

Title Transaction Assembly Procedures

Assembly: Documents are assembled in the following order for each title transaction and securely stapled together one inch from the top left corner:

- 1. VTR-500-RTS, Title Application Receipt**
 - 2. Form 130-U, Application for Texas Certificate of Title; and when applicable, followed by: VTR-131, Request to Issue Negotiable Certificate of Title without Registration (Title Only)**
 - 3. Supporting Evidence of Ownership:**
 - Manufacturer's Certificate of Origin (MCO);
 - Form 30-C, Texas Certificate of Title;
 - Form 30-CCO, Texas Certificate of Title, Certified Copy;
 - Negotiable out-of-state title;
 - Out-of-state/country registration receipt
 - Foreign evidence of ownership;
 - Valid court order (county level or higher);
 - County Tax Assessor-Collector's Ruling;
 - *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.
- * Surety Bonds must be filed at the county within 30 days from the effective date of the bond.
- 4. Other Supporting Evidence:**
 - Form VTR 31-RTS, Tax Collector's Receipt for Texas Title Application /Registration/Motor Vehicle Sales Tax;
 - Form VTR 41-A, Dealer's Reassignment of Title for a Motor Vehicle;
 - Form VTR-171, Statement of Fact for Non-disclosure of a Social Security Number;
 - Form VTR-271, Power of Attorney to Transfer Motor Vehicle;
 - Form VTR-271-A, Power of Attorney for Transfer of Ownership to a Motor Vehicle;
 - Form 40, Odometer Disclosure Statement;
 - Bill of Sale;
 - Form VTR-52-A, Application for Farm Trailer/Semitrailer, Farm Truck, or Farm Truck Tractor License Plates.
 - 5. Out-of-state Vehicles:**
 - Form VTR-272-B, Certification of Vehicle Identification Number for Vehicle Located Out-of-state;
 - Form VI-30 or VI-30-A, Identification Certificate (Out-of-state Vehicles);
 - Form VTR-301, Request for Pencil Tracing of Vehicle Identification Number (VIN); or
 - Form-270, Statement of Physical Inspection.

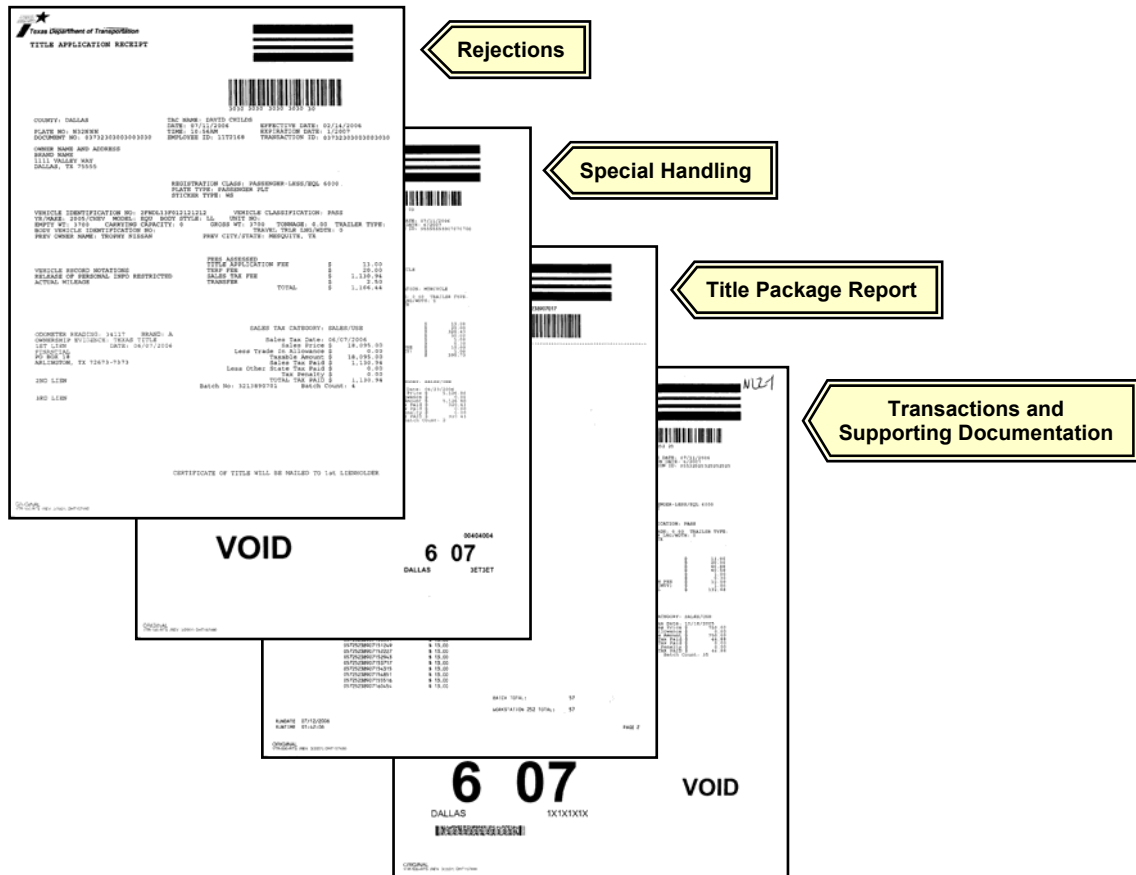
NOTE: The above is not intended as an all inclusive list of supporting evidence.

