



# Texas Department of Transportation

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

January 27, 2000

## Registration and Title Bulletin # 8-00

**TO:** ALL COUNTY TAX ASSESSOR-COLLECTORS

**SUBJECT:** QUESTIONS FROM THE 1999 V.G. YOUNG CONFERENCE

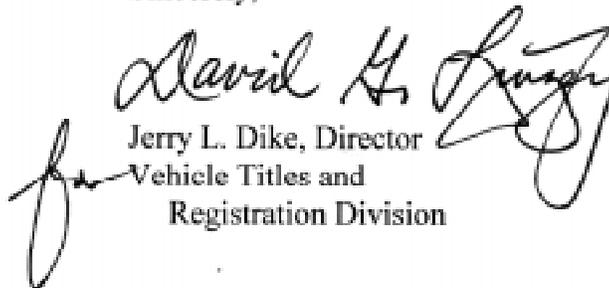
### PURPOSE

To provide answers to the questions that were asked at the 1999 V.G. Young Conference in College Station.

### CONTACTS(S)

If you have any questions, please contact your local TxDOT Vehicle Titles and Registration Division Regional Office. You may also contact me or Mr. Darrel Hunt, Deputy Director, at (512) 465-7570. Thank you for your continued support.

Sincerely,

  
Jerry L. Dike, Director  
Vehicle Titles and  
Registration Division

Attachments

## 1999 V.G. YOUNG CONFERENCE QUESTIONS & ANSWERS

### RTS

1. **Can we have a screen that appears after the title additional information screen that allows us to verify the brands that we have checked?**

*This will be logged as an enhancement request.*

2. **The department grayed out the owner I.D. fields. Can we have it back?**

*The owner ID is the social security number for individuals. The required disclosure of social security numbers by applicants for title and the collection of social security numbers by the department was mandated by the 74<sup>th</sup> Texas Legislature, 1995. There have been some concerns regarding the collection and use of social security numbers, refer to TAC Ltr 91-98. At this time, there are no plans to allow access to the owner I.D. fields.*

3. **When a dealership transfers a title, the renewal is sent to the dealer's county number rather than the county in which the customer resides. We ask about this every year and it hasn't been fixed.**

*This is not a technical problem with RTS or renewal mailing. The system uses the county number indicated on the motor vehicle record to determine which TAC office address to print on renewal notices. When tax offices are entering the county number during a title transfer, it is imperative that the county number entered is the county in which the customer resides.*

*If a title transfer is processed through DTA, it is also imperative that the dealer enters the correct resident county number.*

4. **Can I have some reassurance on DTA? I have some dealers that want to start using it, but I have heard of counties having problems with DTA.**

*This is a difficult question to answer without knowing the specifics of your concern. DTA was intended to be used only for "straight-forward" new titles or title transfers on passenger vehicles or light trucks. Most vendor software was only tested for these types of transactions. If the title has complications, it should be handled "over the counter" instead of through DTA.*

*There are situations in a few counties where DTA is also being used successfully for motorcycles or trailers. We worked with both the county and vendor in those special situations to insure that DTA worked for them.*

5. **Does TXDOT regulate the vendors?**

*TXDOT does not regulate either the dealers or the DTA vendors regarding preparation of titles. It is up to the county TAC to determine whether dealers will be allowed to prepare titles or issue plates. It is also up to the county to determine whether they will require dealers to use DTA or will allow dealers to bring in titles for manual entry into RTS. It is the responsibility of the county to keep the dealers up to date regarding*

registration and title rules. The county is also responsible for monitoring the quality of the work submitted by dealers.

*TXDOT does require that any prospective vendor of software submit DTA discs to VTR for testing. This process validates that the software can produce DTA discs that are technically compatible with the RTS workstation and can be read correctly. Vendors who have passed this test are provided with a certificate indicating so. They then provide copies of this certificate to all dealers to whom they sell their software. If you have questions about a dealer's software, ask them for a copy of the verification certificate. If they cannot provide it, there is no assurance that we ever tested their software.*

- 6. Will there be an RTS programming update for HB89 on the renewal process? What if it involves a title transfer?**

*This capability was implemented for registration renewals in Release 4.1.3. We are integrating it into the title transfer event with Version Release 4.1.4 this spring.*

- 7. Are we getting a toner cartridge with our printer? Is VTR really going to fund for all toner cartridges for the new point-of-sale laser printers?**

