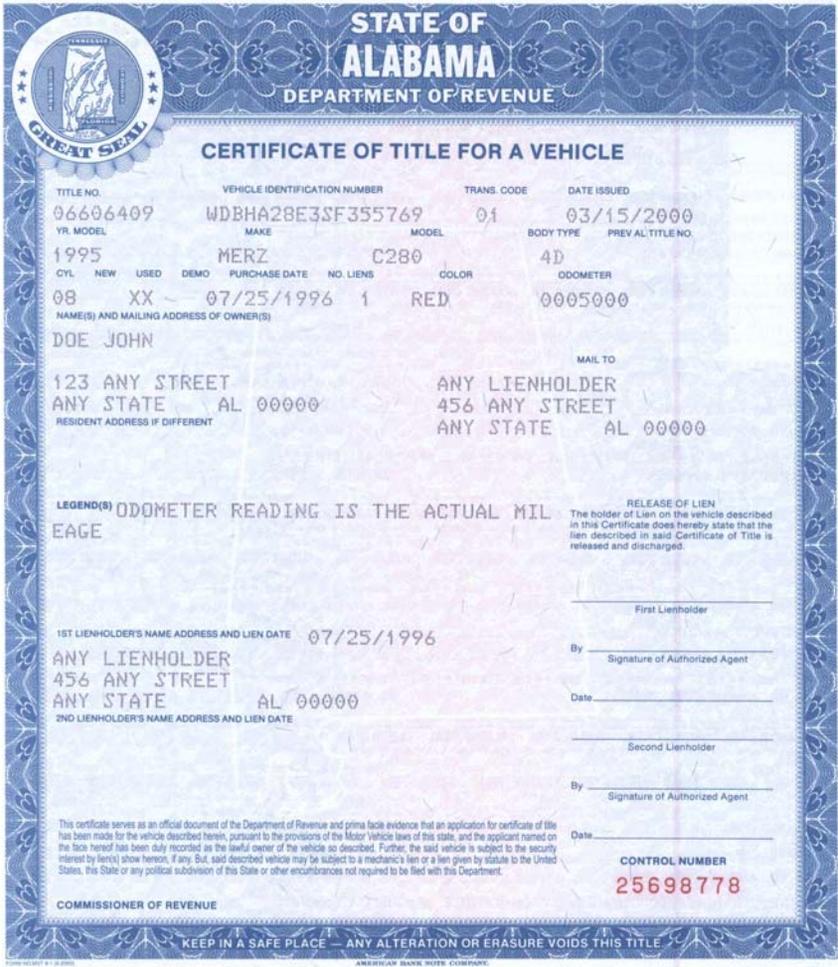


# Title Facts

Some of the information contained within this document is specifically aimed at designated agents and do not pertain to the general public. This information is presented to the general public to assist you in making your experience with your local Revenue office as pleasant as possible by providing information you need to successfully complete a title transfer.



**STATE OF ALABAMA**  
DEPARTMENT OF REVENUE

**CERTIFICATE OF TITLE FOR A VEHICLE**

TITLE NO. 06606409	VEHICLE IDENTIFICATION NUMBER WDBHA28E3SF355769	TRANS. CODE 01	DATE ISSUED 03/15/2000
YR. MODEL 1995	MAKE MERZ	MODEL C280	BODY TYPE 4D
CYL. 08	NEW XX	USED -	DEMO -
PURCHASE DATE 07/25/1996	NO. LIENS 1	COLOR RED	ODOMETER 0005000

NAME(S) AND MAILING ADDRESS OF OWNER(S)  
DOE JOHN

MAIL TO  
ANY LIENHOLDER  
456 ANY STREET  
ANY STATE AL 00000

RESIDENT ADDRESS IF DIFFERENT  
123 ANY STREET  
ANY STATE AL 00000

LEGEND(S) ODOMETER READING IS THE ACTUAL MILEAGE

RELEASE OF LIEN  
The holder of Lien on the vehicle described in this Certificate does hereby state that the lien described in said Certificate of Title is released and discharged.

1ST LIENHOLDER'S NAME ADDRESS AND LIEN DATE  
ANY LIENHOLDER  
456 ANY STREET  
ANY STATE AL 00000  
07/25/1996

2ND LIENHOLDER'S NAME ADDRESS AND LIEN DATE

By \_\_\_\_\_  
Signature of Authorized Agent

Date \_\_\_\_\_

By \_\_\_\_\_  
Signature of Authorized Agent

Date \_\_\_\_\_

CONTROL NUMBER  
25698778

COMMISSIONER OF REVENUE

KEEP IN A SAFE PLACE - ANY ALTERATION OR ERASURE VOIDS THIS TITLE

Developed by the Alabama DoR Titling Division and modified for general public use.

# Alabama Uniform Certificate of Title and Anti-Theft Act

- Established by Act 765 of the 1973 Regular Session of the Legislature. The Alabama Uniform Certificate of Title and Anti-Theft Act mandates the following:
- All motor vehicles, unless specifically exempted, that are denoted as 1975 or subsequent year models are required to be titled in Alabama.
- All mobile homes and travel trailers manufactured as 1990 or subsequent year models are required to be titled in Alabama.

# Title Law Exemptions

The Alabama Uniform Certificate of Title and Anti-Theft Act exempts certain vehicles from titling requirements. These exemptions are as follows:

- A vehicle owned by the United States or any agency thereof;
- A vehicle owned by a manufacturer or dealer and held for sale, even though incidentally moved on the highway or used for purposes of testing or demonstration, or a vehicle used by a manufacturer solely for testing;
- A vehicle owned by a nonresident of this state and not required by law to be registered in this state;
- A vehicle regularly engaged in the interstate transportation of persons or property for which a currently effective certificate of title has been issued in another state;
- A vehicle moved solely by animal power .

# Exemptions - Continued

- An implement of husbandry - Every vehicle designed and adapted exclusively for agricultural, horticultural, or livestock raising operations or for lifting or carrying an implement of husbandry and in either case not subject to licensing or registration if used upon the highways
- Special mobile equipment - Every vehicle not designed or used primarily for the transportation of persons or property and only incidentally operated or moved over the highway, including but not limited to: ditch-digging apparatus; well-boring apparatus; road construction and maintenance machinery such as asphalt spreaders, bituminous mixers, bucket loaders, tractors other than truck tractors, ditchers, leveling graders, finishing machines, motor graders, road rollers, scarifiers, earth-moving carryalls and scrapers, power shovels and draglines, and self-propelled cranes; and earth-moving equipment. The term does not include manufactured homes, dump trucks, truck-mounted transit mixers, cranes, or shovels or other vehicles designed for the transportation of persons or property to which machinery has been attached.

# Exemptions - Continued

- A pole trailer - Every vehicle without motive power designed to be drawn by another vehicle and attached to the towing vehicle by means of a reach or pole, or by being boomed or otherwise secured to the towing vehicle, and ordinarily used for transporting long or irregularly shaped loads such as logs, poles, pipes, boats, or structural members capable generally of sustaining themselves as beams between the supporting connections.
- Mobile homes, travel trailers, and mobile trailers designated 1989 year models and prior year models
- New manufactured homes placed on the owner's land and classified as real property
- Vehicles designated 1974 and prior year models
- Utility trailers not more than 16 feet in length, not including the tongue and hitch, and with not more than one axle

# Manufacturer's Certificate (Statement) of Origin - Front

If motor vehicle is 16,000 lbs, or greater, no odometer reading is required. A non-franchise dealer cannot consign a MCO. The non-franchise dealer must title the vehicle in dealer name before selling.

CERTIFICATE OF ORIGIN FOR A VEHICLE			
DATE	NOVEMBER 19, 1999	INVOICE NO.	EB66076 0
VEHICLE IDENTIFICATION NO.	1FDWW36S9YEB66076	YEAR	2000
		MAKE	FORD
BODY TYPE	176 SD CREW CHASSIS CAB DRW 4X2	SHIPPING WEIGHT	5664 LBS.
H.P. (S.A.E.)	40.30	G.V.W.R.	11200 LBS
		NO. CYLS.	10
NOMINAL TONNAGE		SERIES OR MODEL	W365
			1

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

**Premier Ford L-M Inc**

**P. O. BOX 9180**  
**Columbus MS 39705**

**23E462**

It is further certified that this was the first transfer of such new motor vehicle in ordinary trade and commerce.

**MEMO DATA (NOT A LIEN)**

FINANCE SOURCE 000001

FORD MOTOR CREDIT CO  
P. O. Box 1732, Room  
Dearborn MI 48121

**FORD MOTOR COMPANY**

*[Signature]*  
(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

**DEARBORN, MICHIGAN**  
CITY - STATE

**A09608389**

# Manufacturer's Certificate (Statement) of Origin - Reverse

<p>Each undersigned seller certifies to the best of his knowledge, information and belief under penalty of law that the vehicle is new and has not been registered in this or any state at the time of delivery and the vehicle is not subject to any security interests other than those disclosed herein and warrant title to the vehicle.</p> <p>FOR VALUE RECEIVED I TRANSFER THE VEHICLE DESCRIBED ON THE FACE OF THIS CERTIFICATE TO:</p>	
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 1	<p>NAME OF PURCHASER _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER <u>Premier Ford L M 939</u> BY: <u>De Williamson</u></p> <p>State of <u>MS</u> NAME OF DEALERSHIP DEALER'S LICENSE NUMBER Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this <u>21</u> day of <u>10</u> 19 <u>09</u></p> <p>County of <u>LOWNDES</u> <u>W. Williams</u> Notary Public</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p> <p><u>My Commission Expires Nov. 11, 2002</u></p>
	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY: _____</p> <p>State of _____ NAME OF DEALERSHIP DEALER'S LICENSE NUMBER Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ 19 _____</p> <p>County of _____ Notary Public</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 3	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY: _____</p> <p>State of _____ NAME OF DEALERSHIP DEALER'S LICENSE NUMBER Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ 15 _____</p> <p>County of _____ Notary Public</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 4	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY: _____</p> <p>State of _____ NAME OF DEALERSHIP DEALER'S LICENSE NUMBER Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ 19 _____</p> <p>County of _____ Notary Public</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
ODOMETER DISCLOSURE FOR RETAIL SALE	<p>Federal Law requires you to state the odometer mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked. Odometer Reading _____ No Tenths. <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage.</p> <p><b>WARNING ODOMETER DISCREPANCY</b></p> <p>Signature(s) of Seller(s) _____ Date of Statement _____ Date of Sale _____</p> <p>Printed Name(s) of Seller(s) _____ Dealer's It: _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ 19 _____</p> <p>Signature of Purchaser(s) _____ Notary Public</p> <p>Printed Name(s) of Purchaser(s) _____</p> <p>Company Name (if Applicable) _____ State of _____</p> <p>Address of Purchaser(s) _____ County of _____</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
	LIENHOLDER

Notary is not required.

# Alabama Certificate of Title (front)

**STATE OF ALABAMA**  
DEPARTMENT OF REVENUE

**CERTIFICATE OF TITLE FOR A VEHICLE**

TITLE NO. \_\_\_\_\_ VEHICLE IDENTIFICATION NUMBER \_\_\_\_\_ TRANS. CODE \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

YR. MODEL \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ BODY TYPE \_\_\_\_\_ PREV. AL. TITLE NO. \_\_\_\_\_

CYL. \_\_\_\_\_ NEW \_\_\_\_\_ USED \_\_\_\_\_ DEMO \_\_\_\_\_ PURCHASE DATE \_\_\_\_\_ NO. LIENS \_\_\_\_\_ COLOR \_\_\_\_\_ ODOMETER \_\_\_\_\_

NAME(S) AND MAILING ADDRESS OF OWNER(S) \_\_\_\_\_

MAIL TO \_\_\_\_\_

RESIDENT ADDRESS IF DIFFERENT \_\_\_\_\_

LEGEND(S) \_\_\_\_\_

1ST LIENHOLDER'S NAME ADDRESS AND LIEN DATE \_\_\_\_\_

2ND LIENHOLDER'S NAME ADDRESS AND LIEN DATE \_\_\_\_\_

**RELEASE OF LIEN**  
The holder of Lien on the vehicle described in this Certificate does hereby state that the lien described in said Certificate of Title is released and discharged.

\_\_\_\_\_  
First Lienholder

By \_\_\_\_\_  
Signature of Authorized Agent

Date \_\_\_\_\_

\_\_\_\_\_  
Second Lienholder

By \_\_\_\_\_  
Signature of Authorized Agent

Date \_\_\_\_\_

**CONTROL NUMBER**  
00000000

COMMISSIONER OF REVENUE

This certificate serves as an official document of the Department of Revenue and prima facie evidence that an application for certificate of title has been made for the vehicle described herein, pursuant to the provisions of the Motor Vehicle laws of this state, and the applicant named on the face hereof has been duly recorded as the lawful owner of the vehicle so described. Further, the said vehicle is subject to the security interest by lien(s) show hereon, if any. But, said described vehicle may be subject to a mechanic's lien or a lien given by statute to the United States, this State or any political subdivision of this State or other encumbrances not required to be filed with this Department.

**KEEP IN A SAFE PLACE — ANY ALTERATION OR ERASURE VOIDS THIS TITLE**

FORM NO. 0017 8-1 (8-2005)

# Alabama Certificate of Title (reverse)

## Any Alteration Includes:

- Strike throughs;
- Tracing over a letter or number;
- Using different color ink in the middle of a name;
- Using an ink color other than black or blue;

Sign, then print full name, as shown on front of title.

First name – first, last name - last.

If there is a middle initial or name, it must also appear.

If the front of the title has only first and last name and you include a middle initial, or middle name, the State will accept the additional information. If the word “and” is between owner and Co-owner, both must sign (if the space is blank between owner/co-owner, it is treated as if the word “and” is present.

FEDERAL and State Law requires that you state the mileage in connection with transfer of ownership. Failure to complete ODOMETER STATEMENT OR providing a FALSE STATEMENT may result in fines and/or imprisonment.

