Title Transaction Assembly Procedures

Assembly: Documents should be assembled in the following order for each title transaction and securely stapled together one inch from the top left corner:

- 1. VTR-500-RTS, Title Application Receipt
- 2. Form 130-U, Application for Texas Certificate of Title; and when applicable, followed by: VTR-131, Application for Title Only

3. Supporting Evidence of Ownership:

- Manufacturer's Certificate of Origin (MCO);
- Form 30-C, Texas Certificate of Title;
- Form 30-CCO, Texas Certified Copy of Title;
- Negotiable out-of-state title;
- Out-of-state/country registration receipt;
- Foreign evidence of ownership;
- Valid Court Order (county level or higher);
- County Tax Assessor-Collector's Ruling;
- *Original Surety Bond: or Form VTR-130-SB, Certificate of Title Surety Bond (and if applicable) a Surety Bond Rider and a Power of Attorney;
- Form 97, United States Government Certificate to Obtain Title to a Vehicle.

*Note: Surety Bonds must be filed at the county within 30 days from the effective date of the bond.

4. Other Supporting Evidence:

- Form VTR-31-RTS, Tax Collector's Receipt for Texas Title Application/Registration/Motor Vehicle Tax:
- Form VTR-41-A, Dealer's Reassignment of Title for a Motor Vehicle;
- Form VTR-271, Power of Attorney to Transfer Motor Vehicle:
- Form VTR-271-A, Power of Attorney for Transfer of Ownership to a Motor Vehicle;
- Form VTR-52-A, Application for Farm Trailer/Semitrailer, Farm Truck, or Farm Truck Tractor License Plates:
- Bill of Sale:
- The TxDMV Regional Service Center's "Rejection" letter establishing the amount of the bond:
- Form VTR-130-SOF, Tax Collector Hearing/Bonded Title Application;
- Documents used to establish the bond amount (i.e., photocopies or printouts of the applicable reference pages or the original appraisal of the vehicle);
- For persons claiming the orthopedically handicapped exemption to the motor vehicle sales tax, Form 14-1318, *Texas Motor Vehicle Orthopedically Handicapped Exemption Certificate*.

5. Out-of-state Vehicles:

- Form VTR-272-B, Vehicle Identification Number Self-Certification;
- Form VI-30 or VI-30-A, Identification Certificate (Out-of-state Vehicles);
- Form VTR-301, Request for Pencil Tracing of Vehicle Identification Number (VIN); or
- Form VTR-270, Statement of Physical Inspection.

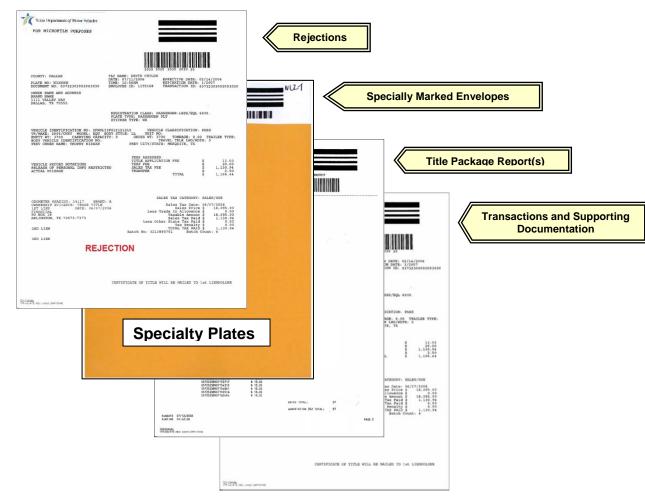
NOTE: The above is not intended as an all-inclusive list of supporting evidence.

Title Package Report Assembly Procedures

Bundle Order: (see Figure 1)

- 1. Top of Bundle: Rejections (if applicable)*
- 2. Middle of Bundle: Specially Marked Envelopes (place transactions inside the envelope)
- 3. Middle of Bundle: Title Package Report(s)
- 4. Bottom of Bundle: Transactions and Supporting Documentation

