

Meeting Summary

Functional Area:

Credentialing Work Session Issue and Renew

Date:

February 6, 2008

Location:

Richmond VA CRM 131



Meeting called by: Angela Burrell

Prin Cowan

Hank Ramsey

Peggy Bailey

Joe Owsiak

Preparation for meeting:

Distribution of January 30 minutes.

Session Goals and Objectives:

Document and Validate Detailed Process Flows in EA

- Watercraft Trailer
- Manufacturer Home
- Distributors License
- Manufacturer's License
- Discuss Questions from Dual Licenses and other license notes

Summary

Completed the following Scenarios :

- Issue Manufacturer or Distributor License
- Issue Certificate of Dealer Registration
 - Foreign Dealers
 - Watercraft Trailer Dealer
 - Manufactured Home Dealers
- Future Issue Certificate of Dealer Registration
 - Foreign Dealers
 - Watercraft Trailer Dealer
 - Manufactured Home Dealers

Plans for Next Workshop:

Review and Validate the following Process Flows in EA:

- Additional Alternate for Close Dealership – MVDB
- Additional Alternate for Future Close Dealership – MVDB
- Additional Alternate for Dual Franchise Dealer License – MVDB
- Additional Alternate for Dual Independent Dealer License – MVDB
- Franchise Approval – Steve Stupasky
- Escort Certificate

Homework for Next Workshop:

None

Scenario Report with Requirements

Package: Issue Certificate of Dealer Registration

Detail:			
Use Case Name:	Future Issue Certificate of Dealer Registration		
Status:	Identified		
Author:	Credential Team		
Created on:	1/9/2008	Modified on:	2/6/2008
Notes:	<p>Foreign Dealers are licensed out of state dealers that are not licensed in Virginia and are applying to sell vehicles at wholesale auctions in Virginia as regulated by statute 46.2-1500 et al and 1900 et al.</p> <p>Watercraft Trailer Dealer: Dealer licensed by the VA Department Game and Inland Fisheries as a Watercraft Dealer, and registered by DMV as a Certified Trailer Dealer.</p> <p>Manufactured Home Dealers: Dealer licensed by the Housing and Community Development as a Manufactured Home Dealer and registered by DMV as a Manufactured Home Dealer.</p> <p>Basic Flow:</p> <ul style="list-style-type: none"> -Dealership submits application online -Dealership submits dealer registration fee and transaction recovery fund fee if applicable online -Dealership submits scanned copy of appropriate Dealer License or interface with other agencies if possible -DMV Program Support Tech reviews the application and supporting documents -Dealer System calculates Dealer Registration fee -System collects Dealer Registration fee -Dealership prints Registration Certification -System retains record <p>End Process</p>		
Linked Requirements:			
Name: Applicant for Dealer Registration shall submit \$50 Dealer Fee.			
Notes:			
Name: Applicant for Dealer Registration shall submit a copy of appropriate Dealer License			
Notes:			
Name: Dealership applicant for Dealer Registration shall submit a Dealer Registration Application.			
Notes:			
Name: DMV shall issue Dealer Registration Certificate as regulated by statute 46.2-1500 et al and 1900 et al.			
Notes:			
Name: Franchised Foreign Dealer shall submit \$60 Motor Vehicle Transaction Recovery Fund Fee			
Notes:			

Use Case Name:	Issue Certificate of Dealer Registration		
Status:	Identified		
Author:	Credential Team		
Created on:	1/9/2008	Modified on:	2/6/2008

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Notes:

Name: Franchised Foreign Dealer shall submit \$60 Motor Vehicle Transaction Recovery Fund Fee

Notes:

Scenario Report with Requirements

Package: Issue Manufacturer/Distributor

Detail:			
Use Case Name:	Issue Manufacturer or Distributor License		
Status:			
Author:			
Created on:	2/6/2008	Modified on:	2/6/2008
Notes:	<p>Manufacturer: Manufacturers or assembles motor vehicles and is located in the United States and wholesales vehicles to licensed dealers. Second Stage Manufacturer- Receives chassis from Manufacturer or Distributor and completes assembly of vehicle and wholesales vehicles to Licensed Dealer</p> <p>Distributor: Agent for a foreign manufacturer of motor vehicles and wholesales vehicles to licensed dealers.</p> <p>Licenses are issued to Manufacturer and Distributor as regulated by 46.2-1500 et al and 46.2-1900 et al.</p> <p>Basic Flow:</p> <ul style="list-style-type: none"> -Manufacturer or Distributor Applicant submits license application via walk-in and mail. -Manufacturer or Distributor Applicant submits supporting documents See Supporting Documents -Manufacturer or Distributor Applicant submits Manufacturer or Distributor License Fee, Manufacturer or Distributor Representative License Fee, and Manufacturer or Distributor Plates Fee. -DMV Program Support Tech enters applicant information in Dealer System -DMV Program Support Tech collects fees in Dealer System -DMV Program Support Tech forwards Copy of franchise or Sales, Service, or Sales and Service Agreement to be offered to a VA licensed Motor Vehicle Dealer to Franchise Review. -Franchise Review sends approval via email -----Franchise Review Process Needed -DMV Program Support Tech enters approval in Dealer System -System processes licenses -System prints licenses in overnight batch -SSG separates licenses -DMV Program Support Tech retrieves from SSG -DMV Program Support Tech pulls plates and decals from Dealer Services inventory -DMV Program Support Tech mails package to Manufacturer or Distributor <p>Supporting Documents</p> <ul style="list-style-type: none"> -Copy of franchise or Sales, Service, or Sales and Service Agreement to be offered to a VA licensed Motor Vehicle Dealer. -Application for each factory or Distributor Representative license -Copy of all out-of-state licenses, if applicable -List of major or essential parts removed or added to the Manufacturer or Distributor supplied first stage by the Second Stage Manufacturer 		

Future:
-Provide online application
-Support scanning and imaging
-Ability for licenses to print in Work Center real-time

Linked Requirements:

Name: DMV shall issue licenses to Manufacturer and Distributor as regulated by 46.2-1500 et al and 46.2-1900 et al.

Notes:

Name: Manufacturer or Distributor Applicant shall submit a Copy of franchise or Sales, Service, or Sales and Service Agreement to be offered to a VA licensed Motor Vehicle Dealer to Franchise Review.

Notes:

Name: System shall calculate \$10 Manufacturer or Distributor Representative Fee

Notes:

Name: System shall calculate \$100 annual Manufacturer or Distributor License fee.

Notes:

Name: System shall calculate \$30 for first two and \$13 for each additional Manufacturer or Distributor plate.

Notes: