

How to Submit NHTSA 565 & 566 Forms for Trailer Manufacturers

By Colin Holthaus, NATM Technical Director

All trailer manufacturers must register with NHTSA. In order to complete this process, the manufacturer's 565 and 566 Forms must be on the NHTSA database and accurate. Even if your manufacturing company was previously registered with NHTSA, NATM encourages you to double-check your company's status and resubmit your forms with updates, if necessary.

1. How Can I Tell if My 565 and 566 Forms Are Complete and Accurate?

- Go to: <https://vpic.nhtsa.dot.gov/mid/>. Click on the following boxes to enter them into the search query:
- Under Organization->Name: enter the name of your company
- Select the following checkboxes: Part 565, Part 566, & World Manufacturer Identifier (WMI).
- Click the blue search box in the lower left hand corner of the screen.

Your company's results should appear similar to the image to the right.

If it says "no results found" under the search criteria, your company needs to resubmit your information. For detailed instruction on this, see Sections 4 and 5.

To verify that your company is registered with accurate information, click on your company name and make sure your information is correct and current. If your address, phone number, email address, and/or contact personnel have changed, you can update the information accordingly to Section 4.

Org Name	Letter Date	Manufacturer Name	Doing Business As (DBA)	Address	City	State/Province	Country	Model Year From	Model Year To	Cover Letter
ORG0003	10/22/2007	ACME TRAILER WORKS INC		321 ROSS AVE	NEW CUMBER PA	LANE	United States (USA)			
ORG408	7/6/2008	ACME GROUP LLC		1507 S. LINCOLN AVE	LOVELLA ND	CO	United States (USA)			
ORG0516	12/6/2008	ACME INDUSTRIES, LLC		400 STOWART LANE UNIT A	WARREN WY	WY	United States (USA)			

To verify your VIN Deciphering Scheme as part of the 565 Form criteria, click on the "Org Name" associated with your company in the 565 Results box to download your registration. For the WMI search criteria, a green check mark will appear in the left-hand column if your company has registered according to NHTSA's 565 process.

If your WMI criteria are not current, a yellow exclamation point will come up on the left-hand column. If you discover the yellow exclamation point, you can utilize the attached NATM provided template, "Vehicle Identification Number Deciphering Scheme (Sample)" to make submitting your VIN Deciphering Scheme a less time-consuming process (found on page 86).

2. What Do I Do If "No Results Found" Comes Up When I Search My Company?

There are three steps you need to verify or complete if you received "no results found" from Section 1:

- Step 1: Get World Manufacturer Identifier # (WMI#) from the Society of Automotive Engineers (SAE), if you have not already done so.
- Step 2: Fill out and enter your company's 566 Form information through NHTSA's manufacturer portal. See Section 4 for detailed instruction. Entering the 566 information requires entering your company's contact information.
- Step 3: After submission of your 566 information, wait for NHTSA's reply that states that the data has been accepted. Only then, should you move on to completing the 565 Form.

3. How Do I Submit My NHTSA Forms?

Manufacturers submit their information through the Manufacturer Portal on NHTSA's website (see Section 4). The portal has several fillable sections to enter your own information and has a section to upload your forms as well. Once the submission is complete, you will receive an email with an ID number to check the status of your application. This can be entered on the homepage of the portal.

WMI	Manufacturer	Address	City	State/Province	Postal Code	Country	Phone	Vehicle Type	COMPLIANCE DATE
✓	ACME TRAILER WORKS INC	321 ROSS AVE	NEW CUMBER PA	LANE	17242-2002	United States	(717)278-3333	Trailers	
!	ACME GROUP LLC	1507 S. LINCOLN AVE	LOVELLA ND	CO	58102-0442	United States	(703) 444-321	Trailers - Caravan	
!	ACME INDUSTRIES, LLC	400 STOWART LANE UNIT A	WARREN WY	WY	83081-7572	United States	(307)413-2000	Trailers - Complete Motor	
✓	ACME TRAILER WORKS INC	321 ROSS AVE	NEW CUMBER PA	LANE	17242-2002	United States	(717)278-3333	Trailers	

Please keep in mind that 565 submittals are required to be provided to NHTSA no later than 60 days prior to the first production model for sale is shipped. Manufacturers are asked to submit data prior to this period with enough time for review and acceptance for posting.