Title Package Report Assembly Procedures

Bundle Order: (see Figure 1)

1. **Top of Bundle:** *Specially Marked Envelopes* (e.g., *Rejections, Special Handling, Bonded Titles, Lemon Laws, Resubmits, Red Flag, and Exam Required)
2. **Middle of Bundle:** *Title Package Report(s)*
3. **Bottom of Bundle:** *Transactions and Supporting Documentation*

Figure 1



IMPORTANT NOTE

- All work MUST BE from the same date.
- Bundles should be NO LARGER THAN SIX INCHES IN HEIGHT.
- SECURE BUNDLES with rubber bands.
- DO NOT SPLIT OR SEPARATE workstations from their Title Package Report.
- DO NOT STAPLE the Title Package Report to transactions or envelopes.
- DO NOT SUBMIT Non-Title Vehicle Receipts, Additional Collections Receipts, Funds Remittance Reports, Funds Summary Reports, or Voided Transactions.
- SPECIALLY MARKED ENVELOPES ALWAYS go on top of the Title Package Report(s) for each bundle.

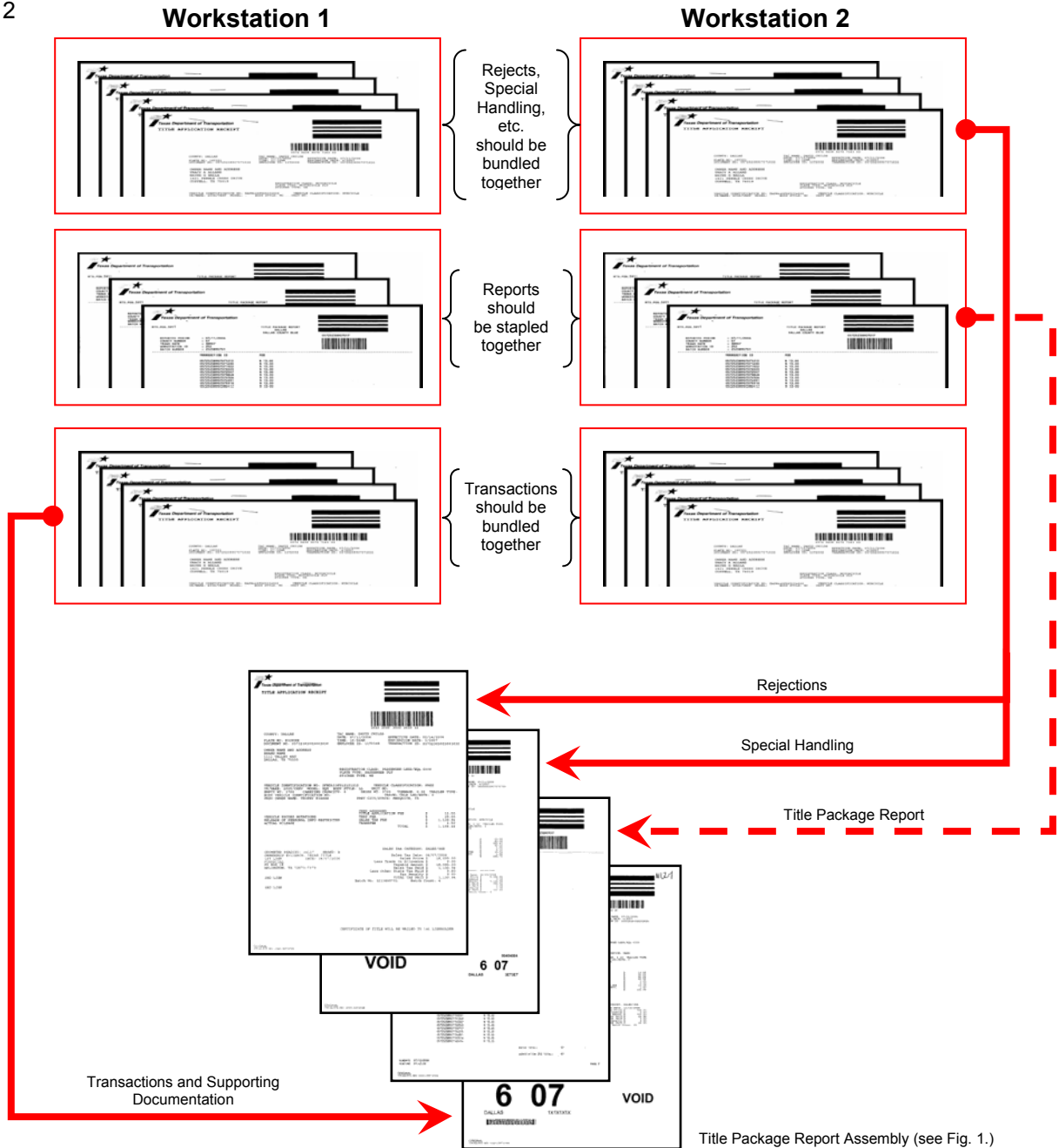
(* Rejections will always be on the top of the bundle, if there are any.

