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November 18, 2020

## **MEMORANDUM**

**2020-009**

**TO:** License Plate Issuing Officials

**FROM:** Jonathan Lawrence, Title Manager  
Motor Vehicle Division

**SUBJECT:** Uploading Supporting Title Documents

In September 2020, Administrative Rule 810-5-75-.42 entitled Dealer Designated Agent Records, was amended to allow designated agents to electronically submit title application packages to the department. In October 2020, the enclosed document upload specifications were provided to all licensing system vendors. The first licensing office successfully uploaded title documents earlier this month and licensing offices are being added every week.

By uploading documents, licensing officials can eliminate mail processing time, postage costs and lost title packages. The administrative rule requires the physical title document that is uploaded to display the word "SURRENDERED" written or stamped on the face of the document. The rule further requires that original title documents must be maintained by the designated agent for one (1) year and then electronically for an additional four (4) years.

If your office is interested in participating, please contact your licensing system vendor or the Motor Vehicle Division for more information.

Enclosure(s)

(1) In accordance with §§ 32-8-45 and 40-12-399, Code of Ala. 1975, every licensed dealer must maintain for five years a record, in a form as prescribed by the department, of every vehicle bought, sold, exchanged, or received for sale or exchange. These records shall be open to inspection by representatives of the department and law enforcement officers during reasonable business hours.

(2) Records must include the following information:

(a) Name and complete address (P. O. Box number not acceptable) of person buying, selling, or exchanging vehicle with dealer.

(b) Name and complete address (P. O. Box number not acceptable) of owner from whom a vehicle was received for sale or exchange.

(c) Complete vehicle description: year, make, model, or series number, vehicle identification number and body type.

(d) Date of transaction.

(e) Statement that the identification number has been obliterated, defaced or changed if such is the fact.

(3) The department may require designated agents or if applicable, their contracted Title Service Providers as defined under § 32-8-34, Code of Ala. 1975, to submit title applications and supporting documents electronically. If a title application and supporting documents are submitted electronically, the following requirements will apply:

(a) The word "SURRENDERED" must be stamped or printed in bold type across the front of the certificate of title. The designated agent must maintain title documents as provided in paragraph (1) of this rule.

(b) The original title application and supporting documents must be maintained by the designated agent for at least one year from the date of the electronic submission of the documents.

(c) An electronic copy of the title application and supporting documents must be maintained by the designated agent for at least five years from the date of the electronic submission of the documents.

(4) Designated agents or if applicable, their contracted Title Service Providers must secure all physical and electronic title applications and supporting documents to prevent personal information from being released in a manner contrary to the permitted disclosure provisions of the Federal Driver's Privacy Protection Act, 18 U.S.C. §2721.

(5) Designated agents or if applicable, their contracted Title Service Providers must securely dispose of all physical and electronic records that exceed the record retention period as provided in paragraph 3 of this rule to prevent personal information from being released in a manner contrary to the permitted disclosure provisions of the Federal Driver's Privacy Protection Act, 18 U.S.C. §2721.

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**Authority:** §§ 40-2A-7(a)(5), 32-8-3(b)(2), 32-8-34, 32-8-45, 40-12-399 Code of Ala.1975, and Federal Driver's Privacy Protection Act, 18 U.S.C. §2721.

**History:** Adopted through APA 1982.

**Amended:** Filed July 26, 2013; effective August 30, 2013.

**Amended:** Filed July 20, 2020; effective September 14, 2020.

# ALTS Batch Document Upload

## Introduction

ALTS will soon support batch document uploading from designated agents or title service providers (i.e. participants). This document outlines the requirements to facilitate and expedite this process.

## Requirements

Participants will upload application image packages to a Secure FTP site as a ZIP file containing multiple image files for applications and a single metadata file per-ZIP that is the “key” for which applications the image files correspond to. Ideally, each application’s images are in a single file, such as a multi-page PDF or 200 DPI multi-page bi-tonal TIFF image with the application being the first image of each application package followed by the supporting documents. If an application is represented by more than one file in a given ZIP, it must have multiple accompanying lines in the metadata file.

## Process

The ZIP files containing your images and metadata files will be uploaded to a secure FTP server at the Department of Revenue using your assigned User Id and Password (See Secure FTP section below). Once the images are uploaded to the secure FTP site, ALTS will begin processing the files. Occasionally, files will have issues (e.g. ZIP format is corrupted, a particular image scan is of poor quality or skewed, etc.), which will require further attention.

