



# Texas Department of Transportation

VEHICLE TITLES AND REGISTRATION DIVISION • AUSTIN, TEXAS 78779-0001 • (512) 465-7611

June 22, 2001

## Registration and Title Bulletin # 074-01

**TO:** All County Tax Assessor-Collectors

**SUBJECT:** 2001 TACA Conference VTR Presentation Handouts

### PURPOSE

To transmit the handouts from the presentations given by the Vehicle Titles and Registration (VTR) Division at the recent 2001 TACA Conference held in Wichita Falls.

### VTR CONTACT PERSON(S)

If you have any questions concerning this bulletin, please contact your local TxDOT Vehicle Titles and Registration Division Regional Office. Thank you.

Sincerely,

Jerry L. Dike, Director  
for Vehicle Titles and  
Registration Division

JLD:lb

Attachment

cc: VTR Administration

## **An Update on Vehicle Registration and Titling**

**A Presentation to the Tax Assessor-  
Collectors Association**

**June 10, 2001  
Wichita Falls, TX**

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### **Topics to be Covered**

- 1 Status of the Department**
- 2 Texas Performance Review**
- 3 VTR by the Numbers**
- 4 Internet Vehicle Registration  
Renewal (IVRR)**
- 5 Point-of-Sale Sticker System**
- 6 Digital License Plate System**

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### **Topics to be Covered**

- 7 New Legislation**
- 8 RTS Releases and Enhancements**
- 9 Parking Lot Survey**
- 10 NAFTA/Annual Permits**
- 11 Customer Service Improvements**

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## 2 Texas Performance Review

★ Performance review elevated transportation issues in the session.

- ◆ Innovative financing to expedite projects
- ◆ Toll roads to speed congestion relief
- ◆ More federal dollars for NAFTA-related issues
- ◆ Innovative techniques to speed projects and save money

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## Texas Performance Review

Increase the use of the Internet to make it easier for customers to do business with our department.

- ★ELT
- ★Fleet Registration
- ★Duplicate Original Titles

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## 3 VTR by the numbers

- ★ \$3.7 billion in revenue collected
- ★ 437 employees in 18 cities
- ★ 17.9 million registered vehicles
- ★ 2,286 RTS workstations at 434 sites
- ★ 29 million law enforcement inquiries
- ★ 1.3 million phone inquiries
- ★ 429,000 walk-ins
- ★ 142,000 letters
- ★ 7.6 million license plates
- ★ 20.5 million validation stickers

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VTR by the Numbers  
10 years ago

	1990	2000
Vehicles registered	14.5 m	18 m
Plates manufactured	5.6 m	7.6 m
Titles issued	3.9 m	5.7 m
Revenue collected		\$3.8 b

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[www.tnsonline.com](http://www.tnsonline.com)

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4 Internet Vehicle Registration  
Renewal - IVRR

- ★ Project started Feb. 2000
- ★ Planned for July 2000
- ★ \$2 customer convenience fee
- ★ \$1 county mail-in fee

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### IVRR Status

- ★ Harris 9/30/00
- ★ Lubbock 11/03/00
- ★ Liberty 11/17/00
- ★ Brazoria 11/07/00
- ★ Montgomery 11/21/00
- ★ Travis 1/19/01
- ★ Williamson 1/26/01
- ★ Grayson 2/09/01
- ★ Midland 2/19/01
- ★ Nueces 3/01/01
- ★ Randall 3/21/01
- ★ Denton 4/02/01
- ★ Coke 4/09/01
- ★ Irion 4/12/01
- ★ Angelina 04/19/01
- ★ Parker 04/25/01
- ★ Bell 05/01/01
- ★ Wilbarger 05/16/01

4,900 requests processed

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### IVRR-Future Plans

★ Coming on line:

- ◆ Bexar
- ◆ Tarrant
- ◆ Montague

★ Dallas county has separate system

★ RTS II, Phase II

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### 5 Point of Sale Stickers

#### House Bill 3014

★ Legislature authorized transfer of funds for Point of Sale stickers.

- ◆ \$2 million for FY2002
- ◆ \$8 million for FY2003

★ Project Implementation

- ◆ Vendor selection - Early FY2002
- ◆ Harris County Pilot - Mid FY2002
- ◆ Statewide implementation - FY2003

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### Point of Sale Stickers System Features

- ★ Stickers will printed at all locations including grocery stores
  
- ★ Sticker will include:
  - ◆ VIN
  - ◆ License plate Number
  - ◆ County name

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### 6 Digital License Plate System

- ★ Printing system specifically designed for short-run and one-of license plates
  
- ★ Orders received directly from mainframe TxDOT computer to dedicated workstation in Huntsville

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### Digital License Plate System

- ★ Final plate is flat, with no raised figures.



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## Digital License Plate System Benefits

- ★ Will shorten special plate manufacturing process by 10 days (4-8 days)
- ★ Decreases development process to one week (from 12 weeks)

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## Digital License Plate System Implementation

- ★ Vendor contract awarded Aug. 31, 2001
- ★ Pilot program
- ★ Full implementation Nov. 1, 2001

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## 7 New Legislation Tax Office Impact

- ★ Special Plates - newly created
- ★ DPPA
- ★ Salvage laws
- ★ Emissions reduction plans
- ★ Duplicate Original Title elimination
- ★ Fleet registration
- ★ Electronic Lien Title

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## New Specialty Plates

New plates authorized by legislature

★ Special Olympics

★ Deaf and Hard of Hearing

★ Conquer Cancer

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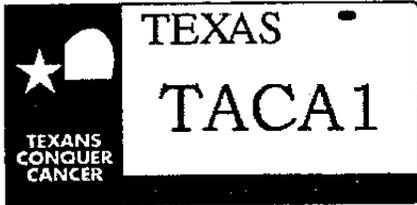
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## New Specialty Plates

New plates authorized by legislature  
Conquer Cancer



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## New Specialty Plates

★ Extended uses authorized

- ◆ Go Texan for farm vehicles and commercial trucks
- ◆ Disabled plates for all motor vehicles

★ No "County Official" plates

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New Specialty Plates



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New Specialty Plates  
New university & college plates



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New Specialty Plates

Special plates in final design phase



★ Stephen F. Austin High School

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New Specialty Plates  
Proposed new designs



• TEXAS •  
BB01B  
• DALLAS COWBOYS •

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New Specialty Plates  
Proposed new designs



• TEXAS •  
BB01B  
• DALLAS COWBOYS •

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DPPA - Summary

★ December 2000 - Implementation

- ◆ All personal information in motor vehicle records is now protected.
- ◆ Not necessary for individuals to "opt-out."
- ◆ Personal information is no longer provided for marketing purposes.

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## DPPA - Enforcement

- ★ VTR is scrutinizing the use of information by vendors
  - ◆ Vendor contracts have been canceled because info was being used for direct marketing.

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## New Legislation DPPA - HB 1544

- ★ Amended the state Motor Vehicle Records Disclosure Act
  - ◆ Brings state law in line with the federal Driver's Privacy Protection Act
- ★ Added two permitted uses in conflict federal law.
  - ◆ Use by consumer credit reporting agencies
  - ◆ Relating to identify theft and fraud.

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## New Legislation DPPA - HB 1544

- ★ When state law conflicts with federal law, federal law prevails.

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**New Legislation  
Salvage Laws - HB 1678**

- ★ Non-repairable Certificates of Title are now actually "non-repairable."
- ★ Certificate of Titles (blue) issued with a "REBUILT SALVAGE" remark must be printed in RED ink.

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**New Legislation.  
Emission Reduction Plans**

- ★ HB 2134
- ◆ Requires proof that a vehicle has passed an emission test when sold to a non-attainment county from an attainment county.
- ◆ Limited to "test on resale."

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**New Legislation  
Emission Reduction Plans**

- ★ SB 5
- ◆ Introduces various fee increases
- ◆ \$225 inspection fee for vehicles new to Texas
  - ◆ This fee will be collected by the inspection stations

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**New Legislation**  
**Electronic Lien and Title - HB 1535**

- ★ Optional to lien holder
- ★ Lienholder can request hard copy
- ★ Once lien is satisfied, title will be mailed directly to owner

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**New Legislation**  
**Duplicate Title Elimination - HB 642**

Eliminates Duplicate Original Titles (DO)  
and  
Certified Copy Duplicate Original (CCDO)

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**New Legislation**  
**Fleet Registration - HB 2124**

- ★ Business plan yet to be determined
- ★ Rules must be written
- ★ Fleet size TBD

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## 8 Registration & Title System Release 4.2

★ Scheduled for release June 20

★ Big features

- ◆ Funds remittance/reconciliation
  - ◆ Breakout today @ 2:30 p.m.
- ◆ Multi-year registration

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## Registration & Title System Release 4.3

- ★ Scheduled for release in late August
- ★ Enhancements that deal with legislation effective Sept. 1
- ★ No onerous workarounds expected
- ★ VTR will advise via RTBs
- ★ Last major release before RTS II

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## Registration & Title System RTS II

- ★ RACER is now RTS II
  - ◆ RTS Alternate Computer Environment Recommendations
- ★ Primary vendor & partners
  - ◆ IBM
    - ◆ Deloitte & Touche
    - ◆ KPMG
    - ◆ Allied Consultants, Inc.

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## Registration & Title System RTS II

### ★ Primary objectives

- ◆ Update programming language, POS
- ◆ More flexibility to make changes
- ◆ Functionality will remain constant while the system will become easier to use
- ◆ Upgrade telecommunications

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## Registration & Title System RTS II

- ★ Mainframe upgrade - currently letting, payroll, finance, construction estimates all compete with RTS

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## Registration & Title System RTS II

- ★ Integrates IVRR process into RTS
  - ◆ eliminates Internet Service Provider
  - ◆ enters date into RTS input screens
- ★ Integrates some Texasonline.com functions
  - ◆ Allows customers to update addresses and order renewal notices
  - ◆ Adds special plate ordering and payment

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## Registration & Title System RTS II

### ★ Implementation Schedule

- ◆ Pilot as early as Spring 2002
- ◆ Statewide begins September 2002
- ◆ Full implementation by Spring 2003

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## Registration & Title System RTS II - The best part

With implementation of RTS II we will install a TCP/IP network configuration that will increase the reliability for connections by providing a direct connection from every RTS terminal to Austin!

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## 9 2000 Parking Lot Survey

- ★ Surveyed more than 15,000 vehicles in 11 counties
- ★ 95.8% had current registrations
- ★ 96.1% had current inspection stickers
- ★ 98% of plate #s matched RTS
- ★ 94% of registration sticker #s matched RTS-compared to 28% in 1996

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## Parking Lot Survey Comparisons

	2000	1999	1997	1994
Vehicles surveyed	15,158	18,369	18,678	8,695
Current Reg. stickers	98%	98%	94%	94%
Licenses plate matches	98%	97%	97%	90%
Year system matches	95%	95%	88%	70%

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## 10 NAFTA Implementation

Border opens on January 2, 2002

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## NAFTA Implementation Status

- ★ TxDOT and VTR are prepared
  - ◆ Procedures are in place.
  - ◆ Adequate annual permits are on hand and distributed.
  - ◆ Several counties and regional offices will sell NAFTA annual permits.

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## 11 Customer Service Improvements

- ★ Renewal notice returns have been reduced from 6% to 3.3% (about 500,000 per year)
  - ◆ Mail Sampling
    - ◆ Through random sampling of renewal returns, format and internal printing problems have been reduced
  - ◆ National Change of Address (NCOA)
    - ◆ approximately 1.4 million addresses per month checked through NCOA

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## Customer Service Improvements

- ★ About 25% of titles returned to VTR are now re-sent to title owner.
  - ◆ Special Services Branch insures
    - ◆ Addresses corrected to avoid future problems.
    - ◆ Titles resent to proper addresses.
    - ◆ Reduced reprinting of CCOs.
- ★ About 1,200 titles returned to original holder per month

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## Customer Service Improvements

- ★ Microfilm of new and used title documents
  - ◆ Turnaround is now less than three weeks
    - ◆ Working to improve even further
  - ◆ Previously six to eight weeks
- ★ Improved service by more than half

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## Customer Service Improvements

Services available to customers 24/7

★ Fax back forms available

◆ 2001 - 32

◆ 2000 - 19

★ Forms available on the internet

◆ 2001 -

◆ 2000 -

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## Customer Service Improvements Regions

★ Verification of applications for CCOs

◆ Now verifying all third party applications

◆ Reduction in fraudulent applications

★ New phone systems in many offices

★ Increased training offered to counties

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## 12 VTR Sessions and Workshops

★ Monday

◆ 2:30 pm Workshop 1 - Meeting Rm. 10

Funds Reconciliation on

Version 4.2

Ken Carey,

Abilene Regional Manager

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## VTR Sessions and Workshops

### ★ Tuesday

- ◆ 2:30 pm Workshop 2 - Meeting Rm. 8 & 9  
Prime Time Live Issues  
Harry Morgan and the  
Not Ready for Prime Time Players  
Field Operations
  
- ◆ 4:00 pm TxDOT Liaison Committee  
Meeting Room 7

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## VTR Sessions and Workshops

### ★ Wednesday

- ◆ 1:30 pm Workshop 1 -  
Title Processes & Scenarios  
Becky Beck - Chief of Titles  
Meeting Room 10
  
- ◆ 2:30 &  
4:00 pm Roundtable Discussions  
Motor Vehicles  
VTR Reps in all sessions

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## VTR Sessions and Workshops

### ★ Thursday

- ◆ 9 - 12 noon Workshop  
Motor Vehicles  
CPTAC Certification  
VTR Representatives

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Passed List

Bill Number Author Effective Date	Section Summary of Bill	Action Plan Approved
HB0630 Turner, Sylvester Immediately	Sec. 721.005(a), Trans. Code Municipal employees may use an unmarked vehicle to enforce environmental laws.	5/22/01
HB0642 Flores Sept. 1, 2001	Sec. 501.024(d), Trans. Code The Duplicate Original Title is eliminated in title transactions.	6/4/01
HB1664 Alexander Immediately	Sec. 501.0234(b), Trans. Code Definition of converter is added to Trans Code and non-motorized vehicles and trailers can be sold at boat shows.	5/18/01
HB1665 Alexander Immediately	Sec. 1.03, Texas Motor Vehicle Commission Code The duties and authority of the Texas Motor Vehicle Board are amended.	N/A
HB2217 Hawley Sept. 1, 2001	Sec. 501.036, Trans. Code A title may be issued for a farm semi-trailer.	5/29/01
HB2220 Martinez, Fischer Sept. 1, 2001	Sec. 721.005(a), Trans. Code Use of an unmarked vehicle is authorized for a municipal employee conducting a fraud investigation.	N/A
SB0148 Shapiro Sept. 1, 2001	Sec. 543.011, Trans. Code. Law enforcement agencies must contact Dept. of State to verify diplomatic status of persons stopped or arrested within five working days.	N/A
SB0170 Wentworth Immediately	Sec. 551.0035, Government Code. The Open Meetings Law does not apply to meetings where a quorum of members of another governmental body are testifying, commenting or responding to questions before another	N/A
SB0187 Shapleigh Immediately	Chapter 2054, Government Code The Texas On-Line Commission is created to provide government services through a secure and uniform system.	N/A
SB0201 Carona Immediately	Sec 130.010, Local Government Code Counties may collect traffic fines through Internet transactions.	N/A
SB0276 Shapleigh Immediately	Sec. 121.004, Civil Practice and Remedies Code. Required elements of the state seal must appear on an electronically transmitted document.	N/A
SB0481 Duncan Sept. 1, 2001	Sec. 2054.063, Government Code The Department of Information Resources shall assess the ability of state agencies to accept electronically filed reports and report to the Legislature.	N/A

Bill Number Author Effective Date	Statute Summary of Bill	Action Plan Approved
SB0571 Lucio Immediately	Sec. 502.2761(a), Trans. Code "Go Texan" special plate categories are expanded to include certain farm vehicles and commercial trucks.	5/29/01
SB0645 Shapiro Sept. 1, 2001	Sec 2054.251, Government Code Occupational licensing will be available through an electronic system.	N/A
SB0648 Lucio Immediately	Sec. 2110.008, Government Code Advisory committees are established for ATPA.	5/17/01
SB0693 Lucio Sept. 1, 2001	Art. 5.01, Insurance Code DOI may establish a short term insurance program for vehicles entering Texas from Mexico.	N/A
SB0694 Wentworth Sept. 1, 2001	Sec. 552.136, Government Code Credit card, debit card and access numbers are confidential.	N/A
SB0777 Barrientos Sept. 1, 2001	Sec. 681.003, Trans. Code Podiatrists may sign applications for disabled placards.	5/10/01
SB0817 Armbrister Sept. 1, 2001	Sec. 721.003, Trans. Code The Texas Lottery Commission does not have to put its name on its vehicles.	5/22/01
SB0968 Bivins Sept. 1, 2001	Sec. 521.349, Trans. Code A person who "drives off" without paying for fuel from a retail establishment commits a misdemeanor, and may have his/her drivers license suspended.	N/A
SB1089 Truan Sept. 1, 2001	Sec. 502.264(a), Trans. Code Veterans who served in Vietnam between August 5, 1964 and May 7, 1975 are eligible to receive the Vietnam veteran special plate.	5/30/01
SB1213 Zaffirini Sept. 1, 2001	Sec. 521.121, Trans. Code The appearance of the drivers license is changed for persons under age 21.	N/A