Once your 566 and 565 Forms have been submitted to NHTSA, they will be reviewed and if approved, an email will be sent to you and the forms will be displayed on the Manufacturer's Information Database (MID) at: <http://vpic.nhtsa.dot.gov/mid/>. The listing on the MID serves as a confirmation of your compliance with NHTSA.

Manufacturers that wish to submit paper-based forms may still do so. Keep in mind that if paper-based submittals are sent to NHTSA there will be an additional delay in processing due to NHTSA converting the information to electronic form. Delays in paper-based processing are dependent upon the quality of the document. All rejected paper-based submittals will be returned through U.S. mail, which will further delay processing. If a manufacturer still wishes to mail the submittal in, they may do so to the following address:

U.S. Department of Transportation

Vehicle Identification Unit

1200 New Jersey Avenue, SE Room W55-339

Washington, D.C. 20590

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4. How do I enter the 566 Form information?

Go to: <https://vpic.nhtsa.dot.gov/>. Click on the blue icon button for “Manufacturer Portal.” Then select document type 566 for Domestic Manufacturer’s Reporting Requirements (49 CFR Part 566 – Manufacturer Identification). Then enter your company’s legal name, country, state, city, business email address twice, and phone number. Then enter information in the text box titled “cover letter/submission description” identifying whether this is a new record or an update to an existing record. If updating your record, you must identify all changes from the existing record.

Next, type in the text box what you see in the encryption box (for example, the image to the right says CMXWA), then click the blue “submit new request” button at the bottom of the screen. This will lead you to the second step of the submission.

A 566 form submittal covers both the manufacturer and product information and proceeds as is shown below. On the top of the page is a guide following the progress of the submission as it is completed. You will have to fill out the form below with as much information as possible before moving onto the next section titled, “Manufacturing Details.”

At Step 3, you must select all applicable Manufacturer Types, Vehicle Types, and Equipment.

You must also list the GVWR of each Vehicle Type that is produced by your company, but do not mark any items on the form that are not manufactured.

Select Vehicle Type	Primary	GVWR From	GVWR To
<input type="checkbox"/> Motorcycle	<input type="radio"/>		
<input type="checkbox"/> Passenger Car	<input type="radio"/>		
<input type="checkbox"/> Truck / Chassis Cab	<input type="radio"/>		
<input type="checkbox"/> Scooter	<input type="radio"/>		
<input type="checkbox"/> Bus	<input type="radio"/>		
<input type="checkbox"/> Trailer	<input type="radio"/>		
<input type="checkbox"/> Multipurpose Passenger Vehicle (MPV)	<input type="radio"/>		
<input type="checkbox"/> Cargo Van	<input type="radio"/>		
<input type="checkbox"/> Low Speed Vehicle (LSV)	<input type="radio"/>		
<input type="checkbox"/> Incomplete Vehicle	<input type="radio"/>		

During Step 4 upload any necessary documents that will support the submission to NHTSA. After submitting any relevant documents, move onto the last step.

Step 5 is simply to review and confirm that all information is correct and complete in order to pursue registration with NHTSA.

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Once the process is complete, the submission can be reviewed and the progress can be checked at any time via a Submission ID. The Submission ID will be assigned to the submission after Step 5 is complete and will be visible on the completion page on the Portal, as well as sent to the email provided. Simply type the ID into the Check Status box on the right side of the Manufacturer Portal home page. A confirmation email will be sent to provide notice of any acceptance or rejection of the submittal.