*Each printer, as it is installed, will include a toner cartridge so that it will immediately be operable. Officially, TxDOT will fund all toner cartridges through August 2001. We will fund the cartridges as long as we are collecting the \$1.00 additional fee for registrations. Please note that cartridges will be allocated to the counties based upon the use of the printers for registration and title work. If counties print a large volume of non-reg/title work, ie. boat registrations, property tax receipts, etc., then the counties may have to supplement their allocation of cartridges.*

- 8. What are the requirements and procedures for requesting "switch boxes" that will allow the use of RTS terminals and keyboards to access other county automated systems?**

*Switch boxes may be possible if you have another PC-compatible computer being used at the same counter or desk as an RTS workstation. In such a situation, you typically have two CPUs, two monitors, and two keyboards. The electronic switch box allows one monitor and one keyboard to be shared between the RTS workstation and the other CPU. The user can then "hot-key" to switch the keyboard and monitor from one to the other. This solution allows you to get rid of the second keyboard and monitor (keeping the RTS monitor/keyboard for both). However, there may be technical limitations depending on the equipment you have. You should have technical expertise available in-house to use this capability as TXDOT cannot be responsible for technical support or maintenance of the switch boxes. We will provide limited technical coordination during setup of this capability to insure that it does not degrade RTS operation. Contact the RTS Help Desk for further information.*

- 9. When will the RTS programming be completed to issue the disabled person placards according to the new legislation?**

*A programming request to accomplish the provisions of HB 1032 is being developed at this time. Once estimates have been received and we prioritize the programming work, a more accurate completion date*

can be provided, however, with the information that we currently have, the earliest that programming could occur is late this year.

## **TITLE**

### **1. Are rural route addresses being rejected if a 911 address is not available?**

*If 911 has been implemented in a county, then the 911 address should be used. If there are areas where 911 addresses have not been implemented, then the post office should deliver to the "non-911" address. If there are problems, the matter should be referred to the post office.*

### **2. Counties still have areas where the RR & HCR addresses are in use and have not converted to 911 addresses. What can we do to ensure titles and renewals are received to these non-911 addresses?**

*This is an issue between the cities and the post office. If the post office refuses to deliver to "non-911" addresses, then the renewals and titles will be returned to Austin.*

### **3. Is an enhancement planned for situations involving titled trailers, whose current owners are registering them as farm trailers?**

*We presume the question refers to the fact that RTS will not allow a farm trailer plate to be issued to a titled trailer (a new record for the trailer must be created through the "non-titled" event). There is an enhancement concerning non-titled trailers on the enhancements list, but there are no current plans to change the processing of such vehicles. We will log the question for future consideration.*

### **4. Why do some renewals have the incorrect address but RTS shows the correct address?**

*This occurs when a change of address is submitted by a vehicle owner after the renewal notice file for that month has been "dumped." The RTS system is updated, but the renewal file is not. An address change submitted within 60 days of the registration expiration usually will not be updated in the renewal file, so the vehicle owner may not receive the renewal notice.*

### **5. Why can't apportioned applications for original titles be processed in the Regional Offices like RPO titles?**

*House Bill 2409, 76<sup>th</sup> Texas Legislature, 1999, is specific in that only the owner or lessee of a commercial motor vehicle operating under the International Registration Plan who is applying for a certificate of title for registration purposes only may file the application directly with the department.*

### **6. Does the RTS Publishing lien holder files have to be updated through the Help Desk?**

*No, just the request to originally activate Publishing. If a county wants to customize or select from the separate files, then the Help Desk will assist them.*

**7. What is the title rejection rate?**

*In CY 1999, we examined 266,678 transactions. Of these, we rejected 19,218 transactions (7.2%). For comparison purposes, in CY 1998 we examined 189,360 transactions and rejected 8,985 (4.7%).*

**8. Is the buyer odometer disclosure portion of a title assignment required to be completed, if the vehicle is exempt from odometer disclosure requirements?**

*The purchaser's acknowledgement is only required for the odometer disclosure information. If the vehicle is exempt from odometer disclosure requirements, then the purchaser's acknowledgement is not required.*

**9. Please advise us on what odometer mileage to use when processing a title transfer. Is it off the 130-U or the back of the title?**

