## Attachment 3 - County Plate to Owner (PTO) Scenarios

## **Scenario: Title Transfer with License Plates**

Individual purchases a vehicle from a dealer or another individual. There are no license plates on the vehicle but the individual has a set of license plates they want to transfer.

- A. County must verify license plate ownership:
  - Through the RTS Inquiry Event (no fee inquiry); or
  - Registration renewal receipt in the customer's name.
- B. County must verify license plate age:
  - Through the RTS Inquiry Event (no fee inquiry); or
  - Verbal approximation of license plate age from customer if not shown in RTS (or if unknown, enter "3" for plate age).
- C. County accesses RTS Title Event and processes as usual until the Title Additional Info (TTL008) screen and the Enter Registration Expiration Month and Year (REG029) screen is reached.
  - On the Title Additional Info (TTL008) screen, the county must check the "Plate Transfer Fee" checkbox.
  - On the Enter Registration Expiration Month and Year (REG029) screen, the county must enter the plate number of the license plates being transferred and the plate age.
- D. County completes transaction.

## Scenario: Title Transfer without License Plates

Individual purchases a vehicle from a dealer or another individual. There are no license plates on the vehicle and the individual has no plates to transfer.

- A. County will issue a *no fee replacement* for license plates and registration sticker.
  - Remove check next to Charge Fee on Registration Additional Info (REG039) screen.
- B. Go to the Title Application Event and proceed with title transaction.
- C. County completes transaction.

Scenario: Exchange License Plates to a Vehicle already Titled in Owner's Name Individual wants to transfer license plates removed from a vehicle (sold previously) to another vehicle titled in their name.

- A. County accesses RTS Exchange Event.
- B. Proceed to the Registration Additional Info (REG039) screen and select Change Registration.
- C. County tabs through the Vehicle Class, Registration Class, Plate Type, and Sticker Type on the Class/Plate/Sticker Type Choice (REG008) screen.
- D. County checks the "Charge Plate Transfer Fee" checkbox on the Registration Additional Info (REG039) screen.
- E. On the Enter Registration Expiration Month and Year (REG029) screen, the county must enter the plate number of the license plates being transferred and the plate age.
- F. County completes transaction.