**\*\*\* NOTICE: ANY ALTERATION OR ERASURE VOIDS THE ASSIGNMENT and all assignments that follow\*\*\***

• **ASSIGNMENT OF TITLE BY REGISTERED OWNER** (not valid unless completed in full)-I/we warrant this Title and certify that the vehicle described herein has been transferred on \_\_\_\_\_ to the following:

Buyer(s)- \_\_\_\_\_ Address- \_\_\_\_\_

I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:

▶ ODOMETER READING  NO TENTHS  **CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK**  1. The mileage stated is in excess of its mechanical limits.  2. The odometer reading is not the Actual Mileage. **WARNING-ODOMETER DISCREPANCY**

SIGNATURE(S): of Buyer(s)- X \_\_\_\_\_ of Seller(s)- X \_\_\_\_\_

PRINTED NAME(S): of Buyer(s)- \_\_\_\_\_ of Seller(s)- \_\_\_\_\_

LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE: (IF NONE, STATE "NONE")

NAME OF 1st LIENHOLDER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

• **FIRST RE-ASSIGNMENT BY LICENSED DEALER • SELLING DEALER'S STATE Lic. No. \_\_\_\_\_**

I/we warrant this Title and certify that the vehicle described herein has been transferred to the following:

Buyer(s)- \_\_\_\_\_ Address- \_\_\_\_\_

I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:

▶ ODOMETER READING  NO TENTHS  **CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK**  1. The mileage stated is in excess of its mechanical limits.  2. The odometer reading is not the Actual Mileage. **WARNING-ODOMETER DISCREPANCY**  M /  D /  YR

SIGNATURE(S): of Buyer(s)- X \_\_\_\_\_ of Seller(s)- X \_\_\_\_\_

PRINTED NAME: of Buyer(s)- \_\_\_\_\_ of Seller(s)- \_\_\_\_\_

LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE: (IF NONE, STATE "NONE")

NAME OF 1st LIENHOLDER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

• **SECOND RE-ASSIGNMENT BY LICENSED DEALER • SELLING DEALER'S STATE Lic. No. \_\_\_\_\_**

I/we warrant this Title and certify that the vehicle described herein has been transferred to the following:

Buyer(s)- \_\_\_\_\_ Address- \_\_\_\_\_

I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:

▶ ODOMETER READING  NO TENTHS  **CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK**  1. The mileage stated is in excess of its mechanical limits.  2. The odometer reading is not the Actual Mileage. **WARNING-ODOMETER DISCREPANCY**  M /  D /  YR

SIGNATURE(S): of Buyer(s)- X \_\_\_\_\_ of Seller(s)- X \_\_\_\_\_

PRINTED NAME: of Buyer(s)- \_\_\_\_\_ of Seller(s)- \_\_\_\_\_

LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE: (IF NONE, STATE "NONE")

NAME OF 1st LIENHOLDER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

• **THIRD RE-ASSIGNMENT BY LICENSED DEALER • SELLING DEALER'S STATE Lic. No. \_\_\_\_\_**

I/we warrant this Title and certify that the vehicle described herein has been transferred to the following:

Buyer(s)- \_\_\_\_\_ Address- \_\_\_\_\_

I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:

▶ ODOMETER READING  NO TENTHS  **CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK**  1. The mileage stated is in excess of its mechanical limits.  2. The odometer reading is not the Actual Mileage. **WARNING-ODOMETER DISCREPANCY**  M /  D /  YR

SIGNATURE(S): of Buyer(s)- X \_\_\_\_\_ of Seller(s)- X \_\_\_\_\_

PRINTED NAME: of Buyer(s)- \_\_\_\_\_ of Seller(s)- \_\_\_\_\_

LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE: (IF NONE, STATE "NONE")

NAME OF 1st LIENHOLDER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

# Court Order

The court order must include a full description of the motor vehicle: this includes year, make, model, color and the full vehicle identification number (VIN). If the VIN is missing, you will be required to ask the court for an amended order to include the VIN (no exceptions).

The designated agent will be looking for:

1. Case number;
2. Clerk of Court Certification;
3. Name of issuer of order and by what authority to issue the order.

The same holds true for situations in which a court of competent jurisdiction has awarded the motor vehicle to one, or the other party in a civil matter (divorce).

IN THE MAGISTRATE COURT OF FULTON COUNTY  
STATE OF GEORGIA

[REDACTED]  
Plaintiff  
VS.  
[REDACTED]  
Defendant

CIVIL ACTION FILE NO. 99VF0111329

FILED IN OFFICE

NOV 10 1999

*Dwight H. Thompson*  
DEPUTY CLERK STATE COURT  
FULTON COUNTY, GA

O R D E R

This case having come on regularly to be heard before this Court, and the Defendant having failed to answer within the time provided by law.

IT IS HEREBY ORDERED AND ADJUDGED that foreclosure of lien on  
85 CHEV [REDACTED]

be conclusively established for the full amount sought in Plaintiff's affidavit, in accordance with O.C.G.A. §§ 40-11-1, et seq., governing abandoned vehicles; that foreclosure thereof be allowed through public sale, as defined in O.C.G.A. §§ 40-11-1, et seq., that the vehicle be sold free and clear of any and all liens and encumbrances, and that remaining proceeds, after satisfaction of lien and cost, be turned over to the Clerk of the Magistrate Court of Fulton County, within thirty (30) days from date of sale, along with a copy of the Bill of Sale on each vehicle.

SO ORDERED, this 09 day of NOVEMBER, 19 99

Certification of Copy

This document consisting of 1 page is hereby certified to be a true copy of an original order on file in the State Court of Fulton County, Georgia, in witness whereof I have hereunto set my signature, and affixed the seal of the State Court of the County and State aforesaid on Dec. 22, 1999.

*Dwight H. Thompson*  
Judge, Fulton County Court

*[Signature]*  
Deputy Clerk  
State Court of Fulton County

# Court Order

BILL OF SALE ----AUTOMOBILE  
STATE OF GEORGIA, COUNTY OF FULTON

Y 21

CASE NUMBER 99VF111329

Known all men by these presents, that in consideration of  
Sale Price \$ 225.<sup>00</sup> Tax \$ 4 Total Amount \$ 229.<sup>00</sup>

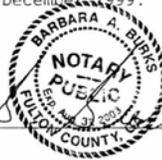
The receipt of which is hereby acknowledged, we do hereby  
grant, sell, transfer, and deliver unto [REDACTED]  
his heirs, executors, administrators, and assigns the following described  
vehicle; 85 Chev Blaz [REDACTED]

-----SOLD AS IS-----SOLD AS IS-----

To have and to hold the same forever; that it is free and clear of all  
encumbrances; and [REDACTED] has good right to sell vehicle under O.C.G.A.  
Title 40-11 Public Sale of Abandoned Vehicles.

NO WARRANTY is expressed or implied as to availability or ability to  
obtain title. All notifications have been sent and Certified Copy of  
Court Order is available at the State Court of Fulton County to obtain  
Tag and Title from county of residence.

In witness whereof, the said grantor has hereunto set his hand this  
16th day of December, 1999.



Signed [Signature]

[REDACTED] Notary

# Bonded Titles

- If the Department is not satisfied as to the ownership of the vehicle or that there are no undisclosed security interests in it, the Department may, as a condition of issuing a certificate of title, require the applicant to file with the Department a cash or surety bond.
- The bond shall be in an amount equal to one and one-half times the value of the vehicle as determined by the department and conditioned to indemnify any prior owner and lienholder and any subsequent purchaser of the vehicle or person acquiring any security interest in it, and their respective successors in interest, against any expense, loss or damage, including reasonable attorney's fees, by reason of the issuance of the certificate of title of the vehicle or on account of any defect in or undisclosed security interest upon the right, title and interest of the applicant in and to the vehicle.
- **Bonded titles will not be issued to any vehicle that is salvage or was purchased as junk, parts only or without a motor.**

# Title Assignments

- Each title assignment must be completed in detail at the time of transfer. All information must be provided and **no assignment can be left open (not completed)**. The chain of ownership must be complete.
- Each title assignment must contain:
  - The **purchaser's name and address**.
  - The **date of sale**.
  - **Buyer(s) and Seller(s) signatures** as well as **hand printed names** (only the seller's signature is required for exempt vehicles).
  - An **odometer reading**, unless the vehicle is exempt under the Federal Truth-In-Mileage Act.
  - The **Dealer License number** for dealer re-assignments. The Section 51 Occupational License number assigned by the County is the Dealer License number that is required.

