



Texas Department of Transportation

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

October 26, 2001

Registration and Title Bulletin # 147-01

TO: All County Tax Assessor-Collectors

SUBJECT: Registration Renewal Notice Print-Mail Schedule and National Change of Address (NCOA)

PURPOSE

To provide information concerning both the FY2002 registration renewal notice print mail schedule and information about the NCOA process.

BACKGROUND

Texas Department of Transportation Vehicle Titles and Registration Division (VTR) mails over 16,000,000 vehicle registration renewal notices each year. The attached renewal print schedule is used as a planning tool to accomplish this massive project. There are four major processes performed on the renewal notices each month.

- (1) A file of 1.4 to 1.8 million records is pulled from the master motor vehicle file and sent to a licensed NCOA vendor for processing. (Refer to "F" on the attached schedule.)
- (2) The processed file is returned and the TxDOT Information Systems Division prints the renewals. (Refer to "P" on the attached schedule.)
- (3) The printed renewals are sent to a local mail-processing vendor who folds, inserts, and presorts the renewals. (Refer to "T" on the attached schedule.)
- (4) The finished renewal is then dropped at a United States Postal Service (USPS) Bulk Mail Facility. (Refer to "M" on the attached schedule.)

Our address list is sent electronically to a licensed NCOA vendor. This vendor runs the address list against the NCOA file that contains approximately 118 million permanent change-of-address records provided by the USPS. Any changed addresses are printed in the renewal recipient field of the renewal notice. The changed addresses are also processed through the VTR mainframe records, where the renewal recipient address file is changed permanently.

VTR CONTACT PERSON(S)

Any questions or comments should be directed to your local VTR Regional Offices. Thank you.

Sincerely,

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

JLD/lb

Attachment

cc: VTR Administration