



Texas Department of Transportation

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

June 7, 2001

Registration and Title Bulletin # 062-01

TO: All County Tax Assessor-Collectors

SUBJECT: Foreclosure Under Statutory Storage or Mechanic Liens: Alternate Proof of Notification

PURPOSE

To provide information regarding the acceptance of privately printed or computer-generated firm mailing bills as an alternate means of proof of certified mailings for notification of foreclosure under statutory storage or mechanic liens.

CURRENT POLICY

Vehicle storage facility operators and mechanics are required to make written notification to the owner(s) and lienholder(s) of vehicles involving foreclosure of statutory storage or mechanic liens. These notifications must be made by certified mail, return receipt requested, unless certain criteria is met that allows for newspaper publication of the notice. Current acceptable proof of initial certified mailing of the notifications consists of the:

- 1) U.S. Post Office validated (date stamped) certified mail receipt, PS Form 3800 (Attachment A) or
- 2) PS Form 3877, Firm Mailing Book, which includes the U.S. Postal Service date stamp and the Article Number corresponding to all other associated documentation (Attachment B).

DETAILS

It has recently been brought to our attention that the U.S. Postal Service (U.S.P.S.), upon approval of the local postmaster, allows the use of privately printed or computer-generated firm mailing bills (Attachment C) in lieu of the Form PS Form 3800, Certified Mail Receipt, or PS Form 3877, Firm Mailing Book. Upon presentation of the applicable firm mailing bill and the articles to be mailed, the U.S.P.S. will validate, or date stamp, the self-generated firm mailing bill.

These self-generated mailing bills must contain the same information as the PS Form 3877, but may omit information that does not apply to certified mail. All entries in the self-generated firm mailing books must be made in ink, and both the mailer and the accepting U.S.P.S. employee must initial any alterations. Additionally, a diagonal line must be drawn through any unused portions of the addressee column.

ACTIONS

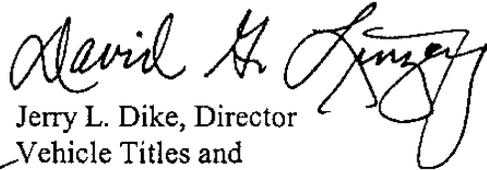
Effective immediately, a self-generated firm mailing bill (privately printed or computer generated) may be accepted in lieu of the Form PS Form 3800, Certified Mail Receipt, or PS Form 3877, Firm Mailing Book. The self-generated firm mailing bill must include, at a minimum, the name and complete address of the person or firm to whom the certified mail is sent, the Article Number that corresponds with all other related documentation, and must be U.S. Post Office validated (date-stamped). For privacy purposes, names and addresses of addressees not related to the particular transaction should be blacked-out or masked.

The Vehicle Title Manual will be revised accordingly. The applicable forms, *Mechanic's Lien Foreclosure* (Form VTR-265-M), *Storage Lien for Abandoned Vehicle or Private Tow* (Form VTR-265-S), and *Storage Lien for License Vehicle Storage Facility* (Form VTR-265-VSF), will be revised upon reorder.

VTR CONTACTS

If you have any questions concerning this bulletin, please contact your local Vehicle Titles and Registration Division Regional Office or the Customer Help Desk at (512) 465-7611. Thank you.

Sincerely,



Jerry L. Dike, Director
Vehicle Titles and
Registration Division



JLD/JSK

Attachments

cc: Motor Carrier Division
Vehicle Storage Facilities
VTR Administration

ATTACHMENT A: PS FORM 3800, CERTIFIED MAIL RECEIPT

P 798 455 775



Certified Mail Receipt
 No Insurance Coverage Provided
 Do not use for International Mail
 (See Reverse)

Sent to	
Street & No.	
PO., State & ZIP Code	
Postage	S
Certified Fee	
Special Delivery Fee	
Restricted Delivery Fee	
Return Receipt Showing to Whom & Date Delivered	
Return Receipt Showing to Whom, Date, & Address of Delivery	
TOTAL Postage & Fees	S
Postmark or Date	

PS Form 3800, June 1990

Fold a line over top of envelope to the right of the return address.

CERTIFIED

P 798 455 775

MAIL

ATTACHMENT B: PS FORM 3877, FIRM MAILING BOOK

Line	Article Number	Name of Addressee, Street, and Post Office Address	Indicate type of mail			Check appropriate block for			Affix stamp here if issued as certificate of mailing or for additional copies of this bill.									
			<input type="checkbox"/> Registered	<input type="checkbox"/> Insured	<input type="checkbox"/> COD	<input type="checkbox"/> Crated	<input type="checkbox"/> Medium Receipt for Merchandise	<input type="checkbox"/> First Recorded Del. Express Mail	Registered Mail: <input type="checkbox"/> With Postal Insurance <input type="checkbox"/> Without Postal Insurance	Handling Charge	Act. Value (if Reg.)	Insured Value	Due Sender if COD	R. N. Fee	S. O. Fee	S. H. Fee	Postmark and Date of Receipt	
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		

Total Number of Pieces Listed by Sender **Total Number of Pieces Received at Post Office** **Postmaster, Post (Name of Receiving Employee)**

The flat declaration of value is required on all domestic and international registered mail. The maximum indemnity payable for the reconstruction of nonnegotiable documents under Express Mail document reconstruction insurance is \$50,000 per piece subject to a limit of \$500,000 per occurrence. The maximum indemnity payable on Express Mail merchandise insurance is \$500. The maximum indemnity payable is \$25,000 for registered mail, sent with optional postal insurance. See Domestic Airmail Manual (1900, 5913, and 5921 for limitations of coverage on insured and COD mail. See International Airmail Manual for limitations of coverage on international mail. Special handling charges apply only to Standard Mail (SM) and Standard Mail (SF) parcels.

**ATTACHMENT C:
SELF-GENERATED FIRM MAILING BOOK
(Example page)**

ITEM	ARTICLE NUMBER	NAME & ADDRESS	POSTAGE PAID
1	1690032279	John Doe 123 Any Street Austin Texas 78705	3.74
2	1690032280	Savings and Loan 17 Hi Street Austin Texas 78704	3.74
3	1690032281	[REDACTED]	3.74
4	1690032282	[REDACTED]	3.74
5	1690032283	[REDACTED]	3.74
6	1690032284	[REDACTED]	3.74
7	1690032285	[REDACTED]	3.74
8	1690032286	[REDACTED]	3.74
9	1690032286	[REDACTED]	3.74
10	1690032287	[REDACTED]	3.74
Totals		Number of Items: 10	Postage: \$37.40