# Federal Truth-In-Mileage Act

## **Odometer certification requirements**

- Requires the transferor of a non-exempt vehicle must disclose the odometer reading to the transferee at the time of transfer.
- The disclosure shall concern the accuracy of the mileage reflected on the odometer.
- The transferor shall disclose the current odometer reading at the time of transfer.
- The transferor shall disclose by checking the appropriate block if the mileage reflected on the vehicle's odometer is not the actual mileage.
- The transferor must sign and print his or her name to complete the disclosure.
- The transferee must sign and print his or her name to acknowledge the disclosure.
- Prohibits the same person or representatives of the same company from making the odometer disclosure and acknowledging that disclosure.
- Requires that certain language be incorporated in the odometer disclosure.

# Federal Truth-In-Mileage Act

## **Odometer certification exemptions**

- Vehicles 10 model years or older. Exemptions begin at the first day in a calendar year.
  - Example: As of January 1, 2005, all 1995 and prior year model vehicles are exempt from federal odometer certification requirements. As of January 1, 2006, all 1999 and prior year model vehicles are exempt from federal odometer certification requirements.
- Vehicles with a gross vehicle weight rating of 16,000 lbs. or greater
  - Example: Tractors (18 Wheelers) and Motor Homes and some chassis and cab trucks.
- Vehicles that are not self propelled.
  - Examples: All classes of trailers

# Odometer Certification

● **ASSIGNMENT OF TITLE BY REGISTERED OWNER** (not valid unless completed in full)-I/we warrant this Title and certify that the vehicle described herein has been transferred on 4 / 0 / 77 to the following:

Buyer(s)- \_\_\_\_\_ Address- \_\_\_\_\_

I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:

1. The mileage stated is in excess of its mechanical limits.

2. The odometer reading is not the Actual Mileage.

**NO TENTHS**      **\*CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK**

▶ **ODOMETER READING** \_\_\_\_\_ **WARNING-ODOMETER DISCREPANCY**

SIGNATURE(S): of Buyer(s)- X \_\_\_\_\_ of Seller(s)- X \_\_\_\_\_

PRINTED NAME(S): of Buyer(s)- \_\_\_\_\_ of Seller(s)- \_\_\_\_\_

# Release of Lien

- Title with Lien Release
  - When a recorded lien is released on the face of the title the following information is required in the lien release area:
    - Signature of authorized representative of lienholder
    - Date of lien release
    - Name of lienholder
- Lien release due to age of lien
  - Liens shall be considered satisfied after twelve years from the date of the security agreement (lien date) as recorded on the certificate of title. This does not apply to liens listed on certificates of title for manufactured homes, travel trailers or vehicles that weigh more than 12,000 pounds gross weight.

# Release of Lien (continued)

- Separate Lien Releases
  - Lien release must be on letterhead or notarized (if not on letterhead then lien release must include the name of recorded lienholder)
  - Lien release must provide the name of the owner(s) with whom the lienholder held a security agreement
  - Lien release must identify the vehicle by complete vehicle identification number (V.I.N.)
  - Lien release must state clearly that the lien has been released and show date of release
  - Lien release must be signed by authorized representative of the recorded lienholder

# Repossessions

- The MVT 15-1, (Repossessed Motor Vehicle Affidavit) must be completed by the lienholder when a vehicle is repossessed. The lienholder may assign the vehicle without obtaining a title in his name if his lien is recorded on the face of the title.
- The date of repossession is the date the lienholder recovers the vehicle from the owner.
- The lien on the face of the title should not be released when a vehicle is repossessed.

# Repossession Affidavit (MVT 15-1)

In the specific case of a financial institution (non motor vehicle dealer) the ad valorem taxes are still attached to the motor vehicle. If the lending institution is recognized as a motor vehicle dealer, then a dealer affidavit can be completed which will protect the property from some of the ad valorem that accrues while in dealer inventory. In the case where the financial institution consigns the vehicle to another party (typically a dealership), the financial institution is still the owner and all ad valorem taxes must be paid before the vehicle can be registered.



ALABAMA DEPARTMENT OF REVENUE  
MOTOR VEHICLE DIVISION  
TITLE SECTION

MVT: 15-1  
9/99

P. O. Box 327640 • Montgomery, AL 36132-7640 • (334) 242-9000  
Repossessed Motor Vehicle Affidavit and  
Disposition of Vehicle Under Lien

TYPE ONLY

TYPE ONLY

NAME (FORMER OWNER)

ADDRESS

CITY		STATE	ZIP
TITLE NUMBER	MAKE	YEAR	BODY STYLE
V.I.N.	DATE OF REPOSESSION		

LIENHOLDER

ADDRESS

CITY	STATE	ZIP
------	-------	-----

This is to certify that the undersigned has repossessed the motor vehicle described above because of the failure of the former owner to meet the obligation for settlement of a Lien of Security Interest on said vehicle and that the interest of the owner was lawfully terminated. The said vehicle was sold or reassigned, pursuant to the terms of the Security Agreement.

SUBSCRIBED AND SWORN TO BEFORE ME THIS

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Lienholder: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC Signed by: \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

My commission expires \_\_\_\_\_, \_\_\_\_\_.

NOTE: This affidavit must be submitted as a supporting document when applying for a Certificate of Title For a Repossessed Vehicle.

# Repossessions (assignment of title)

Assignment by repossessing lienholder:

- The MVT 15-1 is only a supporting document. The actual transfer is accomplished when the repossessing lienholder completes the assignment by registered owner section on the title.
- A repossessing lienholder who is also a licensed dealer should complete the registered owner section (**not the dealer assignment**) since the vehicle is being sold as the result of the repossession.

# Repossessions (assignment of title-example)



ALABAMA DEPARTMENT OF REVENUE

MOTOR VEHICLE DIVISION

TITLE SECTION

P. O. Box 327640 • Montgomery, AL 36132-7640 • (334) 242-9000

## Repossessed Motor Vehicle Affidavit and Disposition of Vehicle Under Lien

MVT: 15-1  
9/99

TYPE ONLY		TYPE ONLY	
NAME (FORMER OWNER) <b>John Doe</b>			
ADDRESS <b>1401 State Street</b>			
CITY <b>Montgomery</b>	STATE <b>AL</b>	ZIP <b>34789</b>	
TITLE NUMBER <b>12345678</b>	MAKE <b>GMC</b>	YEAR <b>1995</b>	BODY STYLE <b>PU</b>
V.I.N. <b>ZGTEC19K6S1531539</b>	DATE OF REPOSSESSION <b>11-15-1999</b>		
LIENHOLDER <b>You Owe Me</b>			
ADDRESS <b>156 Able Ave.</b>			
CITY <b>Cedar</b>	STATE <b>AL</b>	ZIP <b>35412</b>	

This is to certify that the undersigned has repossessed the motor vehicle described above because of the failure of the former owner to meet the obligation for settlement of a Lien of Security Interest on said vehicle and that the Interest of the Owner was lawfully terminated. The said vehicle was sold or reassigned, pursuant to the terms of the Security Agreement.

SUBSCRIBED AND SWORN TO BEFORE ME THIS

15th day of February, 2000. Lienholder: You Owe Me  
 Notary Public  
 Signed by: Al Smith  
 Authorized Representative

My commission expires January 01, 2001.

NOTE: This affidavit must be submitted as a supporting document when applying for a Certificate of Title For a Repossessed Vehicle.

FEDERAL and State Law requires that you state the mileage in connection with transfer of ownership. Failure to complete ODOMETER STATEMENT OR providing a FALSE STATEMENT may result in fines and/or imprisonment.

