced: TR 200.20, TR 210.18
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Effective date: October 1, 1997  
Issue date: January 12, 1998
3. **Summary of the contents of the substantive policy statement:**  
This policy memo establishes that golf carts other than those used in the operation of a golf course or incidentally operated on a public street or highway are no longer exempt from the financial responsibility and registration statutes.
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: Donna J. Dailey  
Policy, Planning, and Special Projects

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**Notices of Substantive Policy Statements**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA 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:**

Window Tinting Clarification; Policy Memo 98-012  
Authorizing Statutes: A.R.S. § 28-959.01

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

March 5, 1998

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

This policy memo establishes the procedure for a person to request an exemption, for medical reasons, from the statutory window tinting limitations. An Example of the Certificate of Exemption is attached to the policy memo.

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: Donna J. Dailey  
Policy, Planning, and Special Projects

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA 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 License Third Party Scoresheets; Policy Memo 98-014  
Authorizing Statute: A.R.S. § 28-5161  
Policy Statement referenced: DL 100.45

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

Effective date: February 1, 1998  
Issue date: January 28, 1998

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

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This policy memo establishes that driver license and CDL test scoresheets replace the Certificate of Driver Competency. The policy memo also provides that the applicant must present at a field office the original scoresheet for each attempt to pass required tests. Copies of the scoresheet forms are attached to the policy memo.

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: Donna J. Dailey  
Policy, Planning, and Special Projects  
  
Address: Arizona Department of Transportation  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA 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 Permit Authorization (TPA) 30 day; Policy Memo 98-015  
Authorizing Statute: A.R.S. § 28-2267  
Policy Statement referenced: TR 240.25
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
February 17, 1998
3. **Summary of the contents of the substantive policy statement:**  
This policy memo establishes requirements and limitations relating to the issuance by the Motor Vehicle Division of TPAs to title service companies and authorized motor carrier companies.
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: Donna J. Dailey  
Policy, Planning, and Special Projects  
  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

ARIZONA 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:**  
Documentation Required to Transport Fuel in the State of Arizona; Policy Memo 98-016  
Authorizing Statutes: A.R.S. §§ 28-5605, 28-5607, 28-5615, 28-5624, 28-5708, 28-5720, 28-5757, 28-5759  
Policy Statement referenced: PO 500.20
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Effective date: January 1, 1998  
Issue date: February 17, 1998
3. **Summary of the contents of the substantive policy statement:**  
This policy memo establishes that a fuel transporter must carry a copy of the Arizona Fuel Manifest in the truck and must show the manifest when entering Arizona or when entering Arizona or when stopped by law enforcement in Arizona. The policy memo also provides that a fuel transporter must carry documentation regarding the collection of the Arizona fuel tax. The policy memo sets forth tax rates and deals with the issues of dyed diesel fuel and unlicensed suppliers.
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**

ARIZONA 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:**  
Medical Screening and Prior License Questions for Identification Card Applicants; Policy Memo 98-017  
Authorizing Statutes: A.R.S. §§ 28-3158, 28-3165  
Policy Statement referenced: DL 200.35, DL 400.05
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
February 3, 1998
3. **Summary of the contents of the substantive policy statement:**  
This policy memo establishes that identification card applicants are not required to answer the application's medical screening questions, but are required by statute to provide prior license information and prior license withdrawal information.
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

ARIZONA 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 License Actions with Disposition Code 59; Policy Memo 98-018  
Policy Statement referenced: DE 105.25

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

February 25, 1998

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

This policy memo establishes that Disposition Code 59, set aside of judgement of guilty or responsible (court satisfaction is NOT required and reinstatement is NOT collected), is a final disposition. The policy memo provides that the Motor Vehicle Division will void an action imposed as a result of a violation with conviction disposition code upon receipt of a Disposition Code 59 for that 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:

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ARIZONA 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:

Anatomical Gift Donor Card Procedure; Policy Memo 98-019  
Authorizing Statute: § 36-842  
Policy Memo referenced: 96-038

