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April 23, 2021

MEMORANDUM

2021-002

TO: All Designated Agents and Title Service Providers

FROM: Jonathan Lawrence, Title Manager
Motor Vehicle Division

SUBJECT: Alabama Title System Document Upload Feature

Effective today, all designated agents and title service providers may begin uploading title documents to the Alabama Title System (ALTS). Uploading title documents will eliminate postage costs, eliminate lost documents and reduce title application processing time. Document upload instructions are included in the ALTS Quick Start Guide located on the Motor Vehicle Title Registration & Insurance Portal (MVTRIP) at: www.mvtrip.alabama.gov

In order to upload documents, designated agents and title service providers must comply with Motor Vehicle Division administrative rule 810-5-75-.42, which requires designated agents and title service providers to write or stamp the word “SURRENDERED” on the face of the title document. Additionally, the original title documents must be maintained by the designated agent or title service provider for one (1) year and then electronically for an additional four (4) years. Failure to comply with these requirements may result in the revocation of the authority to act as a designated agent or title service provider.

Please feel free to contact the Motor Vehicle Division at: (334) 242-9000, or submit a request for assistance at: <https://contact.revenue.alabama.gov> should you have any questions.