\*\*\* NOTICE: ANY ALTERATION OR ERASURE VOIDS THE ASSIGNMENT and all assignments that follow \*\*\*

- ASSIGNMENT OF TITLE BY REGISTERED OWNER (not valid unless completed in full)-I/we warrant this Title and certify that the vehicle described herein has been transferred on 11-28-1999 to the following:

Buyer(s)- Sue Smith Address- 58 Cross Dr., Cedar, AL 35412  
 I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:  
 NO TENTHS  CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK  1. The mileage stated is in excess of its mechanical limits.  
 ODOMETER READING 21555  2. The odometer reading is not the Actual Mileage - WARNING- ODOMETER DISCREPANCY

SIGNATURE(S): of Buyer(s)- Sue Smith of Seller(s)- Al Smith  
 PRINTED NAME(S): of Buyer(s)- Sue Smith of Seller(s)- Al Smith  
 LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE: (IF NONE, STATE "NONE")  
 NAME OF 1st LIENHOLDER: None ADDRESS: \_\_\_\_\_

- FIRST RE-ASSIGNMENT BY LICENSED DEALER - SELLING DEALER'S STATE Lic. No. \_\_\_\_\_  
 I/we warrant this Title and certify that the vehicle described herein has been transferred to the following:

Buyer(s)- \_\_\_\_\_ Address- \_\_\_\_\_  
 I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:  
 NO TENTHS  CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK  1. The mileage stated is in excess of its mechanical limits. Date of Sale: 1/1  
 ODOMETER READING \_\_\_\_\_  2. The odometer reading is not the Actual Mileage - WARNING- ODOMETER DISCREPANCY

SIGNATURE(S): of Buyer(s)- X of Seller(s)- X  
 PRINTED NAME: of Buyer(s)- \_\_\_\_\_ of Seller(s)- \_\_\_\_\_  
 LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE: (IF NONE, STATE "NONE")  
 NAME OF 1st LIENHOLDER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

- SECOND RE-ASSIGNMENT BY LICENSED DEALER - SELLING DEALER'S STATE Lic. No. \_\_\_\_\_  
 I/we warrant this Title and certify that the vehicle described herein has been transferred to the following:

Buyer(s)- \_\_\_\_\_ Address- \_\_\_\_\_  
 I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:  
 NO TENTHS  CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK  1. The mileage stated is in excess of its mechanical limits. Date of Sale: 1/1  
 ODOMETER READING \_\_\_\_\_  2. The odometer reading is not the Actual Mileage - WARNING- ODOMETER DISCREPANCY

SIGNATURE(S): of Buyer(s)- X of Seller(s)- X  
 PRINTED NAME: of Buyer(s)- \_\_\_\_\_ of Seller(s)- \_\_\_\_\_  
 LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE: (IF NONE, STATE "NONE")  
 NAME OF 1st LIENHOLDER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

- THIRD RE-ASSIGNMENT BY LICENSED DEALER - SELLING DEALER'S STATE Lic. No. \_\_\_\_\_  
 I/we warrant this Title and certify that the vehicle described herein has been transferred to the following:

Buyer(s)- \_\_\_\_\_ Address- \_\_\_\_\_  
 I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:  
 NO TENTHS  CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK  1. The mileage stated is in excess of its mechanical limits. Date of Sale: 1/1  
 ODOMETER READING \_\_\_\_\_  2. The odometer reading is not the Actual Mileage - WARNING- ODOMETER DISCREPANCY

SIGNATURE(S): of Buyer(s)- X of Seller(s)- X  
 PRINTED NAME: of Buyer(s)- \_\_\_\_\_ of Seller(s)- \_\_\_\_\_  
 LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE: (IF NONE, STATE "NONE")  
 NAME OF 1st LIENHOLDER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

# Repossessions (unrecorded lienholder)

If a vehicle is repossessed before the lien has been recorded on the certificate of title **the unrecorded lienholder must obtain the certificate of title in his name before transferring the vehicle.** The following documents must be submitted to title in the name of the unrecorded lienholder:

- Title application in lienholder's name
- Certificate of title in the name of or assigned to the individual(s) from whom the vehicle has been repossessed
- Security agreement signed by the owner(s)
- Repossession affidavit (form MVT 15-1)
- Title fee and MVT 31-1 (remittance advice form)

Pawn shop which fails to provide a security agreement must take title to motor vehicle when repossessed. The assignment and bill-of-sale dates cannot contradict each other.

# MVT 5-1c (Title Application)

If the motor vehicle is a new grey-market vehicle, an EPA and DOT conformity statement must be submitted or an exemption waiver.

APPLICATION MVT 5-1C R 3-03		TYPE TRANSACTION 01 - FIRST TITLE 03 - TITLE TRANSFER 04 - FILING OF LIEN 05 - RELEASE OF LIEN 06 - CORRECTION		NO STAPLES OR MARKS ALLOWED IN BAR CODE AREA		TITLE NUMBER		DOT MATRIX	
STAPLE HERE		FORM ALIGNMENT							
<b>VEHICLE INFORMATION</b>									
VEHICLE IDENTIFICATION NUMBER				TRANS CODE	YEAR MODEL	MAKE	MODEL	BODY TYPE	PREVIOUS ALABAMA TITLE NO.
CYLS	NEW	USED	DATE OF PURCHASE (MDY)	NUMBER LIENS	COLOR	ODOMETER READING			
<b>OWNER INFORMATION</b>									
NAME (LAST, FIRST, MIDDLE)				FELONY OFFENSE FOR FALSE ADDRESS				<b>LEGENDS - DEPT. USE ONLY</b>	
MAILING ADDRESS				COUNTY (ALABAMA ONLY)					
CITY		STATE		ZIP					
NAME				ALABAMA OPERATOR (LESSEE) NAME AND / OR RESIDENT ADDRESS REQUIRED IF DIFFERENT FROM ABOVE					
RESIDENT ADDRESS				FELONY OFFENSE FOR FALSE ADDRESS				<input type="checkbox"/> ACTUAL MILEAGE <input type="checkbox"/> EXCEEDS MECHANICAL LIMITS <input type="checkbox"/> NOT ACTUAL MILEAGE - WARNING ODOMETER DISCREPANCY	
CITY		STATE		ZIP					
<b>LIEN INFORMATION</b>									
NAME FIRST LIENHOLDER				FELONY OFFENSE FOR FAILURE TO NAME LIENHOLDER WITH INTENT TO DEFRAUD					
MAILING ADDRESS				LIEN DATE (MDY)					
CITY		STATE		ZIP					
NAME SECOND LIENHOLDER				FELONY OFFENSE FOR FAILURE TO NAME LIENHOLDER WITH INTENT TO DEFRAUD					
MAILING ADDRESS				LIEN DATE (MDY)					
CITY		STATE		ZIP					
<b>OWNER'S AUTHORIZATION FOR SPECIAL MAILING (IF NO LIEN HOLDER LISTED HEREON)</b>									
NAME (LAST, FIRST, MIDDLE)				I HEREBY AUTHORIZE MY CERTIFICATE OF TITLE TO BE MAILED TO (IF NO LIENS LISTED HEREON):					
MAILING ADDRESS				LOCATOR NO.:					
CITY		STATE		ZIP					
SELLER NAME				REASONS:					
SELLER'S PHYSICAL ADDRESS				EXAMINER NO.:					
CITY		STATE		ZIP					
ENCL.:									
SURRENDERED OUT OF STATE TITLE (ENTER OUT OF STATE POSTAL ABBREVIATION AND TITLE NUMBER)				<b>APPLICATION NUMBER</b>					
STATE:				D3279068					
TITLE NO.:									
<b>SIGN COMPLETED FORM ONLY, FELONY OFFENSE FOR FALSE STATEMENTS</b>									
I, THE UNDERSIGNED, CERTIFY THAT THE VEHICLE DESCRIBED ABOVE IS OWNED BY ME AND I HEREBY MAKE APPLICATION FOR A CERTIFICATE OF TITLE FOR SAID MOTOR VEHICLE AND THIS VEHICLE WILL NOT BE THE SUBJECT OF LIEN PRIOR TO RECEIPT OF TITLE UNLESS INDICATED ABOVE. I FURTHER CERTIFY THAT ALL INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.				I HEREBY CERTIFY THAT THE ABOVE DESCRIBED VEHICLE HAS BEEN PHYSICALLY INSPECTED BY ME AS A DESIGNATED AGENT OF THE DEPARTMENT, AS REQUIRED BY LAW, AND THAT THE V.I.N. AND DESCRIPTIVE DATA SHOWN ON THIS APPLICATION ARE CORRECT AND FURTHER, I IDENTIFIED THE PERSON SIGNING THE APPLICATION AND WITNESSED HIS SIGNATURE.					
OWNER SIGNATURE(S)				DESIGNATED AGENT:					
PERSONALLY SIGNED BY EACH OWNER (IN INK) OR AUTHORIZED REPRESENTATIVE OF FIRM:				BY: _____					
				NINE DIGIT DESIGNATED AGENT NO. _____ DATE _____ YR. _____					
HANDWRITTEN / ALTERED APPLICATIONS WILL NOT BE ACCEPTED									
REVENUE DEPARTMENT COPY									

