

## TITLE TRANSACTION ASSEMBLY PROCEDURES

ASSEMBLY	1	2	3	4	5
	VTR-500-RTS, Title Application Receipt	Form 130-U, Application for Texas Certificate of Title  and when applicable, followed by:  Form VTR-131, Request to Issue Negotiable Certificate of Title without Registration (Title Only)	Supporting Evidence of Ownership: <ul style="list-style-type: none"><li>• Manufacturer's Certificate of Origin (MCO);</li><li>• Form 30-C, Texas Certificate of Title;</li><li>• Form 30-CCO, Texas Certificate of Title, Certified Copy;</li><li>• Negotiable out-of-state title;</li><li>• Out-of-state/country registration receipt;</li><li>• Foreign evidence of ownership;</li><li>• Valid court order (county level or higher); or</li><li>• County Tax Assessor-Collector's Ruling;</li><li>• Original Surety Bond; or Form VTR-130-SB, Certificate of Title Surety Bond (and if applicable) a Surety Bond Rider and a Power of Attorney. *</li></ul>	Other Supporting Evidence: <ul style="list-style-type: none"><li>• Form VTR 31-RTS, Tax Collector's Receipt for Texas Title Application/Registration/Motor Vehicle Sales Tax;</li><li>• Form VTR 41-A, Dealer's Reassignment of Title for a Motor Vehicle;</li><li>• Form VTR-171, Statement of Fact for Non-disclosure of a Social Security Number;</li><li>• Form VTR-271, Power of Attorney to Transfer Motor Vehicle;</li><li>• Form VTR-271-A, Power of Attorney for Transfer of Ownership to a Motor Vehicle;</li><li>• Form 40, Odometer Disclosure Statement;</li><li>• Bill of Sale;</li><li>• Form VTR-52-A, Application for Farm Trailer/Semi Trailer, Farm Truck, or Farm Truck Tractor License Plates.</li></ul>	Out-of-state Vehicles: <ul style="list-style-type: none"><li>• Form VTR-272-B, Certification of Vehicle Identification Number for Vehicle Located Out-of-state;</li><li>• Form VI-30 or VI-30-A, Identification Certificate (Out-of-state Vehicles);</li><li>• Form VTR-301, Request for Pencil Tracing of Vehicle Identification Number (VIN); or</li><li>• Form VTR-270, Statement of Physical Inspection.</li></ul>

\* Transactions must be received within 30 days from the effective date of the bond.

## TITLE PACKAGE REPORT ASSEMBLY PROCEDURES

**The Title Package Report, RTS POS5911, must account for all of the submitted title transactions.**

- Counties may consolidate multiple Title Package Reports, if they are for the same report date. When consolidating, securely staple the multiple Title Package Reports and place face up on top of the transaction bundle. Each bundle should contain all applications for the respective Title Package Report(s) and consist of no more than 300 transactions (approximately six-inches) per bundle.
- Insert all categorized transactions in specially marked envelopes.
- Place specially marked envelopes **ON TOP** of the Title Package Report(s).
- Fasten the specially marked envelopes, Title Package Report(s), and accompanying transactions with rubber bands placed vertically and horizontally around the complete bundle.

## TITLE PACKAGE REPORT ASSEMBLY PROCEDURES (Continued)

SPECIALLY MARKED ENVELOPES Use 8½" x 11" envelopes	TRANSACTION	LABEL FOR ENVELOPE	CATEGORIZED TRANSACTIONS
	BONDED TITLE	"BONDED TITLE"	<ul style="list-style-type: none"> <li>Transactions supported by Certificate of Title Surety Bonds.</li> </ul>
	LEMON LAW	"LEMON LAW "	<ul style="list-style-type: none"> <li>Include transactions indicating "Manufacturer's Buy Back" on the Form 130-U, or supported by out-of-state titles indicating a similar brand.</li> </ul>
	REJECTIONS	"REJECTIONS"	<ul style="list-style-type: none"> <li>Submit "photo copies" of the Title Application Receipt, Form VTR-500-RTS.</li> <li>Print the word "Rejection" to the left of the transaction number on Title Package Report.</li> <li><b>Do not submit</b> <u>original</u> title "<b>Rejection</b>" transactions.</li> </ul>
	RESUBMITTED	"RESUBMITS"	<ul style="list-style-type: none"> <li>Transactions corrected outside of RTS – (i.e., application errors, document errors, missing supporting documentation, etc.).</li> <li><b>Do not submit</b> "Rejection Correction" transactions that are correctable through RTS.</li> </ul>
	SPECIAL EXAMINATION	"EXAMINATION REQUIRED"	These transactions will consist of: <ul style="list-style-type: none"> <li>Apportioned vehicle transactions,</li> <li>Exempt vehicles with lien transactions,</li> <li>Reconstructed vehicle transactions,</li> <li>Salvage vehicle transactions.</li> </ul>
	SPECIALTY PLATES	"SPECIALITY PLATES"	<ul style="list-style-type: none"> <li>These transactions are for county tax offices that are unable to order/issue license plates directly.</li> </ul>
	TITLE ONLY	"TITLE ONLY"	<ul style="list-style-type: none"> <li>Transactions for issuance of title and no registration.</li> </ul>

EXCEPTIONS DO NOT SUBMIT with Title Package Report	ADDITIONAL COLLECTIONS RECEIPT	<b>Do not submit any</b> Additional Collections Receipts (i.e. TERP, Registration, Title fees, etc.).
	ADDITIONAL PAGES	<b>Do not submit</b> additional pages of the Title Package Report <u>that do not list a transaction document number</u> .
	NON-TITLED VEHICLE RECEIPTS	<b>Do not submit</b> "Non-titled Vehicle Receipts."
	VOID TRANSACTIONS	<b>Do not submit</b> "Void" transactions (including next day voids). On the Title Package Report, print the word "Void" next to the transaction number.

MAIL ALL TITLE TRANSACTIONS WITH CORRESPONDING TITLE PACKAGE REPORTS TO: <b>(PLEASE DO NOT INCLUDE CHECKS)</b>	Vehicle Titles and Registration Division Texas Department of Transportation PO Box 26420 Austin, TX 78755-0420	<b><u>OVERNIGHT/COURIER SERVICES DELIVER TO:</u></b> Vehicle Titles and Registration Division Attention: TCS 4000 Jackson Avenue, Building 1 Austin, TX 78731
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MAIL ALL CHECKS and FUNDS REMITTANCE REPORTS TO:	FINANCE DIVISION PO BOX 5020 AUSTIN, TX 78763-5020
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