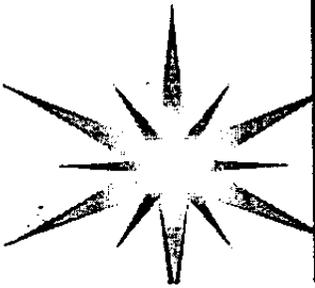
## Enrolled List

<b>Bill Number:</b>	<b>Priority:</b>	<b>Author:</b>	<b>Subject:</b>
HB0005	Agenda	Dunnam	<i>Sec. 521.251, Trans. Code</i> An offense is committed if there is an open alcoholic beverage container in a motor vehicle.
HB0015	3	Corte	<i>Sec. 502.253, Trans. Code.</i> Disabled plates may be issued to all motor vehicles, rather than just passenger cars, light trucks, and motorcycles.
HB0031	4	McClendon	<i>Sec. 16, Code of Criminal Procedure</i> Penalties for burglary of a motor vehicle are amended.
HB0035	3	McClendon	<i>Sec. 551.127, Government Code</i> At least one attendee must be physically present at a specified location for the video-conferencing of governmental bodies.
HB0045	4	McClendon	<i>Ch. 5, Article 5.01-04, Insurance Code</i> The insured driver is offered a choice of a mile-based or time-based rating plan for their vehicles.
HB0149	3	Wohlgemuth	<i>Sec. 502.289(a), Trans. Code</i> Eligibility for Peace Officer Special plate is expanded to include the brother, sister, adopted child or stepchild of a peace officer killed in the line of duty.
HB0396	3	Wise	<i>Sec. 521.124, Trans. Code</i> Acceptable proof of identity requirement for the application for a driver's license is defined.
HB0489	3	Pickett	<i>Sec 683.071, Trans. Code</i> A junked vehicle is defined under the public nuisance law.
HB0495	4	Smith, Todd	<i>Sec. 683.077(b)(1), Trans. Code</i> An antique vehicle is defined as a car or truck at least 25 years old.
HB0630	4	Turner, Sylvester	<i>Sec. 721.005(a), Trans. Code</i> Municipal employees may use an unmarked vehicle to enforce environmental laws.
HB0642	2	Flores	<i>Sec. 501.024(d), Trans. Code</i> The Duplicate Original Title is eliminated in title transactions.
HB0651	4	King, Phil	<i>Sec. 663.037, Trans. Code</i> ATV may be operated on public roadways if associated with agricultural products.
HB0811	3	McReynolds	<i>Sec. 502.2922, Trans. Code</i> Special Olympics special plate is created.
HB1128	3	Rangel	<i>Sec. 502.1585, Trans. Code</i> Fee structure for seasonal agricultural plates is extended to farm vehicles.
HB1365	3	Goodman	<i>Sec. 730.005, Trans. Code</i> The Family Code is amended concerning the establishment, modification and enforcement of child support.
HB1368	1	Callegari	<i>Sec. 502.203(b), Trans. Code</i> Registration for non-profit disaster relief organizations is simplified. Amended to include fleet and multi-year registration.
HB1378	3	McReynolds	<i>Sec. 502.2861, Trans. Code</i> Operators of motorized mobility devices are considered pedestrians.
HB1535	Agenda	Davis, Yvonne	<i>Sec. 507.117, Trans. Code</i> An electronic motor vehicle lien system is established.
HB1544	1	Uher	<i>Sec. 521.050, Trans. Code</i> The State Driver Privacy Protection Act is amended.
HB1664	3	Alexander	<i>Sec. 501.0234(b), Trans. Code</i> Definition of converter is added to Trans Code and non-motorized vehicles and trailers can be sold at boat shows.

HB1665	2	Alexander	<i>Sec. 1.03, Texas Motor Vehicle Commission Code</i> The duties and authority of the Texas Motor Vehicle Board are amended.
HB1678	2	Bosse	<i>Sec. 501.0911(a), Trans. Code</i> Salvage and non-repairable definitions and procedures are amended; out-of-state salvage dealer license is created.
HB1762	4	Green	<i>Sec. 521.0485, Trans. Code</i> Certain driver's licenses may be applied and paid for by mail, telephone and electronic methods.
HB1831	Agenda	Pickett	<i>Sec. 502.299 and 502.2735, Trans. Code</i> TxDOT may enter into certain interlocal contracts, and may issue YMCA and Conquer Cancer special license plates.
HB1922	2	McCall	<i>Sec. 559.004, Government Code</i> Individuals have a right to know, and correct as needed, any information collected by a state governmental body.
HB1994	4	Marchant	<i>Sec. 345.251, Finance Code</i> <b>VEETOED ON 5/28/01.</b> The documentary fee for a title transaction is increased from \$50 to \$75.
HB2076	4	Flores	<i>Sec. 11.432, Tax Code</i> Travel trailers are exempt from ad valorem taxes.
HB2124	3	Noriega	<i>Sec. 502.0022, Trans. Code</i> TxDOT shall allow fleet registration as part of RTS; fleet is defined by rule.
HB2134	1	Chisum	<i>Sec. 548.301, Trans. Code</i> Programs to regulate motor vehicle emissions are created.
HB2139	4	Marchant	<i>Sec. 348.208, Finance Code</i> Retail installment contracts for motor vehicles may include a debt cancellation waiver.
HB2154	4	Averitt	<i>Sec. 348.107, Finance Code</i> Interest charges continue to accrue on a defaulted motor vehicle installment contract until paid in full.
HB2185	4	Goolsby	<i>Sec. 1430.0045, Local Government Code</i> County tax assessor-collectors may collect a credit card processing fee.
HB2204	1	Gutierrez	<i>Sec. 201.615, Trans. Code</i> The term "electric bicycle" is defined and a funding source is identified for construction of multi-use trails and bicycle facilities, and accident reporting
HB2217	3	Hawley	<i>Sec. 501.036, Trans. Code</i> A title may be issued for a farm semi-trailer.
HB2220	4	Martinez, Fischer	<i>Sec. 721.005(a), Trans. Code</i> Use of an unmarked vehicle is authorized for a municipal employee conducting a fraud investigation.
HB2243	2	Bosse	<i>Art. 6687-9a, Vernon's Revised Statutes</i> Vehicle Storage Facilities (VSF) procedures are amended and rates for storage increased.
HB2262	3	Danburg	<i>Sec. 57.001, Occupations Code</i> Membership in a trade association is not a precondition for serving on a state agency governing board.
HB2313	3	Bosse	<i>Sec. 683.001, Trans. Code</i> Procedures for abandoned motor vehicles are streamlined.
HB2495	4	Haggerty	<i>Sec. 686.001, Trans. Code</i> Valet parking services must comply with motor vehicle financial responsibility laws.
HB2663	4	Grusendorf	<i>Sec. 521.272, Trans. Code</i> Procedures for issuing or renewing drivers licenses, driving permits and commercial drivers licenses are amended for sex offenders.
HB2787	4	Carona	<i>Sec. 502.001, Trans. Code</i> Students attending Texas institutions of higher education must obtain a state vehicle safety inspection before the institution may issue a parking or other
HB2810	3	Wolens	<i>Various</i> Statutes enacted based on population remain in effect even though the population may changed during the latest census.

HB2914	1	Bonnen	<i>Sec. 43.020, Business and Commerce Code</i> State fiscal matters are amended in many areas.
HB3071	4	Chisum	<i>Sec. 548.405, Trans. Code</i> Immediate family members may not be certified as motor vehicle safety inspection station owners or inspectors if the owner/inspector has his/her
HB3393	4	Oliveira	<i>Art. 1.35E, Insurance Code</i> Insurance information sheets concerning motor vehicle coverage shall be developed in Spanish.
HB3441	3	Gallego	<i>Sec. 502.295, Trans. Code</i> Supreme Court and Court of Criminal Appeals justices will be eligible for State Judge plates rather than State Official plates; the expiration date for the
SB0005	1	Brown, Buster	<i>Sec. 502.1675, Trans. Code</i> The Texas emissions reduction plan is created.
SB0113	3	Moncrief	<i>Sec. 545.412(a) &amp; (f), Trans. Code</i> Statute is amended to include definition for "passenger vehicle," "safety belt," and "secured."
SB0148	4	Shapiro	<i>Sec. 543.011, Trans. Code.</i> Law enforcement agencies must contact Dept. of State to verify diplomatic status of persons stopped or arrested within five working days.
SB0170	2	Wentworth	<i>Sec. 551.0035, Government Code.</i> The Open Meetings Law does not apply to meetings where a quorum of members of another governmental body are testifying, commenting or
SB0187	2	Shapleigh	<i>Chapter 2054, Government Code</i> The Texas On-Line Commission is created to provide government services through a secure and uniform system.
SB0201	4	Carona	<i>Sec 130.010, Local Government Code</i> Counties may collect traffic fines through Internet transactions.
SB0248	4	Carona	<i>Sec. 11.252, Tax Code</i> Motor vehicles for personal use are exempt from ad valorem taxation.
SB0276	3	Shapleigh	<i>Sec. 121.004, Civil Practice and Remedies Code.</i> Required elements of the state seal must appear on an electronically transmitted document.
SB0317	3	Sibley	<i>Sec. 14.056, Finance Code</i> The Office of Consumer Credit Commissioner is continued and procedures outlined.
SB0393	2	Carona	<i>Sec. 43.001, Business and Commerce Code</i> The rules for uniform electronic transmitted records and signature are defined.
SB0433	4	Carona	<i>Sec 9.102(a), Business and Commerce Code</i> The Uniform Law on secured transactions is amended.
SB0454	Agenda	Armbrister	<i>Sec. 224.155, Trans. Code</i> Civil and criminal penalties are established for non-pay of tolls.
SB0465	2	Shapleigh	<i>Sec. 386.001, Local Government Code</i> A Border Port Authority is created that will have the power of eminent domain and the authority to issue bonds.
SB0481	3	Duncan	<i>Sec. 2054.063, Government Code</i> The Department of Information Resources shall assess the ability of state agencies to accept electronically filed reports and report to the Legislature.
SB0571	3	Lucio	<i>Sec. 502.2761(a), Trans. Code</i> "Go Texan" special plate categories are expanded to include certain farm vehicles and commercial trucks.
SB0645	3	Shapiro	<i>Sec 2054.251, Government Code</i> Occupational licensing will be available through an electronic system.
SB0648	Agenda	Lucio	<i>Sec. 2110.008, Government Code</i> Advisory committees are established for ATPA.
SB0654	3	Staples	<i>Art. 62.02(b), Code of Criminal Procedure</i> The registration form for sex offenders must list all licenses held.

SB0671	4	Jackson	<i>Sec. 521.315, Trans. Code</i> Presenting or displaying a suspended, canceled, revoked or denied driver license is an offense.
SB0693	3	Lucio	<i>Art. 5.01, Insurance Code</i> DOI may establish a short term insurance program for vehicles entering Texas from Mexico.
SB0694	3	Wentworth	<i>Sec. 552.136, Government Code</i> Credit card, debit card and access numbers are confidential.
SB0700	4	Ellis, Rodney	<i>Sec. 232.003, Family Code</i> A license may be suspended for failing to comply with a court order concerning child custody.
SB0714	3	Sibley	<i>Chapter 20, Title 132, Revised Statutes</i> Warrantors of motor vehicle protection products are regulated.
SB0730	3	Harris	<i>Sec. 45.051, Code of Criminal Procedure</i> Driver Safety Education Courses may be directed in misdemeanor traffic offenses.
SB0777	3	Barrientos	<i>Sec. 681.003, Trans. Code</i> Podiatrists may sign applications for disabled placards.
SB0817	4	Ambrister	<i>Sec. 721.003, Trans. Code</i> The Texas Lottery Commission does not have to put its name on its vehicles.
SB0896	2	Shapiro	<i>Sec. 256.002(b), Trans. Code</i> The allocation formula for the county and road district highway fund is changed.
SB0968	4	Bivins	<i>Sec. 521.349, Trans. Code</i> A person who "drives off" without paying for fuel from a retail establishment commits a misdemeanor, and may have his/her drivers license suspended.
SB1089	3	Truan	<i>Sec. 502.264(a), Trans. Code</i> Veterans who served in Vietnam between August 5, 1964 and May 7, 1975 are eligible to receive the Vietnam veteran special plate.
SB1213	4	Zaffirini	<i>Sec. 521.121, Trans. Code</i> The appearance of the drivers license is changed for persons under age 21.
SB1353	3	Ambrister	<i>Sec. 502.2555, Trans. Code</i> Additional sets of Legion of Valor and POW special plates may be purchased at an additional cost of \$15 plus regular registration.
SB1371	4	Brown, Buster	<i>Sec. 702.002, Trans. Code</i> Renewal of drivers licenses may be denied if that individual's fines are not paid.
SB1458	1	Duncan	<i>Sec. 481.130, Government Code</i> A comprehensive system for electronic government is proposed using the internet, establishing oversight committees, and overall seat management.
SB1563	3	Shapleigh	<i>Sec 502.2735, Trans. Code</i> Deaf and Hard of Hearing special plate is created.



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# **AN INTRODUCTION TO RTS VERSION 4.2.0**

**Texas Department of Transportation  
Vehicle Titles and Registration Division**



## County Funds Remittance

### **Accounting:**

- A telephone call initiating the Electronic Funds Transfer (EFT) to transfer money is no longer necessary. After completing the County Funds Remittance Event, the EFT request is automatically remitted to the Comptroller of Public Accounts for submission to a Funds Clearinghouse.
- A Unique Trace Number is Assigned to Each Remittance Transaction, appearing at the top left corner of the Funds Remittance Verification Report [RTS.POS.2311].
- Transactions may be voided until 6:00 p.m. on the day the remittance is submitted. Due to "real-time" updates, results of EFT entries and voids can be seen immediately.

Funds Due Summary ACC017				
Select a report using arrow keys and press enter				
Due Date	Funds Report Date	Reporting Date	Total Amount Due	Remittance Amount
04/17/2001	04/14/2001	04/14/2001	8.35	0.00
04/19/2001	04/17/2001	04/17/2001	320.00	0.00
04/23/2001	04/19/2001	04/19/2001	152.00	0.00
04/24/2001	04/08/2000	04/21/2001	3.20	0.00
04/24/2001	03/31/2001	04/21/2001	4.80	0.00
04/24/2001	04/14/2001	04/21/2001	6.40	0.00
04/24/2001	04/21/2001	04/21/2001	0.00	0.00
Totals:			694.75	0.00

Enter Cancel Remittance

All unpaid reports appear on the Funds Due Summary Screen [ACC017], allowing the user to make a selection. It is not necessary to input a Funds Report Date.

The report or line item being paid is immediately deleted from the Funds Due Summary Screen, leaving only the remaining outstanding reports.

More than one report can be paid with a single EFT request and credit on one report can easily be applied to another report in a single remittance transaction.

Highlight desired report and Press Alt + E to continue.

