

Alabama
Department Of
Revenue

Motor Vehicle Division

Designated Agent Training Seminar

Welcome to the Alabama Designated Agent training course.

The designated agent training course is a self-paced, web based training tool for designated agents who will use the Alabama Title System (ALTS) to process Alabama title applications.

The training program is presented in 9 self paced modules.

We hope you have a great training experience. Please contact the Motor Vehicle Division if you have any questions.

The following Topics are covered in this course:

Module 1.

Designated Agent Basics which provides a brief overview of Alabama title law, information on the Privacy Protection Act (DPPA), and designated agent responsibilities.

Module 2.

Primary supporting documents for a title applications, sample title documents, title brands that may be found on an Alabama Certificate of Title, other primary supporting documents, such as: tag receipts, military registration, title bonds, and court orders.

Module 3:

Federal Truth in Mileage Act; odometer certification; completing a title assignment; Forms: Reassignment Supplement Form MVT 8-3, Correction Affidavit Form MVT 5-7, and Affidavit for Assignment of Title from a Deceased Owner...Form MVT 5-6.

Module 4:

Power of Attorneys; Motor Vehicle Division Power of Attorney, Form MVT 5-13; Secure Power of Attorney, Form MVT 8-4; How to perfect a lien; How to release a lien.

Module 5:

Reposessions, Salvage Vehicles.

Module 6:

Dealer tags, Sales Tax FAQ's.

Module 7:

Logging into ALTS, completing title applications

Module 8:

Common actions, Submitting an application, rejected applications, resources.

Module 9:

> ALTS Admin user functions.

Title Law, DPPA & Agent Responsibility

Module 1

State of Alabama Title Law

State of Alabama Title Law Exemptions:

The Alabama Uniform Certificate of Title and Anti-Theft Act exempts certain vehicles from titling requirements. Keep in mind that the titling requirements of vehicles vary by state, the exemptions listed below are subject to the laws of the state of Alabama. It is important to note that if a vehicle is not required to be titled, the department does not maintain records for the vehicle.

These following vehicles are not required to be titled:

- ⊗ A vehicle owned by the United States government or any agency thereof
- ⊗ A vehicle owned by a manufacturer or dealer and held for sale, even though incidentally moved on the highway or used for purposes of testing or demonstration, or a vehicle used by a manufacturer solely for testing
- ⊗ A vehicle owned by a nonresident of this state and not required by law to be registered in this state
- ⊗ A vehicle which the Alabama license plate issuing official has verified that both the current owner and operator is recorded as the owner and operator on a currently effective certificate of title issued by another state and the certificate of title is being held by a recorded lienholder.
- ⊗ A vehicle moved solely by animal power
- \otimes An implement of husbandry (equipment that is used exclusively for agriculture)

Title Law

- ⊗ Special mobile equipment
- ⊗ A pole trailer
- ⊗ Utility trailers (other than moving collapsible and folding campers). Note that Gooseneck utility trailers are an exception to the utility trailer rule as they are required to be titled in the state of Alabama.
- ⊗ A low speed vehicle, including neighborhood electric vehicles, defined as four-wheeled motor vehicle with a top speed of not greater than 25 miles per hour, a gross vehicle weight rating of less than 3,000 pounds, and complying with the safety standards provided in 49 C.F.R. Section 571.500.
- ⊗ A mini-truck as defined in §40-12-240 Link
- \otimes A motor-driven cycle as defined in § 32-1-1.1 Link.

Title Law

Special Mobile Equipment

Every vehicle not designed or used primarily for the transportation of persons or property and only incidentally operated or moved over the highway, including but not limited to: ditch-digging apparatus; well-boring apparatus; road construction and maintenance machinery such as asphalt spreaders, bituminous mixers, bucket loaders, tractors other than truck tractors, ditchers, leveling graders, finishing machines, motor graders, road rollers, scarifies, earth-moving carryalls and scrapers, power shovels and draglines, and self-propelled cranes; and earth-moving equipment. The term does not include manufactured homes, dump trucks, truck-mounted transit mixers, cranes, or shovels or other vehicles designed for the transportation of persons or property to which machinery has been attached.

Pole Trailer

Every vehicle without motive power designed to be drawn by another vehicle and attached to the towing vehicle by means of a reach or pole, or by being boomed or otherwise secured to the towing vehicle, and ordinarily used for transporting long or irregularly shaped loads such as logs, poles, pipes, boats, or structural members capable generally of sustaining themselves as beams between the supporting connections.

Pole Trailer

Mobile Equipment



Exemptions – Due to Age:

Alabama law provides that a vehicle may be exempt from title requirements due to age of the vehicle.

The following vehicles are exempt from titling due to age:

- ⊗ Any other motor vehicle greater than 35 model years old.
- ⊗ A manufactured home (1999 and prior) as defined in Section 32-20-2.
- ⊗ A trailer, semi-trailer, travel trailer, or moving collapsible and folder camper more than 20 model years old.

The exemption due to age is applicable on January 1 of each year.

Example: As of January 1, 2020, all 1984 and prior year model motor vehicles are exempt from titling provisions of Chapter 8, Title 32, Code of Alabama 1975.

Example: As of January 1, 2020, all 1999 and prior year model trailers, semi-trailers, travel trailers, and utility trailers are exempt from the titling provisions of Chapter 8, Title 32, Code of Alabama 1975.

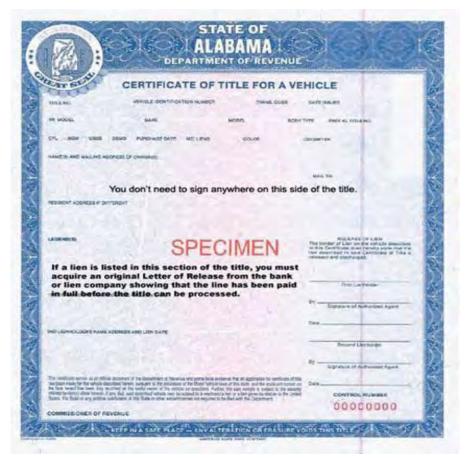
The Title Application Process

Title applications can only be filed by a designated agent and must be processed through the Alabama Title System, ALTS.

The following applications may be filed by individuals directly with the Department of Revenue:

- ♦ Application for replacement title.
- ◆ Application for lien filing or lien transfer
 - ◆ Application for salvage title

A replacement application can be filed online at: https://title.mvtrip.alabama.gov/



An application for a lien filing or salvage title can be found at: https://revenue.alabama.gov/forms/

The Federal Driver's Privacy Protection Act (DPPA)

As a designated agent, you will have access to personal information contained in the ALTS system. You are prohibited by the Federal Driver's Privacy Protection Act (DPPA) from disclosing personal information unless it is for business purposes.

- ♦ The Federal Driver's Privacy Protection Act (DPPA) was enacted by Congress to protect the interest of individuals and their privacy by prohibiting the disclosure and use of personal information contained in motor vehicle registration records, except as authorized by such individuals or law.
- ♦ Personal information is defined as "information that identifies a person, including an individual's social security number, name, address, telephone number and medical or disability information."
- ♦ A person who knowingly obtains, discloses or uses personal information, from a motor vehicle record, for a purpose not permitted under the DPPA shall be liable to the individual to whom the information pertains, who may bring a civil action in a United States district court. In addition, a person in violation of the DPPA Act is subject to criminal penalties as provided by Title 18, U.S Code, § 2723

DPPA Link



As a Designated Agent, you are required to:

- ◆ Obtain information and documentation required to complete an application for certificate of title as provided by Administrative Rule 810-5-75-.36.
- Properly complete and sign the application.
- Provide owner with signed copy of the application.
- Properly assemble title applications and supporting documents.
- Submit title applications and required fees within ten calendar days to the ADOR.
- ◆ Follow-up on rejected applications to ensure that certificates of title are properly issued to the applicants.
- Maintain records (dealers only) of every vehicle bought, sold, and exchanged for a minimum of five years (may be electronic records).
- Physically inspect a vehicle if the vehicle has never been titled in Alabama. The inspection serves to verify the VIN and descriptive data for the vehicle.

Title Application Assembly

Supporting documents required to issue titles must accompany the title application and must be submitted in the following order:

- **1**. The Title Application
- 2. The manufacturer's certificate of origin or certificate of title properly assigned to the owner.
- 3. Other supporting documents such as: reassignment forms, bills of sale and power of attorney



Tips

→The ALTS application package and all supporting documents, including the face and back of the title, must be uploaded to ALTS for processing. Designated agents are required to write or stamp the word "SURRENDERED" on the face of the title document.

- ♦ If you sell the vehicle, you are required to complete the paperwork and your are responsible for any applications completed with your dealer license/ALTS login.
- ♦ You should not complete title applications in ALTS for another dealer or unlicensed individual/dealer while signed in with your ALTS account. Administrative Rule 810-5-75-.36 (6) provides that dealers are prohibited from processing title applications on behalf of another dealer unless both dealerships are owned by the same entity. §32-20-3(b)(4), Code of Alabama 1975, empowers the department to revoke the authority of a dealer when it finds that the dealer or other person has failed to faithfully perform his or her duties under chapter Title 32 of the Code of Alabama 1975.
- ♦ You are required to provide your customer with a signed copy of the title application. By law, a designated agent is required to submit the title application within ten (10) calendar days (Code of Alabama, 1975, §32-8-35 Link) and the vehicle must be registered within 20 days, so the title application will serve as the permit for operation of the vehicle until registered (32-8-38).
- ◆ We recommend that you make an additional copy to provide to the customer.
- ♦ The original title application and supporting documents must be securely maintained by the designated agent for at least six (6) months from the date of the electronic submission of the documents. An electronic copy of the title application and supporting documents must be maintained by the designated agent for at least five (5) years from the date of the electronic submission of the documents.

- ♦ In Accordance with the Code of Alabama, 1975, § 32-8-6 LINK, the charge to a dealer for a title application is \$15.00 (\$20.00 for a manufactured home). You are allowed to add an additional, maximum of \$1.50, on the bill of sale and you are allowed to charge your customer a maximum of \$16.50 for a title application fee. Code of Alabama, 1975, § 32-8-7 LINK states, in part, that County licensing officials may charge up to \$18.00. However, a dealer cannot charge more than \$16.50 for a title application fee. Charging more than \$16.50 for a title application is a violation of Code of Alabama, 1975,§32-8-7. Violations of §32-8 are considered misdemeanors or felonies and can result in fines, penalties and/or the revocation of your dealer license.
- ♦ A dealer is required to maintain blanket liability insurance and a bond. A designated agent is required to maintain a bond (the dealer bond will satisfy the requirement for a designated agent bond).
- ♦ If a licensee fails to maintain blanket liability insurance and bond coverage and the insurance or bond is cancelled for any reason, the dealer license and Designated Agent authority (access to ALTS) will be revoked immediately, as provided by 40-12-396.

It is important to note that if you change bond or insurance companies, or make any adjustments to the insurance or bond, you should upload the affected documents to your account on the dealer license portal. If you are not a dealer, you should report any changes to your bond or insurance to the Motor Vehicle Division to prevent revocation of your license/designated agent status.

Are there any requirements for the bill of sale that I provide to the customer?

As prescribed by <u>Section 40-23-104</u>, <u>Code of Alabama 1975 - LINK</u>, and <u>Administrative Rule 810-5-1-246 - LINK</u>, in order for License Plate Issuing Officials and law enforcement to determine if a bill of sale, invoice or other sales document is valid, the following information shall be contained:

Bill of Sale Minimum Requirements

- a) Name of purchaser
- b) Complete physical address of purchaser
- c) Date of sale or acquisition (month, day, year)
- d) Complete vehicle description: VIN, make, model, year, body type.
- e) Name of seller(s), including DBA names.
- f) Complete address of seller
- g) If the seller is a licensed retail dealer, the following language must be included: "Penalty of fifteen dollars (\$15) due if vehicle is not registered in the name of the new owner within 20 calendar days" as required by Code of Alabama 1975, Section 40-12-260 LINK.
- h) Signature(s) of seller(s) and purchaser(s) or authorized representative of seller(s) and purchaser(s).
- i) A licensed dealer must include the purchase price upon which any state, county, or municipal sales tax was paid, and the amount and rate of sales or gross receipts tax collected at the time of purchase for the state, municipality and county where the sale was made, as provided by Code of Alabama 1975, Section 40-23-104 -LINK.

Title documents, Brands & Bonded Titles

Module 2

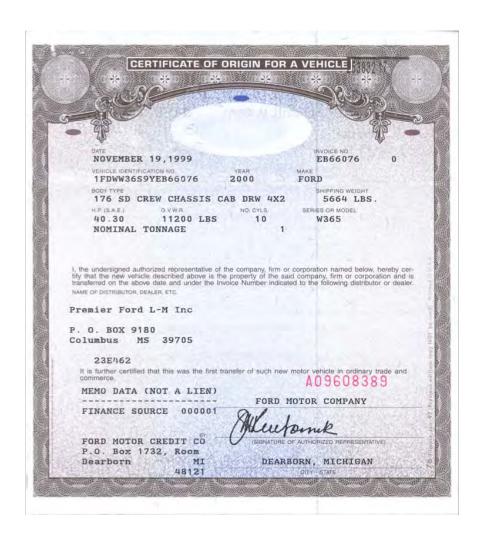
Primary Documents Required to be Submitted With a Title Application

Examples of Primary supporting documents

- Manufacturer's Certificate (Statement) of Origin
- Alabama Certificate of Title
- Foreign Title Documents Out of state title documents
- Vehicle registration –if vehicle is not required to be titled.
- Military registration
- GS97 Federal Government Certificate to Obtain Title to a Vehicle
- Court Order
- Title Bond

Manufacturer's Certificate of Origin

The Manufacturer's Statement of Origin, or Manufacturer's Certificate of Origin is issued by the manufacturer, MSO or MCO. The MSO or MCO is a certificate issued by the manufacturer which details information about the vehicle, including where the vehicle was manufactured.



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Alabama Certificate of Title

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Common Brands That May Appear On An Alabama Title

Brands (legends) on certificates of title disclose significant vehicle information. Keep in mind the meanings of title brands vary by state/jurisdiction. Listed below are the most common legends that could appear on an Alabama Certificate of Title.

- •This vehicle was returned to the manufacturer because it did not conform to its warranty (Lemon Law)
- Frame Change
- Specially Constructed (Kit, Replica)
- Rebuilt Vehicle
- •Reconstructed (Tractor Glider Kit)
- Assembled
- Previously Recorded As SALVAGE **
- Flood Damage
- •This Title is Secured Under a Three (3) Year Surety Bond
- Previous Title is Electronic
- •This Vehicle May Be Subject To An Undisclosed Lien (This legend can be removed from the title after four (4) months)
- •Odometer Reading is in KM (Kilometers)
- •This is a Replacement Certificate of Title and May Be Subject to the Rights of a Person Under the Original Certificate.

Title Documents

Common examples of brands:

- 1.) The Lemon Law brand A vehicle was purchased back from the owner by the manufacturer.
- 2.) Rebuilt Vehicle A salvaged vehicle was rebuilt and passed the Alabama inspection process.
- 3.) Previously Recorded as SALVAGE A vehicle was salvaged in the state of Alabama and was rebuilt in another state. The vehicle was then returned to Alabama and passed the Alabama inspection process.
- 4.) This Title is Secured under a Three (3) Year Surety Bond The title was issued with a surety bond as the primary supporting document. See Surety Bond Titles in Module 2, lesson 3.
- 5.) Previous Title is Electronic An electronic title was issued to the lienholder and must be converted, by the lienholder, to a paper title for any further transactions.
- 6.) This Vehicle May Be Subject To An Undisclosed Lien The primary supporting document for which an Alabama title was issued was not a title. For example, the vehicle was transferred from a state that does not require the vehicle to be titled, the primary supporting document to issue the Alabama title would be the out of state registration. In this case, the Certificate of Alabama title would be issued with the brand "This vehicle may be subject to an undisclosed lien".
- 7.) Replacement Certificate All replacement certificate of titles are issued with the disclaimer listed above.

Undeliverable Address

The undeliverable brand will not be reflected on the certificate of title, but is recorded in the title record database.

- •If the title was undeliverable or returned by the postal service, the title record will be marked as undeliverable.
- •The address can be updated on ADOR public website Link or the designated agent can update the address in ALTS.
- •Once the address is corrected, the title will be mailed the following business day.

Odometer Legends

- * Actual Mileage
- * Exempt From Disclosure
- * Exceeds Mechanical Limits
- * The Odometer Reading Is Not The Actual Mileage-Warning- Odometer Discrepancy
 - * Odometer Not Certified
 - * Inoperable Odometer-Odometer Certification Reading Unavailable

Examples of Odometer Legends:

- 1. A vehicle that is less than 10 model years old, without any odometer discrepancy, will reflect Actual Mileage.
- 2. A vehicle that is 10 model years or older, will reflect Exempt from Disclosure.
- 3. If an odometer has reached the highest number mechanically available (odometer has "rolled over"), the title will indicate Exceeds Mechanical Limits.
- 4. A title will reflect Odometer Discrepancy when the department has reason to believe that the odometer reading does not reflect true mileage of the vehicle due to known previous recorded values for the vehicle.
- 5. Odometer not certified legend would commonly be reflected on a title when the transaction did not involve a transfer, and therefore, the mileage is not required to be certified. For example, someone moving to Alabama from another state and completing an application for title and registration.

Sample Georgia Certificate of Title

STATE OF GE	ORGIA	Cer	tificate	of T	itle	STAT	E OF GEORGIA
THIS T	TITLE MUST BE TR	ANSFERRE	D IMMEDIATELY L	PON CHAN	GE OF VEHI	CLE OW	NERSHIP
VEHICLE IDENTIFICATION NUM JACDH58W9P7910102	BER MAKE ISUZU	YEAR 1993	TYPE OF BODY MULTI-PURPOSE	TROOPER	CYL 6	11/01/	
DATE VEHICLE PUR. FUEI 02/23/1999 GAS	NEW OR USED USED	ODOMETER* 080498	PREVIOUS TITLE NBR/STA 1404111773 NC	TE OF ISSUE N		DLOR NK	CURRENT TITLE NUMBER 609613993055907
	OWNER		ODOMETER READING	IS ACTUAL MILEAGE	E OF THE VEHICLE U	NLESS OTHER	WISE INDICATED BELOW.
			MAIL TO				
			3.4				
1ST LIE	N OR SECURITY INTER	EST					
					All I		
2ND LIE	OR SECURITY INTER	EST					
3RD LIE	N OR SECURITY INTER	EST				w TT-	
				Legend	s Appea	ar me	ie
	LIEN OR SECURITY IN	A Character Street Control of the Co	The Georgia Departr	nent of Revenue here Department as the las	by certifies that on A	Application dul	y made the person named herein subject to the liens or security
DATE OF RELEASE	SECURITY INTEREST HOLDER	AUTHORIZED A	GENT interests herein set for Commissioner. This subject to the provisi	Certificate of Title is	security interests as	may subseque Motor Vehic	entily be filed with the le Certificate of Title Act and is
			33		Asil		
2ND LIEN		BY			7		

Sample Mississippi Certificate of Title

It is important to note any brands that may be present on foreign certificate of titles. Notice the brand in the right corner of the Mississippi title indicates "Bonded Title". The brands and meanings will vary by jurisdiction, therefore if you are unsure of the meaning, you should contact the state/jurisdiction that the title was issued. The state of Alabama does not accept bonded titles from other states, so in order for this vehicle to be titled in the state of Alabama, this vehicle would require a new bond application. The Surety Bond process will be presented later in this module.

	OF MISSIS			The same
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				NAME OF TAXABLE PARTY.
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				- Transport
(LIENHOLDEH)		DY.	(SKINATURE AND TITLE)	- District
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	DER OR ABOVE DESCRIBED LIEN(S) ON THE (LIENHOLDER) DAY OF WINNTMESS WHEREOF A HAVE HEREU	DER COR OWNER IF NO LIEN) DER COR OWNER IF NO LIEN)	DER COR OWNER IF NO LIEN (LIENFICLDER) DAY OF DAY OF THE OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HERESIY ACTOR (LIENFICLDER) DAY OF THE OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HERESIY ACTOR (LIENFICLDER) THE OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HERESIY ACTOR (LIENFICLDER) THE OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HERESIY ACTOR (LIENFICLDER) THE OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HERESIY ACTOR (LIENFICLDER) THE OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HERESIY ACTOR (LIENFICLDER) THE OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HERESIY ACTOR (LIENFICLDER) THE OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HERESIY ACTOR (LIENFICLDER) THE OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HERESIY ACTOR (LIENFICLDER) THE OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HERESIY ACTOR (LIENFICLDER) THE OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HERESIY ACTOR (LIENFICLDER) THE OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HERESIY ACTOR THE OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HEREON HERESIY ACTOR THE OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HE	AND DAY OF THE WITNESS WHENEXED IN THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT HAD THE MOTOR VEHICLE DESCRIBED HENEXIN ACCORDANCE OF THE NEXT

Title Documents

Sample Florida Certificate of Title

Notice the first assignment for transfer on a Florida Certificate of title is presented on the face of the title. Also, it's important to note that on an Alabama Certificate of Title, the odometer certification box is not checked for actual mileage, whereas on the Florida Certificate of Title, the box is checked for actual mileage. Pay close attention as marking the odometer certification box incorrectly could lead to an odometer discrepancy brand on the face of the title.



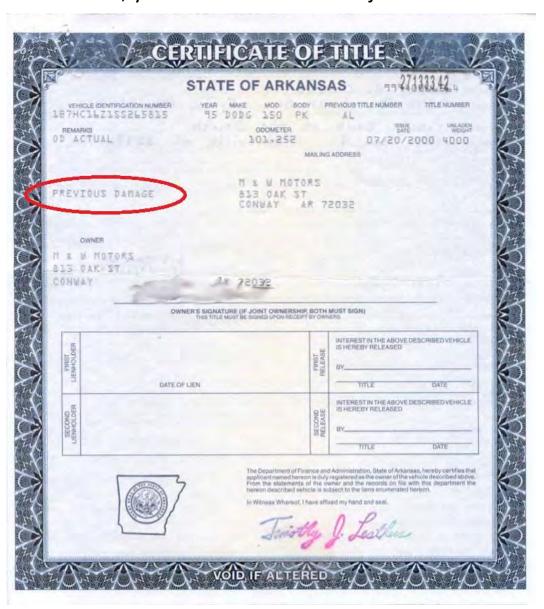
Sample Tennessee Certificate of Title



Title Documents

Sample Arkansas Certificate of Title

Note the brand reflected on the left side face of the title is "previous damage". If you are uncertain of the meaning of a brand, you should contact that jurisdiction.

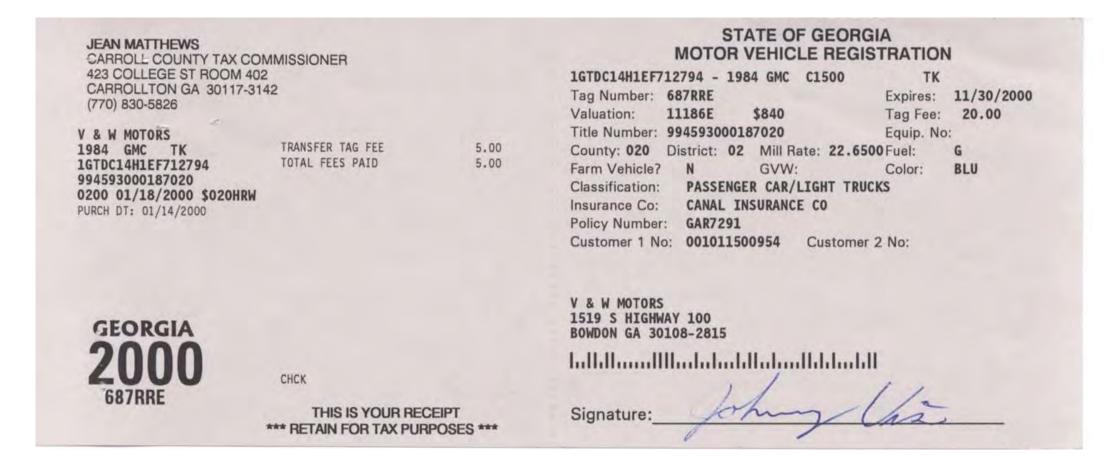


Other primary supporting documents used to issue an Alabama Certificate of Title:

Registration Documents Military Registration Federal Government Certificate to Obtain Title to a Vehicle Court Order

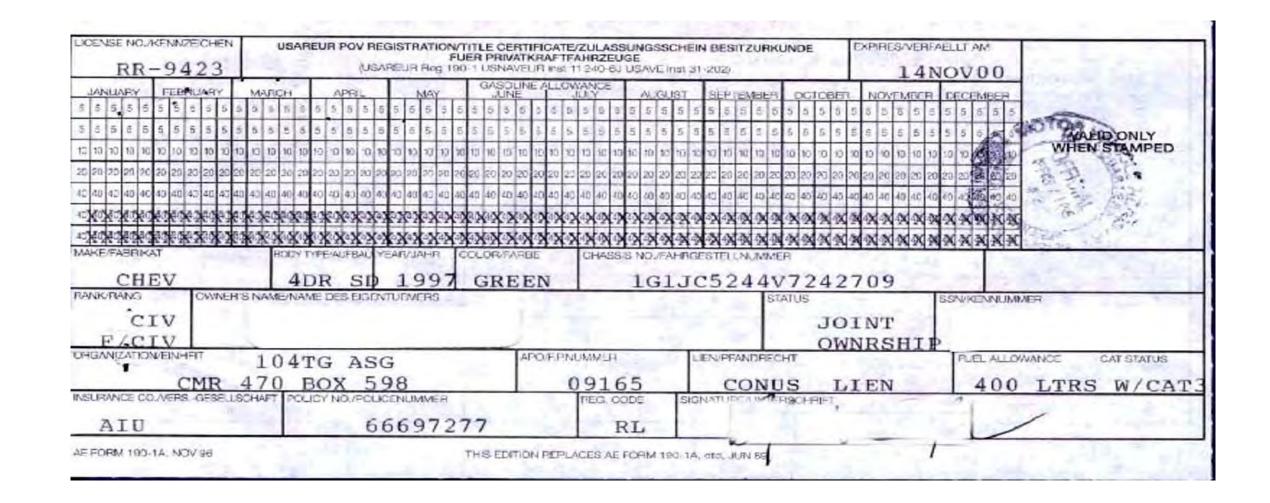
♦ Registration Documents:

Due to the fact that title laws vary by state, an out of state owner of a vehicle may not have a title. Therefore, if a vehicle is exempt from titling in another jurisdiction, the registration will be used, in lieu of the title, as the primary supporting document when applying for an Alabama Certificate of Title. In these situations, it's best to validate the exemption with that jurisdiction.



♦ Military Registration Documents:

Military Registration is acceptable as the primary supporting document, if the vehicle has not been previously titled, when applying for an Alabama Certificate of Title.



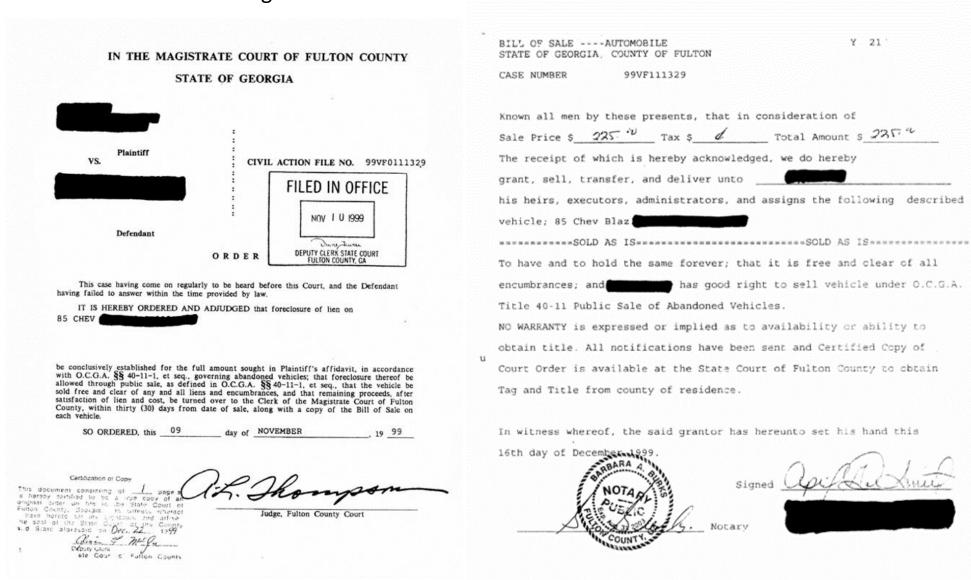
♦ Federal Govt. Certificate Form to Obtain Title:

Since government vehicles are exempt from titling requirements, the government agency should provide this form to the individual to which the vehicle is sold. Notice that an assignment section is provided at the bottom of the form.

A PROPERTY AND ADDRESS OF	The	Unit	ted S	tai	tes	Govern	ment	
			The second second second			le to a Ve	ehicle	
escribed	rsigned Department of the property of the prop	reperty of the	gency of the e United St Transferee	Unite ates G	d States overnme ated here	Government cer	tifles that the vehicle isferred this _26 _ day of s the first transfer of such	
Vehicle Identification No. 1HVB8ZWL3LH225005					ne No. 4ZFBP	C00507	0121	
Year 1990	Make of Vehicle WAYNE		Series or Model NAVISTAR 3			Body Style		
DIESE	L	No. of Cylinde O6	rs Weigh	(Shipping)	GVWR	Purchase Price 9,000.00	
	ometer Disa		tatement		Date of Sta	dement	6121	
IGS	aw (and State lite or providing	a false stat	ICE Transf	esult in	ou state t		transfer of ownership; failure state that	
est of my	knowledge that is checked. hereby certify th nount of mileage hereby certify th	at to the best in excess of at the odomet	of my knowle its mechanica er reading is	dge the	odometer	scribed above, unle	ess one of the following	
(2) II	WARNING - ODOMETER DISCREPANCY Transferor's Signature (Seller)			Printed Name (New York) and Title			Date.	
W	s Signature (Sel					- /'/	10/26/1999	

♦ Court Order:

A title can be issued with a court order. The most common court order is a divorce decree. When a court order is presented, it must contain three (3) essential elements: 1.) The case number 2.) The judge's signature 3.) The full VIN on the order must clearly state/describe the vehicle that is being awarded.



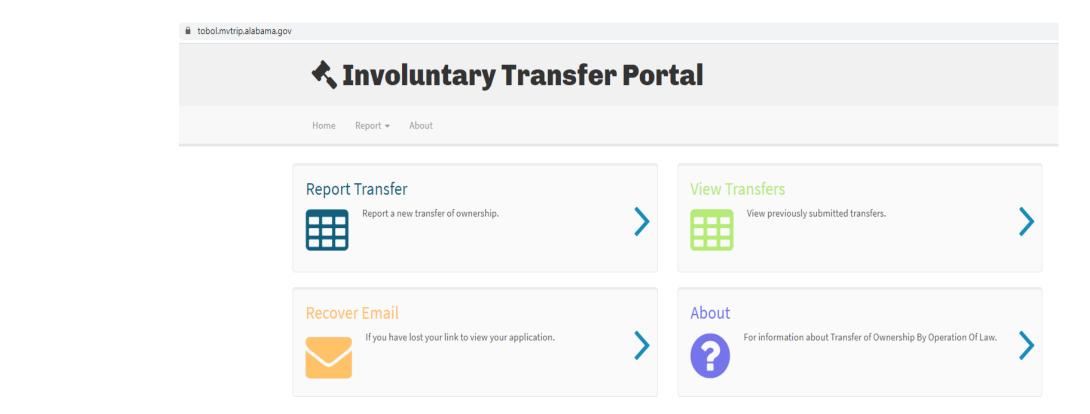
Title Documents

Reporting Requirements For a Court Order:

Alabama Law requires a court order to be reported to the department at least 35 days prior to the issuance of the title to be awarded. These laws were enacted in order to protect lienholders and provide them with sufficient notice of transfer of a vehicle for which they have an interest.

<u>Section 32-8-46, Code of Alabama 1975</u>, requires a person or entity initiating an involuntary transfer by operation of law to give notice of the action to the Department at least 35 calendar days prior to the date of the transfer.

- •The person or entity shall utilize the Department's **Involuntary Transfer Portal Link** to report the transfer of ownership.
- •The notice provisions shall not apply to a motor vehicle transferred pursuant to a divorce decree, or to a motor vehicle transferred pursuant to documents creating a lien or other security interest in the motor vehicle.
- •An application for certificate of title may not be submitted for a motor vehicle subject to these provisions until the notice requirements are satisfied.



Bonded Titles

- When a valid certificate of title is not available for a vehicle, the Department may require a bond. The bond serves as an insurance policy should a claim arise from a previous owner or lienholder.
- •If the Department is not satisfied as to the ownership of the vehicle or that there are no undisclosed security interests in it, the department may, as a condition of issuing a certificate of title, require the applicant to file with the Department a cash or surety bond (32-8-36 or 32-20-24).
- •Common reasons a surety bonded title is necessary include: skips in the chain of ownership, a dealership closed without completing the title paperwork, or the owner never received the title from the previous owner.
- Applicant(s) shall complete a request for an Alabama Certificate of Title under surety bond at https://bonds.mvtrip.alabama.gov/.
- •Upon approval of the surety bond request, the applicant(s) will be provided a certificate of title surety bond (form MVT 10-1) to be completed by the applicant(s) and the insurance company issuing the surety bond. Once the bond form is completed, it must be submitted with the completed title application.

Standardized Bond Amounts:

(A) <u>Trailers</u>:

- (1) Less than five (5) model years old \$25,000
- (2) Five (5) model years old but less than ten (10) model years old \$10,000
- (3) Ten (10) or more model years old \$5,000

(B) Passenger vehicles and pickup trucks:

- (1) Less than five (5) model years old \$50,000
- (2) Five (5) model years old but less than ten (10) model years old \$25,000
- (3) Ten (10) or more model years old \$10,000

(C) <u>Trucks</u>, <u>buses</u> and <u>recreational vehicles</u>:

- (1) Less than five (5) model years old \$100,000
- (2) Five (5) model years old but less than ten (10) model years old \$50,000
- (3) Ten (10) or more model years old \$25,000

(D) Motorcycles:

- (1) Less than five (5) model years old \$25,000
- (2) Five (5) model years old but less than ten (10) model years old \$10,000
- (3) Ten (10) or more model years old \$5,000

(E) Manufactured homes:

- (1) Less than (10) model years old \$50,000
- (2) Ten (10) or more model years old \$25,000

Title Assignments

Module 3

Federal Truth-In-Mileage Act

Odometer Certification Requirements

- •Pertains to vehicles that are less than ten (10) model years old.
- •Requires the transferor of a non-exempt vehicle must disclose the odometer reading to the transferee at the time of transfer.
- •The disclosure shall concern the accuracy of the mileage reflected on the odometer.
- •The transferor shall disclose by checking the appropriate block if the mileage reflected on the vehicle's odometer is not the actual mileage.
- •The transferor must sign and print his or her name to complete the disclosure.
- •The transferee must sign and print his or her name to acknowledge the disclosure.
- •Requires that certain language be incorporated in the odometer disclosure.
- •Prohibits the same person or representatives of the same company from making the odometer disclosure and acknowledging that disclosure.**

The most common reason for a rejected title application related to the Federal Truth in Mileage Act pertains to the requirement that prohibits the same person or representatives of the same company from certifying the odometer.

The error commonly happens when the owner of the vehicle assigns the dealer as their POA and a representative of the dealer signs as seller (POA) and a representative from the dealer signs on behalf of the dealership as buyer. Two independent parties are required to certify mileage and in this example, a representative of the dealership is signing as both seller and buyer and certifying mileage. In this particular example, the person appointed POA should not be associated with the dealership.

There is exception to the rule that prohibits the same person or representatives from signing the odometer disclosure. The exception applies when a secure POA is used, to be discussed in a module 4.

Federal Truth-In-Mileage Act Odometer Certification Exemptions

The Federal Truth-In-Mileage Act does not apply to:

1.) Vehicles that are ten (10) model years or older. The exemption begins on the first day in a calendar year.

◊ Example: As of January 1, 2019, all 2009 and prior year vehicles are exempt from federal odometer certification requirements

2.) Vehicles with a gross weight of 16,000 lbs. or greater.

♦ Example: Tractors (18 Wheelers), Motor Homes and some chassis and cab trucks

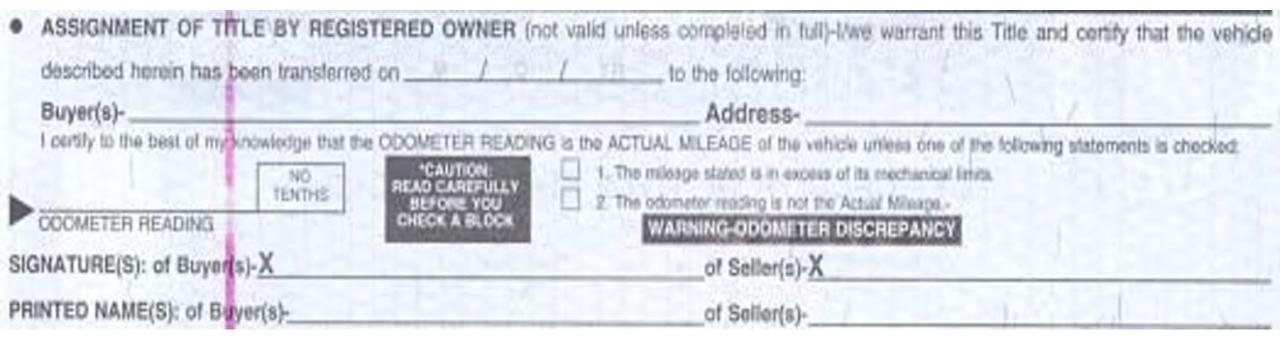
3.) Vehicles that are not self propelled.

Example: All classes of trailers.

Odometer Certification

NON-EXEMPT: If the vehicle is not exempt from the Federal Truth in Mileage act (less than 10 years old), the entire assignment must be completed in its entirety.

EXEMPT: If the vehicle is exempt, (10 years old or more), the following is not required and can be left blank: the odometer reading, both the printed name and signature of the buyer, the printed name of the seller. The seller's signature is required and serves to release their interest in the vehicle.



Title Assignments

Each title assignment must be completed in detail at the time of transfer. All information must be provided and **no assignment** can be incomplete. The chain of ownership must be complete.

Each title assignment must contain:

- *The purchaser's name and address.
- *The date of sale.
- *Buyer(s) and Seller(s) signatures as well as printed names (only the seller's signature is required for exempt vehicles).
- *An odometer reading, unless the vehicle is exempt under the Federal Truth-In-Mileage Act.
- *The **Dealer License number**.

Completing Title Assignments

Any Alteration Includes:

- a. Strike throughs;
- b. Tracing over a letter or number;
- c. Using a different color ink in the middle of a name;
- d.Using an ink color other than black or blue.

Title Assignments (example)

FERFILA, and State Law requires that you state the imbeage is connection with transfer of ownership. Failure to complete ODOMETER STATEMENT OR providing a FALSE STATEMENT may result in times and/or imprisonment ADDRESS OF THE LIENNOLDER Haryler(B) Top Rate Cars None ADDRESS OF 1st LIENHOLDER: Best Auto Sales 03/21/19 SIGNATURES) OF BUYONS X Jum PHINTED NAME OF HUYERON Jim Best George LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE: (IF NOWE, STATE "NONE") NAME OF IM LIENHOLDER: NONE ADDRESS OF THE LIENHOLDER: Bham, A1 35123 Jane 05/01/19 SIGNATURE(S) of Buyer(s)-X Jane Doe FIRINTED NAME: of Buyer(s)-NAME OF THE LIENHER DER BEST AUTO SALES Jasper, Al ADDRESS OF IN LIENHOLDER: 100 HWY 12 35432

Dealer Reassignment Form (Form MVT 8-3)

What if all the assignments on the back of the title are completed?

When all the assignment spaces on the vehicle's title have been completed, an Alabama Re-assignment form (MVT 8-3) must be used.

Dealer Reassignment (MVT 8-3):

- Can only be initiated by an Alabama dealer.
- Form MVT 8-3 can be found on the department's website at www.revenue.alabama.gov/forms or can be obtained from the dealer associations.
- Can only be initiated when all available assignments have been completed. If an out of state dealer has left the back of a title and initiated a re-assignment supplement form subsequent dealers are prohibited from using any unused assignments on the title. Additional assignments must be made on the re-assignment form.
- The MVT 8-3 cannot be used to correct an error in an assignment.

Foreign Re-assignment Supplement forms:

- Must be initiated by dealer from state where form originated.
- If an out of state dealer has left the back of a title and initiated a re-assignment supplement form-subsequent dealers are prohibited from using any unused assignments on the title. Any additional assignments must be made on the re-assignment form.

Completing Title Assignments

Alabama Dealer Reassignment Supplement Form (MVT 8-3)

ALABAMA DEPARTMENT OF REVENUE

MOTOR VEHICLE DIVISION

P.O. Box 327640 • Montgomery, AL 36132-7640 www.revenue.alabama.gov

Dealer Reassignment Form

This form is to be used by licensed motor vehicle dealers upon dealer transfers where all assignments on the certificate of title have been completed.

INDIVIDUALS or NON-LICENSED DEALERS CANNOT use this form to re-assign a certificate of title. Each re-assignment shall be in successive order and is not valid until completed in full.

***THIS FORM IS NOT VALID UNLESS ATTACHED TO TITLE THAT IT SUPPLEMENTS ***

e-assignment Supplem	ent to: (Check App	plicable)	Part at the
State:	Title No.:		C.O. or M.S.O: NAME OF ORIGINAL (FIRST) DEALER AND ADDRESS (CITY AND STATE)
EHICLE IDENTIFICATION	N NUMBER (OR S	ERIAL NUMBER).	NAME OF CHIGINAL (FIRST) DEALER AND ADDRESS (CITY AND STATE)
		The second second	connection with transfer of ownership. Failure to complete ODOMETER STATEMENT of
		It in fines and/or impri	
NOTI	ICE: ANY ALTER	ATION OR ERASUF	RE VOIDS THE ASSIGNMENT and all assignments that follow.
RE-ASSIGNMENT BY	LICENSED DEALE	R ● SELLING DEALER	R'S STATE LICENSE NO.
		The second secon	has been transferred to the following:
uyer(s):			Address:
ertify to the best of my k	inowledge that the C		à is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked: 1. The mileage stated is in excess of its mechanical limits.
- 1/-	NO TENTHS	READ CAREFULLY	DATE OF SALE
ODOMETER READING	1//	YOU CHECK BLOCK	2. The odometer reading is not the Acutal Mileage.
1/	1/	-	WARNING - ODOMETER DISCREPANCY
GNATURE (S) OF BUY	ER(S):X	- 1	OF SELLER(S):X
RINTED NAME(S) OF B	UYER(S): X	7	OF SELLER(S): X
ENHOLDER TO BE RE	CORDED AND SHO	OWN ON NEW TITLE (II	IF NONE, STATE 'NONE') * * * * * * * * *
AME OF 1ST LIENHOLD	DER:	4-1-1-1	
DRESS OF 1ST LIENH	OLDER:	4 12	
RE-ASSIGNMENT BY	LICENSED DEALE	R • SELLING DEALER	R'S STATE LICENSE NO.
I/ We warrant this title a			has been transferred to the following:
lyer(s):			Address:
ertify to the best of my k	1.00		is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:
-11 - 33	NO TENTHS	READ CAREFULLY	
ODOMETER READING		YOU CHECK BLOCK	
-11-11		1-6-423	WATHING - ODOMETER DISCHE PART
GNATURE (S) OF BUY	ER(S):X	1 35	OF SELLER(S):X
RINTED NAME(S) OF B	UYER(S): X		OF SELLER(S): X
ENHOLDER TO BE RE	CORDED AND SHO	OWN ON NEW TITLE (IF	IF NONE, STATE 'NONE') * * * * * * * * *
AME OF 1ST LIENHOLD	DER:	3/1	
DDRESS OF 1ST LIENH	HOLDER:	1.211.5	Franzai II II
RE-ASSIGNMENT BY	LICENSED DEALE	R • SELLING DEALER	R'S STATE LICENSE NO.
	nd certify that the ve	ehicle described herein	has been transferred to the following:
ryer(s):	and the state of	ODONETED DE ADING	Address: is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:
entity to the best of my a		CAUTION:	I. The mileage stated is in excess of its mechanical limits.
	TENTHS	READ CAREFULLY	
ODOMETER READING	110	YOU CHECK BLOCK	
			WATERIA COOLETTE OSCHE AUG
GNATURE (S) OF BUY	ER(S):X		OF SELLER(S):X
RINTED NAME(S) OF B	UYER(S): X		OF SELLER(S): X
ENHOLDER TO BE RE	CORDED AND SHO	OWN ON NEW TITLE (IF	IF NONE, STATE "NONE") * * * * * * * * * *
AME OF 1ST LIENHOLD	DER:		
DORESS OF 1ST LIENH	OLDER:		

Can be obtained from the department's website or from the dealer associations.

Website for form is: www.revenue.alabama
.gov/forms

Alabama Assignment Correction Affidavit (MVT 5-7)

If an error is made in an assignment, it can be corrected by using an Alabama Assignment Correction Affidavit (Form MVT 5-7)

Alabama Assignment Correction Affidavit:

- ✓ Can be obtained on the Department of Motor Vehicle's Website -<u>www.revenue.alabama.gov/forms</u>
- ✓ Can only be used to correct an error on the back of the title, in an individual assignment.
- ✓ Can only be used if the buyer or seller is a licensed Alabama dealer or a legal resident of Alabama.
- ✓ Can be used to correct either an assignment by registered owner or a re-assignment by licensed dealer.
- ✓ Must contain notarized signatures of both the seller and buyer.
- ✓ Can contain the signature of an attorney-in-fact, if that person was party to the original assignment which is being corrected.

Restrictions on use - MVT 5-7 may **not** be used:

- **★** To correct information or errors on the face of the title a corrected certificate of title must be obtained from the issuing jurisdiction.
- ★ As a general affidavit, for example a one-and-the-same affidavit a separate notarized affidavit must be provided for the error.
- **★** To correct other documents such as a power of attorney a new document must be provided.
- **★** When correction fluid appears in any area on the title a replacement title is required.
- **★** To correct erasures; including typewriter lift-off a replacement title is required.
- **★** To correct alterations caused by heavy lines or blotting out information a replacement title is required.
- \mathbf{x} To correct skips in the chain of ownership a title bond is required.

Completing Title Assignments

Alabama Assignment of Correction Affidavit – Form MVT 5-7

Form MVT 5-7 can be found at: www.revenue.alabama.gov/forms



State of Alabama Department of Revenue Motor Vehicle Division

P.O. Box 327640 • Montgomery, Alabama 36132-7640 www.revenue.alabama.gov

Affidavit to Correct an Assignment on a Certificate of Title

This fo	rm may ONLY be used to make co	prrections to information incorrectly stated in the title assig	nment.
YPE OF CORRECTION: (mark one)	Assignment on Manufacturer	's Statement of Origin (Motor Vehicle Dealer only)	
	Assignment of Title by Registr	tered Owner Re-Assignment of Title by License	ed Motor Vehicle Dealer
SSIGNMENT NUMBER BEING CORF			
ORRECTED ASSIGNMENT / RE-ASS	g-mar.	RE-ASSIGNMENT BY LICENSED DEALER, ETC.)	
Alabama Certificate of Title No.	And the second of the second of the second	sex one and provide title Number)	
	Foreign Certificate of Title	e No.:	
TMCO or MSO	- Control of the second		
	SINAL (FIRST) DEALER AND ADDRESS (CITY &	27.57.50	Hand
EHICLE IDENTIFICATION NUMBER	or Serial Number)	YEAR: MAKE:	MODEL:
ELLER'S REASON FOR CORRECTION	IN:		
-			
_			
		t. Section 32-8-12, <i>Code of Alabama 1975</i> , provides: "A person	
		t. Section 32-8-12, <i>Code of Alabama 1975</i> , provides: "A person certificate of title, on a certificate of the litle or on a form the De	
with fraudulent intent	, alters or forges an assignment of a		epartment prescribes.
with fraudulent intent	, alters or forges an assignment of a	certificate of title, on a certificate of the title or on a form the De iT BY LICENSED DEALER — SELLING DEALER'S STATE L	epartment prescribes.
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The Federal Truth in Mileage Act of 1986, requires that you state the mileage in connection with transfer of ownership. Failure to complete ODOMETER STATEMENT or providing a FALSE STATEMENT may result in fines and/or imprisonment.

Title Transfers Involving Deceased Owners

If the owner's estate is probated:

-Individual signing on behalf of deceased owner's estate must provide copy of letters testamentary or letters of administration issued by the probate court.

If the owner's estate is <u>not</u> probated:

- -Individual signing on behalf of deceased owner must provide the following documents:
 - •Properly completed Next of Kin Affidavit (form MVT 5-6)*
 - Copy of the owner's death certificate

Form MVT 5-6 can be found at: www.revenue.alabama.gov/forms/

1. Form MVT 5-6 Next of Kin Affidavit

Available for download/print on the Motor Vehicle Division website.



ALABAMA DEPARTMENT OF REVENUE MOTOR VEHICLE DIVISION

P.O. Box 327640 • Montgomery, AL 36132-7640

www.revenue.alabama.gov

Next of Kin Affidavit

NOTE: This affidavit must be submitted with a copy of the death certificate when applying for an Alabama Certificate of Title.

E IDENTIFICATION NUMBER				TITLE NUMBER	
		1 1 1			
	AKE			MODEL	
"	nn C			WOOLL	
OF DECEASED					
SS OF DECEASED					
		STATE			ZIP
The undersigned certifies,	as next of kin he/sha is o	ne of the heir	s of the	deceased listed a	shove and the
the desire of the said heirs CHECK ONE BOX ONLY	that:				ned asserts that it is
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Form MVT 5-6 can be found at: www.revenue.alabama.gov/forms

Power of Attorneys & Liens

Module 4

Power of Attorney- Essential Information

A Power of Attorney is a legal document that appoints or gives someone the legal authority to act on behalf of another.

A Power of Attorney should contain the following essential information:

- •(a) Date document completed,
- •(b) Name and address of individual appointed as attorney-in-fact,
- •(c) Original signature of attorney-in-fact (required only if space provided for signature on document),
- •(d) Complete description of vehicle, including vehicle identification number (VIN), year, make, model and body type,
- •(e) Purpose(s) for which appointment intended (owner shall initial each purpose listed on MVT 5-13 for which appointment is intended),
- •(f) Original signature of owner (individual appointing attorney-in-fact) and his/her address.

Different Types of Power of Attorneys:

General (Durable) Power of Attorney, Limited Power of Attorney, Specific Power of Attorney.

A <u>General</u> Power of Attorney grants full power and allows the appointee to execute any legal matter. A good example of this is a military person leaving the country granting their spouse full legal power while they are away.

A <u>limited</u> Power of Attorney grants power to handle a certain type of business or transaction. For example, handle the sale of a vehicle.

A <u>Specific</u> Power of Attorney grants the appointee power to handle a very specific named transaction. For example, title application only.

Using a Power of Attorney

Example of a General Power of Attorney

BOOK 041 PAGE 680

STATE OF ALABAMA

MONTGOMERY COUNTY

DURABLE POWER OF ATTORNEY

KNOWN ALL MEN BY THESE PRESENTS: That the undersigned, John Doe, of Montgomery County, Alabama desiring to constitute a durable power of attorney. I do hereby make, constitute and appoint my wife, Jane Doe, of Montgomery County, Alabama as my true and lawful attorney-in-fact, for me and in my name, place and stead and on my behalf and for my use and benefit to do, perform and execute all and every act that I may legally do through a attorney-in-fact and every proper power necessary to carry out the purposes for which this power is granted with full power of substitution and revocation hereby ratifying and affirming that which my wife, Jane Doe, should lawfully do or cause to be done by herself by virtue of the power herein conferred upon herself.

The rights, powers and authority of my said attorney-in-fact herin granted shall not be affected by disability, incompetency or incapacity of the principal. John Doe, and such rights, powers and authority shall remain in full force and effect hereafter until the death of the principal. John Doe. Any action taken in good faith pursuant to the foregoing authority without actual knowledge of my death shall be binding upon me, my heirs, assigns and personal representatives.

IN WITNESS WHEREOF, as principal,	. I have signed this durable power of attor	ney at
Montgomery, Montgomery County, Alabama, on	this day of	, 19
	John Doe	

STATE OF ALABAMA

MONTGOMERY COUNTY

I, the undersigned authority, a Notary Public in and for said County and State, hereby certify that John Doe; whose name is signed to the foregoing durable power of attorney and who is known to me, acknowledged before me on this day that, being informed of the contents of said instrument, he executed the same voluntarily on the day the same bears date.

iven under my hand and seal on this		
	Notary Public	

April 22 10.19A.M. 1997 Filed in Probate Court Montgomery County George Burns Probate Judge

Example of a Limited Power of Attorney

LIMITED POWER OF ATTORNEY

FROM JANE DOE TO SPECIMEN SIGNATURE KNOWN ALL MEN BY THESE PRESENTS: That I, Jane Doe do hereby appoint the person or entity designated in the heading hereof, with the following powers and authorities hereinafter specified: The power and authority to apply for and obtain certificates of registration and title, licenses and/or renewals, as well as transfer of license plates for property owned by Jane Doe; It is expressly understood that nothing contained in this Power of Attorney shall be deemed to authorize the Attorney-in-Fact designated herein to underwrite, warrant, endorse or guarantee the debt, performance, obligation or other similar undertakings of any person, corporation, or other entity whatsoever, IN WITNESS WHEREOF, JANE DOE has executed this Power of Attorney in the County of Montgomery, State of Alabama, on this _ Jane Doc Attorney-in-Fact STATE OF ALABAMA COUNTY OF MONGOMERY Before me a notary public, in and for said county, personally appeared the above named Attorney-in-Fact, who acknowledged that she did sign the foregoing instrument, and that the same is her free act and deed. In testimony thereof, I have hereunto subscribed my name at Montgomery, Alabama, this day of My commission expires

Using a Power of Attorney

Form MVT 5-7 **Available to download/print on Motor Vehicle Division Website:**

www.revenue.alabama.gov/forms

Example of a Specific Power of Attorney



ALABAMA DEPARTMENT OF REVENUE MOTOR VEHICLE DIVISION www.revenue.alabama.gov

Power of Attorney

A. VEHICLE DENTIFICATION NUMBER (VIN)*		1000 400			
		YEAR	MAKE	MODEL:	
BIODY TYPE		LIGENSE PLATE NUMBER		STATE OF ISSUANCE	
В.					
Taxpayer Information		Representative(s): Hereby appoi	int(s) the following representative(s)	
Taxpayer Name(s) and Address (Please Ty	pe or Print)	Name and Addre	ess (Please Type	or Print)	
Email Address		Email Address			
Telephone Number ()_		Telephone Numb	per ()		
	The second second				
ACTS AUTHORIZED The representative(s) is authorized to rewith respect to the matters described a returns.	eceive and inspect cor bove. The authority do	oes not include the power	r to receive refu	and checks or the power to sign ce	
	eceive and inspect cor bove. The authority do	oes not include the power	r to receive refu	and checks or the power to sign ce	
other purpose, describe: for my motor vehicle described above. ACTS AUTHORIZED The representative(s) is authorized to neith respect to the matters described a returns. LIST ANY SPECIFIC ADDITIONS OR RESTRICTS	eceive and inspect cor bove. The authority do ons to the acts other	oes not include the power	r to receive refu	and checks or the power to sign ce	
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Certifying Odometer with a Power of Attorney

As discussed in Chapter 3, The Federal Truth-In-Mileage Act, prohibits the same person or representative of the same company from making the odometer disclosure and acknowledging that disclosure. In other words, it takes two separate parties to certify mileage and when this doesn't occur, it is a common reason for a rejected title application.

•The error commonly happens when the owner of the vehicle assigns the dealer as their Power of Attorney (POA) and when the title arrives, a representative of the dealer signs on behalf of the buyer or seller (POA) and a representative from the dealer signs on behalf of the dealership as buyer or seller. Two independent parties are required to certify mileage and in the example below, a representative of the dealership has signed as both seller and buyer and certified mileage. The person appointed as POA should not be associated with the dealership.

How can this situation be avoided? There is exception to the rule that prohibits the same person or representatives from signing the odometer disclosure. The exception applies when a Secure POA is used, to be discussed next.

Using a Power of Attorney

• The images below are an example of an application that was rejected because a dealership was appointed as Power of Attorney, and certified mileage (on the back of the title) as both buyer and seller. Two independent parties are required to certify mileage on the back of the title.

Example: Joe Jones appoints Trader's Used Cars as POA

Sales Sales	www.revenue.alabama	EHICLE DIV	ISION icle/forms.html	THIS FORM MAY BE REPRODUCED
1 2 3 4 5 6 7 8		5 6 7 20 CETASE PLATE TALMBER	19 Hond	a Accord
Taxpayer Information Taxpayer Name(s) and Address (Pier Joe Jones 123 Any St. Birmingham, Al		Name and Address**	(s): Hereby appoint(s) to see (Flease Type or Print)	Cars
ACTS AUTHORIZEO The representative(s) is authorize with respect to the matters describetures. LIST ANY SPECIFIC ADDITIONS OR RES	bed above. The authority does	not include the por	wer to receive refund i	and all acts that I (we) can perform checks or the power to sign certain
Sworn to and subscribed before me the sword and subscribed before me the sword and swo	e on date above stated.	SONATURE	Joe Jor	es 5/1/19
Signature of Appointee: If a business firm or corporation is n-fact for the owner.	appointed, the signature shall b	LUCK THOUT THIS SIGNATU		5 VI9
SPECIAL NOTICE: Any alteration of the subsequent of the subsequent optional				ures are required. uired to have 17 digits/characters.

