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Subject: NHTSA New Update on Reminder Notifications
Date: Monday, August 21, 2017 4:40:00 PM
Attachments: [image001.png](#)

Attention Recalls Portal User:

Beginning August 22nd, NHTSA will start sending automated emails when a submitted Recall Report (Part 573 Report) is missing critical information required by the recall regulations for all recalls. A link to the current recall reporting regulations can be found [here](#).

These emails will be delivered on a weekly basis until the required information is submitted in an amended report.

If the below-circled fields are unknown when your company submits a new Recall Report, please ensure the information for these fields is submitted to NHTSA within 5 days of confirming its accuracy. These automated emails are designed to remind you when this critical information is outstanding.

Please be aware that you may be required to submit additional information under the recall regulations beyond what is highlighted below. It is your company's obligation to submit all required information for each recall regardless of whether it is specifically noted in the automated reminder email.

***Note:** Automated emails will also be delivered to your company when a recall quarterly report is past due.

Shown Below: Critical Recall Report fields are circled below. Please ensure these fields are filled-out and submitted within 5 days of confirming the information is accurate.

Thank you,

Recalls Portal Team
Office of Defects Investigation (ODI)
National Highway Traffic Safety Administration (NHTSA)
U.S. Department of Transportation (DOT)
<https://map.safercar.gov/mportal/signin>

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