# **MVT 5-1c (Title Application) - Completion**

- Must be typed
- Do not use lowercase letters
- Do not use commas or periods
- Must be legible and within designated fields
- Do not mark or staple on the barcode or in restricted areas

# Required Fields

- VEHICLE IDENTIFICATION NUMBER (VIN)
  - Must be verified on vehicle prior to processing application
  - Most 1980 and subsequent year models will have a seventeen digit VIN
  - No I's, O's and Q's in a conforming seventeen digit VIN
  - Tenth character will denote the year model. For example: "A" is a 1980, "B" is a 1981, etc.
  - Grey-market vehicles do not have conforming VIN's (10th character is usually a number)
- Incorrect VIN on outstanding Title (Conforming VIN's only)
  - If VIN is incorrect in last six digits - need corrected title or certified microfilm from issuing jurisdiction
  - If VIN is incorrect in first eleven digits - need notarized inspection affidavit from designated agent

# Transaction Codes

- **01 - First Title** - Application for title for vehicle that is not currently titled in the State of Alabama.
- **02 - Replacement Title** - Application for replacement of current Alabama certificate of title (**Must complete MVT 12-1**)
- **03 - Title Transfer** - Application for title upon transfer of ownership of vehicle currently titled in Alabama (**Liens may be recorded on 03 transactions**)
- **04 - Filing of Lien** - Application for title when the **only** transaction is to record a lien on an Alabama certificate of title (**No transfer of ownership**)
- **05 - Release of Lien** - Application for title when the only transaction is to remove a lien from an Alabama certificate of title
- **06 - Correction** - Application to correct information on the face of an Alabama certificate of title
- **10 - Salvage** - Application to obtain an Alabama salvage certificate of title (**Must complete MVT 41-1**)

# Year Model, Make, Model and Body Type

- The year model is designated by the manufacturer.
- Make will be the first four letters of the manufacturer's name. (Exception - Mercury is Merc and Mercedes is Merz)
- Model is the descriptive class of the vehicle and should not be abbreviated unless model name exceeds 7 characters
- Body Type - Two letter code that describes body type

# Other Required Vehicle Information

- Previous Alabama Title Number - Enter current Alabama title number that is accompanying the application.
- Cyls - Enter number of cylinders. If vehicle has a rotary engine then enter 00 for number of cylinders.
- New/Used - Place an “X” in only one of these blocks.
- Date of Purchase - Date of sale must match date of purchase on supporting documents. Complete year designation is required.
- Number Liens - Enter the number of liens as reflected in the lien information area of the title application.
- Color - Enter basic descriptive color code for the vehicle.
- Odometer Reading - Enter the mileage as disclosed on supporting documents. Do not enter tenths. Also, check appropriate block to disclose whether odometer reading is actual, exceeds mechanical limits, or is an odometer discrepancy. (Odometer reading and disclosure blocks should be left blank if vehicle is exempt from odometer disclosure requirements.)

# Owner Information

- Individual - Owner's name must be entered last name first, followed by the first name and then the middle name
- Individual doing business as a company - Enter owner's name exactly as outlined above and follow with the abbreviation DBA and the company name
- Company - Enter name of company. May abbreviate Company as CO and Incorporated as INC
- Name of owner must agree exactly with owner's name on supporting documents.
- Ownership rights for co-owners must agree with supporting documents
  - Conjunction “OR” designates joint tenancy. (either party may transfer vehicle to a third party)
  - Conjunction “AND” designates tenancy in common. (both parties must transfer vehicle to a third party)
  - If no conjunction is entered between co-owners the Department will interpret ownership as tenancy in common

# Owner Information (continued)

- No other information is permitted in the Owner Information area.
  - Care of (C/O) is not considered owner information.
  - Account numbers are not considered owner information.
- Maximum allowable character length in owner name field is 55 characters. However, any name over 30 characters long must be manually entered (resulting in slower processing).
- Owner's resident address may be omitted if the mailing address and resident address are the same. Otherwise, an Alabama resident address is required.

# Lien Information

- All lienholder information, including lien date must be disclosed on the application. Actual name of lienholder is required to be listed on the title application (“as agent” or “as trustee” indicates that a company is acting as an agent for the lienholder and is not the actual lienholder).
- The number of liens should agree with the total number of liens listed in the Lien Information section of the title application.
- Any lien listed on a supporting document must be disclosed on the title application unless a lien release is provided.
- No other information is permitted in the Lien Information area.
  - Care of (C/O) is not considered lien information.
  - Account numbers are not considered lien information.

# Other Information

- Special Mail
  - Titles can only be special mailed when there is no recorded lienholder.
- Seller Information
  - All transaction code 01 transfers must contain seller information.
- Name of Surrendering State
  - All applications that are supported by out-of-state titles (not registrations) must have the out-of-state title's state postal abbreviation and title number (do not enter Alabama title numbers).

# Applicant's Signature

- Must be complete and agree with the name of the owner as it appears in the owner information area of the title application. If a company owns the vehicle then an authorized representative must sign his or her own name.
- If co-ownership is tenancy in common (and) then both owners must sign title application.
- Signatures in reverse are not acceptable.
- Abbreviations are not acceptable.

# Designated Agent Information

- Name of Designated Agent
- Signature of Designated Agent's authorized representative
- Designated Agent number – all nine digits
- Date title application was completed

# Application For Alabama Assigned Vehicle Identification Number

Form is used in the event the motor vehicle is homemade; such as a utility trailer. In some cases involving pre-title vehicles, the Licensing official may require an assigned VIN from the State before completing a MV registration. The most common use of the assigned VIN is for REBUILT vehicles.