Example of Reject: A rep. for Trader's, Jane Clerk, signs as both buyer and seller.

	-	STAN ARES		ind/or imprisonment.	-	THE RESERVE OF THE PARTY OF THE	POPULATION NAMED IN
				THE ASSIGNMENT			
described hygen has		med on 02	2 2004	to the following	we warrant this	Title and certify t	nut the vehicle
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	and sentily that			Address-			
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Secure Power of Attorney (MVT 8-4)

When can a Secure Power of Attorney be used?

When the title is held by a lienholder or the title is lost and a replacement is being obtained. The Federal Truth-in-Mileage Act of 1986 permits States to provide a power of attorney form for use by owners when transferring their motor vehicles, and their certificate of title is held by a duly recorded lienholder, or the certificate of title is lost, and a replacement certificate of title must be obtained.

How do I obtain a Secure Power of Attorney (Form MVT 8-4)?:

The Secure Power of Attorney must be printed on secure paper and it is available from any of the dealer associations:

•The Federal Truth-in-Mileage Act of 1986 mandates the power of attorney utilized to transfer a vehicle be printed by a secure printing process.

How is the mileage documented on the Secure Power of Attorney and the title?:

The mileage is certified on date of the Secure Power of Attorney, and when the title arrives, the information certified from the Secure POA is transferred to the title assignment-exactly as stated on the Secure POA. The Federal Truth-In-Mileage Act of 1986, states:

- •Such power of attorney can be used to disclose the vehicle's odometer reading in the assignment of title by the titled owner and will also permit the transferee to complete the assignment of title.
- •The odometer disclosure in the title assignment must be exactly as stated in the odometer disclosure made in the power of attorney.

How to complete the Secure POA (Form MVT 8-4) Part A:

Complete section A in it's entirety. The mileage for the vehicle will be certified on the day the Secure POA is completed (In the example below, form MVT 8-4 was completed on 2/2/04). When the title arrives, the information that was certified on the Secure Power of Attorney (Form MVT 8-4), should be transferred or duplicated in the assignment on the back of the title.

ALABAMA SECURE POWER OF ATTORNEY U614402	FEDERAL and State Law requires that you state the mileage in connection with transfer of ownership. Failure to complete COOMETER STATEMENT OR providing a FALSE STATEMENT may result in fines and/or imprisonment.
WARNING: This form may be used only when title is physically held by lienholder or has been lost. This form must be submitted to the state by the person exercising Powers of Attorney. Failure to do so may result in fines and/or imprisorment.	*** NOTICE: ANY ALTERATION OR ERASURE VOIDS THE ASSIGNMENT and all assignments that follow***
VEHICLE YEAR MAKE MODEL BOOY TYPE VIN	 ASSIGNMENT OF TITLE BY REGISTERED OWNER into ward unless completed in full-live warrant this Title and certify that the vehicle
DESCRIPTION 2001 Ford Tempo 2D IFAPP363714753211	described herein has been transferred on 02 02 2004 to the following:
PART A. TRANSFEROR'S POWER OF ATTORNEY TO DISCLOSE MILEAGE	Buyer(s)-Trader'S Used Cars Address-87 Sims St. Cedar, AL 36776
Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Providing a false statement may result in the	1 (MIN) to the best of my knowledge that the COCARETER READING is the ACTUAL MILEAGE of the varietie unless one of the following attendens is checked 1 The mission stated is in science of the mission limits.
or impresormant.	21000 Teacher Store Stor
(transferse's name, print) as my afformer in fact, for the purpose and with full authority to apply for a replacement certificate of title upon the vehicle	SIGNATURE(S): OF BUYERELY COMP CLAIR OF Selection X Charles Clark POA Note to
thescribed above, and further grant the authority to endorse and transfer title thereto, and disclose the making to this vehicle exactly as stated in the	
following disclosure I have made for the vehicle described above. The date of the Statement is	LIEBLIO DED TO RESECCODED SEC CUCHE ON MEN THE CONTROL OF MANUEL
that the odometer now reads 31, 555 (no tenths) miles and to the best of my knowledge that it reflects the actual	NAME OF 1st LIENHOLDER: NONE TILE (IF NONE, STATE NONE) # # # # # # the as
mileage unless one of the following statements is checked.	ADDRESS OF 1st LIENHOLDER:
(1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of mechanical limits.	FIRST RE-ASSIGNMENT BY LICENSED DEALER - SELLING DEALER'S STATE Lic. No
(2) I hereby certify that the adometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY.	I've warrant this Title and certify that the vehicle described herein has been transferred to the following:
Transferor's Signature Jac Jones Transferor's Printed Name Joe Jones	Buyer(s)- 1 don'ty in the best of the knowledge that the COCAMPTER READING is the ACTUAL MILEAGE of this retricks unless one of the following addensers is channel? POWER
Laconetic a Prince Court	100 to 10
Transferor's Street Address: 1100 Hny SE	COOMETER READING CHECK & BLOCK WARNING-GOOMETER DISCREPANCY Alabar
City: Cedar State: 74 Zip Code: 36766	SIGNATURE(S): of Buyer s)-X of Seller(s)-X Form (
Transferee's Signature: Gazel Clerk Transferee's Pointed Name: Jane Clerk	PRINTED NAME: of Buyer(s)- of Seller(s)-
	LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE: (IF NONE, STATE "NONE") # # # # # # #
Transfered's Dealership Name: Trader'S Used Cors	NAME OF 1st LIERHYLDER
Business Street Address: 87 Sims St	ADDRESS OF 1st LibriolDER
City: Cedar State: AL Zip Code: 36776	SECOND RE-ASSIGNMENT BY LICENSED DEALER - SELLING DEALER'S STATE LIC, No.
	Here warrant this Title and certify that the vehicle described herein has been transferred to the lipbywing
PART II. TRANSFEREE'S POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE (Part B is invalid unless Part A has been completed.)	Buyer(s)- 1 centry in the head of the incentings that the OCCIMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked.
	1 The reliange stated in the security from Compatible Security Sec
(transferee's name, print) appoint	QOONETER PEACHS.
(transferor's name, print) as my attorney-in-fact	SIGNATURE(S): of Buyers)-X of Seller(s)-X
for the purpose and with full authority to apply for a certificate of title and/or registration upon the vehicle described above, and to sign the mileage disclosure on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.	PRINTED NAME: of Buyer(a)-
Transferoe's	LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE (IF NONE, STATE "NONE") * * * * * * * *
Transferoe's Signature: Printed Name: Transferoe's Name (Typed): Street Address:	NAME OF 1st LIERNIGLOER:
City: State: Zip Code:	ADDRESS OF 1st LIGNHOLDER
Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Providing a false statement may result in times	THIRD RE-ASSIGNMENT BY LICENSED DEALER - SELLING DEALER'S STATE LIC, No.
or imprisonment.	I've warrant this Title and cavity that the vehicle described herein has been transferred to the following:
(transferor's/destenship name, print) state that the odometer now reads (no tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the tollowing is checked.	Buyer(a)— Lowthy to the best of in throwings that the ODOMETER READING is the ACTUAL MILEAGE of the vertice unless one of the following stationers is checked:
(1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of mechanical limits.	1402 TENTHS BEFORE YOU 2 1 The ordinate reading is not the Actual Mileage.
(2) I hereby certify that the odometer reading is NOT the actual mileage. WARNING - COOMETER DISCREPANCY.	COOMETER READING CHECK A BLOCK WARRING-OCOMETER DISCREPANCY
Transferor's Signature: Printed Name:	SIGNATURE(S): of Buyer(s)-X of Seller(s)-X
Transferor's Signature: Printed Name:	PRINTED NAME: of Buyer(a)-
Street Address: Crtv.	

Note that a rep from Trader's Used Cars signed as both buyer & seller in the assignment of the title.

This is allowed by the Federal Truth-In-Mileage Act when using a Secure Power of Atty, because the mileage was actually certified (on the Alabama Secure Power of Attorney, Form MVT 8-4) on 2/2/04.

Using a Power of Attorney

How to complete the Secure POA (Form MVT 8-4) Part B:

Part B of the Secure Power of Attorney, Form MVT 8-4, should be completed if a vehicle is sold after Part A was completed and the title has not been received as of the date of the subsequent sale. In the previous example, Joe Jones traded his car in to Trader's Used Cars and the dealer was waiting for the title to the vehicle because it was either; lost and was waiting for a replacement, or it was held by the lienholder. Joe Jones and the dealership signed Part A of the Secure Power of Attorney on 2/2/04. Two weeks later, Trader's was waiting for the title to arrive and they sold the vehicle to Sue Smith. Trader's should then complete Part B of the Secure Power of Attorney. The information in Part B should agree, exactly, to the first re-assignment on back of title.

The information on Part A should be transferred/duplicated, exactly, to the first assignment on the back of the title. The date & mileage must agree.

The information on Part B should be transferred/duplicated, exactly, to the first reassignment on the back of the title. The date & mileage must agree.

VARPHING: This tiem may be used only when title is physically held by lienfolder or has been lost. This form must be autonomed to the state by the person exemplaing Powers of Attorney, Equitine to do so may need in fines analyze exprisonment. HICLE YEAR MAKE MODEL BODY TYPE VIN	MASSIGNMENT OF TITLE BY REOL PRED OWNER INC. 2004
SCRIPTION 2001 Ford Tempo 2D IFAPP36371K753211	Buyerial Trader'S Used
Federal law (and State law, if applicable) requires that you state the minage upon transfer of ownership. Providing a take externant may result in finese or emphasized transfer of the state of the sta	PRINTED NAME(S): OF BEHRECORDED AND SHOWN ON NEW TITLE (IF NONE, NAME OF 1st LIENHOLDER. ADDRESS OF 1st LIENHOLDER.
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Transferor's Signature: York Jones Transferor's Printed Name: Joe Jones	21 555
Transferor's Stepel Address: 1100 Any St. City: Cedar State: AL Zo Code: 36766	SHAMATURESSI: OF BUTON X Jane Clark POA
Transference's Signature Game Clerk Transference's Printed Name Jane Clerk	HINTED NAME: of BUYEVAN JONE CIETY LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE: OF ROME.
Transference Designation Name Trader's Used Corrs	LIENINGLER TO BE RECORDED AND SHOWN ON NEW TITLE: UP NONE, NAME OF 1st LIENINGLER. ADDRESS OF 1st LIENINGLER.
Bookhess Street Address 87 SimS St.	. SECOND RE-ASSIGNMENT BY LICENSED DEALER - SELLING DEALER
ony Cedar State AL zp Code 36776	Buyer(a)
PARTIES OF A DESCRIPTION OF A TAXABLE CONTROL OF A DESIGNATION OF A DESIGNATION OF A DESCRIPTION OF A DESCRIPTION OF A DESIGNATION OF A DESCRIPTION OF A DESCRI	Tourist Hall Control of the release
Jue Smith (transferor a norme, print) appoint	SIGNATURE(S) of Suyeday X
2 rader's Used Cano (transferor's name, print) as my attorney-in-tack	PRINTED NAME: of Buyer(s):
for the purpose and with full authority to apply for a certificate of title and/or registration upon the vertices described above, and to sign the milliage disclosure on the little for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.	LIENHOLDER TO BE RECORDED AND SHOWN ON HEW TITLE: (IF NONE, NAME OF 1st LIENHOLDER)
Transference Signature 2 M 2 mith Proper Person Per	ADDRESS OF 1st LIEUHOLDER:
Transferent Name (Typed) Smell Address: 50 CROSS DRIVE City: Ce dar State: AL. 2p Code: 35412	 THIRD RE-ASSIGNMENT BY LICENSED DEALER + SELLING DEALER'S tree purposed the Title and swiftly that the verticle described herein has been bound
Faderal law (and State law, if applicable) tequires that you state the mileage upon transfer of ownership. Providing a table statement may result in final	Buyer(a)- J. specify in the treat of our Assessmings that the COCASTEN READING in the ACTUAL AS
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	DESIGNATION STATES AND RECOGNISH.
	Note that in the example, above, the
A.	Part A to Part B; However, if the veh
State: AL 25 Code 36776 Date 2-15-2004	•
GERTIFICATION (To be companied when Parts A and B How Bear Used) Traders Used Cars Chambership name agont beauty continued to the milesone	increased, the actual mileage should
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et sims street - certar	
State: At 20 Code: 86-T19 Date: 2-70-7004	

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ASSIGNMENT and all assignments that fo

How is a lien perfected and why is it important?

Perfecting a lien means to record the lienholder's security interest in the vehicle according to statutory requirements. Perfecting a lien is important because the lien date establishes priority against other creditors.

<u>Article Three of the Alabama Uniform Certificate of Title and Anti-Theft Act</u> prescribes the exclusive method for perfecting security interests in motor vehicles that are required to be titled under the Act.

- •Under Article Three, "a security interest is perfected by the delivery to the department of the existing certificate of title, if any, an application for a certificate of title containing the name and address of the lienholder and the date of his security agreement and the required fee.
- •The lien is perfected as of the time of its creation if the delivery is completed within 30 days thereafter, otherwise, as of the time of the delivery."

If the title application package is received within 30 days, the lien is perfected as of the creation date. However, if the title application package is received after 30 days, the lien is perfected as of the date that the department receives the application. Let's take a look at both scenarios.

In the example below, the title application was received within 30 days of the lien date, so the lien is perfected as of the date the lien was created, 6/27/19.

Perfection of Security Interest (Example A) MYT S 1E (REV 97/17) ALABAMA DEPARTMENT OF REVENUE MOTOR VEHICLE DIVISION P.O. Box 327666, Montgomery AL 36132-7666 Application for Certificate of Title Application Date Application Number ADL10000018603 Lien date is 6/27/2019 Application Type: Add Lien Primary Document: Alabama Title Title Number Issue Date 7/2/2019 10000018602 ⇔ Vehicle VIN: 1FAHP26137G146010 W Vehicle Brands · Odometer: Exempt from Disclosure 2007 Ford FIVE HUNDRED 6 Cylinders, Flexible Exempt Received date 7/05/2019 Sedan (4 Door) Maroon W Owner DOE JOHN 123 ANYSTREET, MONTGOMERY, AL 36104 m Primary Lien (6/27/2019) I SOUTH HULL STREET, MONTGOMERY, AL 36104 Lien was perfected as of @ Supporting Documents 6/27/2019 F Signatures (Felony Offense For False Statements) I, the undersigned, certify that the vehicle described above is owned by me and I hereby make application for said motor vehicle and this vehicle will not be the subject of lien prior to receipt of the 01-00030-00 (01-00030-00) ATTENTION APPLICANT: You can track the status of your site application by getoning the little application remore listed above at the following website, titlescalus mining and are given A surrent copy of this application shall, in accurrance with Section 32.8-38. Code of Alabama 1675, serve as a permit for the operation of the improvemental described player until the revenue

In the next example, the title application was not received within 30 days of the lien date, so the lien is perfected as of the received date, 8/13/19.



Two Ways A Lien Is Released:





Lien Release by Signature

A. Title with lien release

- •Signature of authorized representative of lienholder
- Date of lien release
- Name of lienholder

B. Separate lien release

- •Lien release must be on letterhead. If not on letterhead it must be notarized and include the name of the recorded lienholder.
- •Lien release must provide the name of the owner with whom the lienholder held a security agreement.
- •Lien release must identify the vehicle by complete vehicle identification number (V.I.N).
- •Lien release must state clearly that the lien has been released and show date of release.
- •Lien release must be signed by authorized representative of the recorded lienholder.

Ways to Release a Lien

Two Ways A Lien Is Released: Release by Signature Release Due to Age

♦ Lien Release Due to Age

A. Lien is more than 12 years old:

- •Liens shall be considered satisfied after twelve (12) years from the date of the lien as recorded on the certificate of title.
- •Exceptions to this rule: manufactured homes, travel trailers, or vehicles that weigh more than 12,000 pounds gross weight.
- •Example: A 2000 model year vehicle with a recorded lien date of 1/1/2000. The lien is satisfied by operation of law, due to age, on 1/1/2012.

B. Vehicle is older than 12 model years and lien is more than four years old (12 year/4 year Rule):

- •Lien shall be considered satisfied and release shall not be required after four years from date of the security agreement as recorded on the face of the certificate of title.
- •Exceptions to this rule: manufactured homes, travel trailers, or vehicles that weigh more than 12,000 pounds gross weight.
- •Example: A 2000 model year vehicle with a recorded lien date of 01/01/2010. The lien is satisfied by operation of law, due to age, on 1/1/2014.

Note- If a lien will be released by operation of law, due to age, a Designated Agent can extend the lien (prior to the lien release date) by logging into ALTS and creating an application for continuation of security agreement.

Repossessions,
Salvage &
Rebuilt Vehicles

Module 5

Repossession Form MVT 15-1

- •The MVT 15-1, (Repossessed Motor Vehicle Affidavit) -LINK must be completed by the lienholder when a vehicle is repossessed. The lienholder may assign the vehicle ownership without obtaining a title in his name if his lien is recorded on the face of the title.
- •The date of repossession is the date the lienholder recovers the vehicle from the owner.
- •The lien on the face of the title should not be released when a vehicle has been repossessed.

Repossessions (If you are the recorded lienholder)

- •The MVT 15-1 is only a supporting document. The actual transfer is accomplished when the repossessing lienholder completes the assignment (by registered owner) on the back of the title.
- •A repossessing lienholder who is also a licensed dealer should complete registered owner section (not assignment by licensed dealer) since the vehicle is being sold as the result of the repossession.

Repossessions

If you are the recorded lienholder on the face of the title, simply complete the Repossession Affidavit, Form MVT 15-1, and complete the back of the title for to transfer the vehicle. Form MVT 15-1 (link) is available to download/print on the Motor Vehicle Division Website.

Value 20	Moto Box 327640 • Monto cossessed Mo	DEPARTMENT OF REVENUE R VEHICLE DIVISION TITLE SECTION 1950 OF VEHICLE Affida 100 OF VEHICLE AFFIDA 101 OF REVENUE AFFIDA 101 OF REVENUE AFFIDA 102 OF REVENUE AFFIDA 103 OF REVENUE AFFIDA 103 OF REVENUE AFFIDA 104 OF REVENUE AFFIDA 105 OF RE	4) 242-9000 avit and
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Montgomery		STATE AL	34789
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156 Able Ave.			
Cedar		STATE	35412
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owner to meet the obligation was lawfully terminated. The	a for settlement of a Lier said vehicle was sold on TO BEFORE ME THIS	d the motor vehicle described abo n of Security Interest on said vehi r reassigned, pursuant to the term	we because of the failure of the forme cle and that the Interest of the Owne
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Repossessions (If you are not the recorded lienholder)

If a vehicle is repossessed before the lien has been recorded on the certificate of title <u>the unrecorded</u> lienholder must obtain the certificate of title in the lienholder's name before transferring the vehicle.