Figure 1



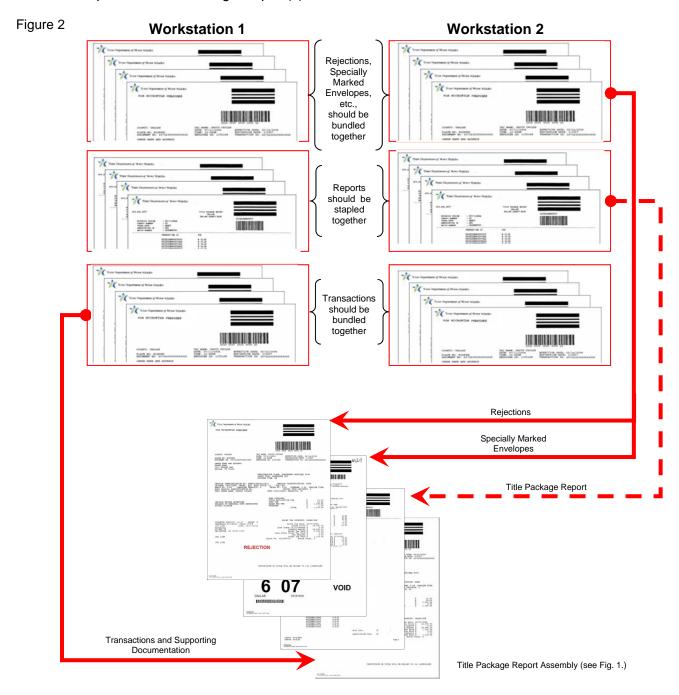
IMPORTANT BUNDLE NOTES

- ALL work in a bundle MUST BE from the same date.
- LIMIT bundles to a size NO LARGER THAN SIX INCHES IN HEIGHT.
- SECURE BUNDLES with rubber bands.
- **DO NOT SPLIT OR SEPARATE** workstations from their Title Package Report.
- DO NOT STAPLE the Title Package Report to transactions or envelopes.
- <u>DO NOT SUBMIT</u> Non-Title Vehicle Receipts, Vehicle Transfer Notifications, Additional Collections Receipts, Funds Remittance Reports, Funds Summary Reports, Hot Check Redemptions or Voided Transactions.
- Place <u>SPECIALLY MARKED ENVELOPES</u> on top of the Title Package Report(s) for each bundle.

^{*} Rejections should always be placed on top of the bundle. Rejections should be photocopies, not original transactions (see page 4, for additional information on Specially Marked Envelopes).

Consolidating Multiple Workstations

- STAPLE the respective Title Package Reports together (RTS POS 5911).
- **DO NOT STAPLE** the Title Package Report to transactions or envelopes.
- Workstation Bundles <u>SHOULD CONTAIN ALL</u> the transactions listed in the Title Package Reports.
- TRANSACTIONS REQUIRING ADDITIONAL PROCESSING SHOULD BE sorted by type and
 placed within the appropriate Specially Marked Envelopes. These envelopes should be placed
 on top of the Title Package Report(s).



Specially Marked Envelopes: Examples of Transaction Types (Transactions that require additional processing within VTR)

The following transaction types should be submitted in 8 ½" x 11" Specially Marked Envelopes or under a Colored Coversheet.

Rejection Envelope

- "Photocopies" of the Title Application Receipt (Form VTR-500-RTS) with the word "Rejection" printed on the face of each form. Do not submit original title transactions.
- Rejections must stay with their respective Title Package Report and workstation bundle.
- As an alternative to mailing in the request for "Rejection", counties may instead email their request to their respective Regional Service Center. This will eliminate the processing time in which the counties will have to wait to reprocess the transaction through Point of Sale.

Apportioned RPO Envelope

All Registration Purposes Only Apportioned transactions.

Red Flag Envelope

• Suspicious documentation that suggests possible fraud or odometer tampering.

Resubmit Envelope

- Transactions corrected outside of RTS (e.g., application errors, document errors, missing supporting documentation, etc).
- **Do not include "Rejection Correction"** transactions (e.g., data entry errors corrected through RTS).

Special Handling Envelope (similar transactions should be labeled and grouped together within this envelope)

- Transactions that have a "Legal Restraint" on the record.
- Transactions involving "Switched Ownership Evidence".
- Transactions involving VTR-852, ASE Safety Inspection and Application for Custom Vehicle or Street Rod License Plates.

Specialty Plates Envelope

 Qualifying Specialty License Plate applications such as: Exempt Vehicle, Military, Organizational Membership or Veteran <u>without</u> the accompanying title transaction (the actual title transaction should stay within the bundles).

(Do not include checks)	Texas Department of Motor Vehicles PO Box 26420 Austin, TX 78755-0420
Moil Overnight/Courier Convince To	Vahiala Titles and Degistration Division

Mail Overnight/Courier Services To:	Vehicle Titles and Registration Division
(Do not include checks)	Attn: TCS
	4000 Jackson Avenue, Building 1
	Austin, TX 78731

Mail All Negotiable Checks and Currencies To: TxDMV Finance Division

PO Box 5020

Austin, TX 78763-5020