Funds Remittance/Acknowledgement		ACC018	
Funds Report Date: 04/14/2001			
Reporting Date: 04/14/2001			
Press 'Pay In Full' or Select a Line Item			
Funds Category	Due Date	Amount Due	Amount to Remit
AUTOMATE	04/17/2001	5.00	0.00
ADDONCRBF		0.60	0.00
REFLECT		1.50	0.00
TRANSFER		1.25	0.00
Totals:		8.35	0.00
Pay In Full		Enter	Cancel
		Help	

### Funds Remittance/Acknowledgement [ACC018]

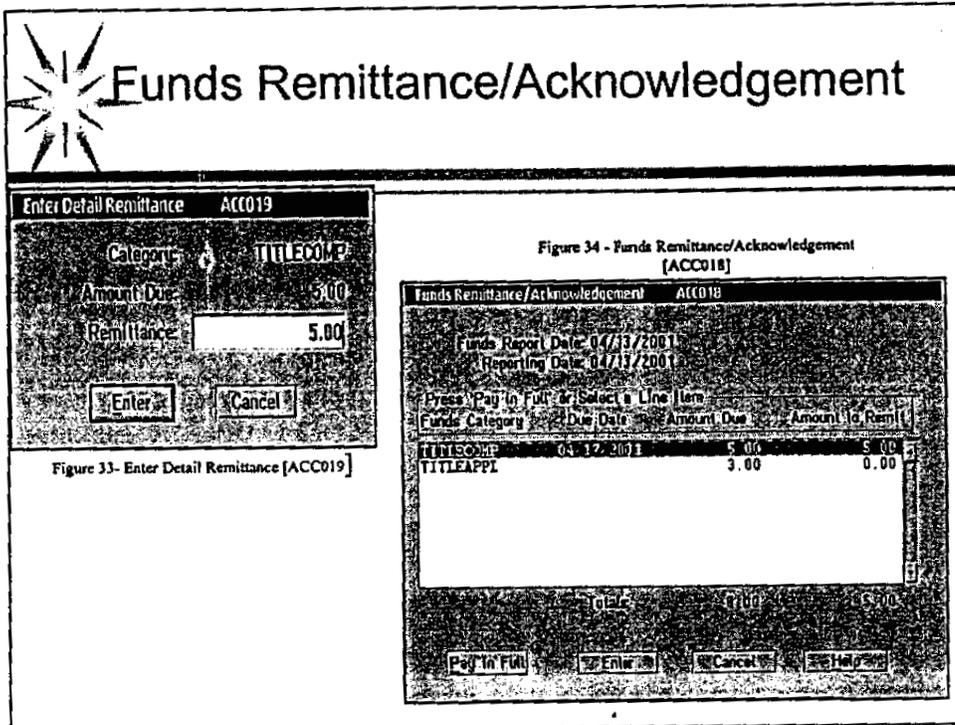
An itemized detail breakdown of Funds Category items appear with the option to Pay in Full or select desired line item for Partial Payments.

1. Highlight a selection and Press Alt + P to Pay in Full or Press "Enter" (not Alt + E) to pay an individual selection.

#### To "Pay in Full":

On the Funds Remittance/Acknowledgement Screen [ACC018], Press Alt + P to select "Pay in Full". The Funds Due Summary Screen [ACC017] will appear indicating the full amount due for the selected item has been remitted.

**Note:** Pressing Alt + E on this screen will return you to the Funds Due Summary Screen [ACC017] with no change.



## Enter Detail Remittance [ACC019] and Funds Remittance/Acknowledgement [ACC018]

### To Make a "Partial Payment" Select a Line Item:

- After Selecting a line item the "Enter Detail Remittance" [ACC019] Screen appears. Enter the amount due.
- Press "Enter" to continue and return to the Funds Remittance/Acknowledgement Screen [ACC018], where the remitted total will be displayed.
- Select another line item to continue or press Alt + E to return to the Funds Due Summary Screen [ACC017].

Funds Due Summary ACC017				
Select a report using arrow keys and press enter:				
Due Date	Funds Report Date	Reporting Date	Total Amount Due	Remittance Amount
05/22/2001	05/19/2001	05/19/2001	9.60	9.60
05/29/2001	05/26/2001	05/26/2001	-2.50	0.00
Totals:			7.10	9.60

Enter Cancel Remit Funds

### Funds Due Summary [ACC017]

- On the Funds Due Summary Screen [ACC017] the total "Remitted Amount" for all items paid is displayed.
- Press Alt + R on the Funds Due Summary Screen [ACC017] to Remit Fees.
- Note: Initially, the Remit Funds pushbutton is disabled.

**Funds Payment ACC020**

**Total Amount to Remit: 544.00**

**Select Method of Payment**

**EFT**      registration-add on fees

**Check**      (Check No):

**Enter**      **Cancel**      **Help**

**Funds Payment [ACC020]**

- At the Funds Payment Screen [ACC020], select your method of payment [EFT or Check].
- When EFT is the Method of Payment selected, the Account Description assigned by the County using the NEW Payment Account Updates event will appear in a Combo Box.
- The county may have multiple Account Descriptions designated as Title Fees, Registration Fees, or a description used by the user.

**Caution:**

- When EFT is selected as the Method of Payment, Be Sure that the Account Description selected is correct for the account being used to pay the report(s).
- Multiple reports may be paid in one transaction, but ONLY ONE account description may be used.
- All acknowledgements will be drafted from the Account Description entered.
- When CHECK is the Method of Payment, the Check No. Field will be enabled and a Check Number must be entered.

Note: The EFT Account Description Field will be disabled.

- Press "Enter" to complete. The user will receive the Remit Funds Confirmation Screen, press "Yes" to continue. The Funds Remittance Verification Report [RTS.POS.2311] will appear on the screen.
- Press Alt + P to Print the report and complete the transaction.

RTS: County Funds Remittance				
CUSTOMER MISCELLANEOUS REPORTS ADDITIONS ACCOUNTING INTERESTS DUES				
RTS.POS.2311		FUNDS REMITTANCE VERIFICATION REPORT MCLENNAN (161)		
Trace Number: 1000005		Transaction ID: 16120836999150744		
Payment Total: \$5.00				
Date: 04/20/2001				
Method: EFT (Suffix: 1)				
Requested By: LPLENTL				
	Funds Report Date	Reporting Date	Payment Amount	Funds Category
	04/13/2001	04/13/2001	\$5.00	TITLECOMP
*** Please retain this report for your records. ***				

**Funds Remittance Verification Report [RTS.POS.2311]**

Press Alt + P to print the report.

An **EFT county** should retain a copy of the Funds Remittance Verification Report [RTS.POS.2311] but it is not necessary to mail anything to VTR.

A **Check Writing county** should mail a copy of the Funds Remittance Verification Report [RTS.POS.2311], along with their check, to the Finance Division.

\*\*\*Notations appear as applicable at the bottom of the Funds Remittance Verification Report.

Funds Key Selection		KEY021
Select key:		
<input type="radio"/> Trace No:	1000002	
<input type="radio"/> Payment Date:	/ /	
<input type="radio"/> Funds Report Date:	/ /	
<input type="radio"/> Check No:		
<input type="button" value="Enter"/>		<input type="button" value="Cancel"/>

### Funds Inquiry Key Selection Screen [KEY021]

Reports can be queried using the Trace Number, Payment Date, Funds Report Date, or Check Number.

Each key selection will access different display screens:

**Trace Number** – will display only the Payment Detail [ACC022].

**Payment Date** – will display Payment Summary [ACC023] and Payment Detail [ACC022].

**Funds Report Date** – will display only Funds Details/Payments [ACC024].

**Check No:** – will display Payment Summary [ACC023] and Payment Detail [ACC022].

Payment Summary ACC023					
Trace No.	Payment Date	Payment Amount	Status	Received Date	Check No.
1000001	04/17/2001	40.00	DEPOSITED	04/18/2001	
1000002	04/17/2001	22.60	DEPOSITED	04/18/2001	
1000003	04/19/2001	320.00	REMITTED	/ /	0418
1000004	04/20/2001	638.94	DEPOSITED	04/23/2001	
1000005	04/20/2001	5.00	DEPOSITED	04/23/2001	
1000006	04/20/2001	3.00	REMITTED	/ /	
1000007	04/20/2001	5.00	DEPOSITED	04/23/2001	

## Payment Summary Screen [ACC023]

Payments display on the Payment Summary Screen [ACC023]. Display includes a Trace Number, Payment Date, Payment Amount, Status, Received Date and Check Number.

Payment status description indicates the following:

**Remitted** – either an EFT or Check Remittance has been recorded; voids are permitted.

**Deposited** – indicates that an EFT payment request has been sent to the Comptroller's office. This occurs each day at approximately 6:00 p.m. (Voids are no longer permitted at this point.)

**Voided** – indicates that the payment has been cancelled and the payment amount has been backed out.

**Note:** Outstanding payments due prior to new funds implementation will be assigned a unique trace number, [1-50,000],

Payment Detail		ACC022	
Trace No: 1000007			
Payment Date: 04/20/2001	Account Suffix: 1	Payment Type: EFT	Status: DEPOSITED
Amount: 5.00	Employee Id: LPLENTL	Check No:	Received Date: 04/23/2001
Funds Report Date	Reporting Date	Amount Paid	Funds Category
04/14/2001	04/14/2001	5.00	AUTOMATE

Enter    Cancel    Help    Void

### Payment Detail SCREEN [ACC022]

The Payment Detail Screen [ACC022] has been expanded to include additional information. The Trace Number, Account Suffix, Employee ID, Payment Type, and Report Status are now displayed.

**Void** – The Void transaction pushbutton resides on the Payment Detail Screen.[ACC022]. Select the paid report by highlighting the line and press

Alt + V to Void Remittance. Once the item is voided, it is returned to the Funds Due Summary [ACC017] Screen as an unpaid report.

Transactions may be voided until 6:00 p.m. on the day the remittance is submitted.

Funds Details/Payments ACC023

## Funds Inquiry

Funds Report Dates: 04/13/2001

Receiving Entity	Reporting Date	Funds Category	Due Date	Amount Due	Amount Paid
COUNTY	04/13/2001	TITLEAPPL	04/17/2001	5.00	
TXDOT	04/13/2001	TITLEAPPL	04/17/2001	3.00	3.00
TXDOT	04/13/2001	TITLECOMP	04/17/2001	5.00	

Payments

Trace No	Payment Date	Payment Amount	Status	Rec'd Date
1000005	04/20/2001	5.00	DEPOSITED	04/23/2001
1000006	04/20/2001	3.00	REMITTED	/ /

### Funds Detail/Payment Screen [ACC024]

Funds Detail/Payments [ACC024] has a double display screen similar to the Funds Inquiry Screen in version 4.1.6.

User can view amounts due as well as payments remitted.

The Payment box indicates fees have been "Deposited" and "Remitted" with a documented receive date.

**Note:** Due to "Real Time" updates and payments maybe viewed immediately.



## Main Menu Changes

> **Miscellaneous:**

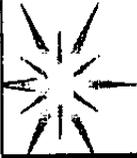
**ServerPlus** has been moved on the Main Menu under Local Options. No change in procedure.

> **Reports:**

A **Quick Counter Report** is now available and can now be accessed under Reports on the Main Menu.

> **Funds:**

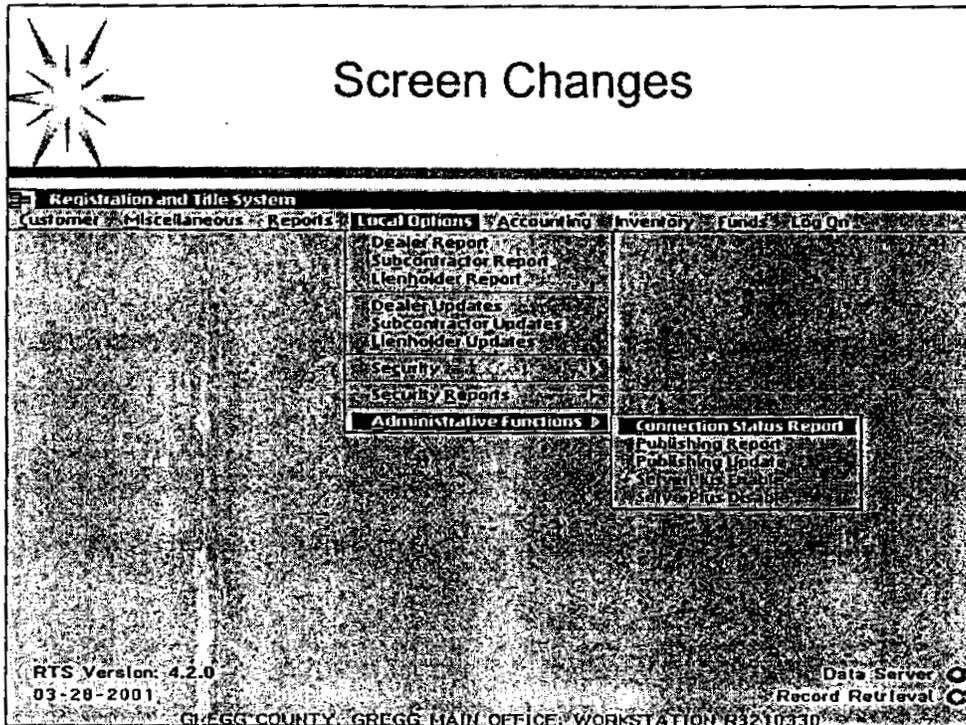
**VTR Funds Acknowledgment** and **VTR Funds Adjustment** will no longer be visible to the county user.



## Main Menu Changes [Continued]

### >Local Options:

**ServerPlus** has been moved from under Miscellaneous on the Main Menu. It has been combined with the Connection Status Report, Publishing Update and the Publishing Report to form **Administrative Functions** found under Local Options.



## Administrative Functions - New Main Menu Item

### Administrative Functions [Local Options]

The following events were combined to form Administrative Functions.

**New - Connections Status Report [RTS.POS.4031]** This report will display the connection status between the main office and substation(s). It will be most helpful in determining connection status between the main office and substation(s), when it is necessary to re-run the County Wide Report.



# Connection Status Report

---

RTS: Connection Status Report

Customer    Meter    Agency    Reports    Local Options    Accounting    Inventory    Funds    Account

RTS.POS.4031

GREGG CONNECTION STATUS REPORT  
GREGG COUNTY  
GREGG NATH OFFICE

WORKSTATION TYPE: WORKSTATION  
WORKSTATION ID: 530  
REQUESTED BY: USERID1

ID	SUBSTATION NAME	DEMOCKNAME	CONNECTION STATUS
1	SUBSTATION #1	RTS330	Successful

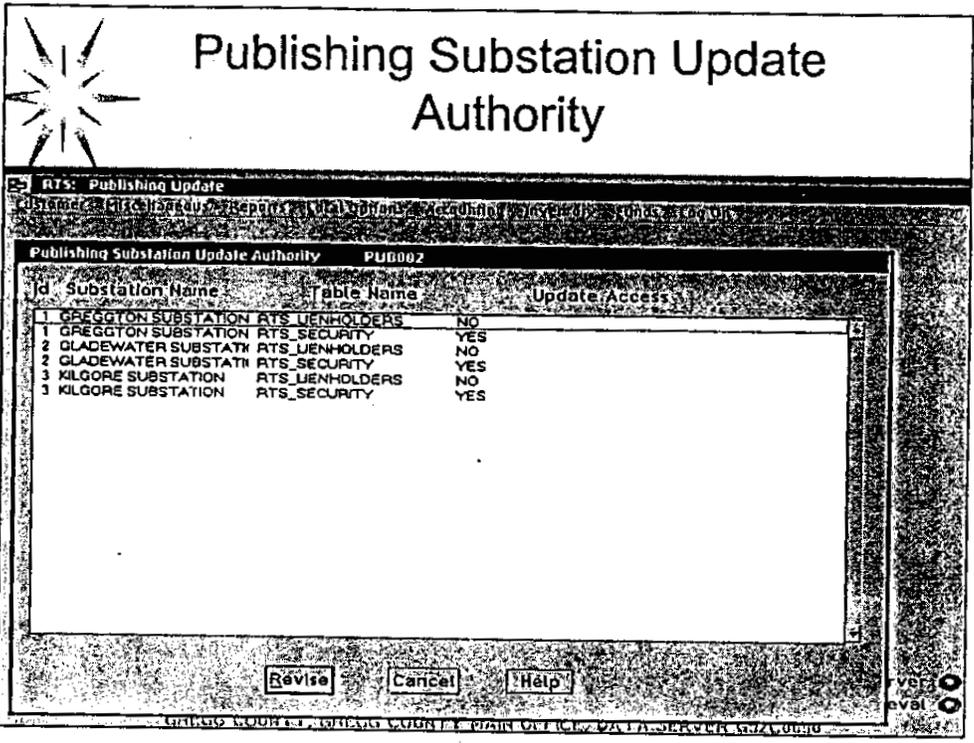
... END OF REPORT ...

## Connection Status Report [RTS.POS.4031]

Select Local Options and Administrative Functions to highlight and select the Connection Status Report [RTS.POS.4031].

