

Memorandum

Bureau of Motor Vehicles Dealer and Agent Services

To: All Municipal Agents

From: Susan Harris-Pomerleau, Section Manager, Dealer and Agent Services

Cc: Catherine Curtis, Director, Division of Vehicle Services

James Belanger, Asst. Director, Division of Administrative Services

Andrew Seaman, Manager, Audit Section

Subject: Reporting of Break-In at Municipal Office

Date: January 17, 2006

There have been several break-in's at municipal offices recently and we believed it beneficial to you to touch upon this subject briefly.

In the event that your office is broken into or vandalized, the Bureau of Motor Vehicles must be notified immediately.

You will be asked to provide a written statement on municipal letterhead which contains, but is not limited to, the information concerning the discovery of the break-in, type of damage, verification of inventory to identify, missing registration forms, stickers, license plates, monies, etc. We will also request a copy of the police report.

To ensure that all inventory is secured we have provided some security recommendations on page 524A of your Motor Vehicle Procedures Manual.

Please make these reports to either the Dealer and Agent Services at 800-452-1937 or the Audit Section at 624-9349.