

REGISTERED IMPORTER NEWSLETTER No. 51

National Highway Traffic Safety Administration

Office of Vehicle Safety Compliance

August 21, 2015

REQUEST FOR VEHICLE SUMMARY SHEET

The process of reviewing conformity packages has changed dramatically owing to the high volume of packages we are now receiving. The need to review these packages and enter them into our system has caused some delay in our ability to promptly issue bond release letters. To expedite the review process, we are asking you to send to NHTSA.conformity@dot.gov an Excel spreadsheet in the format set out below. To access an electronic version of this format, please click [here](#). In addition to emailing the spreadsheet, it would be very helpful for you to also submit, with each parcel of conformity packages that you send to the agency, a completed hard copy version of the spreadsheet below and a disk containing an electronic version of the spreadsheet. Please understand that you are not required to submit this spreadsheet to NHTSA in either electronic or hard copy format to receive more expedited review of your conformity packages or a speedier bond release. We review all packages on a first in, first out basis. We are merely asking you to submit the spreadsheet in electronic and hard copy format to reduce the time it is taking us to process these packages, and thereby enable us to provide more expedited service to all RIs.

Suggested Vehicle Summary Sheet Form (Suggested August 2015)							
Enter Company Name		ABC Company, Inc., Co.		EXAMPLE			
Submission Tracking Date		8/12/2015					
Package	1	of	5				
RI Number	VIN	Vehicle Type	Customs Entry Number	Manufacture Date	Manufacturer -List in Alphabetical Order	Model	Package Tracking Number
R-00-000	5YMG0000000000000000	CAR	AAA000000000	08-2015	BMW	XG	1Z000000000000000000
R-00-000	2C3K0000000000000000	CAR	AAA000000000	08-2015	Chrysler	300	1Z000000000000000000
R-00-000	1J4B0000000000000000	MPV	AAA000000000	08-2015	Chrysler	Wrangler	1Z000000000000000000
R-00-000	1FTF0000000000000000	TRK	AAA000000000	08-2015	Ford	F-150	1Z000000000000000000
R-00-000	1GND0000000000000000	TRK	AAA000000000	08-2015	General Motors	Trailblazer	1Z000000000000000000
R-00-000	2G1W0000000000000000	CAR	AAA000000000	08-2015	General Motors	Impala	1Z000000000000000000
R-00-000	JM1B0000000000000000	CAR	AAA000000000	08-2015	Mazda	Mazda3	1Z000000000000000000
R-00-000	JA3A0000000000000000	CAR	AAA000000000	08-2015	Mitsubishi	Lancer	1Z000000000000000000
R-00-000	JS2Y0000000000000000	CAR	AAA000000000	08-2015	Suzuki	SX4 Sport	1Z000000000000000000
R-00-000	4T3Z0000000000000000	MPV	AAA000000000	08-2015	Toyota	Venza	1Z000000000000000000
Submit the document in EACH of the following ways							
Copy 1 - Electronic version e-mailed to NHTSA.conformity@dot.gov							
Copy 2 - Electronic version recorded on disk submitted with each parcel of conformity packages sent to NHTSA							
Copy 3 - Hard copy version submitted with each parcel of conformity packages sent to NHTSA							
Vehicle Type Key				Instructions			
BUS = BUS CAR = Passenger Car M/C = Motorcycle MPV = Multipurpose Passenger Vehicle TRK = Truck TRL = Trailer				Line 6 - Select the number of packages from the drop-down menu in cell "B" and in cell "D" Column C - Select the vehicle type from the drop-down menu			

If you have any questions, please contact Johnny Gibson at 202-366-1672.