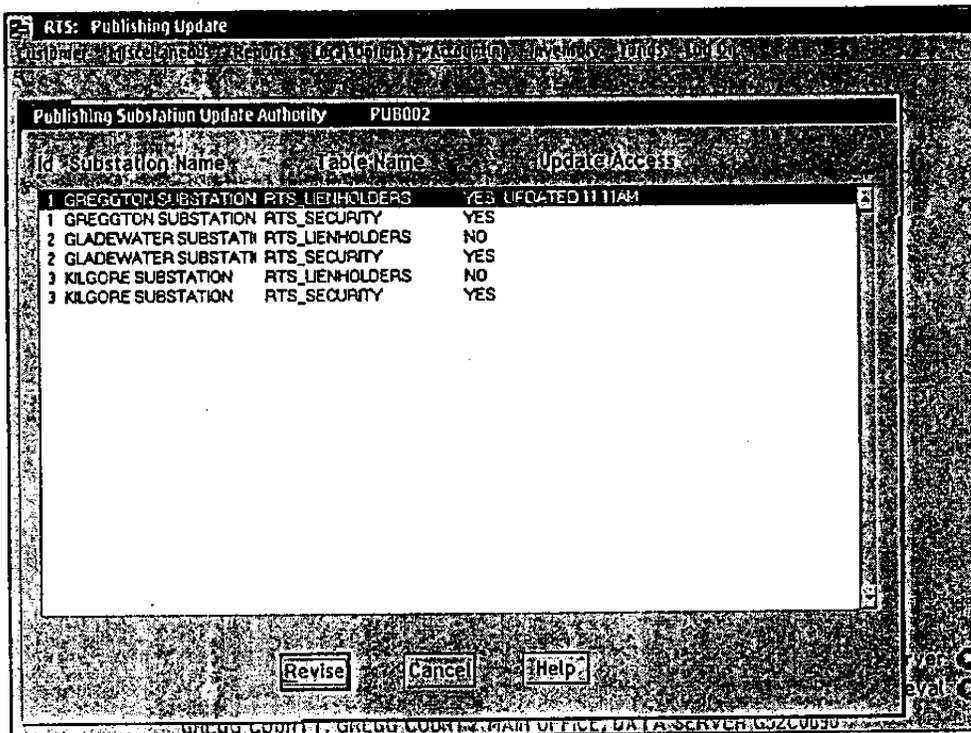
Status of each substation will be identified as either **“Successful”** or **“Unsuccessful”**.

The report is available to view and print by pressing Alt + P.



**Publishing Substation Update Authority [PUB002]**

**New - Publishing Update** – This event allows the main office to assign update authority to substation(s) for the Lienholder, Subcontractor, Dealer and Security Tables.



## Publishing Substation Update Authority [PUB002]

### After Update:

It presents the Publishing Substation Update Authority Screen [PUB002] including ID, Substation Name, Table Name, and Update Access.

Existing information is displayed and revisions can be performed, as needed.

**Note:** RTS Security status will always be "YES" and all changes will be effective after the system is restarted the next day.



## Inventory Inquiry Report

### **Inventory:**

- > The **Inventory Inquiry Report** [RTS.POS.3031] has been modified to display only items that are in inventory at the county.
- > In addition, when accessing Inquiry using **Item Type(s)** and **Year** or **Central**, where no items are found, the **Exception Report** will be displayed, when selected on the **Inventory Inquiry Item Type(s) Screen** [INV022].

**Note:** The user will now be able to inquire on selected inventory items for Employee, Workstation, Dealer and Subcontractor.

Specific headers will no longer appear for each account item code.

Inventory Inquiry Item type(s) INV022

Selection Criteria:

Inventory Inquiry Selection By: ITEM TYPE(S) & YEAR

Inventory Inquiry Type: CURRENT BALANCE

Inventory Inquiry History Dates:

Office Location: MAIN OFFICE

Substation Location:

Select All Item(s)  Exception Report

Select one or More:

144PT	144-HOUR PERMIT	
30MCPT	30 DAY MOTORCYCLE PERMIT	
30PT	30 DAY PERMIT	
72PT	72-HOUR PERMIT	
ANIMALFR	ANIMAL FRIENDLY PLT	
ANTHC	ANTIQUE MOTORCYCLE PLT	1998
ANTMC	ANTIQUE MOTORCYCLE PLT	2003
AP	ANTIQUE PLT	1998
AP	ANTIQUE PLT	2003

Enter Cancel Help

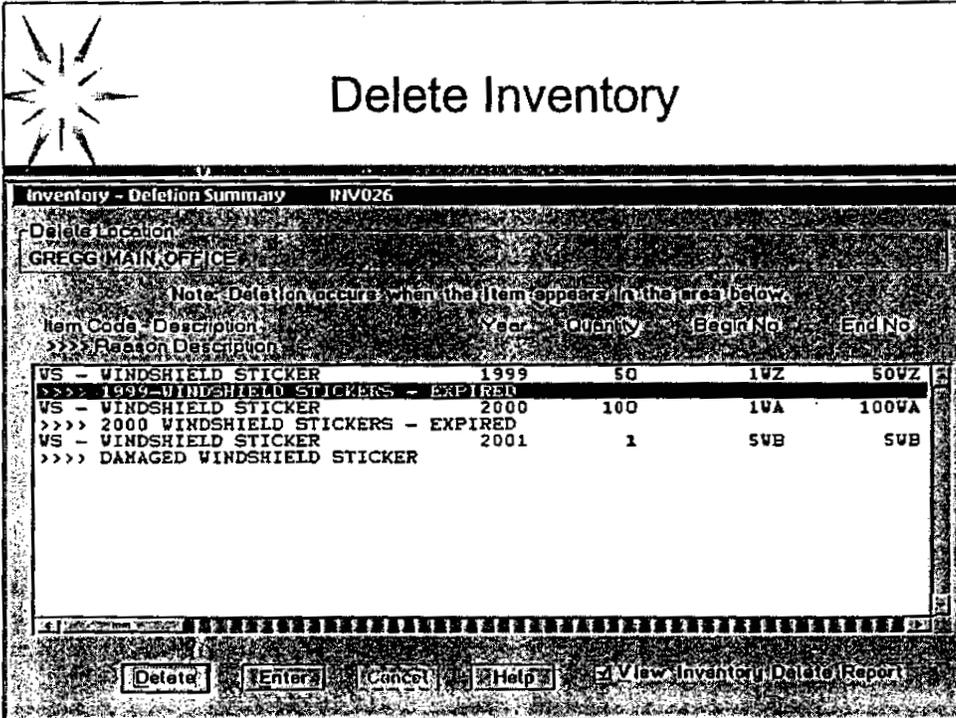
### Inventory Inquiry Item Type(s) [INV022]

The user has the option to select one inventory item description or inquire on all inventory item types at once by pressing Alt + S (Select All Items).

**Note:** The Exceptions Report indicator defaults to checked. Any items that are not in the county's inventory will be listed on the report following the items that do exist in inventory.







## Delete Inventory

**Inventory - Deletion Summary**    INV026

Delete Location  
GREGG MAIN OFFICE

Note: Deletion occurs when the item appears in the area below.

Item Code	Description	Year	Quantity	Begin No	End No
>>>> Reason	Description				
VS -	WINDSHIELD STICKER	1999	50	1WZ	50WZ
>>>>	1999-WINDSHIELD STICKERS - EXPIRED				
VS -	WINDSHIELD STICKER	2000	100	1VA	100VA
>>>>	2000 WINDSHIELD STICKERS - EXPIRED				
VS -	WINDSHIELD STICKER	2001	1	5VB	5VB
>>>>	DAMAGED WINDSHIELD STICKER				

### Inventory:

Multiple inventory items can now be deleted within the same session. The system will return to the Inventory-Deletion Summary Screen [INV026] following each deletion, displaying the corresponding deletion reason description.

The Inventory Deleted Report [RTS.POS.3001] will reflect all inventory items deleted during the session and will be displayed for viewing and printing.

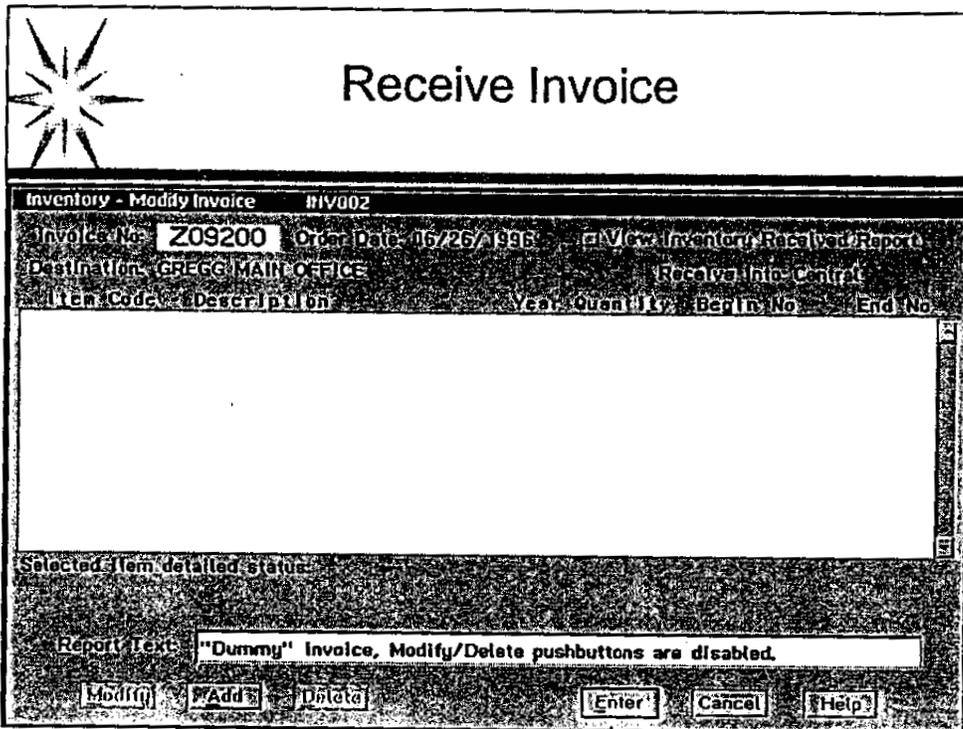
RTS: Inventory Delete						
Customer Miscellaneous Reports Location Accounting Inventory Funds Log On						
RTS.POS.3001		INVENTORY DELETED REPORT GREGG COUNTY GREGG MAIN OFFICE				
WORKSTATION TYPE: WORKSTATION						
WORKSTATION ID: 330						
REQUESTED BY: USER01						
ITEM CODE	ITEM DESCRIPTION	ITEM YEAR	QUANTITY	BEGIN NO	END DELETE NO REASON CODE	TRANSACTION ID
US	WINDSHIELD STICKER	1999	50	1U2	50U2 POS DELETION ONLY-NO MF UPDATE	09233037005155435
REASON DESCRIPTION: 1999-WINDSHIELD STICKERS - EXPIRED						
US	WINDSHIELD STICKER	2000	100	1U0	100U0 POS DELETION ONLY-NO MF UPDATE	09233037005155534
REASON DESCRIPTION: 2000 WINDSHIELD STICKERS - EXPIRED						
US	WINDSHIELD STICKER	2001	1	5U0	5U0 POS DELETION ONLY-NO MF UPDATE	09233037005155642
REASON DESCRIPTION: DAMAGED WINDSHIELD STICKER						

### Inventory Delete Report [RTS.POS.3001]

The Inventory Deleted report will display all deleted items with corresponding Item Codes, item Descriptions, Item Year, Quantity, Begin and End No, Delete reason(s), and Transaction(s) ID numbers.

The report is available for print by pressing Alt + P.

The Report [RTS.POS.3001] will reflect all inventory items deleted during the session.



**Receive Invoice**

---

Inventory - Modify Invoice    #INV002

Invoice No: **Z09200**    Order Date: 06/26/1998    #INV: Inventory Received Report  
 Destination: GREGG MAIN OFFICE    Receive Unit: Central

Item Code	Description	Year	Quantity	Begin No	End No

Selected Item detailed status:

Report Text: "Dummy" Invoice, Modify/Delete pushbuttons are disabled.

### Inventory Modify Invoice Screen [INV002]

#### Inventory:

When receiving a "Dummy" invoice, the Modify and Delete pushbuttons will be disabled at initial entry into Modify Invoice Screen [INV002].

Previously, the the Modify and Delete pushbuttons were enable at the initial entry into Modify Invoice Screen [INV002].



## Soft Stops [Hard Stop Revision]

Soft Stops	Affected Events
Registration Refund	Modify Registration Correction Duplicate Receipt Exchange Permanent Additional Weight Renewal Replacement Temporary Additional Weight
Title Application Awaiting Release	Modify Registration Correction Exchange Permanent Additional Weight Renewal Replacement Temporary Additional Weight
Title Application Awaiting DPS OK	Modify Registration Correction Exchange Permanent Additional Weight Renewal Replacement Temporary Additional Weight

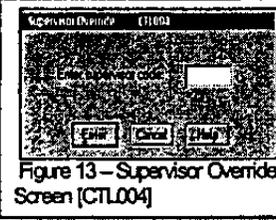


Figure 13 – Supervisor Override Screen [CTL004]

### Soft Stops and Effected Events and - Supervisor Override Screen [CTL004]

#### Hard Stop Revision:

Registration Refund, Title Application Awaiting Release, and Title Application Awaiting DPS OK are no longer Hard Stops requiring a VTR Authorization Code in Registration Only Events.

These transactions will now require a Supervisor Override Code.

They will be identified as **Soft Stops** and marked with an **“S”** in the Remarks combo box on Registration Screen [REG003].

**Note:** An **“S”** will appear in the remarks box after update.

Previously an **“H”** would appear in the remarks box.



## Cancel Registration

### Cancel Registration:

#### [Title/Registration – Status Change]

- > The County user now has the ability to “**Invalidate Registration**” in order to change the registration class and issue registration for Out-of-Scope and No-Fee registered vehicles **only**.
- > This can be accomplished using **Cancel Registration** in the Status Change Event.
- > Security access must be authorized.

Initially the “**Cancel Registration**” selection under Status Change is disabled. The Security Administrator or Supervisor will need to go into Local Options, Security, Employee Security and highlight Status Change, press enter then check the “**Cancel Registration**” box in order to enable the event.

**Note:** Remember to check “**Revise**” then log off/on, in order to activate security change.

**Status Change Record TTL006**

Vehicle Junked  
 Title Surrendered  
 Miscellaneous Remarks  
 Stolen/SFS  
 Registration Refund  
 Cancel Registration

Plate No: R86308  
 Expires: 6 / 2001  
 County No: 98

**Cancel Registration REG005**

Cancel Registration

Enter Cancel Help

Owner Id:  
**SPEAR-TEX GRAIN CO**

Owner Address:  
PO BOX 1248  
SPEARMAN  
TX 79081 - 0248

RELEASE OF PERSONAL INFO RESTRICTED  
DIESEL  
HEAVY VEHICLE USE TAX VERIFIED

Enter Cancel Help

**Status Change Screen [TTL006]**

**Cancel Registration Screen [REG005]**

1. Access the Status Change Event in Title/Registration; entering the appropriate Inquiry Key Selection (Plate#, Vin# etc.)
2. Verify that the record displayed is correct.
3. Press Alt + "C" to select Cancel Registration.
4. Press "Enter" to continue.
5. The Cancel Registration Screen [REG005] will appear.
6. Press Alt + "A" to check Cancel Registration.
7. Press "Enter" to continue.
8. At the Pending Transaction(s) Screen "Mark A Registration Invalid" will be displayed.
9. Go to the Renewal event.
10. Press Alt + "H" to select Same Vehicle
11. Press "Enter" to continue.
12. Select Additional Information on Registration Screen [REG003].
13. Choose Change Registration.
14. Change the Class/Plate/Sticker Type Choice Screen [REG008].
15. Issue new plates and complete the registration transaction issuing 12-months registration.

Note: If the user failed to void a cancel registration transaction during the appropriate time span, accessing the Cancel Registration Event the following day will reverse the invalidated registration.