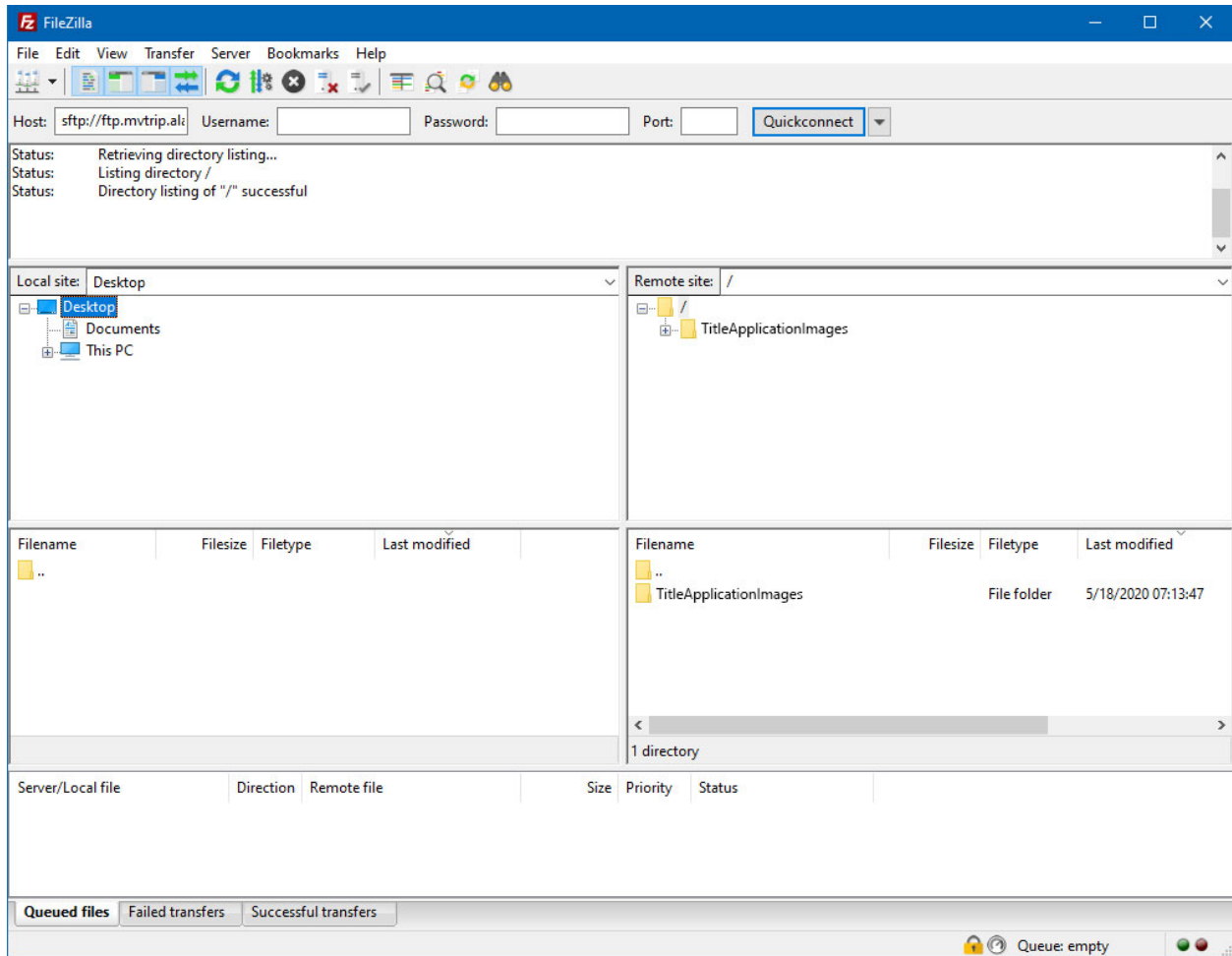
A process for communicating upload issues back to the participant is being discussed. It will likely include a file upload notification email, an error report that is available for to download from the ALTS website and a log of see the status of uploaded/processed image files. This section will be expanded as the process is refined.

## Timing

Records created by designated agents or title service providers may be sent any time during the day, but will not be processed until after normal work hours. The two processing windows are currently 8:00 p.m. and 4:00 a.m. Anything uploaded outside after 4:00 a.m. will not be processed until 8:00 p.m. that night.