The following documents must be submitted to title in the name of the unrecorded lienholder:

- ◆ Title application in lienholder's name
- ◆ Certificate of title in the name of or assigned to the individual(s) from whom the vehicle has been repossessed
- ◆ Security agreement signed by the owner(s)
- ◆ Repossession affidavit (form MVT 15-1)

Salvage Vehicles

Definition and Requirements found in <u>Section 32-8-87, Code of Alabama 1975:</u>

When the frame or engine is removed from a motor vehicle and not immediately replaced by another frame or engine, or when an insurance company has paid money or made other monetary settlement as compensation for a total loss of any motor vehicle, the motor vehicle shall be considered salvage.

- A total loss occurs when an insurance company or any other person pays or makes other monetary settlement to a person when a vehicle is damaged and the damage to the vehicle is **equal to or greater than 75 percent** of the fair retail value of the vehicle prior to damage.
- Retail value is required to be based upon a current edition of a nationally recognized compilation of retail values, including automated data bases.
- ❖ A salvage vehicle is not legally operable on Alabama roadways.
- Alabama law will not allow a salvage title to be issued once a current salvage title already exists. Ownership is transferred using the assignments on the back of the title, however, the vehicle must undergo the rebuilt inspection process and only a rebuilt title can be issued after a salvage has been issued.
- The Department of Justice requires all junk yards and salvage yards handling five or more junk or salvage vehicles per year to report to NMVTIS (The National Motor Vehicle Title Information System) with specific information on each junk or salvage automobile obtained in whole or in part in the prior month. NMVTIS is intended to protect consumers from fraud and unsafe vehicles and to keep stolen vehicles from being resold. Failure to report to NMVTIS as required is punishable by a civil penalty of \$1,000 per violation.
- NMVTIS allows the public to check whether a business is registered to report to NMVTIS and the date of the registered business' last report. The public search can be found at https://vehiclehistory.bja.ojp.gov/nmvtis/nmvtis who report.
- Designated Agents shall complete a salvage application for title in ALTS. Non-Designated Agents should complete an Application for Salvage Certificate of Title, Form MVT 41-1, found at: https://revenue.alabama.gov/forms/.

Rebuilt Vehicle

• The department may issue a certificate of title to any motor vehicle for which a salvage certificate has been issued by this or any other state, and the vehicle has, in this state, been completely restored to its operating condition which existed prior to the event which caused the salvage certificate of title to issue, provided all requirements of the Code of Alabama 1975, Section 32-8-87, have been met.

No certificate of title shall be issued for any motor vehicle for which a "junk" certificate has been issued or for a
vehicle which is sold "for parts only."

Salvage or Rebuilt Vehicle Disclosure

You are required by law to disclose, in writing, that a vehicle is salvage or rebuilt, even if the vehicle is donated!

Code of Alabama 1975, §32-8-87, states, in part:

- Each person who sells, exchanges, delivers, or otherwise transfers any interest in any vehicle for which a title bearing the designation "salvage" or "rebuilt" has been issued shall disclose in writing the existence of this title to the prospective purchaser, recipient in exchange, recipient by donation, or recipient by other act of transfer.
- The disclosure, shall be made at the time of or prior to the completion of the sale, exchange, donation, or other act of transfer, and shall contain the following information in no smaller than 10 point type: "This vehicle's title contains the designation 'salvage' or 'rebuilt'."

Rebuilt Inspection FAQ's

Who can apply for a rebuilt inspection?

- The owner of the vehicle prior to salvage.
- A licensed rebuilder.

What is the cost of an inspection?

 The inspection fee is \$75.00 and the title application fee is \$15.00. A total of \$90.00 is payable at the time the title application is submitted.

May I apply for an inspection of a vehicle that was rebuilt in another state?

No, Section 32-8-87, Code of Alabama 1975, provides only for inspections of vehicles rebuilt in this state.

How do I schedule an inspection?

• Upon receipt, review, and approval of your application package, a Motor Vehicle Inspector should contact you, within 5-7 business days, to schedule the inspection.

How do I submit an application?

- Rebuilders: Application packages are submitted in the same manner as all other ALTS applications
- Individuals (owner retained) The individual must have been the titled owner of the vehicle immediately prior to the incident that caused
 the vehicle to be salvaged. The application form, INV 26-15, can be found on the department's website at:

 www.revenue.alabama.gov/forms

What are the application Requirements?

- Every application must indicate repairs made and/or component parts (major or minor) replaced.
- Major parts replaced require a notarized bill of sale referencing the VIN
- Minor parts replaced require a bill of sale (notarization not required)
- Repairs should be entered on the application by selecting "Other" under "Minor Parts"

What documents are required to be submitted with the application?

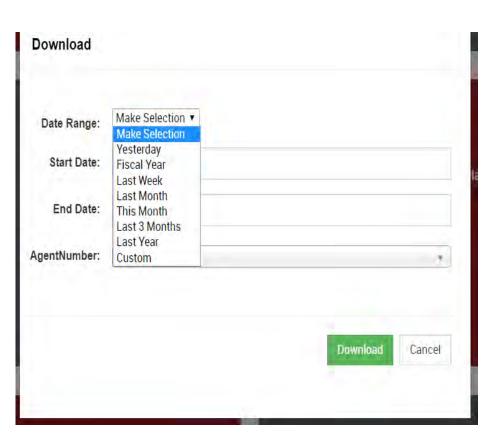
- Outstanding salvage certificate of title
- Notarized bills of sale for major parts and bills of sale for minor parts

Reports

Two ALTS reports that are available to export/print are the EFT Report and the Application Status Report. Both reports can be found by going to the ALTS homepage and selecting "Interactive Reports". The EFT report is a useful reconciling tool that shows all title applications that were submitted and paid for any given date range. The Application Status Report will provide the current status of any application that you have created for a given date range. Simply click the Report Icon and select a date range and enter your designated agent number.







Dealer Tags,
Temporary Tags
& Sales Tax

Module 6

Dealer Tags

Who may legally operate vehicles displaying dealer (D) plates?

- New & Used Dealers
- Prospective purchasers, limited to 72 hours of use
 - Owner of the dealership
 - Partners of the dealership
 - Corporate officers of the dealership
 - Employees of the dealership

How to obtain Dealer Tags:

• Upon presentation of the dealer regulatory license, the counties will issue the dealer tags.

***Note that effective October 1, 2020, dealer tags will be issued by the Motor Vehicle Division.

Are there limitations on the type of vehicles the plates may be used upon?

- May be used on vehicles on temporary loan from a dealer to a customer whose vehicle is being serviced or repaired by the dealer.
- May be used on vehicles on temporary loan to a high school for the purpose of student driver education.
- May be used for on payload trip only on trucks or truck tractors in a dealer's inventory with more than 2 axles on the power unit or a GVW exceeding 26,000 pounds. Limited to 72 hours of usage. Permit required from Dealer.
- If the dealer charges customers a fee for the uses above, dealer plates cannot be displayed on the vehicle.
- New or used and wholesale dealers may display standard plates on vehicles in a dealer's inventory.
 Vehicle not required to be titled in dealer name nor taxes (ad valorem & sales) paid.

Who may legally operate vehicles displaying dealer transit (DT) plates?

- ✓ Wholesalers
- ✓ Rebuilders
- ✓ New dealers
- ✓ Used dealers

Permissible uses of dealer transit (DT) plates:

- New or used dealers or wholesalers may <u>transport</u> vehicles with their inventory using these plates.
- Motor vehicle rebuilders may use dealer transit plates to <u>move</u>
 <u>vehicles to and from repair points as necessary</u> to complete the
 restoration or may be moved as permitted by ADOR for inspection
- Effective October 1, 2020, DT tags will no longer be available.

Temporary Tags

- A Designated Agent may issue a temporary tag and temporary registration receipt valid for twenty (20) days from the
 date of issuance to the owner of a motor vehicle which is to be permanently licensed in any state. Only licensing
 officials may issue a temporary tag and temporary registration valid for more than twenty (20) days.
- Designated Agents and manufacturers who also issue temporary tags and temporary registrations must maintain a
 record of all temporary tags and registrations issued for a period of one year. The Department of Revenue may
 examine these records upon request. Failure of a Designated Agent or manufacturer to faithfully perform its duties
 associated with the issuance of temporary tags and registrations may result in the revocation of this authority.
- The temporary tag should be displayed in accordance with §32-6-51, Code of Alabama 1975, on vehicle for which it was issued (i.e. on the rear of the vehicle). The temporary registration should be kept inside the motor vehicle.
- Temporary tags issued for a truck or truck tractor with a gross weight exceeding twelve thousand (12,000) pounds shall display the notation "Unladen Weight Only"

How to obtain Temporary Tags:

Temporary tags can be requested by agents by completing a Temporary Tag Application, Form MVR-1, which can be found on the Motor Vehicle Division's website at www.revenue.alabama.gov/forms. The form can be mailed to the address indicated on the Form MVR-1, or the Designated Agent may present the form to the Motor Vehicle Division in person.

Sales Tax FAQ's

When is the sales tax due?

• The sales tax is due monthly, with returns and remittances to be filed on or before the 20th day of the month for the previous month's sales. However, a taxpayer may elect to file and pay state sales tax on a calendar quarter basis when the total sales tax for which the taxpayer is liable averages less than \$200 per month during the preceding calendar year. The election to file and pay quarterly shall be made in writing to the ADOR no later than February 20 of each year.

If the 20th falls on a weekend or holiday, when is the payment due?

The return must be submitted on or before the next working day to be timely filed.

Is there a penalty imposed for not timely filing and paying the sales tax due?

• Yes, Penalty and interest is due if the tax is paid after the 20th day of the month in which the tax is due. The penalty for failure to file timely is the greater of: 10% of the tax required to be paid. Interest is due at the current rate.

Do I need to file a sales and/or sellers use tax return for a month in which I had no sales?

• Yes. Once an account has been established for your business, no matter what type of tax account you have, a tax return must be filed for each month –even when no tax is due.

Am I required to file my sales tax returns electronically?

Yes. Business taxpayers are required to file their returns electronically using My Alabama Taxes (MAT). Rule 810-1-6.12 mandates
electronic filing.

Am I required to pay my taxes electronically?

 Effective October 1, 2006, Act No. 2006-552, requires payments that are \$750 or greater to be made electronically through an Electronic Funds Transfer (EFT) method. EFT ACH **Debit** is the preferred EFT payment method. EFT ACH Credit payments are allowed only with pre-approval by the Department.

Automotive Rate

The State Automotive Rate: 2%

Local Tax Rates Apply

Section 40-23-2 (4), Code of Alabama 1975, as amended

Types of Automotive Vehicles: Rule 810-6-1-.12

- Automobiles
- Trucks
- Buses
- Tractors (Crawler & Pneumatic Tired Types)
- Motorcycles
- Motor Scooters
- Automotive Industrial Trucks
- Ross Carriers
- Lift Trucks
- Locomotive Cranes

- Airplanes
- Tugs
- Motorboats with built-in motors
- Boats with outboard motors attached intended to be permanent
- Power Shovels
- Drag Lines
- Crawl Cranes
- Ditchers
- Other Similar Self Propelled Machines

Exempt Sales

- Sales made to other dealers (wholesale sales)
 - Sales to exempt organizations
 - Sales made for first use outside Alabama
 - Sales to non residents

Drive Out Certificate Sales to Nonresidents 810-6-3-.42.02 (2)

Sales of automobiles, motorcycles, trucks, truck trailers, or semitrailers that (i) will be registered or titled outside Alabama and (ii) are exported or removed from Alabama within <u>72 hours</u> for first use outside Alabama are not subject to Alabama sales tax when the sales tax laws of the state in which the purchaser will title or register the vehicle allows an Alabama resident to purchase a motor vehicle for first titling and registering in Alabama without the payment of tax to that state.

To be Exempt from the payment of tax:

- The Drive out certificate must be completed at the time of sale
- The seller must retain the Certificate
- The Certificate does not apply to: mobile homes, living quarter trailers, motor bikes, all terrain vehicles or boats

Drive Out Provision

States that do not allow Alabama residents to purchase a vehicle without the payment of tax to that state for first titling and registration in Alabama.

State	Sales Tax Rate
Arizona	2%
California	2%
Florida	2%
Indiana	2%
Massachusetts	2%
Michigan	2%
South Carolina	2% (with tax due capped at \$500 eff. 7/1/17)

The partial tax due will be the state sales tax of two percent (2%), not to exceed the amount of tax that would have otherwise been due on the vehicle in the state in which the nonresident will title or register the vehicle for first use. Local sales and use taxes will not apply to these purchases.

"Certificate of Exemption- Out of State/City/County Delivery" Form Rule 810-6-3-.03.02

When a Dealer delivers an automotive vehicle outside Alabama or outside the city and/or county where the dealer is located, the dealer can claim an exemption from sales tax by completing the "Certificate of Exemption Out of State/City/ County Delivery" Form.

*collect and report the 2% state sales tax unless the automotive vehicle is delivered out of state

The form must be signed by:

- The dealer
- The buyer
- The person making the delivery

Where can I find the forms?

Automotive Vehicle Drive-Out Certificate for Nonresidents – Form: DOC-1

https://revenue.alabama.gov/forms

Certificate of Exemption – Out of State/City/County Delivery – Form: ST: EX-1

https://revenue.alabama.gov/forms

Sales & Use Tax Division Helpful Links

- Website: https://revenue.alabama.gov/
- MAT: https://myalabamataxes.alabama.gov/ /
- Tax Rates Link: https://revenue.alabama.gov/sales-use/tax-rates/

Taxpayer Service Centers

- Auburn/Opelika 3300 Skyway Drive Auburn, AL 36830 Tel: (334) 887-9549
- **Dothan** *121 Adris Place Dothan, AL 36303 Tel:* (334)793-5803
- Gadsden 701 Forrest Avenue Gadsden, AL 35901 Tel: (256)547-0554
- Huntsville 4920 Corporate Drive, Suite H. Huntsville, AL 35805 Tel: (256)837-2319
- Jefferson/Shelby 2020 Valleydale Road, Suite 208 Hoover, AL 35244 Tel: (205)733-2740
- Mobile 851 East I-65 Service Road South, Suite 100 Mobile, AL 36606 Tel: (251) 344-4737
- Montgomery / Motor Vehicle Division 2545 Taylor Road Montgomery, AL 36117
 Tel: (334)242-2677
- Shoals 201 South Court Street, Suite 200 Florence, AL 35630 Tel: (256)383-4631
- Tuscaloosa 1434 22nd Avenue Tuscaloosa, AL 35401 Tel: (205)759-2571

Dealer License Compliance

- There is a penalty for failure to obtain a license. A person that is subject to the licensing requirements in the state of Alabama, but willfully fails to acquire the license, shall be subject to a penalty of \$500.00 for the first violation and \$1,000 for the second, or subsequent violation. §40-12-392
- No person, other than a motor vehicle dealer, or lienholder, may sell a motor vehicle without being currently recorded as the owner or lienholder on the certificate of title-(or designated as the attorney in fact acting on behalf of the titled owner or lienholder). Essentially, the law prohibits the sale of a vehicle at consignment and provides that such vehicles may be impounded by law enforcement. §40-12-391

Permanent location requirements:

- A building or structure from which sales of motor vehicles are conducted. The building or structure must be owned, rented, or leased and must be used as an office and a place to receive mail, keep records, and conduct routine business, to include utilities under the name of the licensed business or the business owner.
- Be properly zoned for business
- Have posted operating days/hours.
- Have an area designated as display space for the dealer's inventory.
- Sales shall be made only from the permanent location (with exception to offsite license)

Sign Requirements:

- Include the name under which the applicant is licensed
- Clearly identifies the applicant's location as being the place of business of a motor vehicle dealer
- Be a sufficient size to be legible from the street fronting the display area, or from a distance to fifty yards, whichever is greater, so as to apprise a reasonable consumer that a retail motor vehicle sales business is being conducted at said location.
- Must be a permanent structure or attached to the face of the building

Fine of 500.00 for not maintaining location requirements.

Dealer License Compliance Continued

Offsite License

Licensed dealers can conduct 3 off-site sales per year.

- Off-site licenses are required to be purchased 10 calendar days prior to the beginning sale date.
- Each sale shall not exceed 10 consecutive calendar days.
- The sale must be conducted within the county or city where the dealer maintains a permanent location.

Facilitator License

• Any individual or entity can host an off-site sales event with participating licensed Alabama dealers by obtaining a facilitator license. The facilitator must apply for a master off-site sale license, with the department, at least 10 calendar days before the sale. The facilitator must list each participating dealer's off-site sale license number on the application. §40-12-395

Auction License

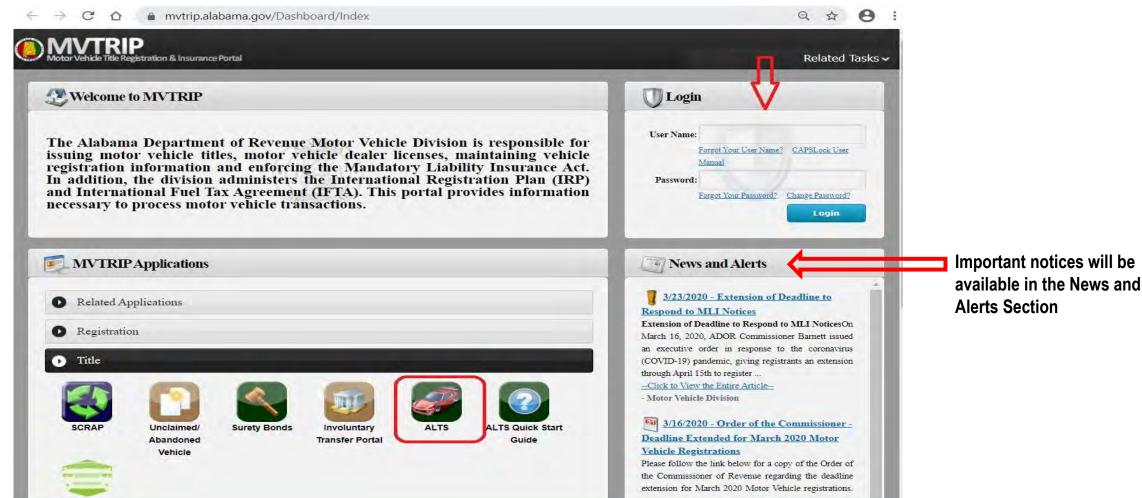
• A person engaged in the business of a wholesale auction must be licensed and is subject to electronic reporting requirements defined by Administrative Rule of the department. §40-12-446

Alabama Title System (ALTS)

Module 7

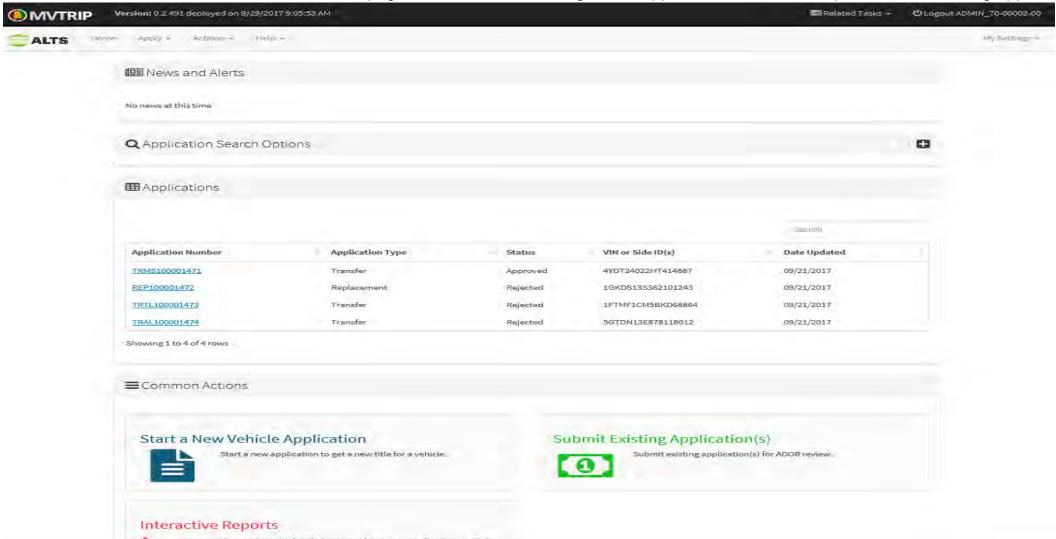
Logging In to Alabama Title System (ALTS)

- To access the ALTS system, visit The Motor Vehicle Division's title, registration, and insurance portal MVTRIP site at: https://mvtrip.alabama.gov.
- Enter your username and password combination and click the ALTS icon. Your user name and password for ALTS will be the same as the user name and password used for the dealer license portal.
- If you have lost your username or password, you can click on the links at the bottom of the MVTRIP login prompt and your user name or temporary password will be emailed to the email address on file. You can also set a new password by answering your security questions.