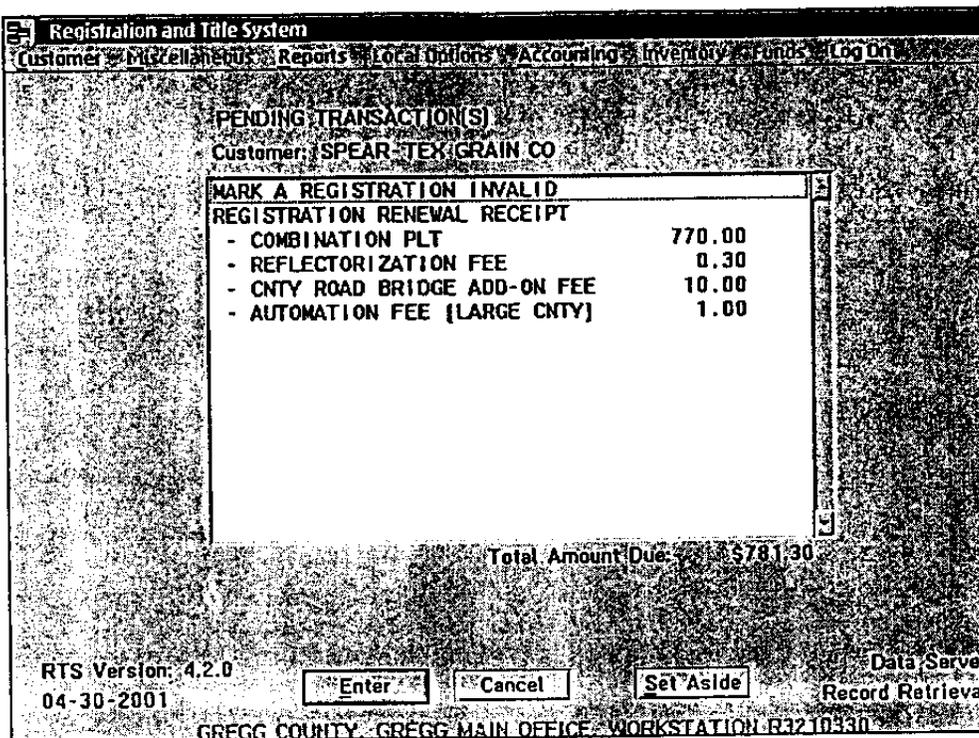
## Cancel Registration [Continued]

### Cancel Registration:

- > Out-of-Scope and No-Fee **cannot** be processed through the Exchange event; an attempt will produce error message (741) "The Exchange Process Cannot Be Performed."
- > Any attempt to change the registration class in the Renewal event will produce error message (742) "Plate Type Is Out Of Scope. Cancel The Registration In Status Change and Renew With "Same Vehicle."

### The following is a list of Registration Classes available for Cancel Registration.

- 5-Year Apportioned Trlr Plate
- 5-Year Token Trlr Plate
- Apportioned Truck Plate
- Apportioned Trailer Plate
- Armed Forces Reserve Plate
- Congressional Medal of Honor Plate
- Disabled Veteran Plate
- Exempt Double Plate
- Exempt Foreign Organization Plate
- Exempt Motorcycle Plate
- Exempt Single Plate
- Forestry Vehicle Plate
- Honorary Consul Plate
- Legion of Valor Plate
- Parade Plate
- Per Pearl Harbor Plate
- Per Purple Heart Plate
- Pearl Harbor Plate
- Purple Heart Plate
- Prisoner of War Plate
- Texas Guard Plate



### Pending Transaction Screen:

An Out-of-Scope plate has been invalidated.

"Mark a Registration Invalid." will appear on the Pending Transaction screen. The user may continue to the Renewal/Title etc... event checking "same vehicle" in order to complete the transaction.

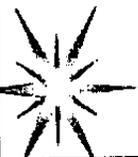
Note: "Registration Invalid" will appear in the remarks box once the "same vehicle" record is displayed.



## Renewal Notice Request

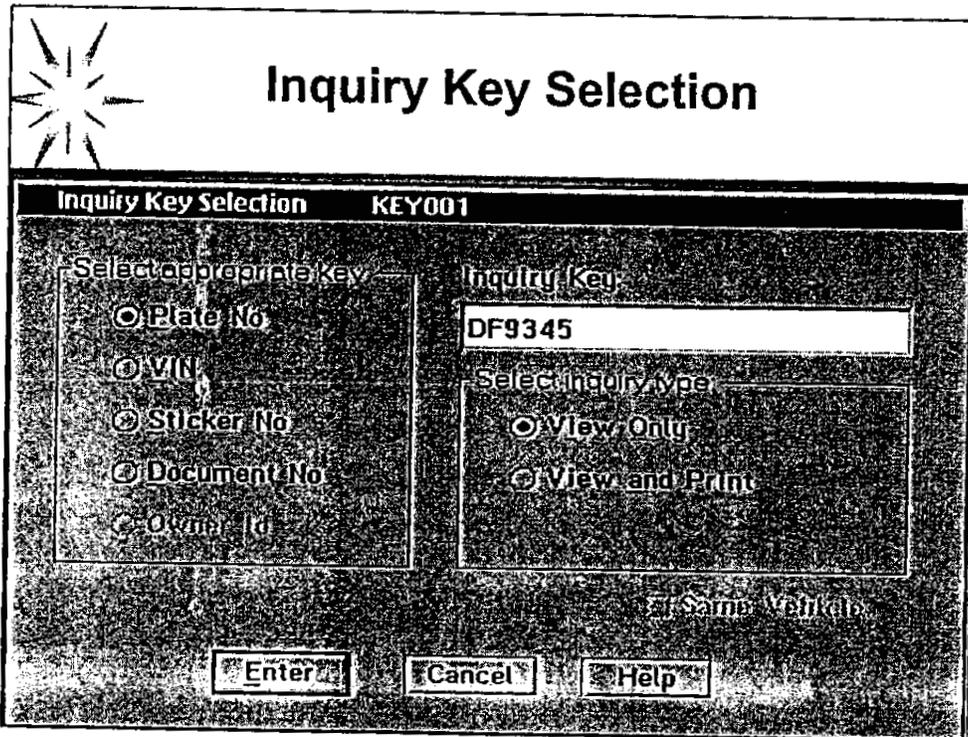
### Registration only:

- When a renewal notice is requested using the address change/print renewal event, validation is immediate.
- An error message will display providing a reason for rejection of the request to print a renewal notice.
- Example: "Renewal Notice cannot be printed. The Registration has Expired."

 <b>Renewal Notice Request Rejection Reasons</b>	
01. Agency Loaned	11. Registration Refund
02. Bonded Title - Suspended	12. Registration Too Far in Future
03. DOT Standard	13. Stolen
04. DPS Safety Suspension	14. Title Revoked
05. Exempt	15. Title Surrendered
06. Invalid Registration	16. Title Application Awaiting Release
07. Junked Vehicle	17. Title Application Rejected
08. Outstanding Hot Check	18. Title Held Awaiting DPS Ok
09. Plate Type Outside RTS Scope	19. Title Held Awaiting DPS Ok
10. Renewal Mail Return	20. Vehicle Sold

**Renewal Notice Request Rejection Reasons**

This is a list of Rejection Reasons the user will see on Renewal Request Report the following day.



### **Inquiry Key Selection [KEY001]**

#### **All Registration Events:**

After entering any of the four Inquiry Key Selections (Plate No., VIN, Sticker No., or Document No.), the Confirm Action Screen [CTL001] no longer resets the selection entry.

**Note:** Prior to Version 4.2.0, the system returned immediately to the Main Menu.

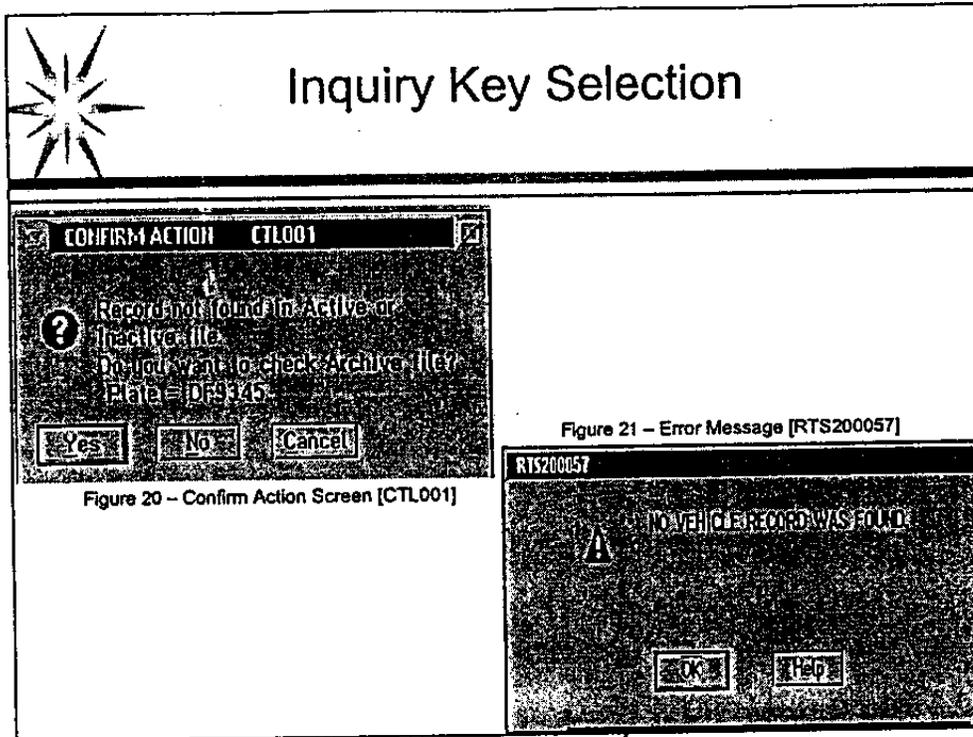


Figure 20 – Confirm Action Screen [CTL001]

Figure 21 – Error Message [RTS200057]

**Confirm Action Screen [CTL001]**

**Error Message [RTS200057]**

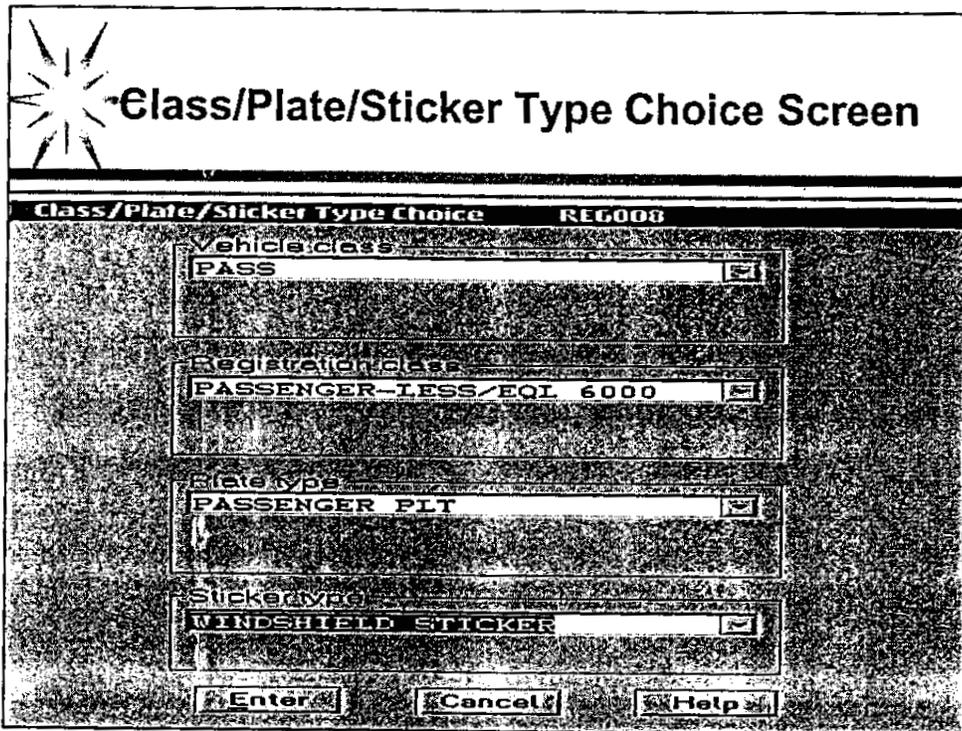
**Active File** – indicates a vehicle record displaying current registration.

**Inactive File** – indicates vehicle records that have not been purged but are not registered.

**Archive File** – indicates records with no activity for a specified period of time (approximately 3 years).

When error message [RTS200057], "No Vehicle Record Was Found" displays, press "Enter" to return to the Inquiry Key Selection Screen [KEY001] retaining the previously entered Inquiry Key Selection.

**Note:** You must be in an event to use this feature. Example; Renewal, Exchange, Title etc. System will return to main menu when error mess [No Vehicle Record Was Found] appears in Vehicle Inquiry.



**Example:** Vehicle Class = user selects, **PASS**  
Registration Class = system selects **PASS Less/EqI 6000**  
Plate Type = system selects **Passenger Plate**  
Sticker Type = system selects **Windshield Sticker**

When selecting **PASS**,  $TRK \leq 1$  and  $TRK \geq 1$  as the Vehicle Class, the Class/Plate/Sticker Type Choice Screen [REG008] will default to the most commonly selected Registration Class, Plate Type, and Sticker Type, when the **Tab** key is pressed. Selections can be altered, as necessary.

**Sales Tax**    **TTL012**

**Categories:** SALES/USE    Enter date applicable to sales tax category: 04/01/2001

**Sales tax info:**

Sales Price (less \$ **1000.00** rebate): **9000.00**

Trade-In: \_\_\_\_\_

Tax Paid Other State: \_\_\_\_\_

Penalty Percent: 0

**Trade-in info:**    Enter VIN permit number: 0

Year/Make: 0    \_\_\_\_\_

VIN: \_\_\_\_\_

(Additional Trade-In(s))

Enter    Cancel    Help

**Rebate:**

The Sales Tax Screen [TTL012] has been modified to include a Rebate field, accommodating a maximum rebate of \$99,999.99. The rebate total will display on the title application receipt.

Enter the Rebate total in the first entry field. Enter the Sale Price (-) less the rebate amount in the second entry field.

**Example:** Original Sale Price \$10,000.00 (-) minus Rebate \$1,000.00 equals a sale price of \$9,000.00.



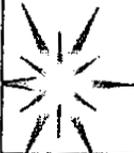
## **Designate a New Expiration Month [Title and Registration]**

- A vehicle owner is now allowed to designate a new registration expiration month under certain conditions.
- Registration can be purchased for a minimum of 12 months or a maximum of 23 months.



## **Designate a New Expiration Month [Title and Registration]**

- > The owner must have a currently registered vehicle.
- > County personnel must change the expiration date to the same month, as a currently registered vehicle owned by the applicant, after verification.
- > The new expiration date chosen must be a minimum of 12 months from the time of registration.
- > The month change must be processed during initial registration or at the time of renewal.



## Designate a New Expiration Month

### [Title and Registration]

[Continued]

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Enter registration expiration month and year    REG029

Minimum Exp. Month/Year: 07/2002      Maximum Exp. Month/Year: 06/2003  
 Minimum fee total: \$51.80      Maximum fee total: \$80.99

Enter Expiration Month and Year (MM/YYYY):

This reflects 12 months of registration.

WINDSHIELD STICKER	\$40.50
REFLECTORIZATION FEE	\$ 3.30
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
AUTOMATION FEE (LARGE CNTY)	\$ 1.00

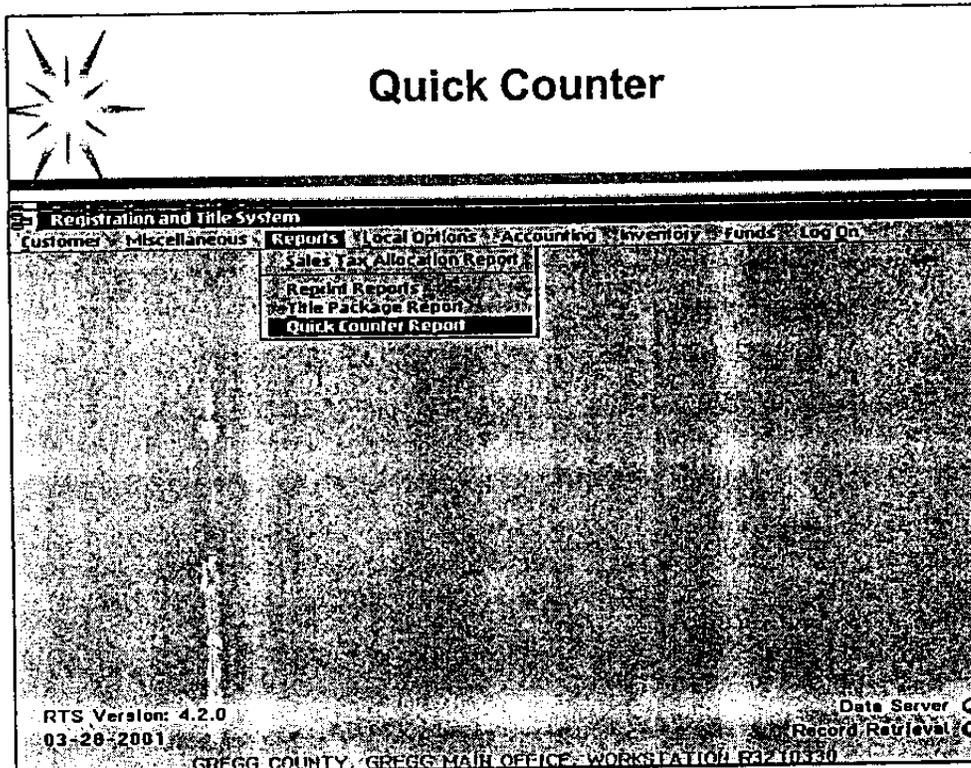
Transaction total: \$51.80

- The fee will be computed as one-twelfth of the current annual registration fee multiplied by the number of months (minimum 12) in the designated registration period. Local fees (reflectorization, automation, child safety, county road and bridge) will be collected for each 12-month registration period purchased.
- A windshield validation sticker or registration insignia will be issued displaying validation to the end of the designated expiration month.
- Extended registration will be available to certain registration class codes.