## Secure FTP

Secure FTP will be used to transfer the file from the participant to ALTS. A User Id and Password will be assigned to each participant to connect to the Secure FTP site. The secure FTP site will contain a folder (directory) for the participant to PUT or SEND the file. Participants will **not** be able to access other participants’ data. No connection will originate from secure FTP server to the participants’ system. The directory to upload files in is called TitleApplicationImages and will appear in your root directory when you log in. An example appears below. In this case, it is from a popular free FTP client called FileZilla



## File name format

The ZIP files must be in the following format

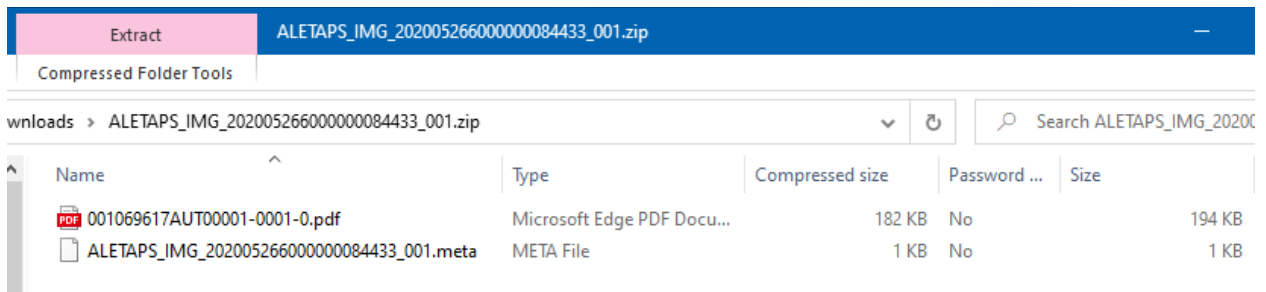
yyyy-mm-dd\_HH-mm-ss\_00-00000-00\_ALTS\_Images.zip

Meanings of the placeholder values in the file

yyyy	The full calendar year the file was created (e.g. 2020)
mm	The two-digit month in which the file was created (e.g. 06 or 12)
dd	The two-digit day of the month in which the file was created (e.g. 01 or 30)
00-00000-00	The full agent number of the organization that created the applications the images correspond to (e.g. 01-00000-01)

## ZIP File Example

*In this example, a single file (in PDF format) is present with an accompanying meta file*



## Metadata Format

The metadata file in each ZIP file must be formatted so that the files can be processed. The format itself is a simple pipe-delimited plain-text file. Each image file in the ZIP file must be represented by a line in the file. The data for each application must be in the correct order, and some fields are required (see the table below). For the example ZIP above, the only line in the meta file is this (application number changed to one that doesn't actually exist):

```
TRAL100000000|3|92014709071|001069617AUT00001-0001-0.pdf|||||
```

You will notice at the end we have a number of pipe characters (|) in a row. If you do not have a value for a given field, simply leave it blank and add the next pipe to move to the next field. There are 10 total fields and they are described below. One other thing to note is that the metadata file's name must end in .meta (e.g. 20200527.meta). In this example, the metadata file name matches that of the ZIP archive. This is a good practice, but is not required.

Table 1: Metadata Field Descriptions

Field	Field Name	Data Type	Regex	Required	Comments
1	Application Number	Alphanumeric	^[A-Z+]{1}([0-9]{9})\$	Yes	
2	Number of pages	Numeric	^([1-9]{1})([0-9]*)\$	Yes	The number of pages contained in the file. This corresponds to the number of pages in the PDF document or TIFF image file. If your file is a JPG image, the page count should be 1
3	System Id	Numeric	^([0-9]+)\$	Yes	This should ideally correspond to some identifier in your system (sale number, document number, etc.). This will be included with any notification that a document needs to be re-scanned, re-uploaded, etc. If you do not have such records, the Application Id can be used, but notifications of problem documents may be less specific.
4	File Name	Alphanumeric with limited symbols. A file extension (e.g. .pdf, .tif) is required	^[a-zA-Z0-9\.\_\+\,]+\. (pdf tif jpg)\$	Yes	This needs to be the exact <i>relative</i> file name inside of the ZIP file. Each file should be at the root of the ZIP file (i.e. no additional directories).
5	Application Id	Numeric	^[0-9]{9}\$	No	This is the numeric part of the Application Number. This field is preferred, but not required.
6	VIN	Alphanumeric	^[A-Z0-9]+\$	No	The acceptable values allow for characters that valid VINs do not have, but unfortunately enough exceptions exist that it is necessary. This field is preferred, but not required.
7	Application Type	Numeric	^([1-9]{1})([0-9]*)\$	No	This is an enumerated value. The valid values are described later in this document. This field is preferred, but not required.
8	Primary Document Type	Numeric	^([1-9]{1})([0-9]*)\$	No	This is an enumerated value. The valid values are described later in this document. This field is preferred, but not required.
9	Trusted Party Id			No	This field is used by the existing image processing vendor, and will be ignored on submissions by Designated Agents
10	Printed Date	Simple US Date (MM/DD/YYYY)	^([0-9]{2})/([0-9]{2})/([0-9]{4})\$	No	The date the specific application was printed. This field is not required.