(* Rejections should be photocopies, not original transactions (see page 4, for additional information).

Consolidating Multiple Workstations

- STAPLE the respective Title Package Reports together (RTS POS5911).
- DO NOT STAPLE the Title Package Report to transactions or envelopes.
- WORKSTATION BUNDLES SHOULD CONTAIN all the transactions listed in the Title Package Reports.
- TRANSACTIONS REQUIRING SPECIAL HANDLING SHOULD BE bundled together and placed in a separate envelope marked with the appropriate special category (e.g., Special Handling, Bonded Titles, Lemon Laws, Resubmits, Red Flag, Exam Required, and Rejections). These envelopes should be placed on top of the Title Package Report(s).

Figure 2



Special Categories and Examples of Transaction Types

Transactions that require additional processing within VTR

Special handling transactions should be submitted in 8 ½" x 11" Specially Marked Envelopes or under a Colored Coversheet.

Special Handling

- Transactions in which license plates are not directly issued by the county (e.g., CMOH, LOV, Honorary Consul, Foreign Organization, etc.)

Bonded Titles

- Transactions supported by Certificate of Title Surety Bond

Lemon Laws

- Transactions indicating "Manufacturer's Buy Back" in block 21 of the Form 130-U.
- Out of state titles indicating a similar brand or other "Manufacturer's Buy Back" remark.

Resubmits

- Transactions corrected outside of RTS (e.g., application errors, document errors, missing supporting documentation, etc.)
- **Do not include "Rejection Correction"** transactions (e.g., data entry errors corrected through RTS).

Red Flag

- Suspicious documentation that suggests possible odometer tampering/fraud.

Exam Required

- Only submit those transactions that the county considers "Questionable" and that you would request headquarters to re-examine.
- **DO NOT** submit every transaction regarding Rebuilt Salvage, Out of State, etc.

Rejections

- "Photocopies" of the Title Application Receipt (Form VTR-500-RTS) with the word "Rejection" printed on the face of each form. Do not submit original title transactions.
- **Rejections must stay with their respective Title Package Report and workstation bundle.**

<u>Mail Assembled Title Package Reports To:</u> <i>(Do not include checks)</i>	Vehicle Titles and Registration Division Texas Department of Transportation PO Box 26420 Austin, TX 78755-0420
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<u>Mail Overnight/Courier Services To:</u> <i>(Do not include checks)</i>	Vehicle Titles and Registration Division Attn: TCS 4000 Jackson Avenue, Building 1 Austin, TX 78731
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<u>Mail All Negotiable Checks, Currencies, Or Funds Remittance Reports To:</u>	Finance Division PO Box 5020 Austin, TX 78763-5020
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