ID Requirements

Q. If a customer claims an error was made on their ID and a discrepancy exists between the title application and ID information, may we take the ID and an affidavit?

A. No, if the ID has an error, the person must correct the error on the ID prior to application for title.

Q. Can someone present a copy of the employee's or agent's employee ID, letter of authorization, or business card?

A. Yes, if they are an agent or employee of a leasing company, government entity, organization, trust or private business; however, the business card must be a preprinted business card (not handwritten) and match the name on the government issued photo ID, which is also required to be presented.

Q. Should a dealer supply a copy of the applicant's ID and authority to assign with a transaction?

A. No, the dealer is not required to submit the owner's ID or authority to assign, but must retain a copy of both in the purchase and sales record.

Q. Is a copy of a title runner's ID required?

A. If the application is being made in the dealer's name and the title runner is signing on behalf of a licensed dealer, they must provide a government issued photo ID and an original or photocopy of a letter of authorization, printed business card, or employee ID with the employer and employee's name. If the title runner is just submitting paperwork as part of a retail sale, they are not required to provide a copy of their ID.

Q. Can we copy military IDs?

A. Yes, for business purposes, a government entity can make a copy of Federal Government ID cards issued to US citizens or US military personnel (i.e. Military ID, North Atlantic Treaty Organization ID or Status of Forces Agreement ID).

Businesses & Organizations ID Requirements

Q. What type of ID and verification is necessary for employees that act as agents for companies/entities?

A. Employees authorized to title a vehicle in the name of a leasing company, government entity, organization, or private business must provide an acceptable government issued photo ID and an original or photocopy of a letter of authorization, printed business card, or employee ID with the employer and employee's name.

However, if the lessee is listed as the registrant, then a copy of the ID of the lessee may be used and the lessee's type and ID number entered into Form 130-U, Box 14a.

Q. Is an ID required when a vehicle is to be titled in the name of a leasing company?

A. Yes, the ID must be an acceptable government issued photo ID, and an original or photocopy of a letter of authorization, printed business card, or employee ID with the employer and employee's name must be provided. The ID may be that of the lessee, if the lessee is the registrant, or the ID of the person signing for the leasing company.

Q. In addition to providing a government issued photo ID when acting as an agent of a business or leasing company, do I need an agent's employee ID, letter of authorization on letterhead and a preprinted business card?

A. In addition to the government issued photo ID, you will need an original or photo copy of either the agent's employee ID, letter of authorization on letterhead, or a preprinted business card.

Q. Does the name on the letter of authorization, preprinted company business card, or employee's or agent's employee ID have to match the employee's or agent's government photo ID?

A. Yes, the letter of authorization, preprinted company business card, or the employee's or agent's employee ID has to match the name on the government photo ID.

Q. For a business entity, can we use the FEIN number as a form of identification?

A. No, this is not an acceptable form of ID. While the employee or authorized agent must continue to provide an acceptable government issued photo ID and authority to sign on behalf of the entity, only the FEIN will be captured on the title application and entered into RTS instead of the employee's or authorized agent's ID number. This will be effective upon the release of RTS 7.5.0 (planned for September 2014).

Power of Attorney (POA)

Q. How do the new ID requirements affect transactions that include POA?

A. The procedure for applying for a title on behalf of another person or company using a POA has not changed. The government issued photo ID of the person signing as a POA is necessary, along with the government issued photo ID of the person assigning POA. If the POA is assigned by an entity or assigned to an entity, the employee or authorized agent must present an original or a photocopy of a letter of authorization, printed business card, or employee ID that matches the name of the authorized agent's or employee's government issued photo ID and the POA.

Q. Does the POA ID have to conform to the title/initial registration requirements?

A. Yes, an individual appointed as POA must submit an acceptable government issued photo ID. An employee or agent of an appointed entity must present an acceptable government issued photo ID and an original or photocopy of a letter of authorization, printed business card, or employee ID.

Trusts

Q. If a vehicle is being titled in the name of a trust, is it necessary to see an ID from all members of the trust?

A. If the trustee is an individual, a government photo ID is required. If the trustee is an entity, an employee's or authorized agent's employee ID is acceptable to establish authority to sign on behalf of the trust. In addition to the individual's government issued photo ID, an employee or agent must present an original or photocopy of a letter of authorization, printed business card, or employee ID. In order to identify the trustee(s), either an original or certified copy of a statement of trust or affidavit of trust would also be needed." Only the individual signing on behalf of the trust must provide their ID.