



Permit number	Customer's name	Year	Make	Model	License number
Date issued	Customer's address		Serial number (VIN)		
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## Instructions

**Every dealer who issues temporary permits must keep a written record such as this. The record may be on this form or on a form created by the dealer, as long as it contains the same information.**

1. Upon receiving a pad of permits from MVED, record the temporary permit series and the date you received the permits. Then list the permit numbers in the boxes labeled "Permit number."
2. When you sell a vehicle, complete the rest of the boxes pertaining to the permit used, except for the "License number" box.
3. Before the permit expires, submit to the Motor Vehicle Division all paperwork and documents necessary to register the vehicle to your customer. After receiving the customer's license plates, record the license plate number in the box labeled "License number."
4. If the sale is to a non-resident, write "non-resident" in the box labeled "License number."
5. Keep the record available for inspection at your principal place of business. Do not send this record to the Motor Vehicle Enforcement Division.