Alabama Title System (ALTS)- Homepage

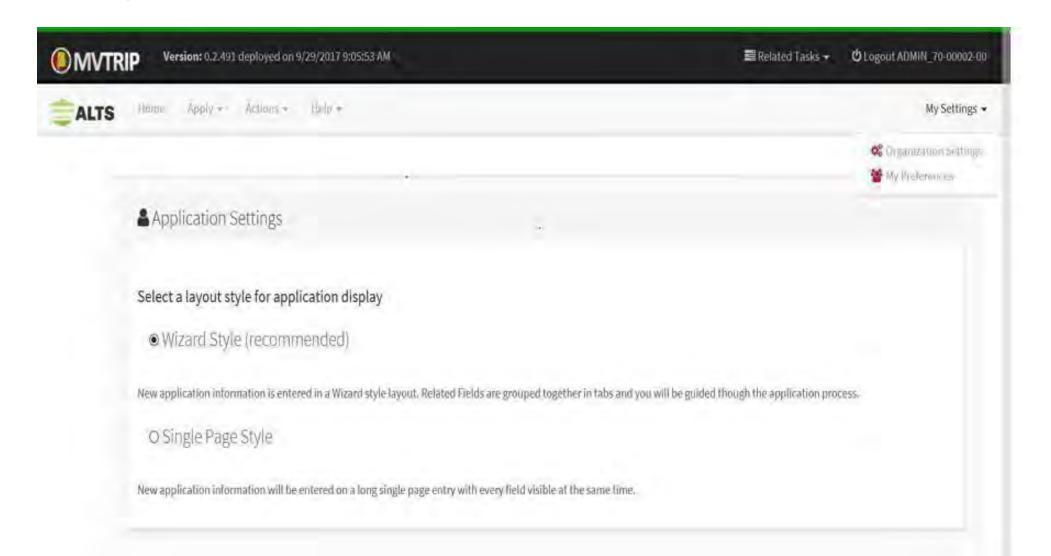
- Once logged into ALTS, you will be presented with the ALTS homepage.
- News and Alerts contains important updates and alerts, notifications for rejected applications.
- Application Search Options- Expand for application search options.
- Common Actions are listed at the bottom of the homepage which includes starting a new application, interactive reports and submitting applications.



ALTS Login

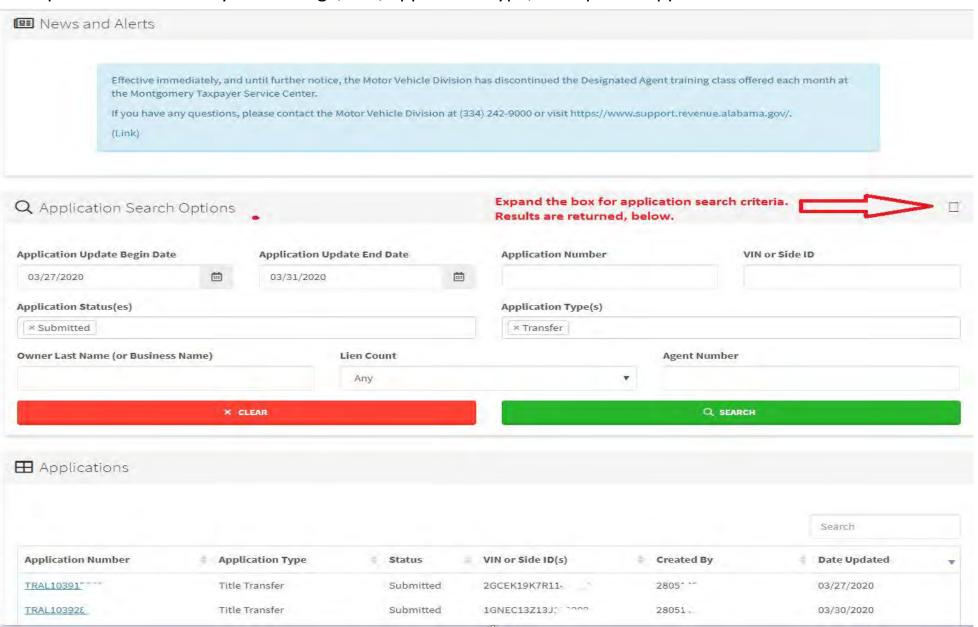
ALTS Application Layout Styles- Wizard or Quick Entry

• There are two options for the application layout style. In the wizard style, you will be guided step by step through the application process. In the single page style, applications will be entered on a single page entry. The application style is set to wizard by default, however, you can change the style by clicking on **My Settings**, in the upper right-hand corner, and **My Preferences**. Wizard is recommended for novice users.

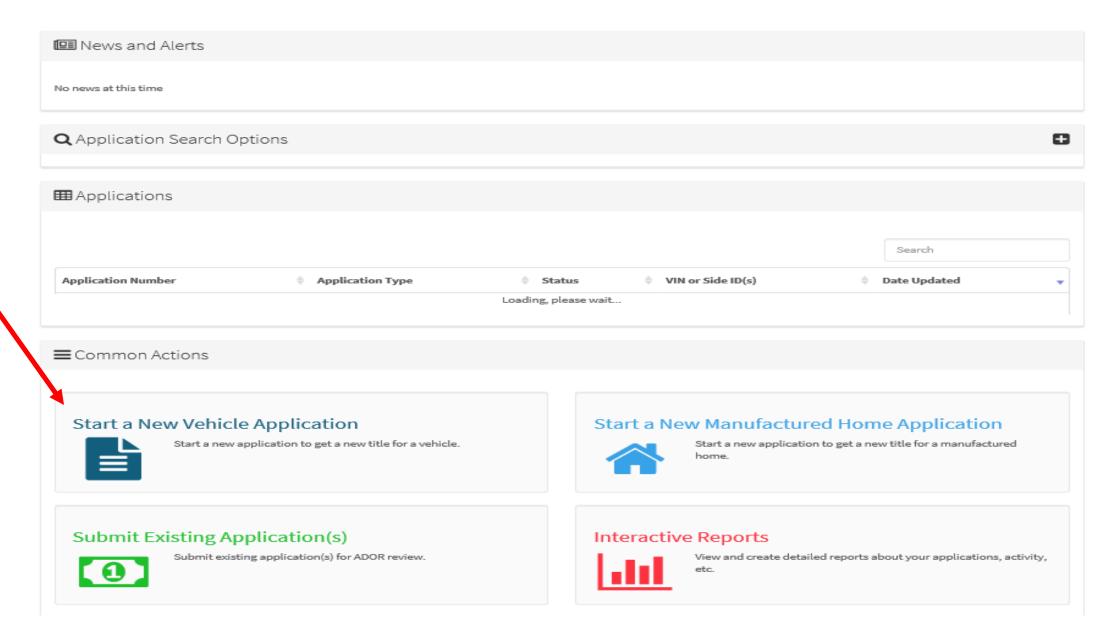


ALTS Homepage (Cont'd)

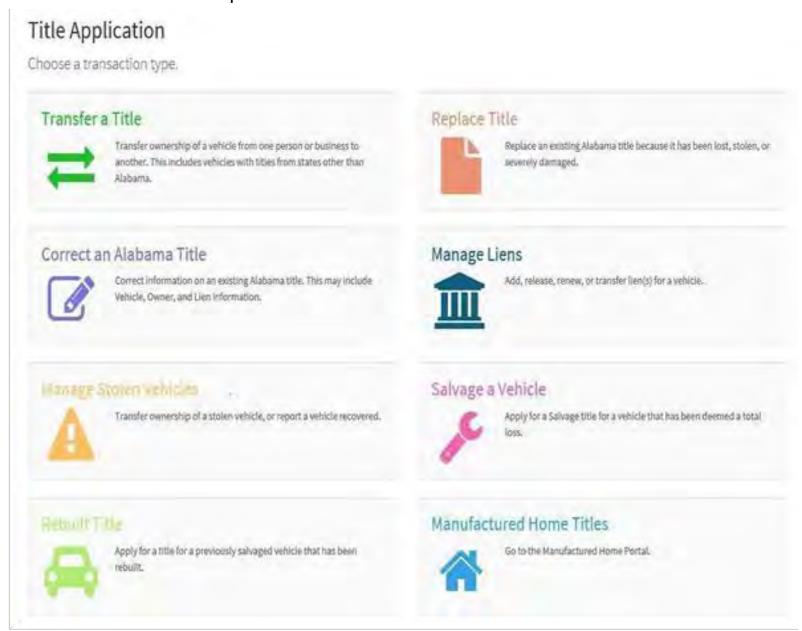
Expand the <u>Application Search Options</u> on the homepage by clicking the plus button on the far-right side of the menu bar. Once expanded, you can view all search options and search by: date range, VIN, application type, or a specific application status.



Click **Start a New Vehicle Application** on the homepage to begin an application for a certificate of title.

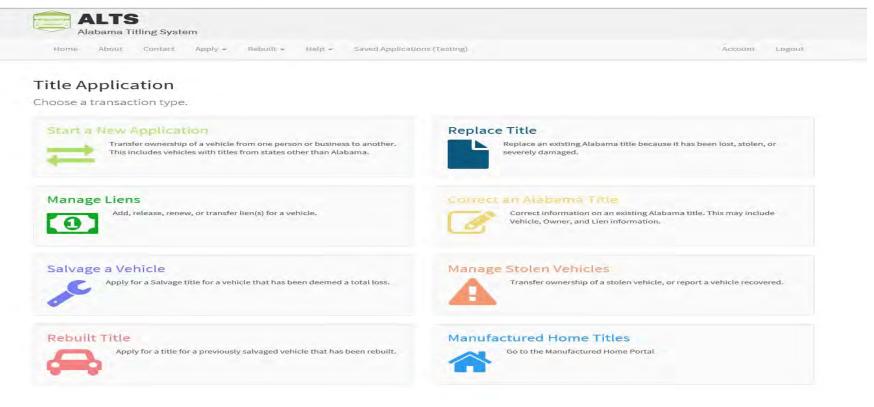


Let's take a look at how to complete a transfer of an Alabama title. First select Transfer a Title.

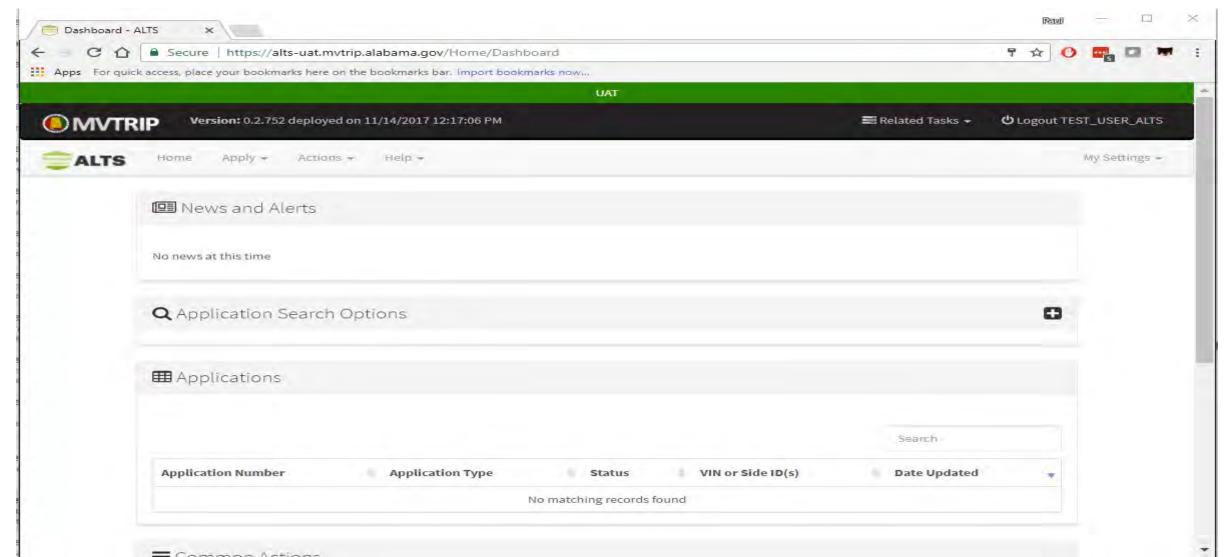


We will select Start a New Application. Next, on the pre-qualifier screen, select the primary document (Alabama title) that will be submitted and enter the VIN and Alabama title number. The first tab is vehicle information and any information that is missing from the database will prompt a response, for example fuel type. The second tab is for vehicle information such as date of sale, trade in allowance, and seller information. Seller information can be auto populated by checking the boxes "The designated agent logged in is the seller of the vehicle" or "The current Alabama title holder is the seller". The third tab is for owner information. The owner's information can be populated by entering the driver's license number. If there is not a lienholder on the title, a special mailing address can be entered on the owner tab. The fourth tab is for operator information which is common for leased vehicles. The fifth tab is lienholder information. The last tab provides the documents included in the title package. Note that all documents in the title application must be uploaded, including the face and back of the title, and submitted

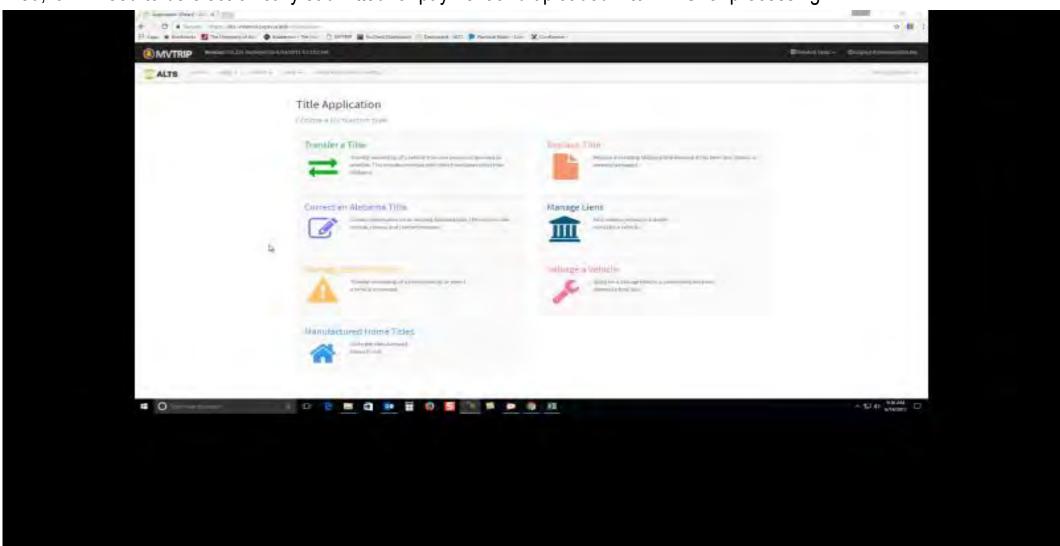
electronically.



Next, we will look at an out of state transfer application. We will select transfer application and on the pre-qualifier screen, for primary supporting document, and we will select out of state title from the dropdown. The application for out of state is very similar to the application we just saw for the transfer of an Alabama title. The main difference will be that on the vehicle information tab, you may need to input more vehicle data since the vehicle has likely never been titled in Alabama and; therefore, never been recorded in the Alabama database. If there are any existing brands on the out of state title, the brand(s) must be entered on the second tab, or brands tab.



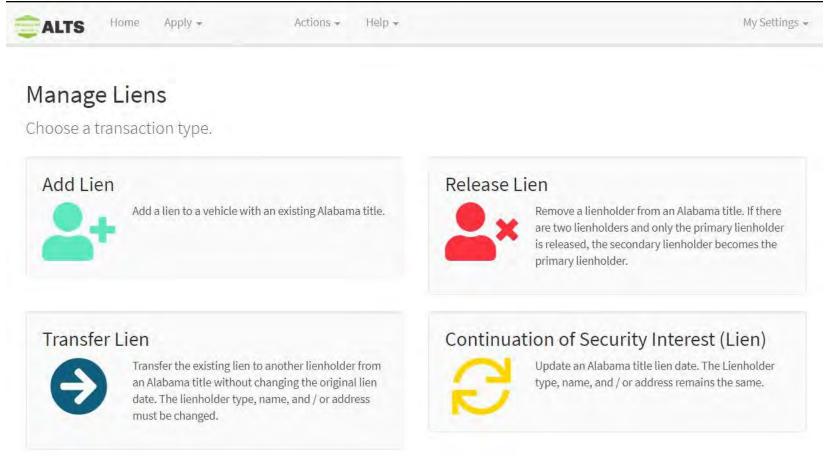
Let's take a look at how to complete an application for a replacement. On the pre-qualifier screen, enter the title number and VIN. On the first tab, confirm the vehicle and owner information. Next tab, enter a reason for the replacement. If needed, enter any special mailing instructions. Click continue to advance to the summary page. Review the summary information and make any changes if necessary or submit the application. After clicking submit, the message will display that once the application is finalized, no changes to the application will be allowed. After the application has been finalized, it will need to be electronically submitted for payment and uploaded into ALTS for processing.



Manage Liens

Select Manage Liens to create a new lien, release a lien, continue a lien, or transfer a lien.

- > A lien can be added or released in the course of a transfer application. To add a lien only or release a lien only, select **Add Lien** or **Release Lien** and complete the wizard entries.
- To transfer a lien from one lienholder to another, without changing the original lien date select **Transfer Lien**. A common example of this would be if the lienholder is a bank and it was involved in a bank merger or acquired by another bank. The original terms of the lien will not change, only the lienholder information.
- > To extend a lien, select **Continuation of Security Interest (Lien)**. A common example of this would be if a bank granted a 5 year loan on a vehicle that is older than 12 years old, by law, the lien automatically terminates after 4 years. The bank would need to select this option to extend the lien prior to the four year date.

