



# Texas Department of Transportation

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

January 19, 2001

## Registration and Title Bulletin # 007-01

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

**SUBJECT:** Vehicle Identification Number (VIN) Errors

### PURPOSE

This letter has been prepared to request your assistance with the problem of VIN errors.

### DETAILS:

The Registration and Title System (RTS) does not automatically populate the vehicle descriptive information, if a common make 17-digit/character (VIN) is input in error. Additionally, if the VIN contains less than 17 digits/characters or is on a make that is not included in the VIN software application, RTS will not automatically populate the vehicle descriptive information (Refer to Attachment 1). Whenever a VIN is input in error, a "Confirm Action" notation box pops up on the screen (Refer to Attachment 2). If the record isn't found in the Active File, this box gives the operator the option to check the Archive File, or to cancel the procedure.

### PROBLEM:

In the current RTS, the VIN re-verification process may be overridden by keying in the vehicle descriptive information. This creates a new record resulting in two records in the system for one vehicle. These duplicated records appear on a report that is generated weekly. The Vehicle Data Management Branch works these reports and is currently accessing approximately 300 records each month to rectify the problem.

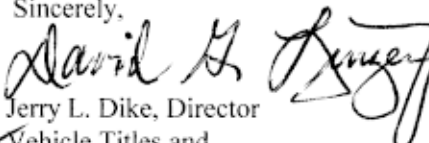
### COUNTY ACTION:

When inputting VINs, the deputies should re-verify the VIN, if RTS does not automatically populate the descriptive information. The confirmation box screen should not be canceled. Before keying in any information, it is necessary to make every possible effort to validate the VIN. Please share the importance of VIN validation with deputized entities using the Dealer Title Application (DTA) process. Re-verification of the VIN input by the DTA clerk must be encouraged.

### CONTACT(S)

If you have any questions or need additional information, please contact your local Vehicle Titles and Registration Division Regional Office. Thank you.

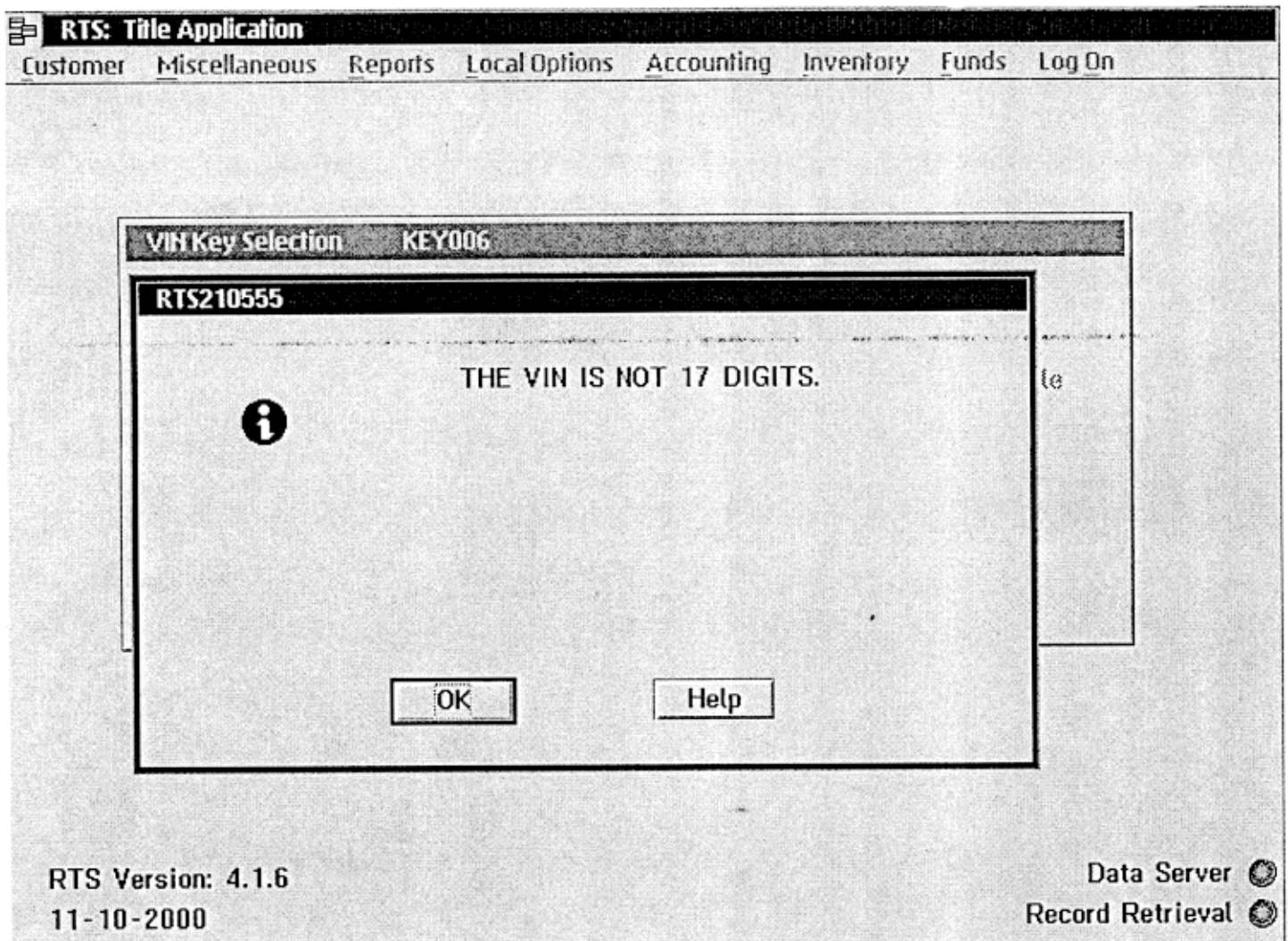
Sincerely,

  
Jerry L. Dike, Director  
Vehicle Titles and  
Registration Division

JLD:IMH

Attachments

# ATTACHMENT 1



## ATTACHMENT 2


**RTS: Title Application**

Customer Miscellaneous Reports Local Options Accounting Inventory Funds Log On

**CONFIRM ACTION CTL001**

**?** Record not found in Active file.  
Do you want to check Archive file?  
[VIN = DFASDFSDFJDS]

RTS Version: 4.1.6  
11-10-2000

Data Server   
Record Retrieval 