**Note:** At this time, the manual Fee Charts will not be revised to accommodate **registration in excess of 15 -months**. The user should use the following formula to obtain the applicable fees due.

**Registration Formula:**

- 1) Take the "Annual Fee" (12-months at \$50.80);
- 2) Add (+) the fee for the additional number of months needed (7months at \$29.76);
- 3) Subtract (-) Reflelctorization fee (\$30);
- 4) Equals (=) the registration amount to be collected (\$80.26).



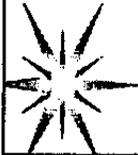
### Quick Counter:

A Quick Counter Report [RTS.POS.5251] is now available under the Reports menu item and will display Quick Counter transactions for workstation(s) for a particular day.

- Access to the Quick Counter Report is achieved by highlighting Reports on the Main Menu.
- Highlight Quick Counter Report continuing to Quick Counter Report Screen [REG040].
- Enter the Report Date, select one or more workstations, and continue to the report screen to view and/or print.

The Quick Counter Report can be run at any time provided the user has access to Quick Counter Reports in security.





## Multi-Year Registration

RTS will now allow Multi-Year Registration (**24 or 36 months**) for certain registration classes that meet the following criteria:

- vehicle model year is **current or previous year** and the vehicle has **never been registered in the state of Texas or any other state.**
- **A Manufacturer's Certificate of Origin (MCO)** will be required as the surrendered evidence.
- Fees will be computed as one-twelfth of the current annual registration fee multiplied by the number of months (minimum 12 months).

In the designated registration period. Local fees (reflectorization, automation, child safety, county road and bridge) will be collected for each 12-month registration period purchased.

**Note:** If MCO is not selected on the Ownership Evidence Surrendered [TTL011] Screen, the system will only allow a **maximum of 23 months.**

Enter registration expiration month and year REG029

Minimum Exp. Month/Year: 04/2002      Maximum Exp. Month/Year: 04/2004  
 Minimum fee total: 707.00      Maximum fee total: 847.40

Enter Expiration Month and Year (MM/YYYY): 04/2004

This reflects 36 months of registration.

TITLE APPLICATION FEE	
SALES TAX FEE	\$13.00
WINDSHIELD STICKER	\$625.00
REFLECTORIZATION FEE	\$175.50
CNTY ROAD BRIDGE ADD-ON FEE	\$.90
AUTOMATION FEE (LARGE CNTY)	\$30.00
	\$3.00

Transaction total: \$847.40

Fees have been recalculated based on new expiration month/year.

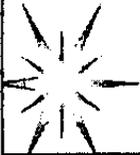
[Enter] [Cancel] [Help]

The 'Enter Registration Expiration Month and Year' screen [REG029] displays the following:

Minimum and Maximum expiration date with the fee total for the transaction being processed.

Enter Registration Expiration Month and Year Screen [REG029] (Maximum 36-Months).

**Note:** The user must enter a current month or previous month year model in the Year/Make field on the "No Title Record" Screen [TTL004] and must select Manufacturer's Cert. Of Origin on the "Ownership Evidence" [TTL011] Screen in order to have the 12 -36 month option on the "Enter Registration Expiration Month and Year" [REG029] Screen. If these two items are omitted, only 23 months of registration will be allowed.



## Special Plates Customer Supplied Screen

Enter registration expiration month and year: **REG029**

Minimum Exp. Month/Year: **04/2002**      Maximum Exp. Month/Year: **04/2004**  
 Minimum fee total: **707.60**      Maximum fee total: **847.40**

Enter Expiration Month and Year (MM/YYYY): **04/2002**

This reflects 12 months of registration.

TITLE APPLICATION FEE	
SALES TAX FEE	\$625.00
WINDSHIELD STICKER	\$58.50
REFLECTORIZATION FEE	\$ 3.30
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
AUTOMATION FEE (LARGE CNTY)	\$1.00

Inventory will not be issued by RTS if entered here as Customer Supplied Inventory.  Customer Supplied Inventory

Transaction total: **\$707.60**

Plate No: **LAROSE**      Plate Age: **3**      Sticker Has:

The "Enter Registration Expiration Month and Year" Screen [REG029] is modified to accommodate Customer Supplied Inventory, when the record being processed for Renewal or Title Transfer has a Special Plates, Plate Type.

The original Special Plates Screen will no longer appear.

When issuing new inventory in the Renewal or Title Application Events the correct expiration date should be entered in the "Enter Expiration Month" field.

After pressing tab, the screen will reflect the number of months requested and any credit given.

When assigning customer supplied inventory in the Renewal or Title Events check Customer Supplied Inventory and complete the Plate No. and Plate Age Fields.

**Note:** When Customer Supplied Inventory is checked the message "Inventory will not be issued by RTS if entered here as Customer Supplied" will display.



## Close Out

### Close Out [Funds]

- > After each Close Out time and date stamp will be recorded including workstations that have not processed transactions since the last Close Out.
- > Access Close out Statistics Screen [RTS.POS.5201] under Funds on the Main Menu to view and print verification of non-use.

**Note:** If a Close Out Statistics file is to be maintained, copies must be printed daily. The date stamp will change each day.

RTS.POS.5201

CLOSE OUT STATISTICS  
MCLENNAN COUNTY - MAIN OFFICE  
REPORT REQUESTED BY: MREYES3 FROM: WORKSTATION

CASH DRAWER	BEGINNING		ENDING		TRANSACTION(S)
	DATE	TIME	DATE	TIME	SINCE LAST CLOSE OUT
000	04/24/2001	15:53:50	04/26/2001	12:03:15	
100	04/24/2001	15:53:50	04/25/2001	15:33:11	Y
200	04/24/2001	15:53:50	04/25/2001	15:33:22	Y

... END OF REPORT ...

**Close Out Statistics [RTS.POS.5201]**

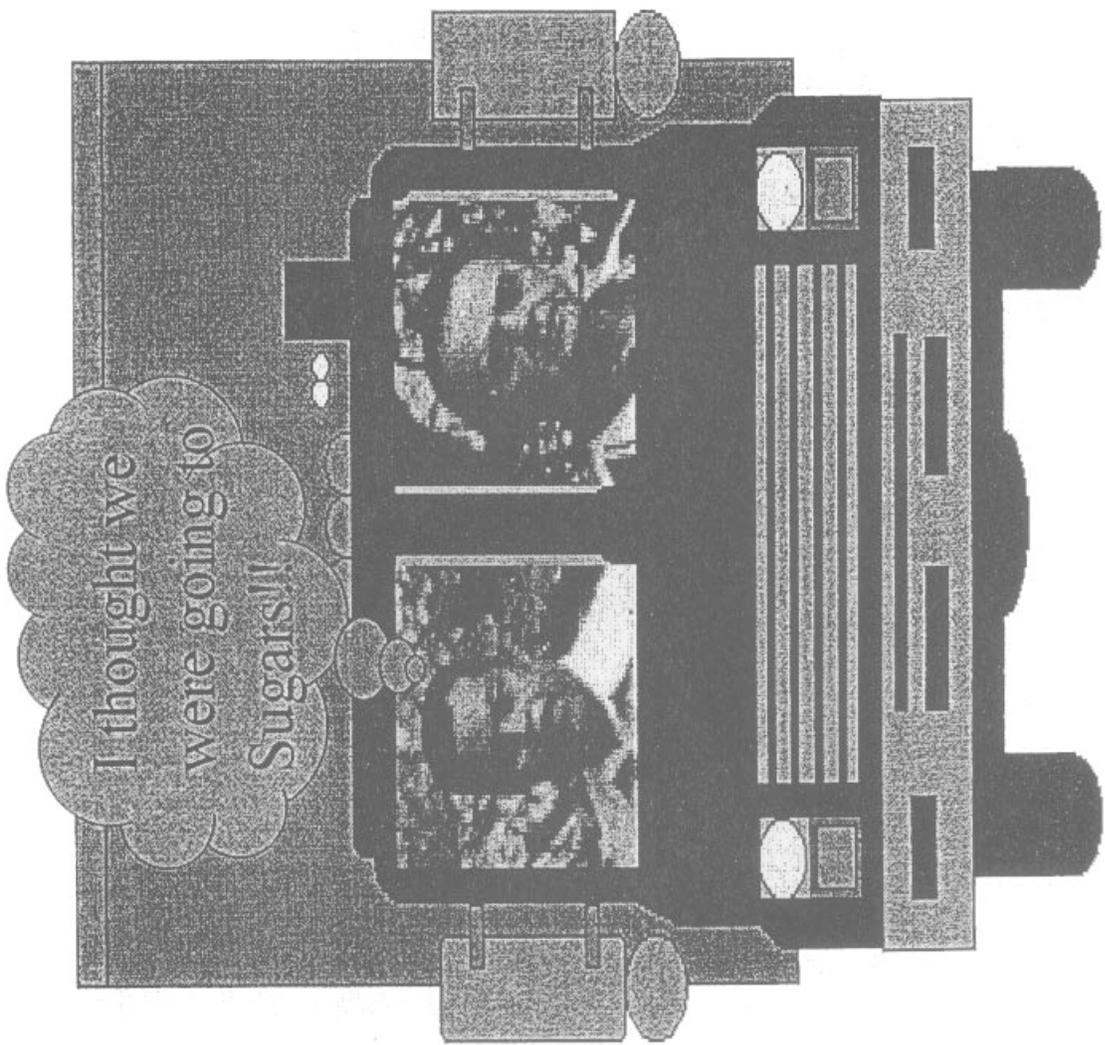
**Switched Texas**

**Titles**

# Switched Texas Titles

- Incorrect Title
- Statement of Fact - *Made no changes in description of vehicle.*
- Pencil Tracing or Statement of Physical Inspection (VTR-270)
- \$13.00 Title Fee

# Glenn & Rick's Auto Bonanza



## Switched MCO's

- Duplicate MCO Required on Vehicle Sold
- Incorrect Titles Required
- Statement of Fact from Dealer
- File for Corrected Title

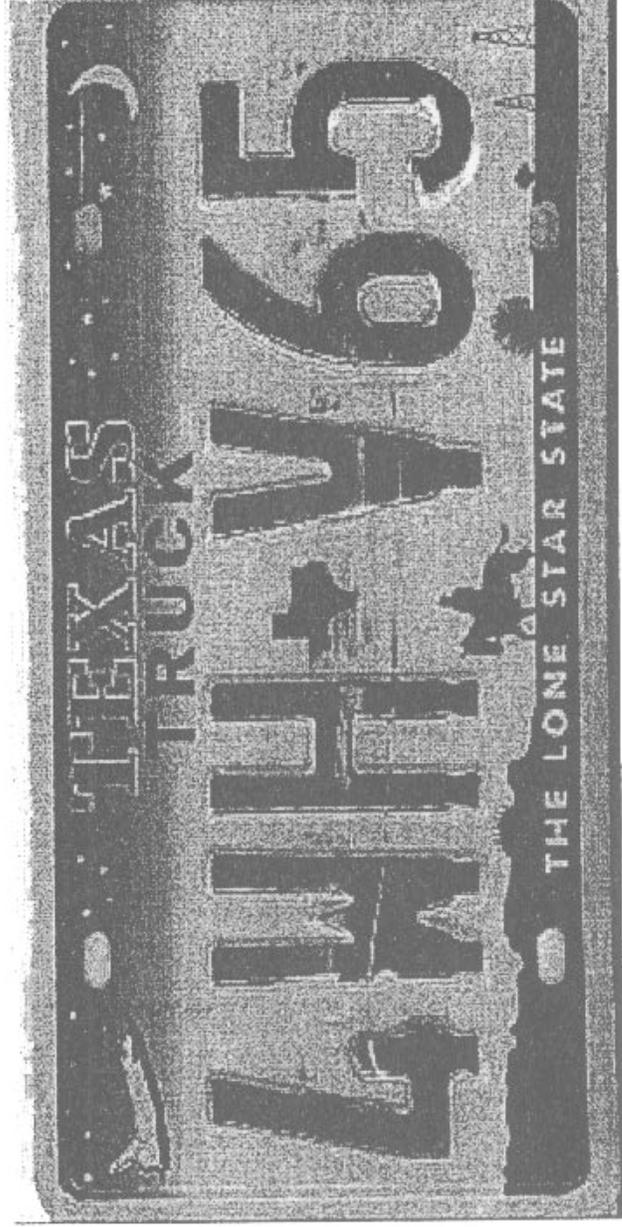
**The End**

# **Damaged/Incorrect Inventory**

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- **Roseanne Roseanna Danna Garza -  
Tax Assessor-Collector**
- **Gomer - VTR Manager**
- **Goober - Field Auditor**

# Tacky Plate



# Inventory Delete Report

Inventory - Inventory Delete · INVD06

View Inventory Delete Report

Reason Code: DAMAGED

Reason Description: RETURNED TO TXDOT/Paint Smudge

Item Code: Description

Year	Quantity	Begin No	End No
0	1	4WHV65	4WHV65

TKP - TRUCK PLT

Enter Cancel Help

THE END

Sales Tax

Apportionment Plate

Combination Plate

Exchange  
Registration



Registration: \_\_\_\_\_  
 Plate: R2LL23      Age: 0  
 Sticker: \_\_\_\_\_  
 Expires: 3 / 2002  
 Class: APPORTIONED  
 Type: APPORTIONED TRUCK PLT  
 County: 220 TARRANT

Vehicle: \_\_\_\_\_  
 2002 FRHT TR  
 1FUJA6CG22PJ96345  
 Body VIN: \_\_\_\_\_  
 Class: TRK>1  
 Odometer: EXEMPT      Tons: 6.00  
 Trlr Type: \_\_\_\_\_      Length: 0

Weight: \_\_\_\_\_  
 Empty: 17400  
 Capacity: 47600  
 Gross: 65000

Owner: \_\_\_\_\_  
 Id: \_\_\_\_\_

Document: \_\_\_\_\_  
 Document No: 05744737005161042  
 Issued: 05/04/2001  
 REGULAR TITLE

RELEASE OF PERSONAL INFO RESTRICTED

Select if needed:

Lien(s)

Owner Addresses

Additional Information

**Vehicle Inquiry Addl Info    INQ003**

Previous Owner Information:

Name/City&State:

FRE [REDACTED]

PORTLAND

OR

Registration Information:

Fees Paid: .00

Effective Date: 04/01/2001

Issue Date: 05/02/2001

Other Information:

Previous Plate No:

Previous Exp Mo/Yr: 00/ 0

Tire Type: P

Sales Tax Information:

Sales Price: 0.00

Trade-In: 0.00

Sales Tax Paid: 0.00



1-800-252-1382

ComptröHer's

Phone Number

Exchange  
Registration



**North America Free  
Trade Agreement**

**NAFTA**

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**Annual Registration  
Permits**

Ms. Onie Border - TAC  
Mr. Freddie Trade - VTR Manager

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**What Is Needed**

- Refer to RTE 29-01
- Annual Permit Plate or 72464 HI Permit
- Application VTR-29-NAFTA
- Proof of Insurance or Credentials from Motor Carrier Division

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## Fees Required

- Annual Permit-Plate (stepped registration)
- Combination: Fees based on combined gross weight
- Straight truck and/or trailer: Fees calculated separately for each unit based on individual gross weight

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## Plate Requirement

- Combination Unit: Issue Annual Permit-Plate and Windshield Sticker. No Annual Permit-Plate required on trailer.
- Straight Truck: Issue *one* Annual Permit-Plate and Windshield Sticker.
- Semi-trailer: Issue Annual Permit-Plate with a month sticker affixed.

