

REQUIREMENTS FOR APPOINTMENT

1. The applicant shall be a Municipal Official (SAF-C 519.01)

*Municipal Office defined- Any city or town clerk; or
A designated town/city official who issues motor vehicle permits*

2. The agent, each employee or subordinate of an agent who will be responsible for registering vehicles shall complete the training requirements specified in SAF-C 519 et seq.

3. Each agent shall maintain "regular office hours" (SAF-C 519.12)

Regular Office Hours defined- consistently scheduled periods of time during which the public may register vehicles at the agents office.

4. The office of each agent shall maintain in working condition (SAF-C 519.13):

- A. Typewriter or computer with printer
- B. Adding machine with tape, and
- C. File cabinet or other secure container with locks

5. This application shall be accompanied by a letter from the governing body of the town/city by which the applicant is employed. Said letter shall approve the appointment of the applicant as Municipal Registration Agent.

6. Before the appointment can become effective, the applicant shall file the bond required (SAF-C 519.08) to indemnify the state in case of loss. The amount of the bonds shall be:

- (1) Municipal Agent- \$10,000;
- (2) Deputy Agent- \$10,000; and
- (3) Each staff member- \$5,000.