



**STATE OF RHODE ISLAND  
DIVISION OF MOTOR VEHICLES**

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[www.dmv.ri.gov](http://www.dmv.ri.gov)

## **Rhode Island New Motor Vehicle Dealer VIN Check Process**

1. The RI Licensed New Car Dealer must locate the VIN number in a public location (lower left of dashboard) as well as one additional location on the vehicle.
  - If the public VIN is missing or cannot be read from outside the vehicle, the vehicle must be presented to a law enforcement agency regardless of additional VINs identified.
  - If the VIN cannot be identified in a second location (in addition to the dash VIN), the vehicle must be presented to a law enforcement agency.
2. The VIN located on the vehicle must be matched to the VIN on the current out of state title or most current registration.
  - If the VINs do not match, a corrected title or corrected out of state registration must be obtained before the VIN verification process can proceed.
  - Some states do not require titles for all vehicles. Refer to a NADA resource to determine if a title is required.
3. The dealer employee shall complete the top three sections of the TR-5D form.
  - Present vehicle owner
  - Vehicle information
  - Verification by Licensed New Motor Vehicle Dealer Employee
4. The form may then be hand delivered or scanned and emailed to a law enforcement agency.
  - The original ink signature of the New Motor Vehicle Dealer Employee is **NOT** required (a scanned copy of this signature is acceptable). The **original** must however be retained by the Dealer as part of the sales record for the vehicle.
  - It is recommended that each law enforcement agency have a dedicated contact(s) for this service.
5. The law enforcement agency employee shall conduct the NCIC check of the associated VIN. If NCIC check is negative, the law enforcement agency employee shall complete step 2 at the bottom of the TR-5D form, sign it, and apply the official seal. **The completed form with the inked law enforcement agency employee's signature and original seal shall be returned to the dealer. The original completed form shall be submitted to the DMV at the time of registration.**
  - If the NCIC check comes back stolen, the department shall take the appropriate action.
6. The required fee for each NCIC check shall be remitted from the dealer to the law enforcement agency by a payment method and frequency as determined by each law enforcement agency.