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## Processing Application

- Funds collected through "Additional Collections" event
- RTS Form 31 not required
- Provide customer with photocopy of VTR-29-NAFTA and copy of "Additional Collections Report"
- Follow above procedures for replacement of weigh increase

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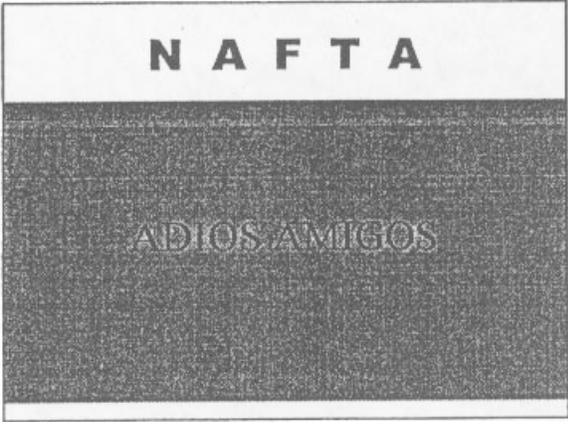
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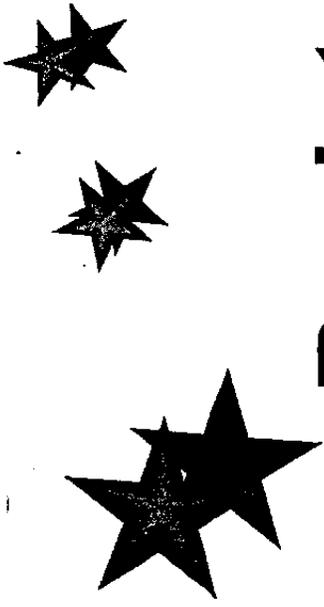
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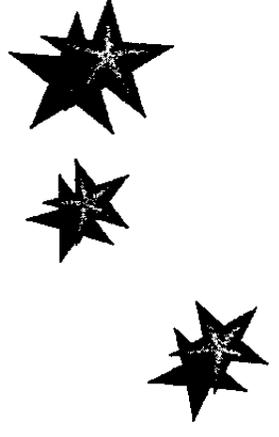
# **Registration of the Future**

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**Internet Vehicle  
Registration Renewal**

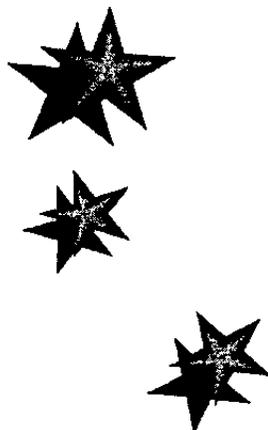
**I V R R**



# State Portal



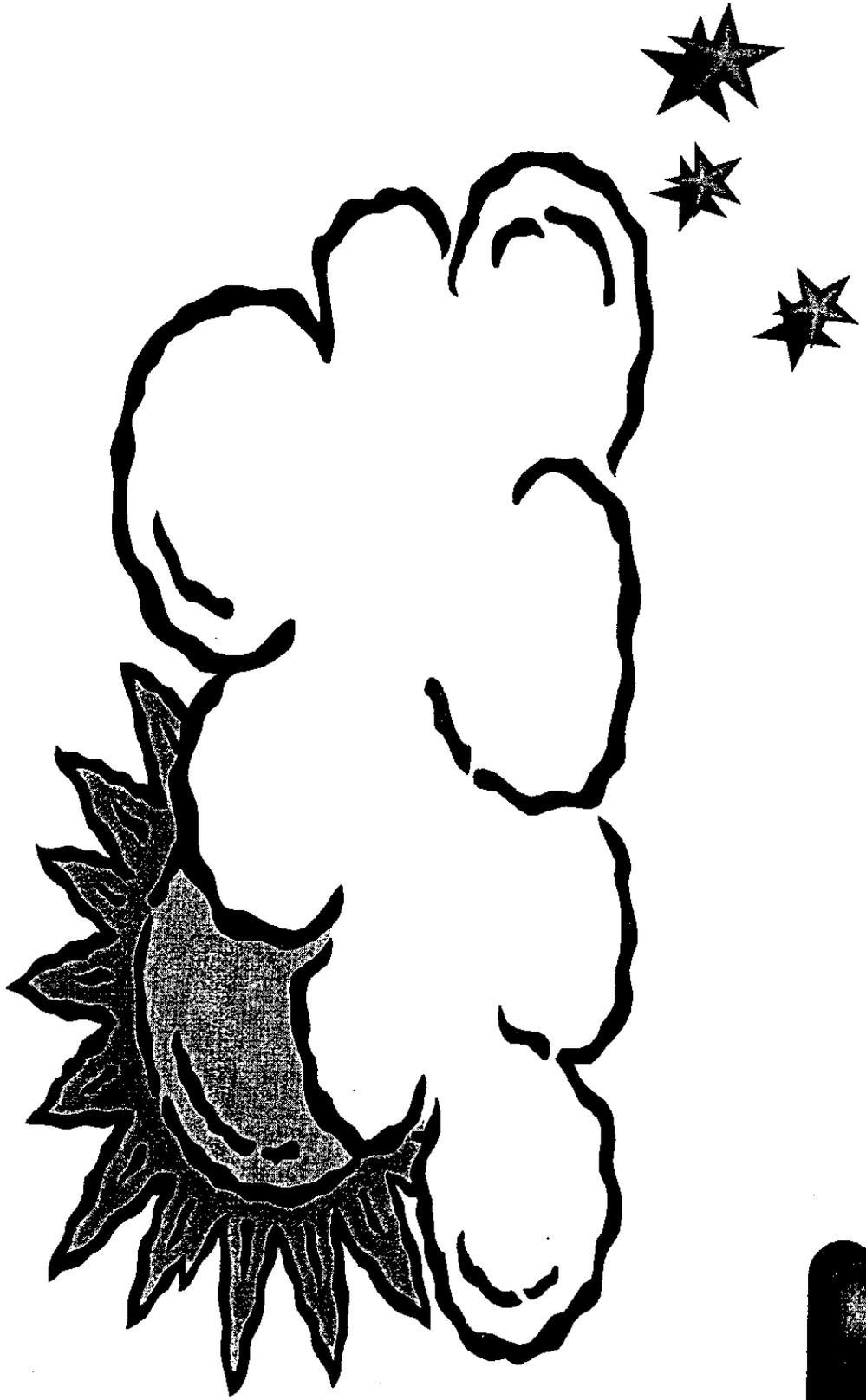
**www.sc.gov**



# Four Days Have Passed

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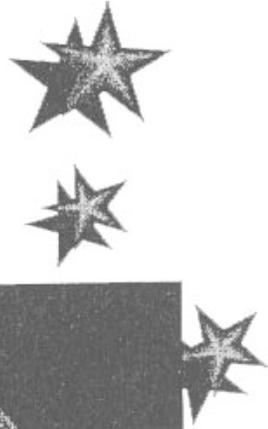
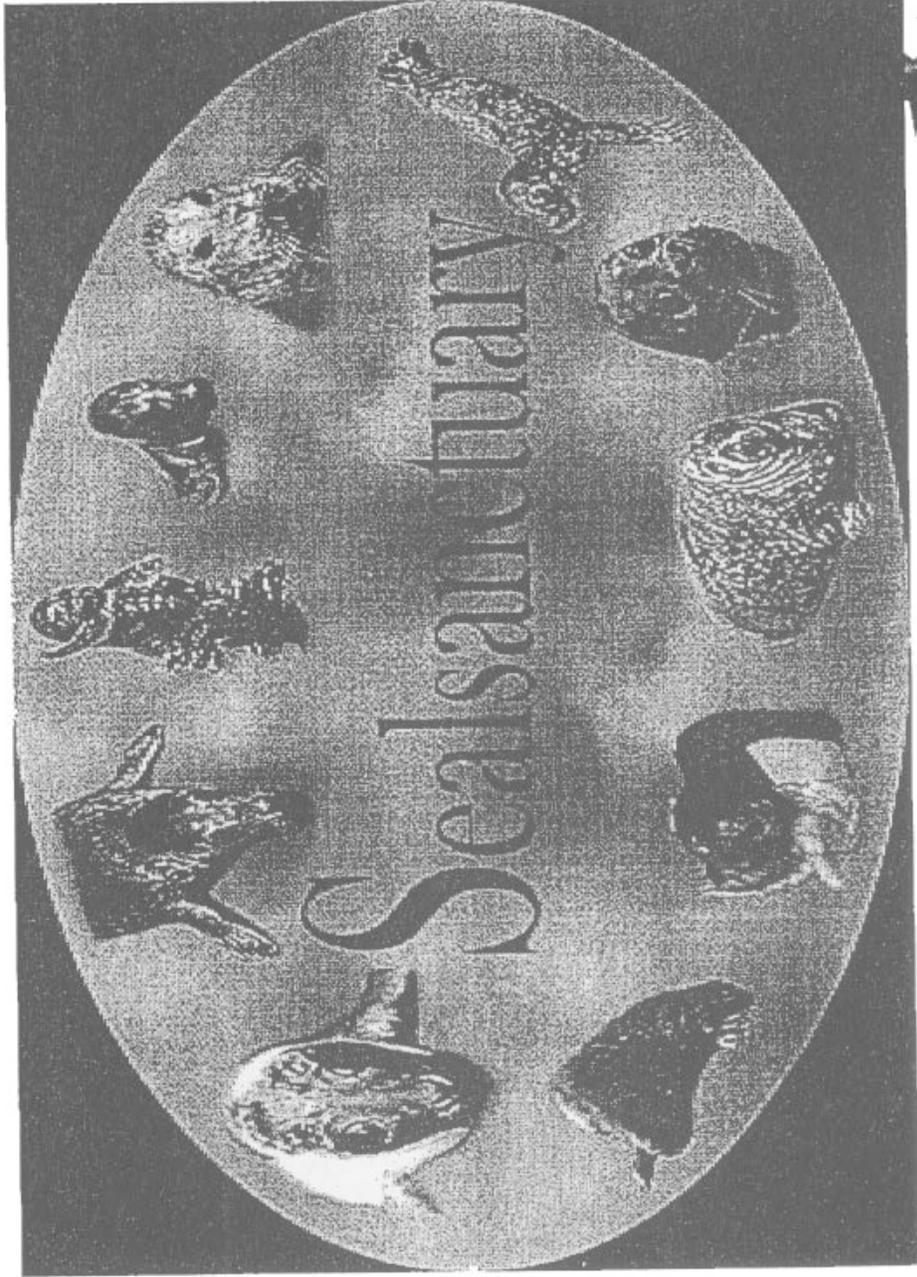
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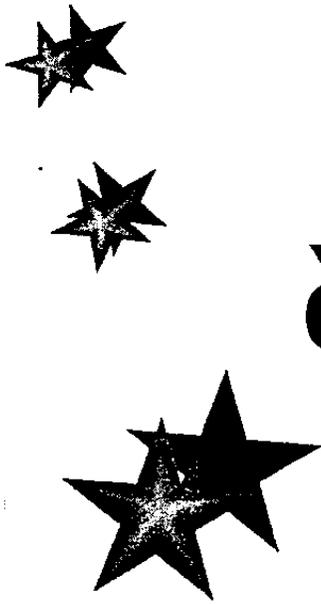


# Madagascar County

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# Steps to Acquire IVRR

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1

Contact Your Regional Office

2

Equipment Required

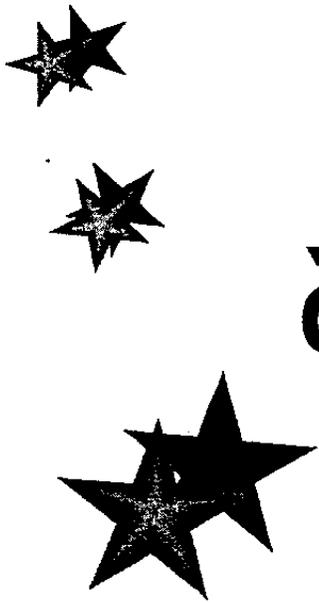
- PC with Internet Access
- Browser (Netscape, etc.)
- Laser Printer

3

Costs

- No Cost to Counties
- \$1.00 Mail-In Fee
- \$2.00 Convenience Fee



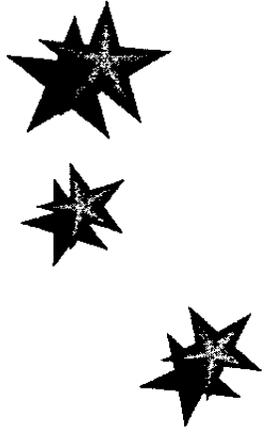


# Steps to Acquire IVRR

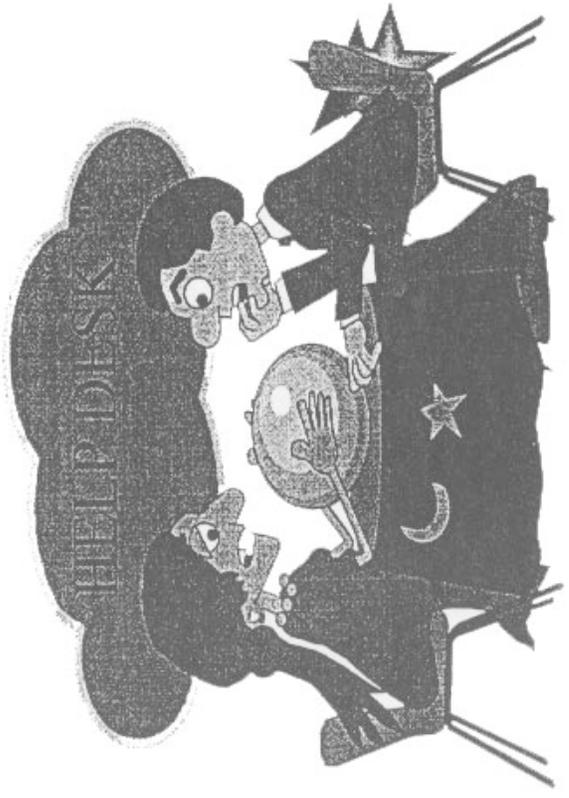
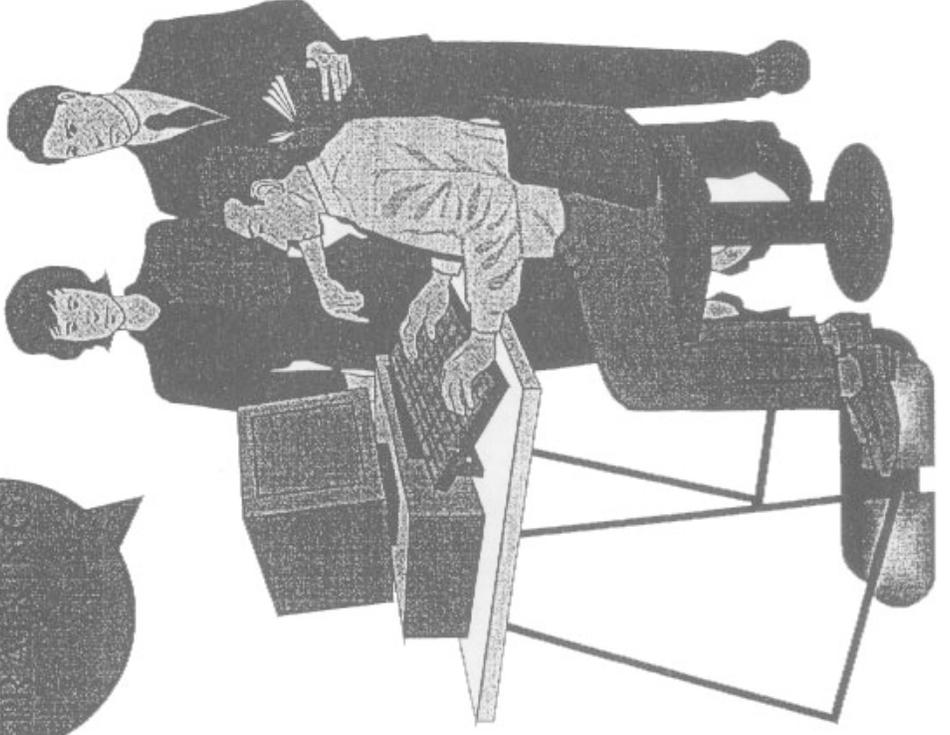
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- 4 Commissioners Court Approval ●
- 5 Complete Enrollment Form ●
- 6 County Seal ●



# I V R R





Vehicle Titles and Registration Division  
Field Operations

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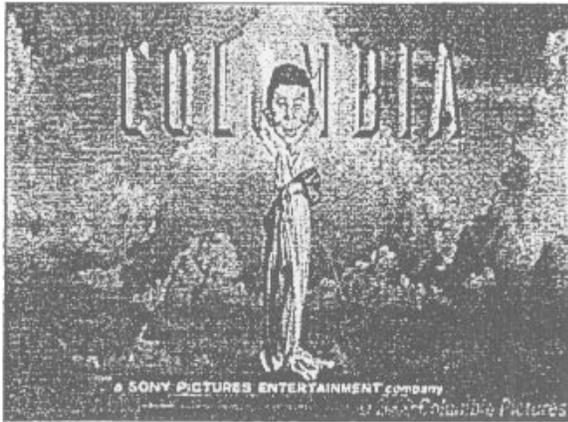
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"Braindead and Tunnel Vision Productions"  
In Association With