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:  
February 28, 1998
3. Summary of the contents of the substantive policy statement:  
This policy memo establishes that Motor Vehicle Division personnel and 3rd-party driver license processors will personally hand the Anatomical Gift pamphlet, containing 2 Donor Card sections and a red Donor sticker, to an applicant for a driver license or identification license when the driver license or identification license is issued.
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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ARIZONA 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:  
Dealer Credit Memo (DCM); Policy Memo 98-020  
Authorizing Statute: § 28-373  
Policy Statement and Policy Memos referenced: Policy Statement FO 300.20; Policy Memos 97-019, 97-119
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:  
February 24, 1998
3. Summary of the contents of the substantive policy statement:  
This policy memo establishes that Dealer Credit Memo (DCM), form 48-4016, revised 10/97 to include a space for issuing office identification, is the only form that can be used. All unused DCM forms with earlier revised dates should be inventoried and destroyed.
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: Donna J. Dailey  
Policy, Planning, and Special Projects  
Address: Arizona Department of Transportation  
Motor Vehicle Division  
1801 West Jefferson  
Phoenix, Arizona 85007  
Telephone: (602) 255-8156
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 at a cost of .25 cents per page.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA 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:

Revised Arizona Certificate of Title; Policy Memo 98-023  
Authorizing Statute: §§ 28-2009, 28-2052, 28-2055, 28-2056  
Policy Statement referenced: TR 100.01

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

Effective date: April 1, 1998  
Issue date: February 26, 1998

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

This policy memo establishes the following revisions to the Arizona Certificate of Title circulated on April 1, 1998: 30 days for transfer of Arizona title without penalty; and disallowance of separate reassignment documents. The policy memo provides that, upon completion of the 3rd reassignment, the dealer must take title in the dealership's name. The policy memo provides for appropriate disposition of existing blank titles and Secure Dealer Reassignment forms.

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: Donna J. Dailey  
Policy, Planning, and Special Projects  
Address: Arizona Department of Transportation  
Motor Vehicle Division  
1801 West Jefferson  
Phoenix, Arizona 85007  
Telephone: (602) 255-8156

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NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA 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:

Emissions One-Time Only Repair Waiver Addendum to 96-107; Policy Memo 98-038  
Authorizing Statute: § 49-542  
Policy Statement referenced: TR 200340.15

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

Effective date: March 9, 1998  
Issue date: March 4, 1998

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

This policy memo establishes new Motor Vehicle Division status code 53 for vehicles issued a 1-time repair emissions repair waiver. The policy memo provides that status code 53 is placed on a vehicle record when the Arizona Department of Environmental Quality electronically updates the vehicle record with WG (waiver granted). Status code 53 does not prevent registration or reregistration with submission of all required documentation and does not exempt the vehicle from future emissions requirements.

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.

Notices of Substantive Policy Statements

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

Name: Donna J. Dailey  
Policy, Planning, and Special Projects  
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Motor Vehicle Division  
1801 West Jefferson  
Phoenix, Arizona 85007  
Telephone: (602) 255-8156

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NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA 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:

Historic Motorcycle License Plates; Policy Memo 98-039  
Authorizing Statute: § 28-2484  
Policy Statement referenced: TR 340.15

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

March 5, 1998

Summary of the contents of the substantive policy statement:

This policy memo establishes that the Motor Vehicle Division system program allows issuance of a historic motorcycle license plate to a motorcycle 25 years or older. It is no longer necessary to enter the model year as 1969 or change the plate year to 1973.

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: Donna J. Dailey  
Policy, Planning, and Special Projects  
Address: Arizona Department of Transportation  
Motor Vehicle Division  
1801 West Jefferson  
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NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA 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:

Title Number Format Change; Policy Memo 98-040  
Administrative rule referenced: R17-4-204  
Policy Statement referenced: TR 100.01