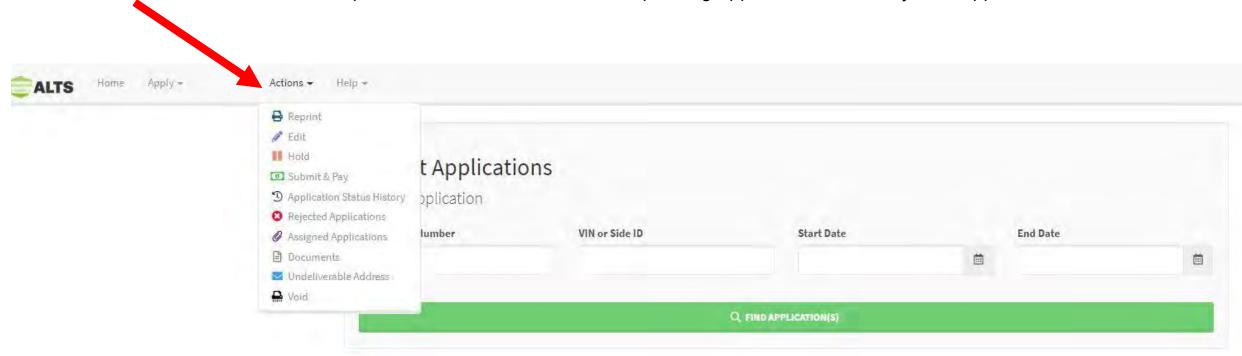


Common Actions,
Submitting, Rejected
Applications,
Resource Info

Module 8

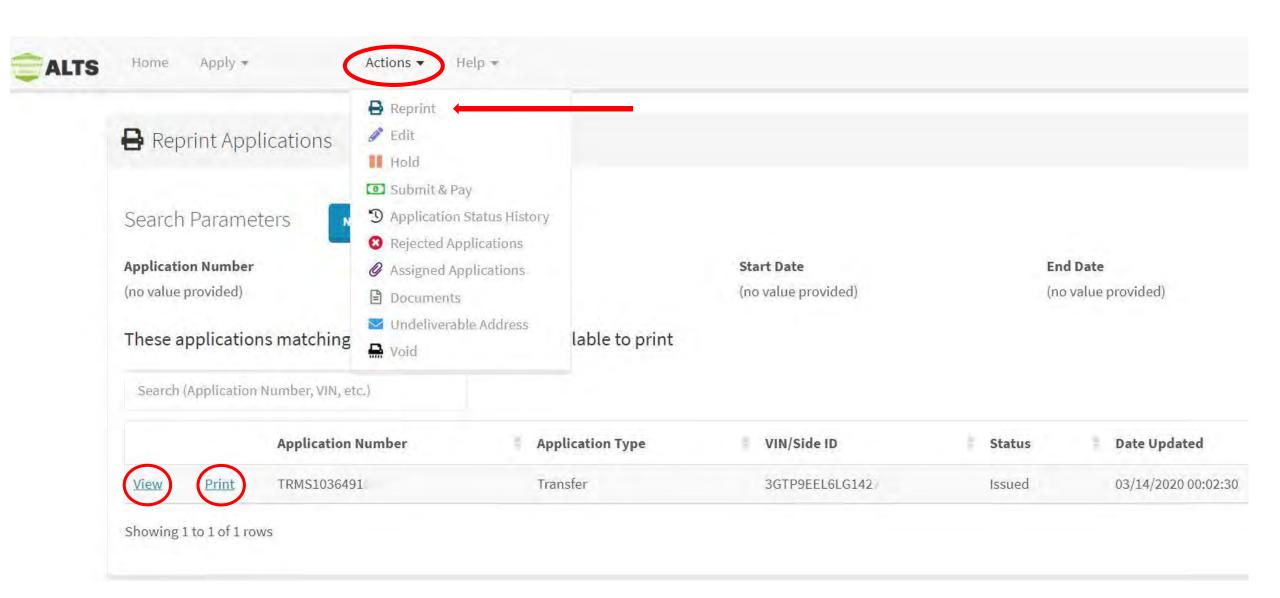
Alts Actions Menu

• Click **Actions** on the toolbar to request a hold, track the status of a pending application, review rejected applications, etc.



Action Menu- Reprint

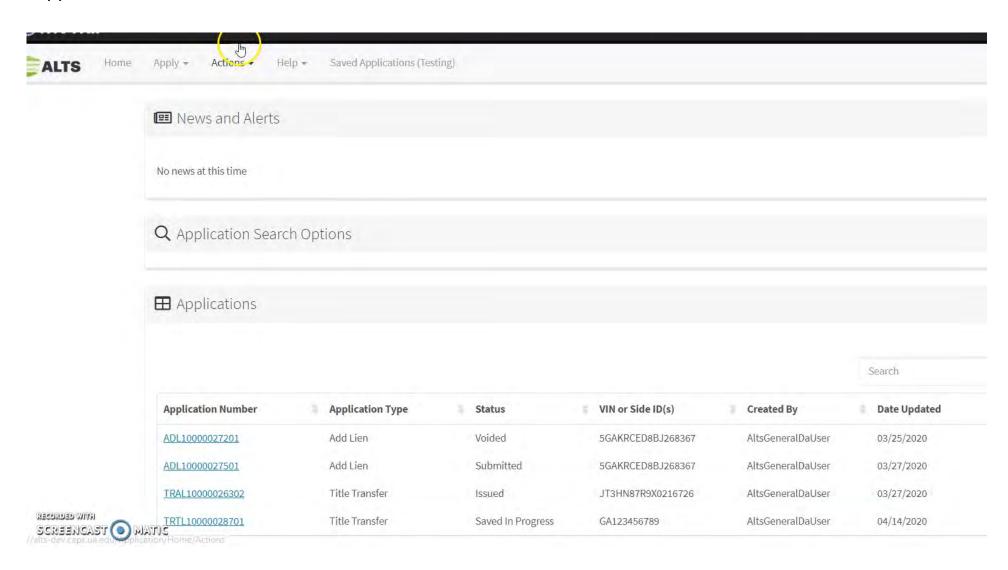
To view or reprint an application, select **Actions** on the toolbar, and **Reprint**. Search by application number, VIN number, or a date range to reprint an application. Select <u>View</u> to view the application summary. Select print to <u>Print</u> the title application.



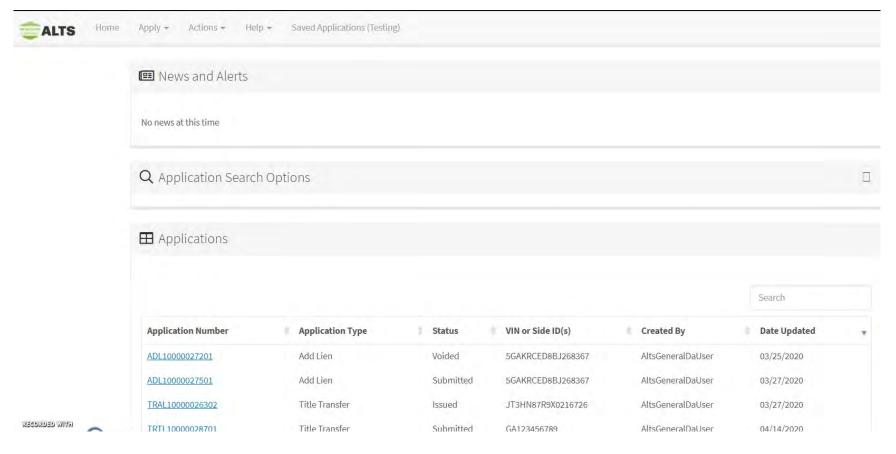
Common Actions

Action Menu- Edit

To edit an application that has not been finalized, on the Actions toolbar, click Edit and search by application number, VIN number or date range. Select Edit to make changes to the existing application. The status of an application must be saved in progress to edit an application, otherwise, the application must be voided or voided and cloned.



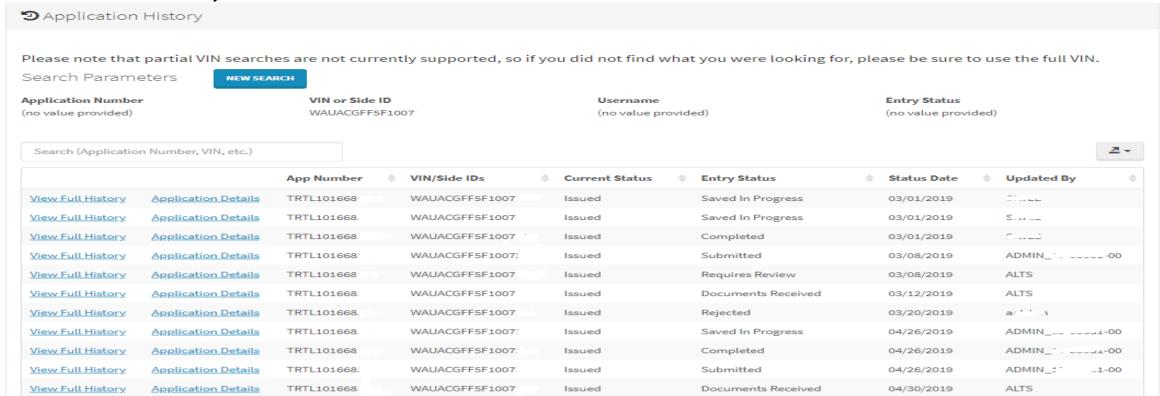
The ALTS system provides 30 days for a title application package to be uploaded and electronically submitted to the Department. If an application is not uploaded and electronically submitted to the Department within 30 days; the designated agent will be "locked out of the system" or prevented from creating any new title applications. At the 20 day mark, the agent will receive a warning notice on the ALTS homepage. If additional time is needed, the designated agent should login to ALTS and request a hold. A hold provides an additional 30 days for each title application (for a total of 60 days of processing time for an application). A designated agent can have an unlimited number of holds at any given time, however each title application can only be placed on hold one time (30 additional days). If additional time, beyond 60, days, the designated agent must contact the Department to request the hold. Select **Actions** on the Toolbar and select **Hold** and enter the information.



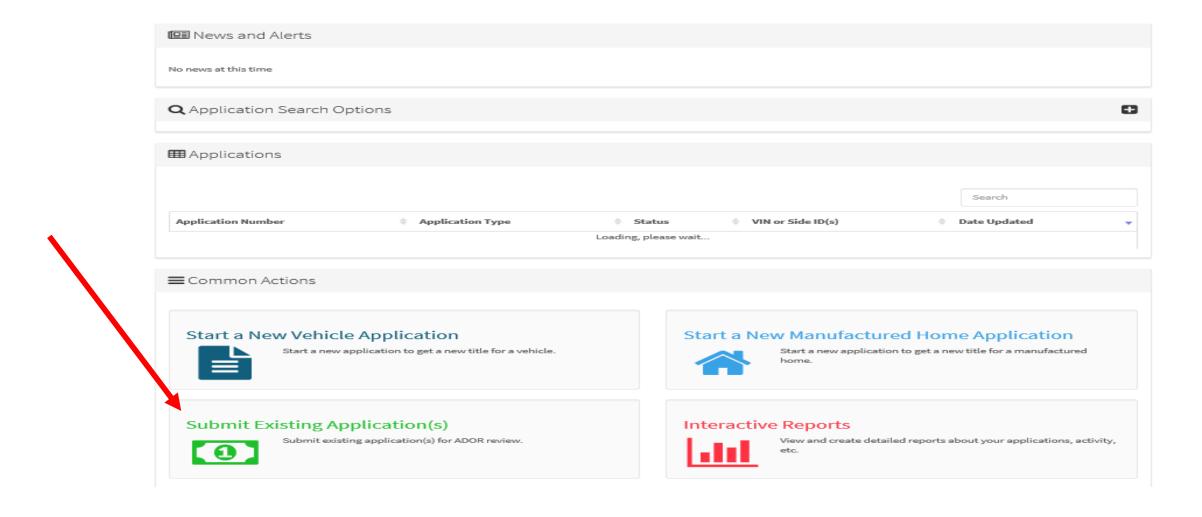
Action Menu-Application Status History

View the status of an application. The following Statuses may appear on the application status history:

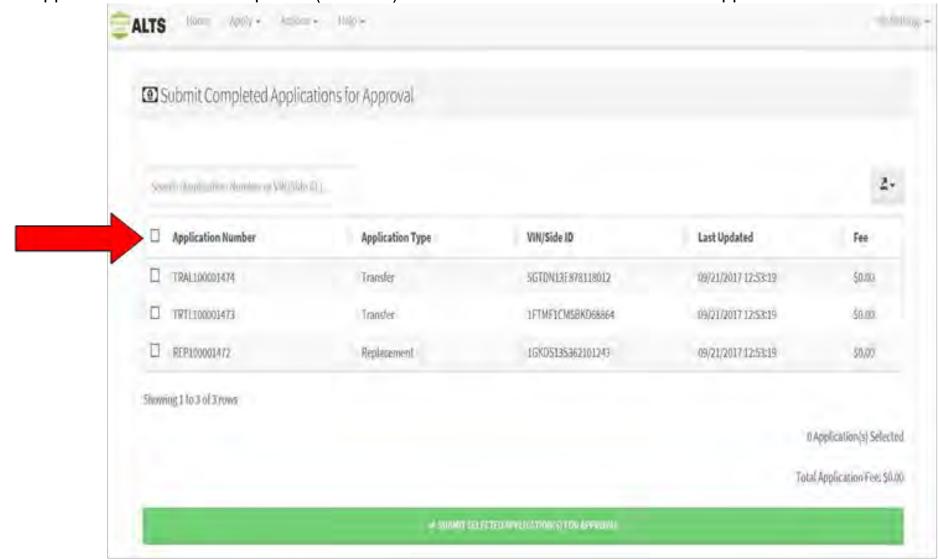
- •Saved Application saved and can be edited. The application cannot be submitted in this status. To complete the application, edit the application and advance until it is finalized.
- •Completed- Application is finalized and can be submitted. A completed application cannot be edited. To make changes, application must be either voided or voided and cloned.
- Submitted Application has been paid and electronically submitted to the department.
- •Documents Received Documents have been uploaded to the ALTS system.
- Rejected- Application was rejected.
- Approved- Title application approved.
- •Issued Pending NCIC Result- VIN must clear national crime database prior to reflecting Issued.
- •Issued- Title will be mailed the day after the issue status date.



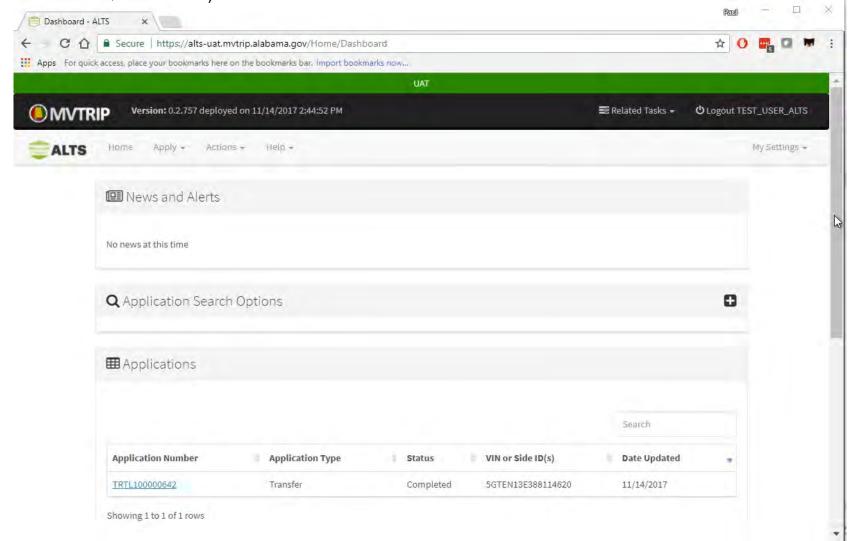
Applications can be paid for at the time of completion, or at a later time. To submit and pay for an application, on the home page, select Submit Existing Application(s). **Note: If the application is not electronically submitted in ALTS (and the application package is received by the dept.) within 30 days, the Designated agent will be "locked out of the system" and unable to create any new title applications. If additional time is needed, the application can be placed on "hold" for an additional 30 days.



- Select the applications ready to be submitted (or select Application Number at the top to select all applications).
- Click Submit Selected Applications.
- **Note that the applications must be completed (finalized) in order to be included in the list of applications below.



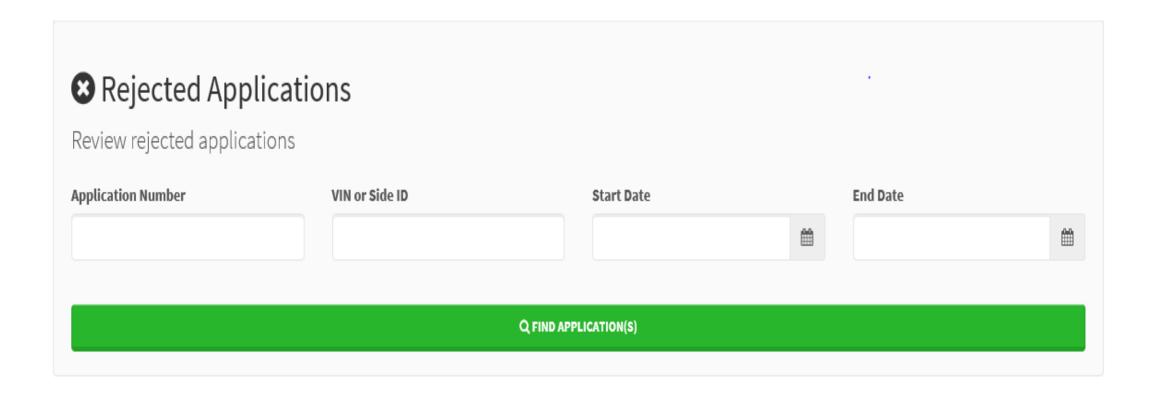
Let's look at how to submit title applications that were completed at an earlier date. First, go to the ALTS home page and select "Submit Title Applications". All the titles that are available to be submitted will be reflected. Keep in mind that an application must be completed/finalized before it will be available to submit. The records on this page can be exported by clicking the box on the right. Next, select the application(s) that you would like to submit. Click Submit and the message box will provide you the dollar amount that you will be charged (\$15.00 for each title application, manufactured home applications are \$20.00 each and rebuilt applications are \$90.00 each)



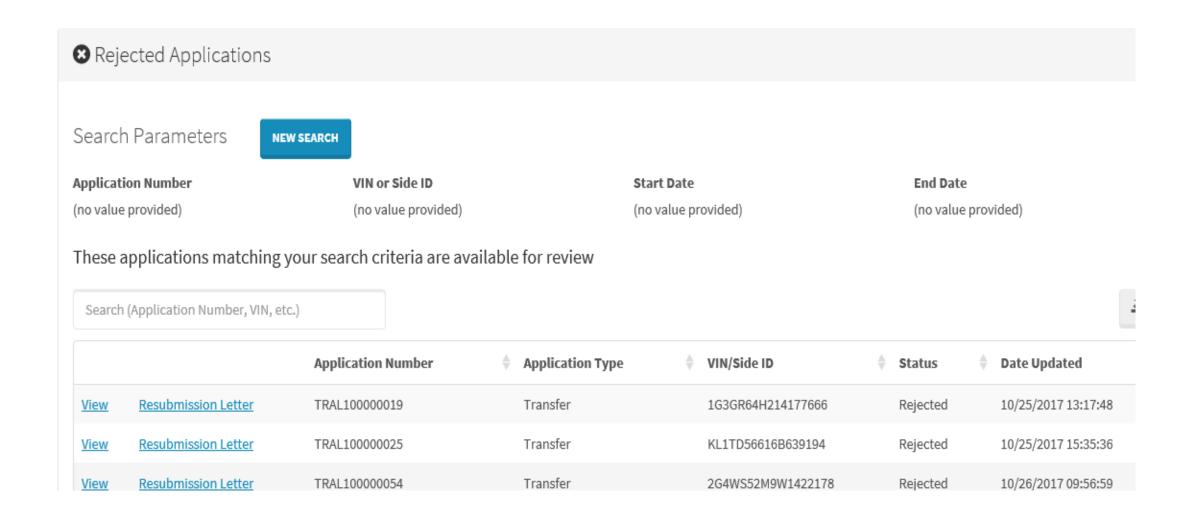
Rejected Applications

Rejected Applications

If the application is rejected, the designated agent will login to ALTS and upload the required documents into ALTS in order to resolve the rejection. A notification for rejected applications will be both emailed and listed on the ALTS homepage in News Alerts. To search and view any rejected applications, select "Actions" on the menu bar and click "Rejected Applications".