ALABAMA DEPARTMENT OF REVENUE  
INVESTIGATIONS DIVISION  
ENFORCEMENT/INSPECTIONS SECTION  
1021 Madison Avenue • Montgomery, AL 36130 • (334) 242-3012

INV 26-3  
4/00

## Application For Alabama Assigned Vehicle Identification Number

TYPE OR PRINT AND MAIL COMPLETED FORM TO THE ABOVE ADDRESS • SEE REVERSE SIDE FOR INSTRUCTIONS

### SECTION A

Application is hereby made for an Alabama Assigned Vehicle Identification Number for the vehicle described herein by reason of:  
 Altered  Removed  Obliterated  Defaced  Missing  Omitted  Rebuilt  Assembled

### SECTION B — VEHICLE INFORMATION

PREVIOUS VEHICLE IDENTIFICATION NUMBER	MAKE	YEAR	MODEL	BODY TYPE	COLOR
ODOMETER READING	NO. CYLINDERS	PREVIOUS TITLE NUMBER	TITLE STATE	NEW	USED
		DATE OF PURCHASE	NO. LIENS		

### SECTION C — OWNER INFORMATION

NAME	HOME PHONE ( )
MAILING ADDRESS	CITY STATE ZIP

### SECTION D — LIENHOLDER INFORMATION

NAME	LIEN DATE
MAILING ADDRESS	CITY STATE ZIP

NOTE: If more than one lienholder, list them on a separate sheet of paper and attach to this form.

### SECTION E — FOR REBUILT AND / OR ASSEMBLED VEHICLE ONLY

The above vehicle was rebuilt/assembled by \_\_\_\_\_  
 whose address is \_\_\_\_\_  
 and completed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

### SECTION F — LOCATION OF VEHICLE FOR INSPECTION PURPOSES

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### SECTION G

I (we) certify that I (we) are the legal and rightful owner(s) of the vehicle described above. I (we) further certify that this vehicle is free and clear of all debt, except as indicated above and that all information contained in this application is true and correct.

\_\_\_\_\_  
 SIGNATURE OF OWNER(S) DATE

Subscribed to and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public \_\_\_\_\_  
 SIGNATURE OF NOTARY

My Commission Expires \_\_\_\_\_, \_\_\_\_\_.

# Reference Manuals

- Title Procedures Manual
- NICB and NATB Manuals VIN Breakdown
- NADA Title and Registration Text Book

# Title Procedures Manual

STATE OF ALABAMA  
MOTOR VEHICLE DIVISION

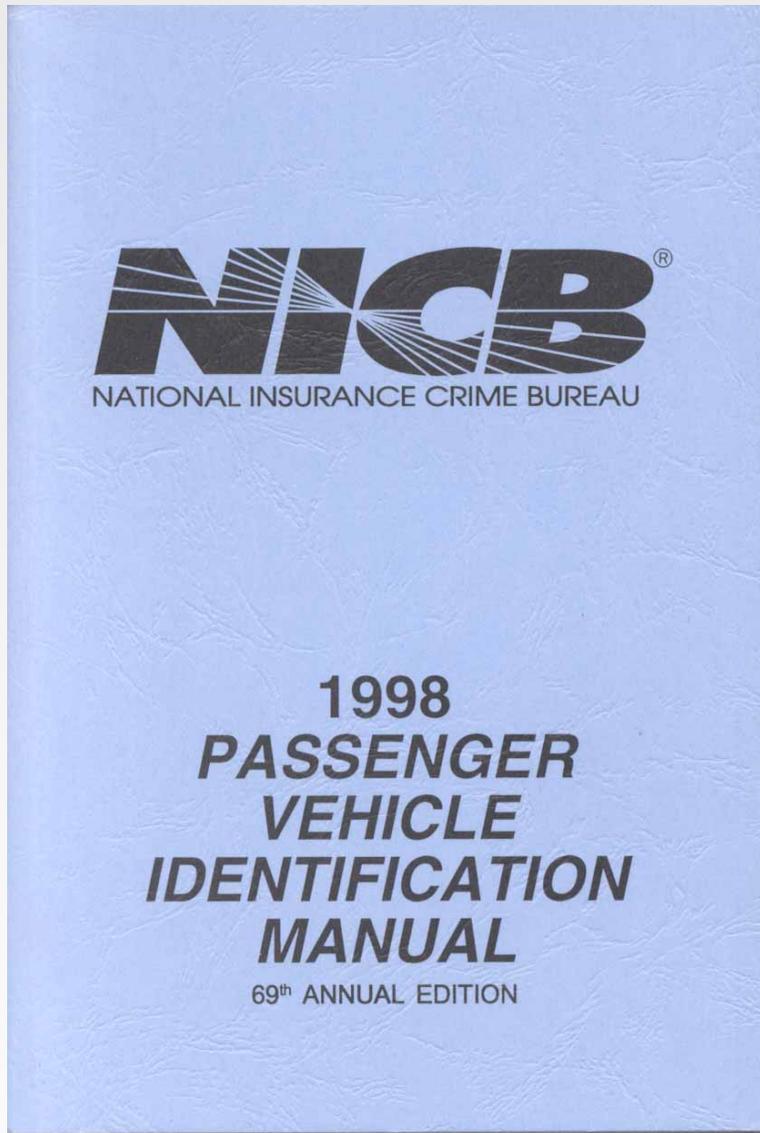
## TITLE PROCEDURES MANUAL



ISSUED BY  
ALABAMA DEPARTMENT OF REVENUE  
MOTOR VEHICLE DIVISION  
MONTGOMERY, ALABAMA

1999 Revised Edition  
RV 76002

# NICB Manual



56

FORD																			
NCIC CODE (FORD)																			
VIN STRUCTURE:																			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)			
1	F	A	F	P	4	4	4	0	W	F	1	0	6	0	4	8			
NATION OF ORIGIN		VEHICLE TYPE		RESTRAINT SYSTEM		DESIGNATION		BODY TYPE		ENGINE		CHECK DIGIT		MODEL YEAR W-1998		ASSEMBLY PLANT		SEQ. PRODUCTION NUMBER	
<b>NATION OF ORIGIN</b>																			
(VIN pos. 1)											98	97	96	95	94				
USA											1	1	1	1	1				
Canada											2	2	2	2	2				
Mexico											3	3	3	3	3				
Korea (Imported ASPIRE & FESTIVA)											-	K	K	K	K				
<b>MANUFACTURER</b>																			
(VIN pos. 2)											98	97	96	95	94				
Ford Motor Company (FORD)											F	F	F	F	F				
KIA Motors Inc., Korea (FESTIVA)											-	N	N	N	N				
Autoalliance International, Inc.											-	Z	Z	Z	Z				
<b>VEHICLE TYPE</b>																			
(VIN pos. 3)											98	97	96	95	94				
FORD Passenger Car (USA, Canada & Mexico)											A	A	A	A	A				
Passenger Car (FESTIVA-Imported)											-	-	-	-	J				
Passenger Car (ASPIRE-Imported)											-	J	J	J	-				
Autoalliance International, Inc.											-	V	V	V	V				

NICB

# NADA Title and Registration Text Book

NATIONAL EDITION

# N.A.D.A.

## TITLE AND REGISTRATION TEXT BOOK

SUMMARY OF PROCEDURES, REGULATIONS AND FEES FOR ALL 50 STATES AND D.C.



2000 Edition

Automobiles • Abandoned/Junked/Salvage/Rebuilt/Kit • Trucks • Trailers • Motorcycles  
Boats • Recreation Vehicles • Manufactured Homes • Aircraft • Snowmobiles • ATV's

Titles • Transfers • Liens • Repossessions • Registrations • Taxes • Fees  
Sample Forms • License Plates • Driver's Licenses • I.D. Cards

OKLAHOMA - 1

**OKLAHOMA**  
Oklahoma Tax Commission  
Motor Vehicle Division  
2501 Lincoln Boulevard  
Oklahoma City, Oklahoma 73194  
Phone: (405) 521-3221  
Fax #: (405) 522-0991

### I. TITLE INFORMATION

**TITLE STATE** — Yes — Title issued to all motor vehicles, commercial trailers, travel trailers, pop-up tent trailers, special mobilized machinery, boats and outboard motors in excess of 10 horsepower. NOT TITLED are: ATV's; snowmobiles and off road vehicles. The following trailers are not required to be titled: boat trailers, trailers used to haul personal items and farm or utility trailers. (Also See Section V.)