*Arizona Administrative Register*  
**Notices of Substantive Policy Statements**

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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:**  
March 5, 1998
3. **Summary of the contents of the substantive policy statement:**  
This policy memo sets forth the new title number format consisting of the operator's 5-digit RACF identification number, the 1-digit Alpha/Numeric branch identifier, the 1-digit Alpha/Numeric year identifier, the 3-digit Julian date, and the 3-digit sequence number.
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: Donna J. Dailey  
Policy, Planning, and Special Projects  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA 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:**  
Historic Vehicle License Plates for Commercial Vehicles; Policy Memo 98-041  
Authorizing statutes: A.R.S. §§ 28-2484, 28-5432(B)  
Policy Statement referenced: TR 340.15
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
March 3, 1998
3. **Summary of the contents of the substantive policy statement:**  
This policy memo establishes that the owner of a commercial historic vehicle not used commercially pays the vehicle registration fee and special plate fee, but does not pay the commercial registration fee and gross weight fee. The policy memo sets forth the vehicle record procedure.
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: Donna J. Dailey  
Policy, Planning, and Special Projects  
Address: Arizona Department of Transportation  
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Telephone: (602) 255-8156
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NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA 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:**  
Check Discrepancy; Policy Memo 98-059  
Authorizing statute: A.R.S. § 47-3114  
Policy Statement referenced: FO 200.04 to 200.15, and 300.05
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
July 1, 1998
3. **Summary of the contents of the substantive policy statement:**  
This policy memo establishes that, if the written amount and numeric amount on a customer's check disagree, the Motor Vehicle Division will honor the amount that agrees with the service rendered. The policy memo emphasizes that the Customer Service Representative will not alter a check's numeric or written amount, will not contact a customer for authorization to alter a check, and will no longer use the "Guaranteed To Be" stamp.
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: Donna J. Dailey  
Policy, Planning, and Special Projects  
Address: Arizona Department of Transportation  
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1801 West Jefferson  
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Telephone: (602) 255-8156
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 at a cost of .25 cents per page

NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA 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:**  
Secure Separate Odometer Disclosure Form/Secure Power of Attorney for Odometer Disclosure Clarification of 97-070 and 98-029; Policy Memo 98-064  
Authorizing statute: A.R.S. § 28-2058  
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:**  
June 8, 1998
3. **Summary of the contents of the substantive policy statement:**  
This policy memo establishes when a Secure Separate Odometer Disclosure form is to be used and when a Secure Power of Attorney for Odometer Disclosure form or regular power of attorney may be used.
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:**

Notices of Substantive Policy Statements

Name: Donna J. Dailey  
Policy, Planning, and Special Projects

Address: Arizona Department of Transportation  
Motor Vehicle Division  
1801 West Jefferson  
Phoenix, Arizona 85007

Telephone: (602) 255-8156

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 at a cost of .25 cents per page

NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA 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:

Vehicle License Tax (VLT) Reduction; Policy Memo 98-072  
Authorizing statute: A.R.S. § 28-5801, as amended by Laws 1998, 4th S.S., Ch 3 § 1, effective after July 31, 1998  
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:

Effective date: August 1, 1998  
Issue date: July 8, 1998

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

This policy memo sets forth the reduced VLT to \$3.35 for each \$100 in assessed value of a vehicle for the first 12 months, and \$3.45 for each \$100 in assessed value for succeeding 12-month periods. The assessed value will depreciate 16.25% after the 1st year of registration effective August 1, 1998, with the 15% depreciation rate used to calculate the VLT from the time a vehicle is 1st registered to August 1, 1998. The minimum VLT remains \$10. The policy has attached VLT Reduction Questions and Answers.

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: Donna J. Dailey  
Policy, Planning, and Special Projects

Address: Arizona Department of Transportation  
Motor Vehicle Division  
1801 West Jefferson  
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Telephone: (602) 255-8156

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NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA 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:

*Arizona Administrative Register*  
**Notices of Substantive Policy Statements**

Secure Odometer Disclosure Addendum to 98-064; Policy Memo 98-073  
Authorizing statute: A.R.S. § 28-2058  
Policy Statement referenced: TR 420.20(E) and (F)

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
July 8, 1998
3. **Summary of the contents of the substantive policy statement:**  
This policy memo establishes that a line must be added for the printed name and signature of the vehicle seller when using Secure Odometer Disclosure form 96-0165, revised May 1998. A new form that contains the omitted line is being developed.
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: Donna J. Dailey  
Policy, Planning, and Special Projects  
  
Address: Arizona Department of Transportation  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA 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 License Operator Examinations (Addendum to 98-067); Policy Memo 98-074  
Authorizing statutes: A.R.S. § 28-3164  
Policy Statement referenced: DL 300.05 and 300.20
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
July 10, 1998
3. **Summary of the contents of the substantive policy statement:**  
This policy memo establishes that a passing score on the new driver license examinations is 24 of 30 questions answered correctly. A driver license applicant can get no more than 6 answers wrong and, as with the old driver license examinations, must answer 80% of the questions correctly to pass.
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: Donna J. Dailey  
Policy, Planning, and Special Projects  
  
Address: Arizona Department of Transportation  
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