Harry C Morgan

Present

The Not So Prime Time Players of Field Operations

"In a Cacophony of Melodramatic Skits"

*Any resemblance to anyone living or dead  
is pure luck and coincidental*

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## Preview of Events

- ◆ The Growing Pains of Thudpuckett County
- ◆ Registration of the Future
- ◆ Annual Registration Permit
- ◆ Exchange of Registration
- ◆ Damaged/Incorrect Inventory
- ◆ Switched Texas Titles

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## THE GROWING PAINS of THUDPUCKETT

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## STARRING

- Rufus Thornberry - VTR Manager
- Opie Boudreaux - Thudpuckett TAC/Sheriff
- Abigail Buddinsky - Deputy

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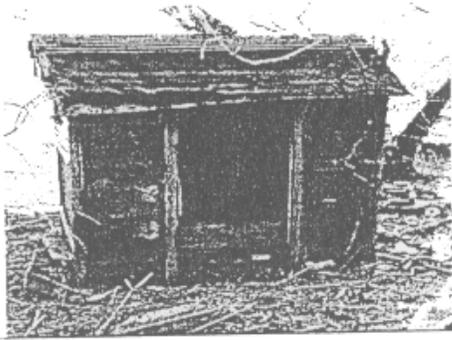
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# THUDPUCKETT TAX OFFICE




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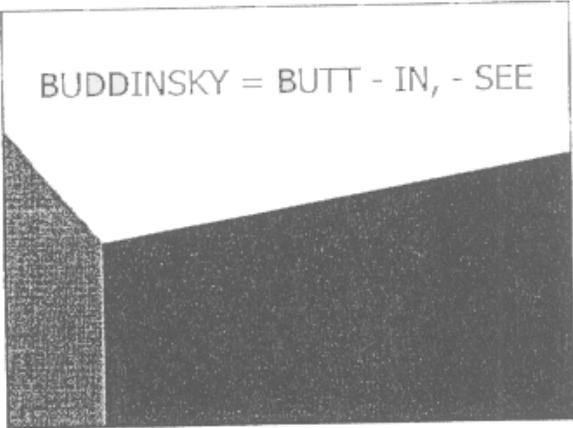
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BUDDINSKY = BUTT - IN, - SEE




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## Workstation Prices

ITEM NO.	ITEM NAME	QUANTITY	INDIVIDUAL DISCOUNT	TOTAL ANNUAL COST
1	Workstation, Basic		\$1,500.00	
2	Workstation, Comm Server		2,100.00	
3	Workstation, Data Server		1,700.00	
4	Uninterrupted Power Supply		125.00	
5	Printer Laser, HP 8000 (High Capacity)		1,100.00	
6	Additional Printer (dot matrix)		150.00	
7	Two color monitors		500.00	
8	New Site Cost (see Note 8c)		1,000.00	
			<b>ANNUAL LEASING FEE</b>	

\*Basic Workstation includes all standard items for full functionality (monitor, CPU, keyboard, printer, software, support, and cash drawer, if necessary) in a business environment.

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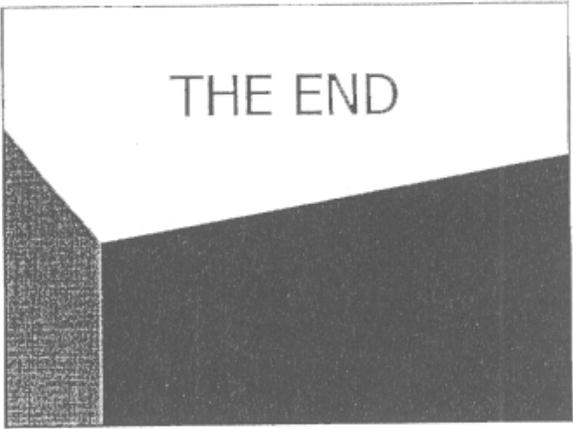
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HANDOUTS PRESENTED BY

VTR

PRODUCTION STAFF OF

**“THE GROWING PAINS OF THUDPUCKETT”**



[ABOVE] OPIE BORDEAUX, THUDPUCKETT COUNTY TAX ASSESSOR-COLLECTOR, AND ABIGAIL BUDDINSKY, CHIEF DEPUTY, ANXIOUSLY WAIT FOR CUSTOMERS TO ARRIVE FOR THE ANNUAL MARCH REGISTRATION RENEWALS FOR THUDPUCKETT COUNTY IN 1950. DESTROYED BY FIRE IN MARCH 1952, THE TAX OFFICE MOVED TO IT'S CURRENT LOCATION.

**ATTACHMENTS INCLUDE:**

1. RTS EQUIPMENT LEASING PRICE LIST
2. EXHIBIT “A” TO AMENDMENT ONE
3. AMENDMENT ONE

	ITEM TYPE	COUNTY SITE	QUANTITY	INDIVIDUAL ITEM COST	TOTAL ANNUAL COST
1	Workstation, Basic*			\$1,500.00	
2	Workstation, Comm. Server			2,100.00	
3	Workstation, Data Server			1,700.00	
4	Uninterrupted Power Supply			125.00	
5	Printer Laser, HP 8000 (High Capacity)			1,100.00	
6	Additional Printer (dot-matrix)			250.00	
7	Bar code reader			550.00	
8	New Site Cost (one time fee)			2,500.00	
				ANNUAL LEASING FEE	

\*Basic Workstation includes all standard items for full functionality (monitor, CPU, keyboard, printer, software, support, and cash drawer, if necessary) in a normal environment.

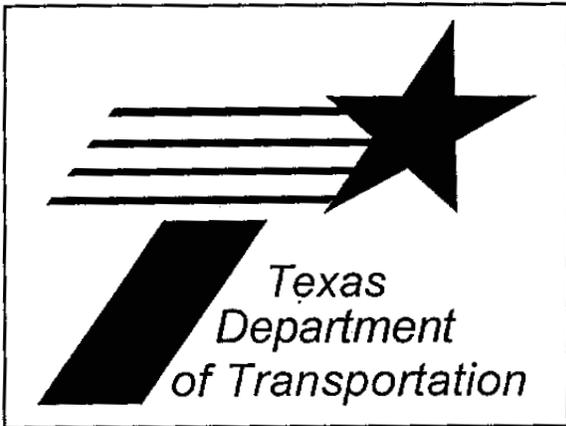
**EXHIBIT "A" to Amendment One  
State of Texas, County of \_\_\_\_\_**

1. If a County desires additional RTS information resources, e.g. workstations or peripheral equipment, beyond that which is allocated by the State, the equipment and support may be leased at County expense from the State. Counties should contact their supporting Vehicle Titles and Registration Division Regional Office for information and the necessary form to amend their existing Agreement for the Use of State of Texas Automation Equipment, that is, their "County Agreement".
2. Submitting a signed amendment form to the supporting VTR regional office will constitute the County's formal request to lease RTS workstations and will signify that the County Tax Assessor-Collector has the funds necessary to lease this equipment.
3. The cost of leasing a basic RTS workstation will be \$1,500 per year, except if the installation is at a new site that is a site where RTS has not previously been installed. In this case, a "one time" additional fee of \$2,500 for the first workstation will be charged. The cost of leasing other RTS information resources and support is reflected below. Counties will identify the type and amount of the equipment desired by appropriately annotating this quantity below.
4. During the first year of installation, the county will be billed during the month immediately following the month in which the equipment is installed for the pro-rated portion of the State fiscal year that remains. Thereafter, billing will occur annually during the first month of the State's fiscal year (September).
5. The county may request the State remove the equipment at any time and it will be removed within 30 days of the request being received by TxDOT. The county will forfeit any portion of the annual lease fee that remains.
6. Equipment leased by a county will remain in the county unless replaced by the State or until the County requests that it be removed.
7. Annual costs for the above equipment and services are subject to change annually. Counties will be notified at least 90 days in advance of proposed changes.
8. Counties will annotate below (by site and quantity) equipment requirements. Total annual costs can be projected using the table provided. TxDOT will compute final costs and the county will be billed in accordance with paragraph 4 above.

	Item Type	County Site	Quantity	Individual Item Cost	Total Annual Cost
1.	Workstation, Basic*			\$1,500.00	
2.	Workstation, Comm. Server			2,100.00	
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6.	Additional Printer (dot matrix)			250.00	
7.	Bar code reader			550.00	
8.	New Site Cost (one time fee)			2,500.00	
				<b>Annual Leasing Fee</b>	

\*Basic Workstation includes all standard items for full functionality (monitor, CPU, keyboard, printer, software, support and cash drawer, if necessary) in a normal environment.





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TITLE PROCESSES  
AND SCENARIOS

VEHICLE TITLES AND REGISTRATION  
DIVISION  
TEXAS DEPARTMENT OF  
TRANSPORTATION

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TIPS FOR TITLE ONLY  
TRANSACTIONS

- Review the vehicle's registration status:
  - (1) None
  - (2) Expired
  - (3) Current and surrendering plates/sticker or
  - (4) Military registration

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**MORE TIPS FOR TITLE ONLY**

- Out-of-state Evidence Surrendered
  - (1) No VI-30-A required
  - (2) Form VTR-270 in lieu of VI-30-A
  - (3) "VIN CERTIFICATION WAIVED" title remark on Form 31-RTS

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**MORE TIPS**

- Texas Salvage Certificate Surrendered
  - (1) Completed Form 61
  - (2) No inspection info required
  - (3) Form VTR-270 or physical inspection statement on certificate
  - (4) "REBUILT SALVAGE - LOSS UNKNOWN" remark on Form 31-RTS

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**MORE TIPS**

- Texas Salvage/Nonrepairable Certificate of Title Surrendered
  - (1) DPS Certificate of Inspection
  - (2) Copy of Form MVT-6
  - (3) "REBUILT SALVAGE" (75-94% LOSS or 95% PLUS LOSS) title remark on Form 31-RTS

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### MORE ON TITLE ONLY

- Currently a manual process
  - (1) County completes the Form 31-RTS
  - (2) Submits in a separate envelope marked "TITLE ONLY-VDM" with same date Title Package Report

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### MORE ON TITLE ONLY

- (3) Vehicle Data Management Branch inputs the information into RTS
- (4) Title Control Systems Branch releases for title issuance
- (5) Processed within 2 days of receipt

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### FUTURE OF TITLE ONLY

- No current plans for programming to add a title type for "TITLE ONLY"
- Currently testing ways to allow for "Title Only" transactions to be entered into RTS at POS
- May require minimal corrections to receipt
- More information coming soon

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**TITLE ONLY FOR  
APPORTIONED VEHICLES**

- Pilot program implemented October 1, 2000
- No change in county processing
- Processed within 5 working days of receipt
- RPO transactions are rejected, if apportioned registration has not been purchased

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**TITLE ONLY FOR  
APPORTIONED VEHICLES**

- Evaluated pilot program in January 2001
- Results
  - (1) quicker title issuance and
  - (2) less rejections for counties to handle
- Approximately 18,000 transactions received
- Processed approximately 11,000 transactions as Title Only

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**LOST TITLE REPORT AND  
TRANSACTION PROCEDURE**

- Effective January 2001
- Reduces or eliminates additional documentation from counties
- Title Control Systems Branch generates:
  - (1) Lost Title Package Reports and
  - (2) Title and registration verifications

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## LOST TITLE REPORT AND TRANSACTION PROCEDURE

- If applicable, counties are required to provide:
  - (1) A new check for original remittance
  - (2) Duplicate bonds with original signatures and powers of attorney for bonded title transactions
  - (3) A copy of the Form 31-RTS

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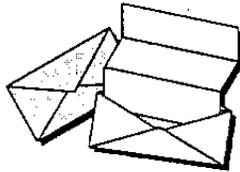
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## FRIENDLY REMINDERS

- Envelopes for the Finance Division
  - (1) Check & Funds Remittance Report
  - (2) Submit with Title Package Reports
  - (3) Do NOT staple



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## FRIENDLY REMINDERS

- For audit purposes:
  - (1) Enclose all TPR pages for the transactions submitted
  - (2) Reject Correct Event transactions - submit in the appropriate title batch
  - (3) Resubmits are only those rejections that were not corrected through RTS

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**FRIENDLY REMINDERS  
FOR AUDIT PURPOSES**

(4) Please rubber band or paper clip "REJECTION REQUEST" envelopes with corresponding TPR

- When completing Forms 31-RTS, please include:
  - (1) weights
  - (2) tonnage and
  - (3) necessary title remarks

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**FRIENDLY REMINDERS**

- Please DO NOT:
  - (1) Send Title Package Reports for workstations that did not process title transactions
  - (2) Submit non-titled vehicle receipts
  - (3) Include void transaction paperwork (simply note beside transaction # on TPR)

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**COMMON REASONS FOR  
REJECTIONS**



- Incorrect use of powers of attorney
- Additional social security numbers
- Not enabling "Survivorship Rights" title remark
- Typing errors in VIN, name/address

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TEXAS  
SECURE  
POWER OF  
ATTORNEY

A small, high-contrast thumbnail image of a Texas Secure Power of Attorney form. The form is densely packed with text and contains several sections with checkboxes and lines for information. It appears to be a standard legal document form.

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LIMITED USE OF SECURE  
POA

- When title is held by the lienholder or
- When title is lost

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USE OF PART B

- If Part A has been completed and
- The title has NOT been received by the selling dealer

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**PART C MUST BE  
COMPLETED**

- When Parts A and B have been executed

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**USE NON-SECURE POA  
FOR**

- Exempt vehicles
- Commonly used for transfers between individuals
- Transfer of non-conforming title documents
- Appointment of disinterested third party, who is NOT an employee/agent of the selling or buying dealer

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**DEALER ALTERNATIVES**

- Buyer returns to the dealership
- Dealer couriers the title to the buyer, or
- Ensure that the title is at the retail facility before the sale

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**ENABLING TITLE  
REMARKS AT POS**

- Remarks such as RECONSTRUCTED, SURVIVORSHIP RIGHTS, etc. must be selected at POS
- "RECORD NOT APPLICABLE" due to surrendered document - Remember to carry forward applicable remarks, such as "REBUILT SALVAGE"

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**ENABLING TITLE  
REMARKS AT POS**

- Enable only title remarks that apply to the title transaction
- Examine out-of-state titles for possible carry forward title remarks
- Review "Remarks" area of receipt prior to printing

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**ENSURE CORRECT VIN**

- VINA software application
  - (1) If correct VIN, populates the vehicle description for common makes (Ford, Chev, etc.)
  - (2) If incorrect VIN or VIN not included in VINA, vehicle description is NOT populated (Verify for accuracy)

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### ENSURE CORRECT VIN

- RTS programming - Alerts POS, when the entry is NOT a 17-digit VIN (Verify for accuracy and re-enter, if necessary)
- If supported by a Texas title, a record should be found

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### CORRECT NAME OF OWNER/LIENHOLDER

- Name of owner/lienholder
  - (1) Not legible - Check supporting documentation for clarification
  - (2) If customer is present - Request his/her assistance
  - (3) Verify for accuracy prior to printing receipt

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### CORRECT ADDRESSES

- USPO reads address from the bottom up
- Use 2nd address line
  - (1) ONLY if necessary
  - (2) NOT to separate Apt. # from the street address
- Verify prior to printing receipt
- Ensures proper delivery of title/renewal

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MAY 2000 - APRIL 2001  
ORIGINAL TITLE ISSUANCE

- 4,177,583 - Mailed
- 43,164 - Returned
- 12,373 - Reclaimed
- 10,611 - Researched by Special Services Branch and motor vehicle records corrected

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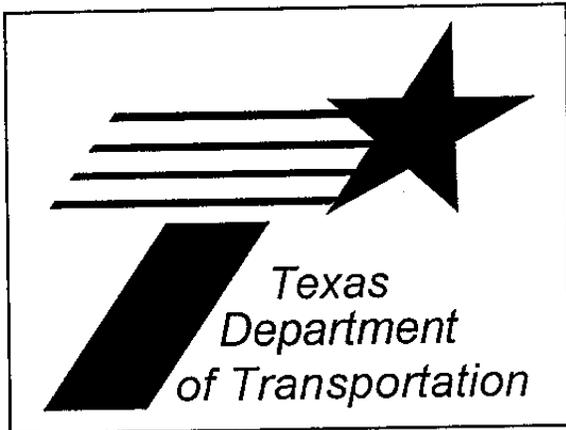
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