**EXCISE TAXES APPLICABLE TO TITLING** — Excise tax at the rate of 3-1/4% of the value of each motor vehicle including travel trailers, upon the first registration of any such vehicle registered in Oklahoma and upon the use of any such vehicle registered for the first time. Tax due at the time of issuance of a Certificate of Title and collected by Motor License Agents and forwarded to the Tax Commission. The tax base is reduced each year to 65% of the previous year. The minimum tax base used to figure excise should be \$250.00. Excise tax must be collected upon all subsequent transfers of legal ownership. Excise tax delinquent from and after 30th day after legal ownership or possession is obtained. NO ALLOWANCE for value of TRADE-IN (even if even trade involving two vehicles for one). RESIDENTS PAY excise tax on vehicles purchased in another state. NON-RESIDENTS EXEMPT from excise tax if vehicle is to be registered out-of-state. CREDIT IS NOT allowed for taxes paid in another state. MOBILE HOMES — NEW — Excise tax shall be 3-1/4% of one-half the retail selling price. USED — Value is 65% of one-half of the retail price and for subsequent transfers for the second year. Tax is paid at the County Assessors Office where the mobile home is located.

**TITLE FEE** — \$11.00.

**Duplicate Title Fee** — \$11.00.

**TITLE ONLY ISSUED** — Title not issued without registration.

**FAST TITLE SERVICE** — No — Normal processing time for walk-in applications, Title is mailed to the applicant the next business day. Mail-in application takes 4-6 weeks.

**ABSTRACT OR MEMORANDUM TITLE — (NON-NEGOTIABLE)** — (Title Held) — Certificate of Title issued but not delivered to the owner of an out-of-state vehicle that is subject to registration and cannot produce the Title because the out-of-state Title is being held by lienholder.

**TITLE BRANDS** — Yes, appears in "TYPE OF TITLE" field. Brands are forwarded onto following Titles.

**ABANDONED VEHICLES (MECHANICS, ETC.)** — All vehicles stored, parked, or left in a garage, park, or other storage facility must be reported to the Department of Public Safety after 30 days. To determine ownership of an abandoned vehicle and the existence of any lienholder, so that they may be notified of the sale for storage fees or mechanics lien, contact the Oklahoma Motor Vehicle Division if the vehicle has an Oklahoma tag, or if the vehicle has a tag from another state, WRITE THE MOTOR VEHICLE DEPARTMENT OF THAT STATE AND IDENTIFY THE VEHICLE BY THEIR TAG NUMBER AND THE VEHICLES IDENTIFICATION NUMBER to determine owner and lienholder. Letters from out-of-state Motor Vehicle Departments, giving owner and lienholder information, must be attached to paperwork (teletype printouts are not acceptable). The Motor Vehicle Division needs a copy of the following documents: (1) Notice of Sale; (2) Proof of Posting and Mailing; (3) Return of Sale. The following "Notices of Sale" are required: (1) 3 copies in public places; (2) Mail one copy by Certified Mail with "Return Receipt Requested" to: (a) party who brought vehicle in; (b) registered owner as shown in files of state vehicle is tagged; (c) all lienholders of record. Receipts from Certified Mail must be surrendered with paper work.

**SALVAGE TITLE** — Any insurance company that pays a total loss (60%+) on a vehicle, any junk dealer or any person dismantling a vehicle shall receive the Title on said vehicle. The Title shall be surrendered to a Motor License Agent with a proof of loss statement, which reflects the full description of the vehicle, date of loss, and a request for the appropriate Title. A subsequent Title is issued reflecting the salvage designation and date of loss, which will remain on the Title for the life of the vehicle. NOTE: SALVAGE means TOTAL LOSS.

**REBUILT TITLE** — Vehicles 1-7 years old at the time the vehicle is rebuilt receive an orange colored Title so future owner's know it was a salvage vehicle that has been rebuilt. (If a vehicle is over 8 years old at the time the vehicle is rebuilt, the next Title issued will be a green Title not an orange Title.)

**JUNK TITLE** — Any vehicle that is incapable of operation or use on the highway, has no resale value except as a source of parts or scrap and has eighty percent (80%) loss of the fair market value may obtain a Junk Title for a fee of \$4.00. All delinquent taxes due the state must be paid prior to the Junk Title being issued. Junk titled vehicles CANNOT be rebuilt.

**REBUILT VEHICLES** — Documents required are: Motor Vehicle Rebuilt Vehicle Inspection (788-A), Rebuilt Vehicle Inspection (788-B), Authorization For Travel And Inspection (788-C), original receipts reflecting the type of repair, the original Salvage Title, and a Department of Public Safety safety inspection receipt.

**JUNKED VEHICLES** — Any insurance company that pays a loss of 80% or more of the fair market value of a vehicle or any junk dealer who received a vehicle to be junked or any person permanently dismantling or junking a vehicle shall receive the Title, detach the license plate and return the Title to the Motor Vehicle Commission or any tag agent.

**RECONSTRUCTED VEHICLES (ASSEMBLED VEHICLES)** — Complete an Affidavit Of Assembly & Ownership (OTC 761), listing source and serial numbers of major components. Original source documents are required to be surrendered to the Oklahoma Tax Commission with the Affidavit of Assembly & Ownership for approval. The "make" listed on the Title for a motor vehicle will be: First two characters "AV" denoting an assembled vehicle. Characters three and four will be the year of the body (94). The fifth and sixth characters will be the first two letters of the original make of the body (CH for Chevy).

EXAMPLE: Make listed on the Title would then be "AV94CH." The year of the vehicle will correspond with the year listed in the make.

Assembled motorcycles are titled as: Year — the year of completion; Make — ASVE

Assembled Travel Trailers are titled as: Year — the year of completion; Make — homemade or shop-built

OKLAHOMA ASSIGNED VIN — The first two characters will be alpha characters "OK" then followed with seven numeral characters. These are issued to assembled vehicles, motorcycles, and homemade or shop-built travel trailers. Oklahoma does not reassign the

# Reference Telephone Numbers

<b>Motor Vehicle Division - D. A. Unit</b>	<b>(334) 353-7964</b>
<b>Motor Vehicle Division - Title Inquiry</b>	<b>(334) 242-9102</b>
<b>Motor Vehicle Division - Records Unit</b>	<b>(334) 242-9056</b>
<b>Sales, Business &amp; Use Tax Division (Privilege License)</b>	<b>(334) 353-7827</b>
<b>Investigations Division ( Enforcement &amp; Inspections)</b>	<b>(334) 242-3012</b>

# Title Section Customer Service

## **Motor Vehicle Customer Service Window**

- Designated agents may use the Motor Vehicle Division's customer service counter between the hours of 8:00 A.M. to 5:00 P.M. Monday through Friday to pick up forms.
- Request for forms must be made at least 24 hours in advance.

## **Request for Motor Vehicle Records**

- The fee for any microfilm records title retrieval is \$15.00 regardless of the size of the record. The fee for a tag search is \$3.00 per year. Fee for print outs are \$15.00.

## **Title Inquiry**

- Available between the hours of 8:00 A.M. and 5:00 P.M. to answer title questions.

## **Designated Agent Unit**

- Available between the hours of 8:00 A.M. and 5:00 P.M. to answer questions involving designated agent status and to take form orders.

## **Department of Revenue and AAMVA internet addresses**

- [www.ador.state.al.us](http://www.ador.state.al.us)
- [www.aamva.org](http://www.aamva.org)

Thank you for your patience and understanding as we assist you through the title application/transfer process.