



Texas Department of Transportation

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

October 2, 2001

Registration and Title Bulletin # 137-01

TO: All County Tax Assessor-Collectors

SUBJECT: Use of Highlighters on Title Documents

PURPOSE

To request that you discontinue use of highlighters on original documents for the purpose of showing customers where to sign such documents for transferring purposes.

DETAILS


It has been determined that the use of highlighters on title documents to show customers where to sign such documents causes legibility problems when the documents are microfilmed. When microfilmed, the highlighted area is darkened, and impossible to read. This hinders the ability to provide the proper information to our customers who request title histories.

Please discontinue using highlighters on original title documents. A suggested alternative is to place a small "x" in the signature and date areas.

VTR CONTACT PERSON(S)

If you have any questions, please contact your local TxDOT Vehicle Titles and Registration Division Regional Office. Thank you very much for your continued support.

Sincerely,


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

JLD:jj

cc: VTR Administration

TxDot Motor Carrier Division

Dealer Associations