*The Title Manual on page 115, Section D, states: "When the retail purchaser files his application for title, the current odometer reading must also be shown in the proper space on the application. The certificate of title, when issued, will record the odometer reading as reflected by the application." Page 117, Section S, of the Title Manual states: "If an application for title, Form 130-U, fails to record an odometer reading, but the supporting evidence includes a correctly executed conforming odometer disclosure statement, such evidence may be used to determine the odometer reading on the application." Therefore, the odometer reading on the Form 130-U should be used if available. If not, then the odometer reading on the supporting evidence may be used.*

**10. Would you explain why a repossession form has to be notarized, but a release of lien does not. In addition, how is it legal for a deputy clerk to sign a repossession form if we scratch out the word notary?**

*House Bill 2020, 71<sup>st</sup> Texas Legislature, 1989, eliminated the notarization requirement on many title and registration forms. When the department implemented the provisions of this law, we provided a specific list of forms that would no longer require notarization (refer to page 45 in the Title Manual). This list includes most, but not all, forms used in the registration and titling of motor vehicles (for example, the repossession affidavit, heirship affidavit, and Form 61 still require notarization).*

*As indicated in paragraph "J" on page 46 of the Title Manual, a Tax Assessor-Collector or deputy can administer oaths and take acknowledgement on any document required to be filed in the tax office. They can cross out the words "Notary Public" and substitute "Tax Collector" or "Tax Collector Employee." They will only be acknowledging the signature. If the form has already been signed by the customer, then a new form will be needed.*

**11. Does the odometer statement for a MCO have to be signed by both buyers if there is more than one, or can just one of them sign it?**

*All owners, regardless of the situation, must sign the odometer statement.*

**12. Does the odometer disclosure, #18 on the Form 130-U, have to be filled out if the vehicle is exempt due to age or is a trailer?**

*No, if block #6 of the application for title, Form 130-U, contains the word EXEMPT.*

- 13. When we are adding a lien and the mileage is listed, if the current mileage is different from the original title, do we change it or leave it the same as the original title?**

*Title Manual, Page 116, Section L, states: "Corrected title transactions with no change in ownership: In the case of an application for corrected title, either the current or the previously recorded odometer reading will be required. In addition, the title applicant will be required to indicate whether the mileage is actual, not actual, or exceeds mechanical limits in block 18 of the application for title, Form 130-U."*

- 14. On page 155 of the Vehicle Title Manual, there is a statement that we question: "A document necessary to transfer ownership of a motor vehicle is valid without regard to whether the document is executed before a notary public." Is that really saying that we may accept documents even if they are not notarized?**

*This is in reference to the 1989 law (House Bill 2020) that did away with the notarization requirement on many title and registration forms. When the department implemented the provisions of this law, we provided a specific list of forms that would no longer require notarization (refer to page 45 in the Title Manual). This list includes most, but not all, forms used in the registration and titling of motor vehicles (for example, the repossession affidavit, heirship affidavit, and Form 61 still require notarization). If the document is one that is no longer required to be notarized, then it may be accepted without notarization.*

- 15. Motor vehicle says that we do not have to have the seller's signature on the Form 130-U if the vehicle is 10 years old or older. The sales tax book says we need both signatures. See page V8 and V9 under required statements. Which is correct?**

*The Form 130-U is a multi purpose form used as a title application by VTR and for sales tax information by the Comptroller's Office. If the sole purpose of the signature of the seller is for motor vehicle sales tax purposes, VTR will not reject if the seller's signature is missing. However, if the vehicle being titled meets the requirements of odometer disclosure and the odometer disclosure statement on the application for title is being completed to indicate the odometer reading and certification, the seller's signature would be required.*

## **Registration**

- 1. Sometimes we receive two renewal notices on the same vehicle. Why?**

*Ninety nine percent of our renewals are single stuffed. However in the past we have researched this question and we offer these two explanations: (1) If the machine printing renewals jams, the jam must be cleared and the printing process restarted. It is possible that when restarting the printing, the process was backed up too far, and some renewals may be printed twice. (2) Occasionally, a software driven test is run, printing a test batch of renewals. It is possible that the test batch inadvertently got into a regular batch of renewals to be mailed.*

- 2. Can we emboss a colored (blue or red) disabled emblem on the disabled plates to designate the colored parking or can we increase the number of placards allowed?**

*The color of the disabled person placard differentiates whether a disabled person has a mobility impaired disability or a temporary or non-mobility impairment.*