Table 2: Application Types

*The numeric code is what should be used in the .meta files. The API Value is listed for reference*

Application Type	Numeric Code	API Value	Comments
<b>Add Lien</b>	5	AddLien	
<b>Continue Lien</b>	10	RenewLien	
<b>Correction</b>	15	Correction	
<b>MH Add Lien</b>	20	MhAddLien	The Manufactured Homes equivalent of Add Lien
<b>MH Cancellation</b>	25	MhCancellation	
<b>MH Continue Lien</b>	30	MhRenewLien	The Manufactured Homes equivalent of Continue Lien
<b>MH Correction</b>	35	MhCorrection	The Manufactured Homes equivalent of Correction
<b>MH Notice of Cancellation</b>	40	MhNoticeOfCancellation	
<b>MH Release Lien</b>	45	MhReleaseLien	The Manufactured Homes equivalent of Release Lien
<b>MH Replacement</b>	50	MhReplacement	The Manufactured Homes equivalent of Replacement
<b>MH Transfer</b>	55	MhTransfer	The Manufactured Homes equivalent of Transfer
<b>MH Transfer Lien</b>	60	MhTransferLien	The Manufactured Homes equivalent of Transfer Lien
<b>Rebuilt</b>	65	Rebuilt	
<b>Release Lien</b>	70	ReleaseLien	
<b>Replacement</b>	75	Replacement	
<b>Salvage</b>	80	Salvage	
<b>Stolen-Unrecovered</b>	85	Stolen	
<b>Transfer</b>	90	Transfer	
<b>Transfer Lien</b>	95	TransferLien	



Table 3: Primary Document Types

The numeric code is what should be used in the .meta files. The API Value is listed for reference.

Primary Document Type	Numeric Code	API Value	Comments
<b>Surety Bond (MVT 10-1)</b>	127	SuretyBond	
<b>Abandoned Vehicle - Bill of Sale (MVT 32-13B)</b>	130	AbandonedVehicleBillOfSale	
<b>Court Order (i.e. judgement, etc.)</b>	139	CourtOrder	
<b>Court Order (Divorce Decree)</b>	140	CourtOrderDivorceDecree	
<b>Government Form</b>	143	GS97	
<b>Manufacturer's Certificate of Origin</b>	146	MSO	
<b>Registration (No current title)</b>	154	Registration	
<b>Out of State Title</b>	160	OutOfStateTitle	
<b>Alabama Title</b>	178	AlabamaTitle	
<b>None</b>	179	None	
<b>Homemade Trailer Assigned VIN Application (INV 26-1)</b>	185	HomemadeTrailerAssignedVinApplication	
<b>Abandoned Vehicle - Bill of Sale (Out of State)</b>	205	OosAbandonedVehicleBillOfSale	
<b>Application for Alabama Assigned VIN (MVT 26-3)</b>	207	ApplicationForAlAssignedVin	

## Responses

Occasionally, an upload will have issues. There are two broad categories of problems: issues with the ZIP file itself (e.g. it is corrupted), and issues with an individual application's images (e.g. skewed, poor quality, etc.). In both cases, errors are made available in Discovery (<https://discovery.mvtrip.alabama.gov>). There will be a dataset for file upload errors as well as one for individual file issues. File errors will be available shortly after processing, but issues with individual images may not be immediately available, because they may not be noticed until ADOR examines the application.