



## ATTEMPT TO CONTACT

When the Department of Motor Vehicles requires evidence of an “Attempt to Contact” from the owner or lienholder of an off-highway vehicle, the following is required:

- The owner or lienholder must be contacted, requesting signature(s) on the documents required to complete the transaction (Bill of Sale, Application for Duplicate Title etc., depending on the requirements). Signatures must be notarized. **Caution:** Do not mail original documents. Mail photocopies of any documents.
- If a signature is required on an original document, and it is a secure document (i.e., Secure Power of Attorney, Title) a signed photocopy is not acceptable.
- A letter should be sent Certified Mail – Return Receipt Requested or by an alternative delivery service (i.e., FedEx, UPS, DHL, OnTrac, or a local courier service) with a method for tracking the letters delivery status. A return receipt or the alternative provides evidence of delivery or the attempt to deliver. Receipts issued for the delivery service are required for proof of “Attempt to Contact.” Retain copies of everything sent to the owner or lienholder.
- If the letter is returned with a forwarding address, the letter is to be forwarded to the new address by Certified Mail – Return Receipt Requested or an alternative delivery service (i.e., FedEx, UPS, DHL, OnTrac, or a local courier service) with a method for tracking the letters delivery status.
- If the letter is returned as “Undeliverable,” do not open it; or
- If a signed Return Receipt or an alternative delivery services “Proof of Delivery” is received, and fifteen (15) days have passed since the date of receipt:
  - Send all documents for the off-highway vehicle, along with the returned letter or the signed receipt, to the Off-Highway Vehicle Unit at the address above. **OHV transactions cannot be completed at DMV offices.**
- If the owner(s) or lienholder(s) provide the necessary signatures, the receipt or returned letter is not needed.
- If the off-highway vehicle has never been registered in Nevada, you will need to have a VIN inspection done on the off-highway vehicle by a Nevada licensed off-highway vehicle dealer prior to obtaining a registration decal.
- Additional comments/instructions:

**This process alone does not guarantee you will receive a certificate of title.**