*The law is very specific about the number of placards a person with a permanent or temporary disability may receive.*

- 3. Why do renewals have the correct address, but RTS still has the old address?**

*The National Change Of Address does not update the RTS Data Base. The owner will have to submit an address change to the county or the department or change address at time of renewal.*

- 4. When will the RTS programming be completed to issue the disabled person placards (red permanent) in the RTS? Why doesn't the department issue a disabled person plate with a blue emblem for vehicles operated or owned by permanently mobility-impaired people and a separate disabled person plate with a blue emblem for people who are temporarily disabled and/or have a non mobility-disabled license plate?**

*A request for programming accomplish the provisions of HB 1032 has been developed (See question #9 RTS.) The color of the disabled person placard differentiates whether a disabled person has a mobility impaired disability or a temporary or non-mobility impairment.*

- 5. Will there be additional legislative action to change the disabled person placards next session?**

*At this time, the department is unaware of any upcoming legislative issues concerning the disabled person placards for next session.*

- 6. What is the county's liability when issuing a disabled person placard to someone whom really isn't disabled?**

*As long as a physician has properly completed the application, the county is not liable.*

- 7. If a written prescription is submitted for a disabled person placard and only indicates "disabled placard," is this acceptable?**

*No. The prescription must state temporary or permanent disability and also if the disability is mobility impairment or non-mobility impairment. To aid their disabled customers, some counties are verifying this information with the appropriate doctor.*

- 8. The doctors are not filling out the disabled placard application correctly, causing an additional trip for the customer. Can the department prepare additional news releases to the medical associations?**

*Letters were mailed to All Medical Associations on August 10, 1999, informing them of changes in the procedures for obtaining disabled person license plates and/or placards. We requested that the information*

*be made available to all physicians that are licensed to practice medicine in this state. The department will notify them again of the requirements of the new law.*

**9. Is a new application required for renewal of disabled person placards issued before September 1, 1999?**

*No, these were grandfathered. A blue placard issued before 9/1/99 will automatically be replaced by another blue placard regardless of the type of permanent disability.*

**10. If it is visually clear to a county that a person is mobility impaired, does the application still need to be filled out by a physician?**

*Yes, the first application must be filled out by a physician licensed to practice medicine in Texas, licensed to practice medicine in a state adjacent to Texas, or practicing medicine in a hospital or other health facility of the Department of Veterans Affairs.*

**11. If we are presented with a fraudulent insurance card, do we have to register the vehicle?**

*No. A county tax assessor-collector is not liable for refusing to register a motor vehicle if the evidence of financial responsibility does not comply with the law.*

**12. Recreational vehicles that are on the road most of the year are registered in counties without using that county's address. Is this proper? What county should they register in if they do not have a permanent residence?**

*Texas Statute requires a vehicle owner to register in the county of residence.*

**13. Is the county liable for registering a vehicle for someone other than the owner?**

*No, the county is not liable to any person for registering a motor vehicle for someone other than the owner.*

**14. When will we be able to verify through RTS that insurance policies are current?**

*There are no legislative mandates to provide for this and TxDOT plans none.*

**15. What is a good, fast and clean way to fill in the spaces on the new cardboard permits?**

*RTB 20-99: Expiration dates should be completed in permanent black ink marker and be covered with wide, clear mailing tape for protection. There are extra wide permanent markers now available that could make this task easier.*

## MISCELLANEOUS

1. **Some dealers are bringing old Form 130-U's.**

*Accept and send them notification that the new Form 130-U is required.*

2. **Special plates should be a part of RTS. We need to know if the customer paid the \$40.00 without having to call the regions or special plates.**

*A recent study also recommended this. It is in our long-range plans. For right now, call us if the customer has the renewal notice. Verification is not required.*

3. **Have you heard of dealers not turning in paperwork on time? We do not want to charge their customer the penalty.**

*The penalty is required if the paperwork is filed after the 20 working days on a currently registered vehicle.*

4. **What kind of training is available for our offices?**

*Each Regional Office can provide requested training on most registration and title subjects, even on evenings or weekends. Contact your local Regional Office.*

5. **Do we have training videos available?**

*No.*

6. **Who maintains the reports that show county totals on registration and title fees? Our totals never match those shown on the report.**

*Finance Division. If you have questions about county totals on those reports, please contact your local Regional Office.*