



G. THOMAS SURTEES
Commissioner

State of Alabama Department of Revenue

(www.revenue.alabama.gov)
50 North Ripley Street
Montgomery, Alabama 36132

CYNTHIA UNDERWOOD
Assistant Commissioner
LEWIS A. EASTERLY
Secretary

April 16, 2007

MEMORANDUM

2007-7

TO: County License Plate Issuing Officials

FROM: Mike Gamble, Vehicle Services Manager
Motor Vehicle Division

SUBJECT: Implementation of ETAPS for Designated Agents

Effective March 2, 2007, the Department started requiring all new Designated Agents established on or after that date to utilize the Electronic Title Application Processing System (ETAPS) to process title applications.

In order to establish an account to use ETAPS, an authorized representative of the Designated Agent is required to attend a training class conducted by the Alabama Department of Revenue. These classes are currently being held in Montgomery with future classes that will be scheduled throughout the state in conjunction with the Automobile Dealers' Associations. All new Designated Agents will have the opportunity to attend a class within 30 days of the date they were established as a Designated Agent.

It is possible that a new Designated Agent could sell a vehicle before their ETAPS access is established. In such a case, the purchaser would have to make application for title through their County License Plate Issuing Official's office. This situation only applies to new Designated Agents that are in the process of establishing their access to ETAPS. Existing Designated Agents will have ample opportunity to attend an ETAPS class and will be permitted to utilize the remainder of their existing pre-printed title applications. Therefore, existing Designated Agents should continue processing their own title applications.

County License Plate Issuing Official's can contact the Designated Agent Unit at (334) 353-7964 if there are any questions regarding when a designated agent was established and whether that designated agent has attended a training class.

Please feel free to contact me directly at (334) 242-9006 if you have any questions concerning this memorandum. As always, your assistance is greatly appreciated.

C: Designated Agent Unit