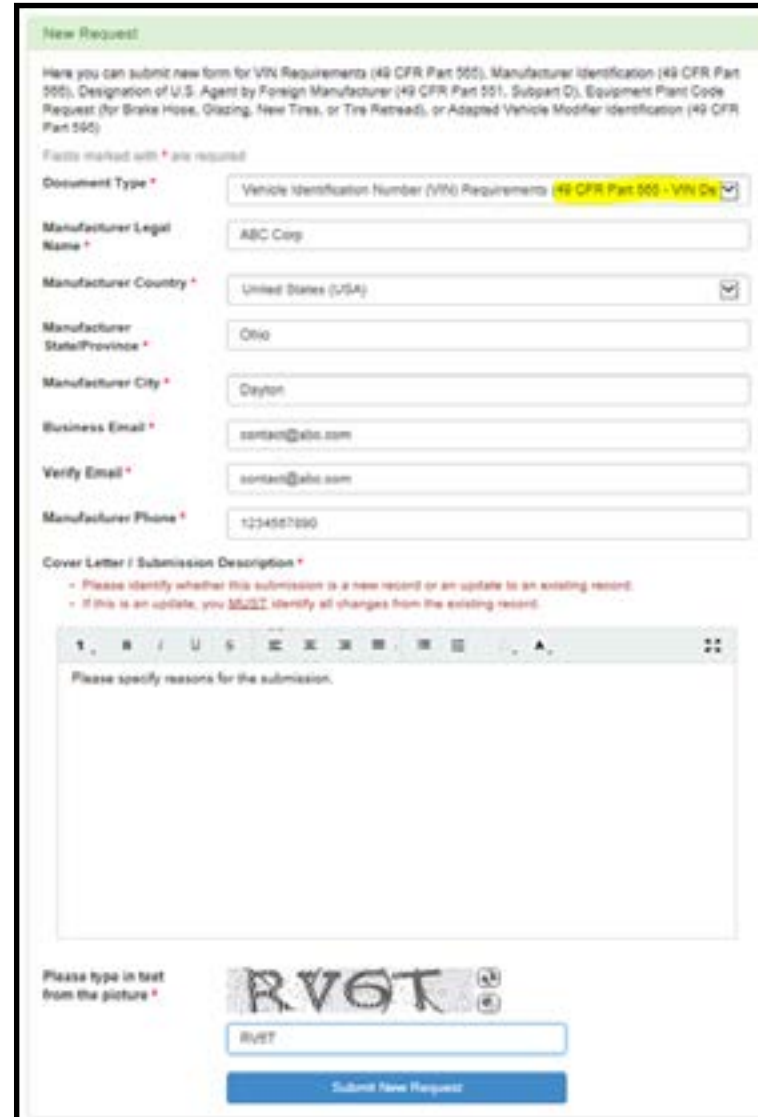
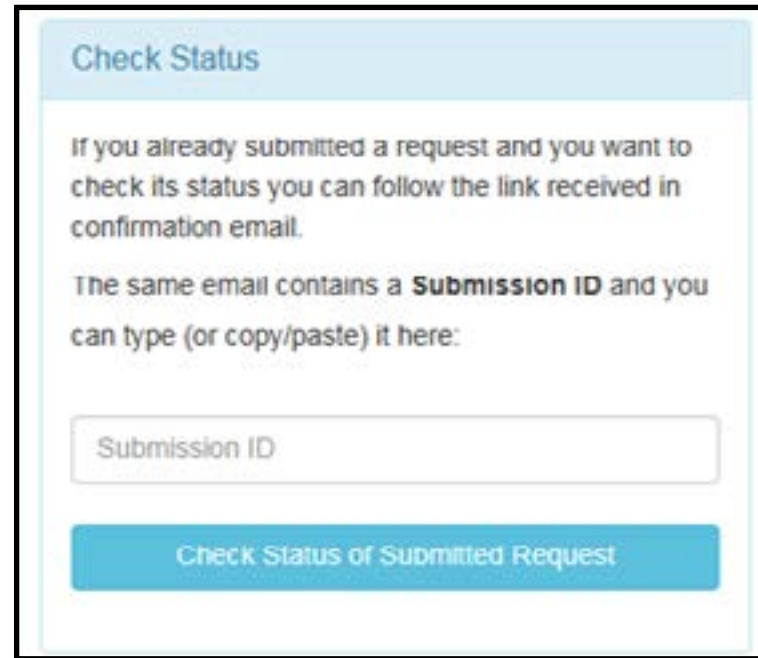
Wait for NHTSA’s reply email stating the 566 data has been accepted before attempting to enter the 565 data. You most likely will not be able to complete both forms on the same day.

