

ITEMS NEEDED FOR REGISTRATION RENEWALS

1. You must provide ONE of the following to process your registration renewal:

- Renewal notice, full copy or bottom portion
- **OR** old registration up to 3 years old
- **OR** Reg. 156 form w/ sections A,B & D filled in and photo ID. These forms are available at Williams Insurance or online at www.dmv.ca.gov.

AND

2. Proof of Insurance :

- Bring your insurance auto ID card or declarations page.
- If you need insurance, Williams Insurance can help you place a policy and then use that policy information to process your registration renewal.

AND

3. SMOG if required:

- If there is an “S,” at the bottom of your renewal notice, DMV requires a Vehicle Inspection Report (VIR) done within 90 days,. “Pass, Pass, Pass” must be indicated.
- Smog results are typically reported to DMV electronically within 15 minutes of their completion. However, if you have a smog report, please provide it to us.

MILITARY EXEMPTION – BRING MILITARY ID and commanding officer name & phone number.

NATIVE AMERICAN EXEMPTION – Residency must be verified by an authorized member of the tribal council or an official of the Bureau of Indian Affairs. Confirmation of your tribe and reservation may be submitted on tribal letterhead or Williams Insurance can provide a form to be signed by an authorized individual.

IF REGISTRATION IS SUSPENDED FOR NO INSURANCE:

- We will not be able to process your registration renewal immediately
- Provide proof of a valid, in force insurance policy or Williams Insurance can help place a policy.
- Email proof of insurance to the Financial Responsibility division of DMV.
- The Financial Responsibility division requires a \$14 fee to reinstate registration. You can make this payment by credit card by logging onto www.dmv.ca.gov. Click on online services, and then click Vehicle suspension online to pay the fee.
- 72 hours AFTER YOU PAY the reinstatement fee, return to Williams Insurance to finalize the registration. All Registration fees plus Williams Insurance processing fee due at this time.

PAY FEES TO AVOID PENALTIES THEN GET SMOG, INSURANCE, ETC.

- If you are unable to fulfill DMV requirements (Smog, POI, etc.), you can pay registration fees anyway to avoid DMV late fees. Then you have up to 90 days to complete DMV requirements and finish the registration process.
- A **ONE-DAY SMOG PASS can be provided in order obtain an inspection.**

PLANNED NON-OP (PNO)

- You can “non-Op” your vehicle up to 75 days prior to the vehicle’s reg. expiration date.
- You can still “non-op” up to 90 days after the registration expiration date but you will pay penalties based on the full registration renewal amount, in addition to the PNO fee.

TAKING VEHICLE OFF NON-OP = CERTIFICATE OF NON-OP (CNO):

- The vehicle must be on PNO status with the DMV
- Full registration renewal fees become due on the date of the first operation
- Of course, you also need valid insurance and smog, if required.

**WILLIAMS INSURANCE SERVICE, INC. PROCESSING FEES
*IN ADDITION TO DMV FEES***

**Registration Renewal - \$29 (with a \$10 discount for payment in cash)
Title Transfer - \$39 (with a \$10 discount for payment in cash)
Non-Op - \$19**

CASH OR DEBIT/CREDIT ONLY