To view the rejection reason and edit the application, select "View".



Rejected Applications

After selecting "View", the reason for rejection will be displayed.

To print the title documents, select "View Documents", print and make any necessary changes on this copy. If the reason for rejection occurred on the title application, the application can be edited. If the rejection reason is related to the title or supporting documents, make the necessary corrections to the document copies (if applicable) or provide additional documents to satisfy the rejection reason. There is no charge to submit a rejected application and the rejected application can be submitted by selecting "Edit application" and advancing to the end of the application process and selecting "Submit Application". Once the application has been corrected, click "Resubmission Letter" to print the transmittal letter. The resubmittal letter contains a barcode and must be the first document in the resubmission package. Behind the resubmission letter should be copies of all the corrected documents printed from the ALTS system. After the correction(s) is/are made, the rejected application must then be electronically resubmitted.

Code Reason . Comments Rejected By Rejected Date
DL An MVT 5-7 affidavit of correction is needed to correct the assignment. A separate MVT 5-7 is needed to correct each assignment.
Name on buyer's line in assignment is stephanie.dale 12/4/2017
illegible.

PRINT RESUBMISSION LETTER

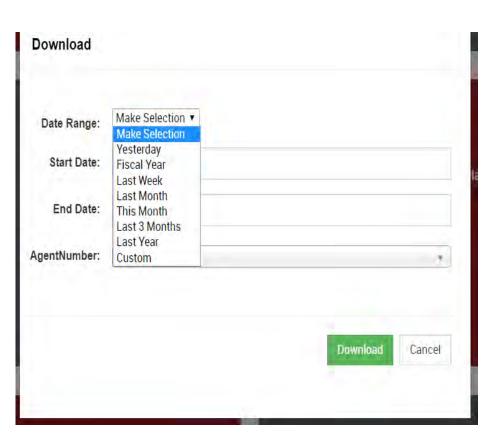
E VIEW DOCUMENTS

Reports

Two ALTS reports that are available to export/print are the EFT Report and the Application Status Report. Both reports can be found by going to the ALTS homepage and selecting "Interactive Reports". The EFT report is a useful reconciling tool that shows all title applications that were submitted and paid for any given date range. The Application Status Report will provide the current status of any application that you have created for a given date range. Simply click the Report Icon and select a date range and enter your designated agent number.







ALTS Admin User Functions

Module 9

There are three types of user roles in ALTS: **Admin**, **Senior User**, and **User**. Admin role is the highest level of access and every ALTS account is initially set up with an Admin User.

Admin - Has the ability to fully utilize the ALTS system and manage users (create additional users, disable/enable users, reset passwords). **Senior User-** Has the ability to fully utilize the ALTS system but cannot manage users. **User -** has view only access to ALTS.

An Admin can login to www.mvtrip.alabama.gov and select CapsLock to manage users on the account.



Admin

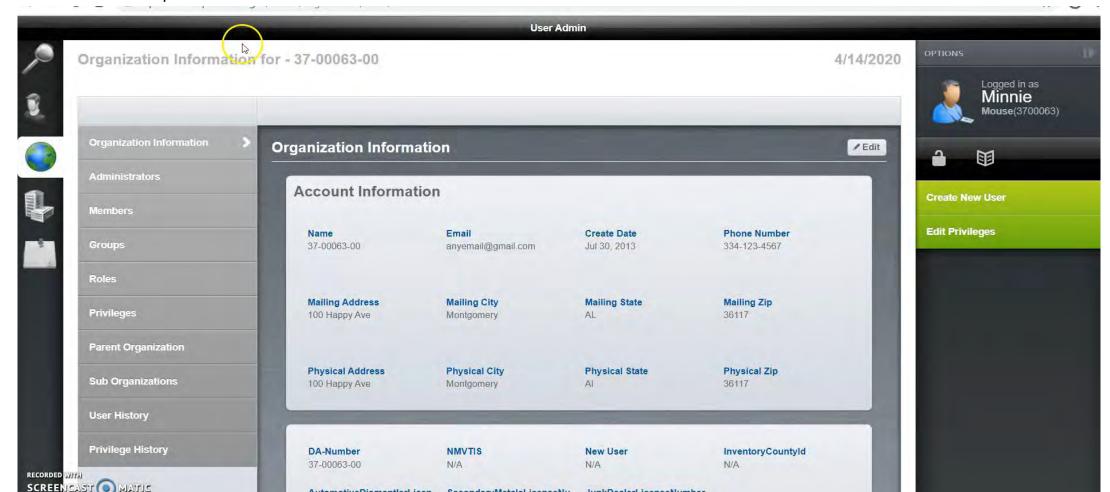
Once the CapsLock app has been selected, you will be presented with the Search screen. To view your organization's information and all users assigned to your organization, Click the drop-down menu, select "Organization" and in the search box, type your organization's number (your dealer/designated agent number-Ex: 03-12345-00), then click Search. In the results box, click View and the organization information will display. To edit email, phone number, or address information, select edit and make changes, then click Save.



Admin – View Users, Administrators

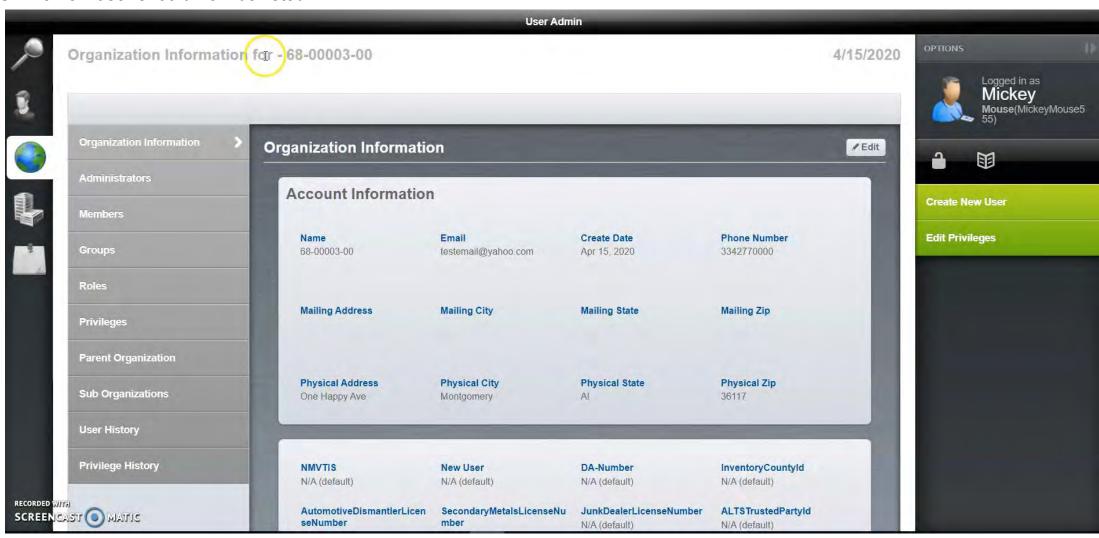
The data in CapsLock is set up in a hierarchy style. The organization is the dealer/designated agent and users are assigned to the dealer/designated agent. To view all users that belong to an organization: On the left side (blue), select Members and this will display all members ,or users, that belong to the organization. To view the administrators that belong to the organization, select Administrators on the left side shaded blue.

Note that the top (left) of the page shows "Organization Information for –xx-xxxxx-xx". This lets you know that you are in the organization's account. If you are in a individual's account (user/member), the message will display the user's name. This is helpful so that you know if you are making changes to your organization's account or a specific user.



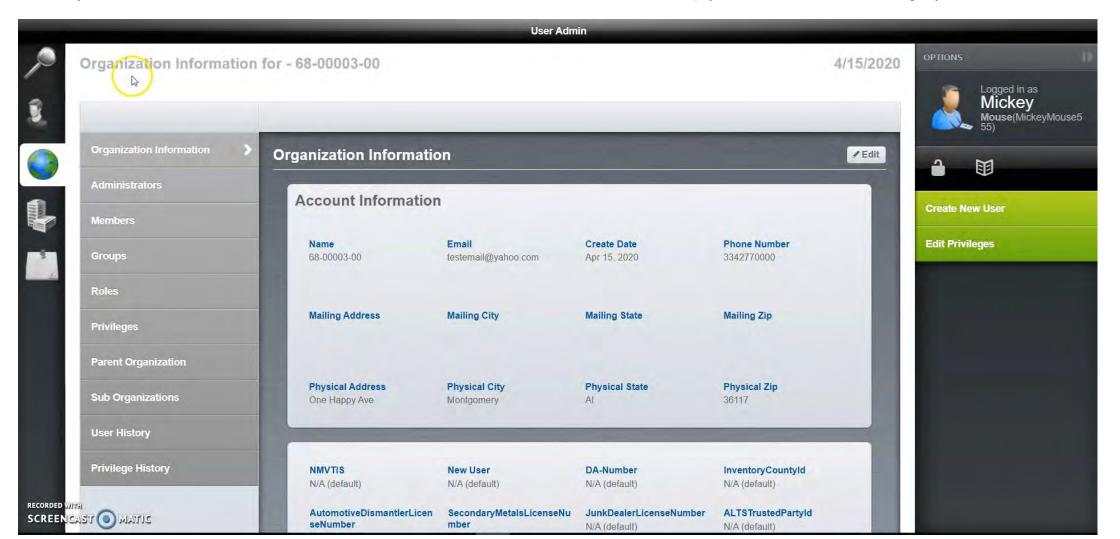
Admin – Add a New User

To add a user to an organization, click **Create New User**, in green, on the right side. A wizard box will appear. In box 1-User Information, enter: A user name, first name, last name, and email. For Boxes 2-5, no information is needed, advance through boxes 2-4 in the wizard. For box 5, summary, scroll to bottom and check "Confirm that all fields are correct" and click Save. Note that the top of the screen now says "User Information for- (user name)" The new user has been created. To view the new user, click on **Organization**, on the left side, in blue, and then click on **Members**. The new user should now be listed.



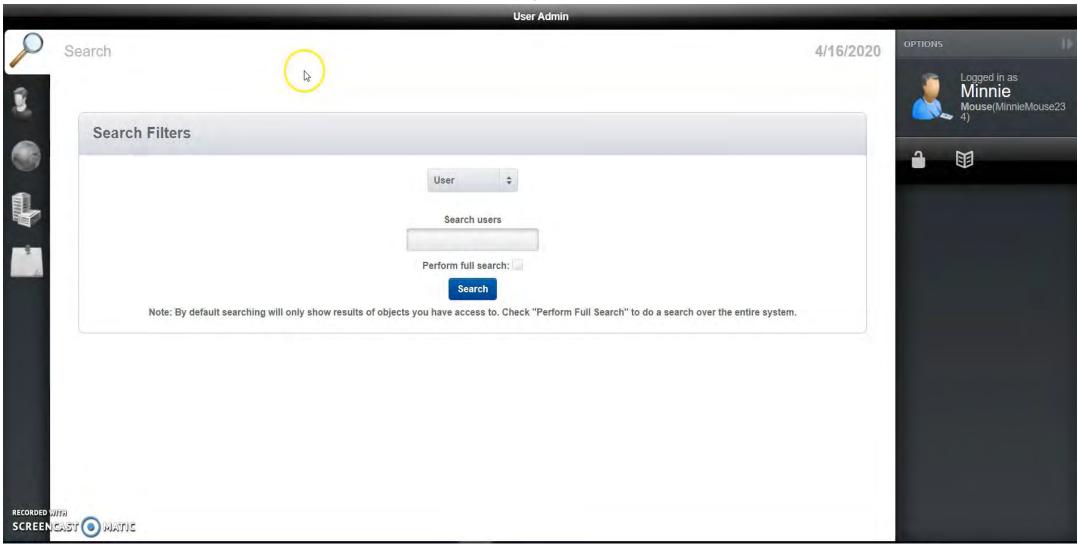
Admin – Assigning Privileges To a New User

When adding a new user, you <u>must</u> assign the privileges or role that the user may have in the ALTS system. The three types of roles are: Admin, Senior User and User. To assign a role (you must be in in the Organization Information), select **Members**, find the new user and click **View** (You will now be in the User information). On the left side, in blue, select **Roles**. Next, at the top right corner, click "Add User to Role" and then you will see a list of roles that may be selected for the user. Select the role, (Admin, Senior User, or User) and click **Confirm** (top right corner). A message will display "Successfully added user to role". To validate or see that the user has been added, simply click **Roles** on the left gray shaded area.



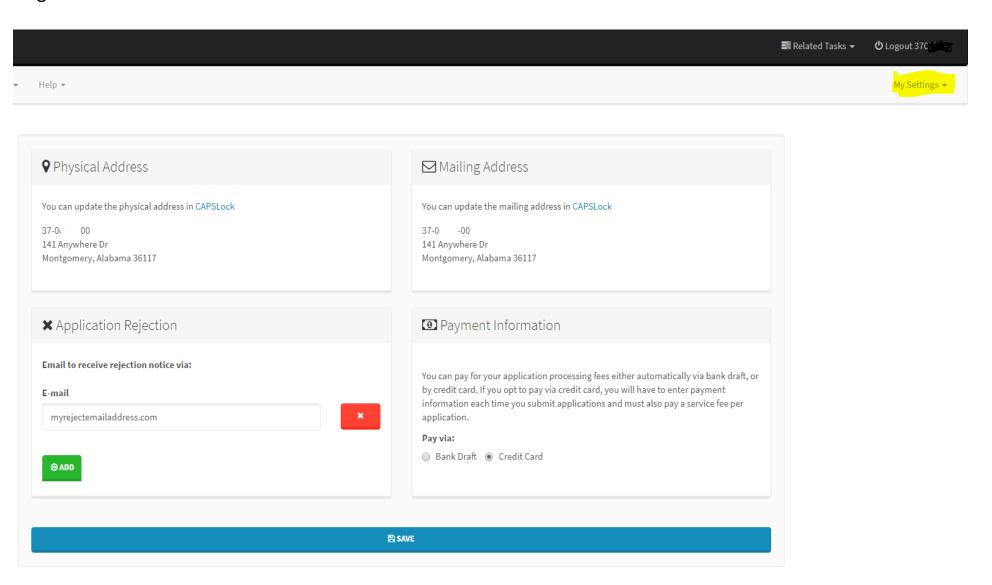
Admin – Resetting a User Password

Click **Search** magnifying glass and select Organization from the drop down list. Type the organization number(dealer number/designated agent) in the search box and click **Search**. The organization should reflect in the results area. Click **View** and you will be taken to the Organization Information page. Select **Members** (left gray area) and all members will be reflected in the displayed results. Find the member and click **View**. Make sure that the top left of the screen displays the name of the user that you are resetting (for example: "User Information for John Doe"). On the right side, in green, select either Reset Password or Set Password. Selecting **Reset Password** will send an email with instructions to reset. Selecting **Set Password** will require the admin to enter and save the new password.



Admin-Update Email, Address, and Banking Information

Update your banking information, mailing address, and the email to receive email notifications, including rejection notices, by selecting the dropdown list **My Settings**, located in the upper right-hand corner, and then **My Organization**. Note that only an administrator on the account can update banking information.



Resource Information

www.revenue.alabama.gov -

- Contact Information for the department
- ALTS login link
- Motor Vehicle forms (Power of Attorney, Correction Form, etc.)
- Surety bond link

https://www.mvtrip.alabama.gov/

- ALTS login link
- ALTS Quickstart Guide
- ALTS video tutorials

AIADA (Alabama Independent Automobile Dealers Association) (205) 942-1000 or (800) 239-2423

ADAA (Automobile Dealers Association of Alabama) (334) 271-4625

Title Information

Options for Title Information

Link to ALTS

Alabama Title System (ALTS)

Access the Alabama Title System.

National MV Title Information System (NMVTIS)

Access important vehicle history information.

Designated Agent Information

Information and resources for Designated Agents of the Department.

Public Title Portal

Visit the Public Title Portal to do any of the following:

- Apply online for a Replacement Title
- Update an Undeliverable Address

Title Surety Bond

Surety Bond Portal

Link to Forms

Visit the Surety Bond Portal to obtain a certificate of title for a motor vehicle by posting a surety bond.

Salvage Vehicle Inspections

Resources and information for Salvage Vehicle Inspections.

Unclaimed/Abandoned Vehicle Portal

Visit the Unclaimed/Abandoned Portal to report an unclaimed vehicle, update an existing record, or view unclaimed vehicle reports.

Junk Vehicle (SCRAP) Portal

Access the Motor Vehicle Scrap Portal.

Involuntary Transfer Portal

Access the Motor Vehicle Involuntary Transfer Portal.

Manufactured Home Cancellation Procedures

View the steps on how to cancel a manufactured home in ETAPS.

Motor Vehicle Forms

Access the Motor Vehicle forms.

ALABAMA
DEPARTMENT OF
REVENUE



Title Information

Check the status of your title, request a replacement application, apply for a title surety bond, or report an unclaimed vehicle.

NAME OF TAXABLE PARTY.



License Plate and Registration Information

Access links for vehicle registration locations and find photo galleries of available license plates.

Read More »



FORMS

LEGAL

SERVICES

IRP/IFTA License, Trip & Fuel Permits

Apply for International Registration
Plan and International Fuel Tax
Agreement, licenses, file IFTA tax
returns, and purchase trip & fuel
permits

Read More »



NEWSROOM

ABOUT

Motor Vehicle License Information

Information for motor vehicle dealers and automotive dismantler & parts recyclers.

Read More »



Mandatory Liability Insurance

Respond to a Mandatory Liability Insurance questionnaire and read about MLI.

Read More »



Request Motor Vehicle Records

Request title and registration records of motor vehicles.

Read More »



Rebuilt Salvage Vehicle Information

Apply for a salvage or rebuilt vehicle title.

Read More »



Reference & Statistics

Find legal information, division memos, and manuals as well as statistics on titles and registration.

Read More »



Vehicle Safety Recalls



Administrative Rules



Forms



FAQ

Additional ALTS Training Videos

Training videos for basic title transactions are available on the MVTRIP homepage.

https://www.mvtrip.alabama.gov/