5. How Do I Enter the 565 Form Information?

Before you start to fill out the 565 information, have your VIN Deciphering Scheme prepared. On page 86, NATM has provided a sample VIN Deciphering Scheme Sheet you can use as a template. Once you have it filled out, or your own similar version, go to: <https://vpic.nhtsa.dot.gov/mfrportal/> to start the 4-step process. Click on the blue icon for “Manufacturer Portal.” Then select under document type – Vehicle Identification Number (VIN) Requirements (49 CFR Part 565 – VIN Decoding Document).

Step 1, enter your company’s legal name, country, state, city, business email address twice, and phone number. Under the text box titled “cover letter/ submission description,” identify whether your company is entering a new record or making an update to an existing record. If it is an update, you must identify all the changes from the existing record.

If it is a new submission, note it as a new submission then copy and paste in your company’s information. Finally, enter the letters and/or numbers that appear in the encryption code box, and hit the blue “submit new request” button at the bottom of the screen. This will lead you to the second page of the submission process.

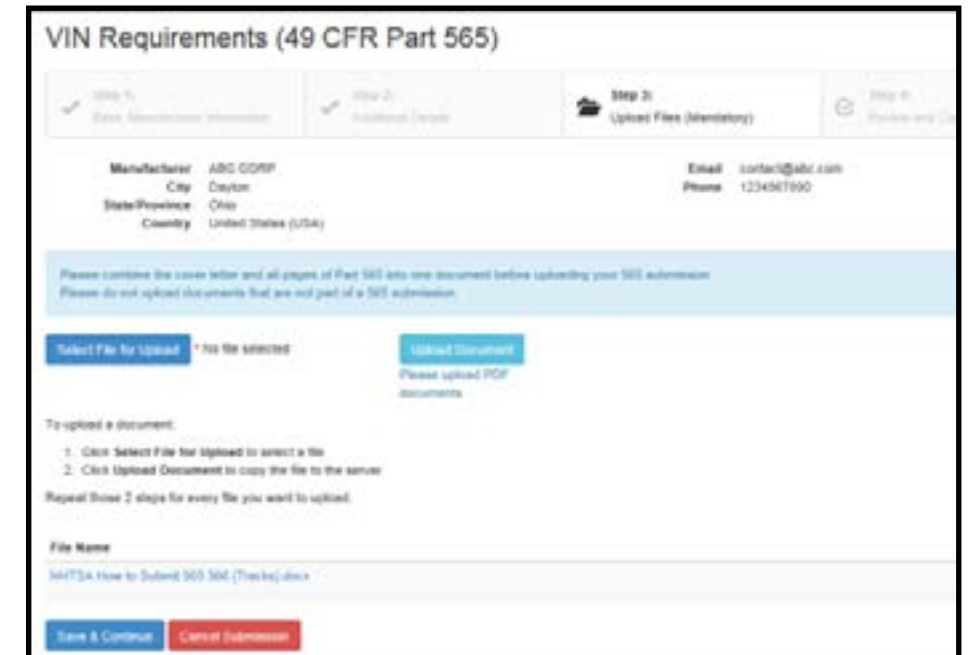
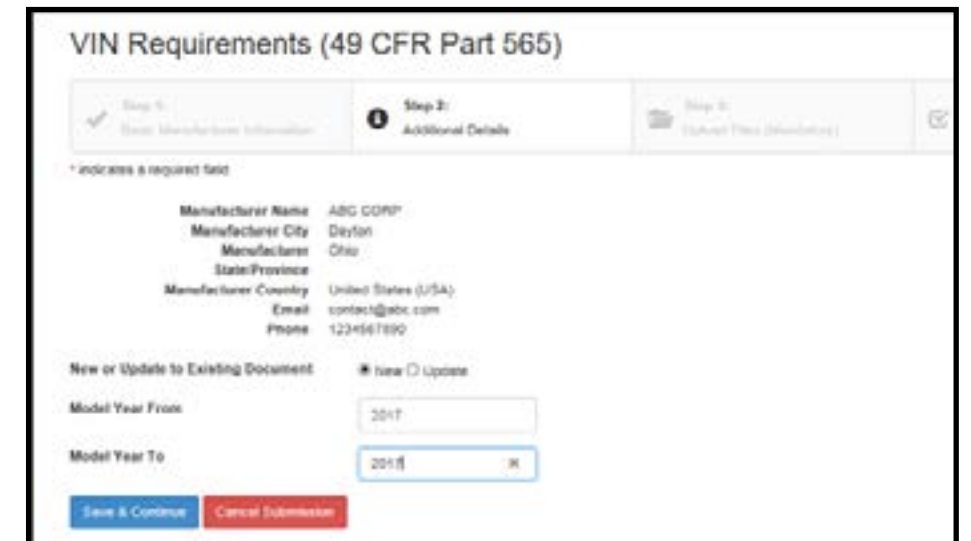


