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State of Alabama Department of Revenue

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April 25, 2007

MEMORANDUM

2007-9

TO: All County License Plate Issuing Officials

FROM: Terry Grace, Supervisor, Call Center and Reinstatement Unit
Motor Vehicle Division

SUBJECT: Processing of Mandatory Liability Insurance (MLI) Provisional Reinstatements

This memorandum addresses various issues that affect the processing of MLI Provisional Registration Reinstatements (PRR) by county license plate issuing offices.

1. All requests for ALVIS and MLI system access for new employees and access deletions for departing employees should be forwarded to the Department of Revenue's Internal Audit and Security Section. Their telephone number is (334) 353-8830.
2. **Please send one copy of your county's "Provisional Reinstatement Activity" report for each month's PRR's along with the reinstatement fees check or deposit slip for the corresponding month.** (If you need assistance generating the report, please phone (334) 353-2001.) Also include, for each P4 generated, a copy of the P4 reinstatement generated under ALVIS, the coversheet generated for the P4 using the MLI system, and the completed affidavit of non-use for the vehicle if it was out of service or non operable on the insurance verification date. Please do not forward any copies of P1, P2, or P3 Provisional Registration Reinstatements with the "Provisional Reinstatement Activity" report.
3. All checks or copies of deposit slips for MLI reinstatement fees (along with monthly reports and P4 documentation) must be sent to:

Alabama Department of Revenue
Motor Vehicle Division
Call Center and Reinstatement Unit
P.O. Box 327650
Montgomery, AL 36132-7650

Please do not send the MLI remittance fee checks or deposit slips to the State Comptroller's office or to any other office other than that of the Motor Vehicle Division.

4. Whenever a PRR is processed, the PRR **must** be generated using ALVIS and a copy of the PRR must be provided to the vehicle owner. In several cases, reinstatement fees have been collected by county license plate issuing offices without a PRR being processed on ALVIS. If a PRR is not processed through ALVIS, the vehicle registration will remain suspended and the vehicle owner will be subject to citation by law enforcement.

5. If a PRR processing error has been made, please reprocess a corrected PRR on the same day. If the system will not allow the correction to be made by your office, please contact the Call Center and Reinstatement Unit at (334) 242-3000, for assistance. It is much more difficult to correct an error after the day it occurs. Subsequent day corrections can only be made with assistance from the MVD.
6. Please ensure that the insurance company information that you are entering into ALVIS is that of the insurance company actually insuring the vehicle and not the insurance agency. If the insurance agent's name and address information is entered, the PRR will be revoked, usually within a day or two of it being processed. **Insurance agencies are not contacted for insurance verifications.** (Note: If the reported insurance company name ends in "agency" it is not valid for verification purposes.)
7. On April 26, 2007, several MLI enhancements to ALVIS will be rolled into production. These enhancements include:
 - a. The PRR "Vehicle Search" screen being simplified to consist of only two fields, "Tag Number" and "VIN."
 - b. When choosing "Provisional Reinstatement from the ALVIS drop-down menu, only one vehicle record will be listed for selection. Currently, multiple vehicle records are sometimes displayed.
 - c. Insurance company name and address information will be automatically populated when the correct insurance company NAIC number is selected from a drop-down menu on the "Provisional Reinstatement Registration" screen. If the NAIC number is unknown, the insurance information must still be inputted manually; however, ensure that the entire insurance company name is recorded. A partial insurance company name can result in an insurance verification being sent to the incorrect insurance company/subsidiary and insurance coverage being incorrectly denied.
 - d. The amount of fees to be collected will be pre-populated for P1's and P2's on the "Provisional Reinstatement Registration" screen.
 - e. The correction of PRR errors, for the same day, will be simplified. Correction of PRR errors after the day processed will still need to be corrected by the Motor Vehicle Division.
 - f. Counties will now have the option of generating a PRR end of the month report by branch office. This function should only be used to assist counties with their internal reporting functions, if needed. **When running the monthly PRR report to be sent to the MVD, the Provisional Reinstatement Report Filter should be set to "County" and not "County Office." Only one report and one check or deposit slip should be remitted monthly to the Motor Vehicle Division by each county.**

As always, your assistance is appreciated.

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