

1 Department of Public Safety
2 Driver and Vehicle Services Division

3

4 Adopted Rules Governing the Appointment and Operating
5 Requirements of Deputy Registrar Offices

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7 Rules as Adopted

8 11 MCAR S 1.6120 Purpose and scope.

9 A. Purpose. The purpose of 11 MCAR SS 1.6120-1.6125 is to
10 carry out the mandate of the legislature as set forth in
11 Minnesota Statutes, section 168.33 with respect to the
12 appointment and regulation of motor vehicle deputy registrars.

13 B. Scope. The scope of 11 MCAR SS 1.6120-1.6125 is intended
14 to be confined within the framework of and to be consistent with
15 Minnesota Statutes, chapters 168 and 168A.

16 11 MCAR S 1.6121 Definitions.

17 For the purposes of 11 MCAR SS 1.6120-1.6125, the following
18 terms have the meanings given them.

19 A. Registrar. "Registrar" has the meaning given it in
20 Minnesota Statutes, section 168.011, subdivision 18.

21 B. Application. "Application" has the meaning given
22 "application for registration" in Minnesota Statutes, section
23 168.011, subdivision 2, and includes a reapplication.

24 C. Metropolitan area. "Metropolitan area" has the meaning
25 given it in Minnesota Statutes, section 473.121, subdivision 2.

26 11 MCAR S 1.6122 Criteria for establishing a new office or a new
27 deputy registrar appointment.

28 A. Within the metropolitan area and in cities of over 50,000
29 population. The following conditions must be met before a new
30 deputy registrar office is approved or a new deputy registrar is
31 appointed:

32 1. The estimated number of applications that a new deputy
33 registrar office will process annually must be at least 20,000.
34 The number of applications will be estimated as follows: 40
35 percent of the applications processed within the preceding year

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1 by existing deputy registrar offices located within a four-mile
2 radius of the proposed new office or 25 percent of the
3 applications processed within the preceding year by existing
4 deputy registrars within six miles of the proposed new office,
5 whichever is the larger.

6 2. The proposed new office must not be located within
7 three miles of an existing deputy registrar office.

8 B. Other areas. In all other cities not included in A., the
9 following conditions must be met before a new deputy registrar
10 office is approved:

11 1. The estimated number of applications that a new deputy
12 registrar office will process annually must be at least 5,000
13 4,000. The number of applications will be estimated as
14 follows: 20 percent of the applications processed within the
15 preceding year by existing deputy registrar offices located
16 within 20 miles of the proposed new office, or, if there is no
17 existing deputy registrar office located within 20 miles of the
18 proposed new office, the total number of new car sales,
19 multiplied by four, made by all new car dealers within 25 miles
20 of the proposed new office as determined by a survey taken by
21 the registrar, plus one-half the population of all towns and
22 cities that are closer to the new proposed office than to any
23 existing deputy registrar office.

24 2. The proposed new office must not be located within 15
25 miles or 25 minutes driving time of an existing deputy registrar
26 office, except in cities having a population of 25,000 to 50,000.

27 3. The proposed new office must not be located in a city
28 of less than 25,000 population if there is an existing deputy
29 registrar office in that city.

30 4. The proposed new office must not be located in a city
31 having a population of 25,000 to 50,000 unless there are less
32 than two existing deputy registrar offices in that city.

33 11 MCAR S 1.6123 Deputy registrar office requirements.

34 A. Generally. Any new office or change in location must
35 comply with B.-G.

36 B. Exclusive area. A deputy registrar office must contain

1 an area or room used exclusively for processing applications.
2 It may not be used for living space or for transacting any other
3 business. A counter or divider must be installed within the
4 exclusive area or room to separate the public from the deputy
5 registrar and employees.

6 C. Security. The following security requirements must be
7 provided:

8 1. The office must contain a secured area to store plates
9 and stickers.

10 2. The office must contain a security safe or vault.

11 D. Size of exclusive area. The size of the exclusive area
12 or room is based on the projected estimated number of
13 applications that will be processed annually by the deputy
14 registrar.

15 1. If the projected estimated number of applications to
16 be processed annually is between 5,000 and 8,000, the exclusive
17 area or room must contain a minimum of 300 square feet.

18 2. If the projected estimated number of applications to
19 be processed annually exceeds 8,000, the exclusive area or room
20 must contain a minimum of 400 square feet.

21 E. Accessibility. The office must be accessible to the
22 handicapped.

23 F. Identification. An outdoor sign must be prominently
24 displayed to identify the office.

25 G. Conflicting business interests. A deputy registrar
26 office may not be operated in conjunction with the sale of motor
27 vehicles or automobile insurance.

28 11 MCAR S 1.6124 General operating rules for deputy registrars.

29 A. Sole operator. A deputy registrar must manage the office
30 in accordance with the following:

31 1. Except for publicly operated and American Automobile
32 Association deputy registrar offices, a deputy registrar must be
33 the principal person in charge of the office and must actively
34 participate in the processing of applications.

35 2. Except for publicly operated and American Automobile
36 Association deputy registrar offices, a deputy registrar may not

1 delegate to another person the authority or responsibility of
2 operating the office. The deputy must be in the office
3 operating it on a full-time basis.

4 B. Hours. Deputy registrar offices must be open for
5 business at least 40 hours during each normal workweek.

6 C. Solicitation. Deputy registrars may not solicit or seek
7 to provide service beyond 75 percent of the distance between his
8 or her office and the office of another deputy registrar.

9 D. Location. A deputy registrar appointment is for
10 operating an office in the specific location named by the
11 registrar. A deputy registrar may not change the office
12 location without the approval of the registrar.

13 E. Filing fees. Filing fees must be governed by the
14 following requirements:

15 1. A deputy registrar must charge and receive the full
16 filing fee specified by law. Rebates are prohibited.

17 2. No additional fee may be charged for a correction
18 required in a previously submitted application if the error
19 requiring the correction was made by the registrar, a member of
20 the registrar's staff, or by a deputy registrar or employee of a
21 deputy registrar.

22 11 MCAR S 1.6125 Penalty.

23 The registrar shall revoke the appointment of any deputy
24 registrar who violates any requirement of Minnesota Statutes,
25 section 168.33 or 11 MCAR SS 1.6120-1.6125, unless the violation
26 is corrected or discontinued or any deficiency supplied within
27 30 days after the registrar has given notice to the deputy
28 registrar of the violation. Notice shall be given by certified
29 mail.