



Texas Department of Transportation

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

January 22, 2001

Registration and Title Bulletin 005-01

To: All County Tax Assessor-Collectors

Subject: Lost Title Reports and Transactions Procedure

PURPOSE

To announce changes in the lost title reports and transactions procedure.

PROCEDURE

Effective immediately, the lost title reports and transactions procedure will be modified to address full implementation of RTS. Copies of the Title Package Reports and Forms VTR-500-RTS will no longer be required. Counties are encouraged to first contact their local Regional Offices for assistance. For convenience and clarity, we have provided a list of the current procedures to compare with the new procedures.

<u>Current Procedure</u>	<u>New Procedure</u>
a. County provides a copy of the Title Report that was originally submitted.	a. VTR will generate the Lost Title Package Report, if needed.
b. County provides a new check covering the original remittance.	b. This procedure does not change.
c. County provides copies of the Forms VTR-500 or 31-RTS that accompanied the original report.	c. No longer requires Form VTR-500-RTS to be resubmitted; VTR will access vehicle inquiry event and print the receipt. The counties must fax Forms 31-RTS to VTR.
d. Dummy applications for title covering the vehicle described on the copies of the Forms 31-RTS.	d. No longer required.
e. Counties provide a statement explaining that the report is being submitted to replace the original title report (date), which was lost in the mail. A copy of this statement must be attached to each dummy application.	e. A statement and the dummy application are no longer required.
f. If the application included a Certificate of Surety Bond, a duplicate bond with original signatures and a power of attorney are also required.	f. This procedure does not change.

COUNTY ACTION

On occasions the department will reject an application back to the county by mail and it is lost; or the entire shipment of title transactions is lost enroute to the Headquarters Office, or the county misplaces the title transaction within their office prior to mailing. In these instances, the department and the county will coordinate the appropriate steps to rectify the problem.

NEW ACTION

Under the new procedure, the VTR Title Control Systems (TCS) Branch will print a Lost Title Package Report, when required, and vehicle inquiry receipts (Forms VTR-500-RTS).

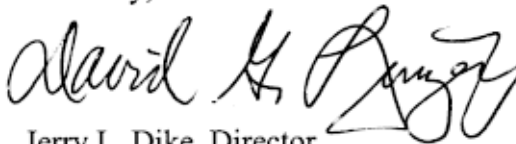
DEPARTMENT ACTION

Attached is a revision to the lost title report or transaction procedure, which is currently addressed on page 219 of the Vehicle Title Manual. This revision will be published and distributed with our quarterly revisions.

VTR CONTACT PERSONS

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

Sincerely,


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

Attachment

Title Manual (Revision)

E. Lost Title Report or Transaction.

1. In the event a tax collector mails a title report to the Title Control System Branch (TCS) at Austin Headquarters and it is determined that the title report has been lost in the mail, it is after twenty (20) working days and the title has not been issued, the tax collector should first notify their local Regional Office, then refer to the following instructions below:
 - a. A copy of the Title Report will be generated by TCS.
 - b. Copies of the Forms VTR-500-RTS that accompanied the original report do not have to be resubmitted; TCS will access vehicle inquiry event and produce the receipt.
 - c. Copies of Forms 31-RTS must be faxed to TCS.
 2. When a transaction is rejected or received by the department and it is determined lost, the same basic procedure as outlined in paragraph 1 above shall also apply. Since these will be individual transactions and not covered by a report or title fees, only the following action will be required.
 - a. Copies of the Forms VTR-500-RTS that accompanied the original report do not have to be resubmitted; TCS will access vehicle inquiry event and produce the receipt.
 - b. Copies of Forms 31-RTS must be faxed to TCS.
 3. If the application included a Certificate of Title Surety Bond, then a duplicate bond with original signatures and a power of attorney are also required.
- F. On occasions the department will reject an application back to the county by mail and it will become lost; or an entire shipment of title transactions will be lost enroute to the Headquarters Office, or the county will misplace the title transactions within their office prior to mailing. In these instances, the department and the county will coordinate the appropriate steps to rectify the problem.