Step 2, at the second screen, select whether this is a new submission or an update to the existing one. You should also provide the model years this submission covers. Then click on “Save & Continue” to move to the next step.

At step 3, select the VIN schema file that needs to be uploaded. This file can be PDF, Excel, Word or another file format. Once you select the file, click on the “Upload Document” button to attach the file to this submission. Then click on “Save & Continue” to move to the next step.

At step 4, review the information you have input thus far and make sure that the information provided is accurate. If all is correct, click on “Complete Submission” to finish this process.

Wait for NHTSA’s reply email stating the 565 data has been accepted. ■



Trailer

Vehicle Identification Number Deciphering Scheme (Sample)

NATM
 2420 SW 17th St
 Topeka, Ks 66604

October 2016
(Revised November 2016)

WMI Identifier			Trailer Type	Body Type	Total Length in Feet		Number of Axles	Check Digit	Model Year	Mfg. Location	Sequential Production Number					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
N	A	1	B	A	1	0	1	K	H	T	0	0	0	0	0	1

Trailer Type	Code
Bumper Pull	B
Gooseneck-Hall	G
Gooseneck - 5 th Wheel or Pin	F
Semi Trailer	S
Other	X

Body Type	Code
Open - General Cargo	A
Open-Dedicated Equipment	B
Open - Specialty	C
Open - Tilt Bed	D
Enclosed - General Cargo	E
Enclosed - Dedicated Equipment	F
Enclosed - Specialty	G
Enclosed - Living Quarters	H
* Converter Dolly	J
* Converter Dolly	K
* Livestock	L
* Miscellaneous	M
* Dump (Bin)	N
* Pole Trailer	P
* Reel Trailer	R
* Multi-Purpose	S
* Tank Trailer	T
*	U
*	V
*	W
*	X
*	Y
*	Z

Manufacturing Location	Code
Topeka, KS	T
Kansas City, MO	K
Denver, CO	D
Oklahoma City, OK	O

Year	Code
2014	E
2015	F
2016	G
2017	H
2018	J
2019	K
2020	L
2021	M
2022	N
2023	P
2024	R
2025	S