

Thank you for allowing SDCCU® to assist you with your loan. For private party loans, we require that the **fees be paid at the California Department of Motor Vehicles (DMV) prior to the funding of the loan**. This will help ensure that there are no prior fees owed on the vehicle and that all fees are paid in a timely manner to avoid any penalties. We recommend that you call the California DMV to arrange for an appointment. (We also suggest that the seller go to the DMV; however, this is not required.) Be sure to take with you:

1. Bill of Sale (with purchase price of the vehicle).
2. A copy of the current registration on the vehicle to be purchased.
3. This letter containing instructions for DMV.

Please remember that each auto purchase is different and additional fees may be required by the California DMV prior to or after the loan funding. For example, a vehicle registered out of state will require additional fees. All fees are your responsibility.

Smog requirements by model year:

- Four (4) model years or newer: \$8 smog abatement transfer fee, no certification required.
- Five (5) model years or older: smog certification required.

If the registration is due on the vehicle within the next 60 days, SDCCU recommends that the seller accompany you to the California DMV to obtain the new registration stickers. The DMV will not give the stickers to the buyer.

SDCCU does not finance vehicles with Branded Titles. Branded Titles include: Salvage Titles, Lemon Law Buybacks, Commercial Vehicles, Grey Market Values or True Mileage Unknown.

Information for the Seller:

Posting fees at the California DMV does not transfer the title or change the owner(s) of the vehicle. SDCCU requires the posting of fees to help ensure that there are no previous fees owed on the vehicle.

In order to complete the transfer of ownership and receive any loan proceeds due, you must come into the branch office where your vehicle loan is to be funded.

Information for the California DMV:

A member of SDCCU is purchasing a vehicle from a private party.

- Please post the sales tax, transfer fees and the registration fee (if due within 60 days).
- Please DO NOT complete the transfer of title. This will be completed by the lender.
- If any previous or additional fees are owed on this vehicle, please notify our member.
- Give our member a Report of Deposit of Fees (RDF, including the Generated Fees List) indicating all fees that have been paid.
- On the RDF, place the name(s) of our member(s) as registered owner(s) and SDCCU as lienholder as indicated below:

**San Diego Cnty Cr Un
6545 Sequence Drive
San Diego, CA 92121**

Thank you for your assistance.

**OUT-OF-STATE REGISTRATION AND
TITLING REQUEST FOR INFORMATION**



Thank you for allowing SDCCU® to assist you with your loan. For loans secured by collateral that will be registered and/or titled in a state other than California, **additional information is requested prior to your scheduled loan funding appointment.** This additional information will help us to research the needed information, documentation and fees (if applicable), to allow for more timely and efficient loan processing. Please be aware that states vary in procedure, fees and forms required. By providing the information and documentation indicated below, this should provide us with enough information to determine the needs of the individual state, however, additional information following the appointment may be required.

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Additional Information Requested:

Member Name: _____

Account Number: _____

Branch Name: _____

1. Please provide a copy of the vehicle's current registration or, if you do not have a copy of the vehicle's current registration, please complete the following:

- Is the vehicle currently registered? Yes No
- What is the State of Registration? _____
- What is the State of Title? _____

2. What is the County of Registration? _____

3. What is the County of Title? _____

4. Is the vehicle currently financed? Yes No

If yes, who is the current lien holder? _____

Please provide the lien holder's address: _____

ADDRESS

CITY STATE ZIP

5. Will you be adding/removing any name(s) from the current Registration/Title? Yes No

6. Please provide any additional information you feel may be useful:

Please complete the information above, retain a copy for your records and forward the original to any of our [branch locations](#) or to the address shown below, Attention: Lending Department.

**CALIFORNIA DEPARTMENT OF MOTOR
VEHICLES (DMV) LOCATIONS**



San Diego County:

Chula Vista

30 North Glover Avenue
Chula Vista, CA 91910

El Cajon

1450 Graves Avenue
El Cajon, CA 92021

Escondido

725 North Escondido Boulevard
Escondido, CA 92025

Oceanside

4005 Plaza Drive
Oceanside, CA 92056

Poway

13359 Poway Road
Poway, CA 92064

San Diego/Clairemont

4375 Derrick Drive
San Diego, CA 92117

San Diego/Field Office

3960 Normal Street
San Diego, CA 92103

San Ysidro

3702 Del Sol Boulevard
San Diego, CA 92154

Temecula

27851 Diaz Road
Temecula, CA 92590

Orange County:

Costa Mesa

650 West 19th Street
Costa Mesa, 92627

Fullerton

909 West Valencia Drive
Fullerton, 92832

Long Beach

3700 East Willow Street
Long Beach, 90815

San Clemente

2727 Via Cascadita
San Clemente, 92672

San Pedro

1511 North Gaffey Street
San Pedro, 90731

Santa Ana

1330 East First Street
Santa Ana, 92701

Westminster

13700 Hoover Street
Westminster, 92683

Riverside County:

Fontana

16499 Merrill Avenue
Fontana, 92335

Hemet

1200 South State Street
Hemet, 92543

Laguna Hills

23535 Moulton Parkway
Laguna Hills, 92653

Norco

3201 Horseless Carriage Drive
Norco, 92860

Pomona

1600 South Garey Avenue
Pomona, 91766

Rancho Cucamonga

8678 Archibald Avenue
Rancho Cucamonga, 91730

Riverside

6280 Brockton Avenue
Riverside, 92506

Riverside (East)

6425 Sycamore Canyon Boulevard
Riverside, 92507

Temecula

27851 Diaz Road
Temecula, CA 92590

To verify individual office hours or to schedule an appointment (highly recommended), the California Department of Motor Vehicles can be reached at (800) 777-0133 or online at dmv.ca.gov.

Please note that local offices accept cash, debit (with PIN), checks or money orders only.

Voted BEST Credit Union – San Diego Union-Tribune Readers Poll
Administrative Office • 6545 Sequence Drive • San Diego, CA 92121 • (877) 732-2848 • sdccu.com
Federally insured by NCUA.