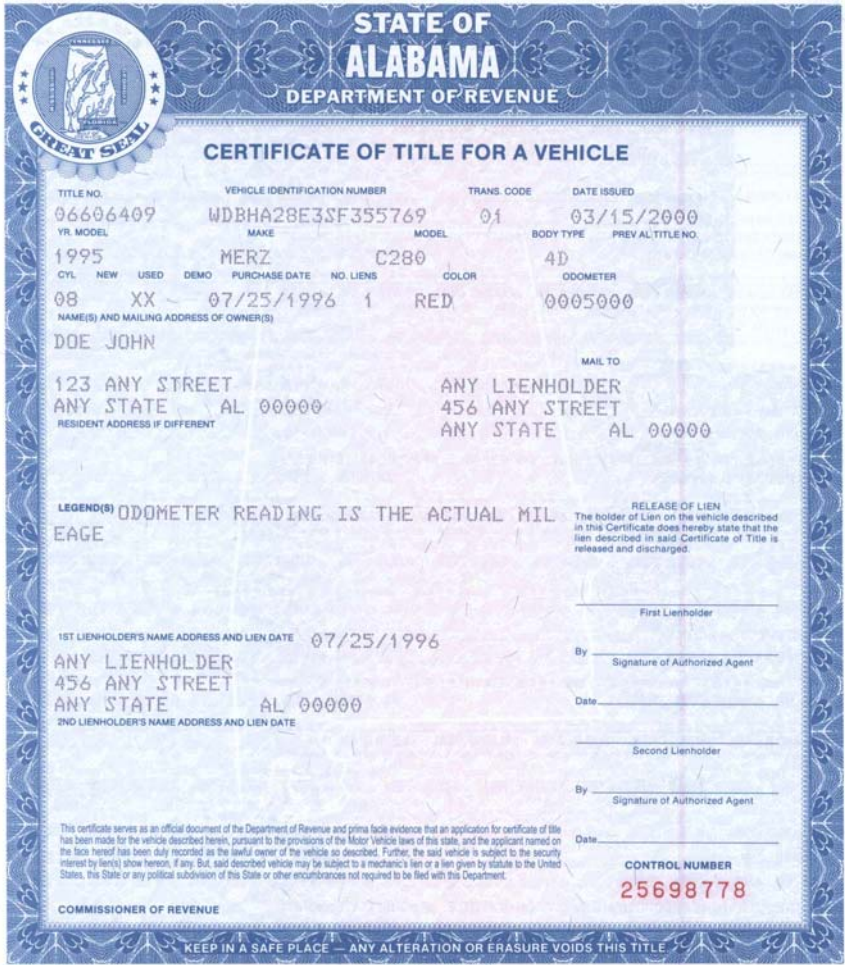


# Title Facts

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

# 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

**SPECIMEN**

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.

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

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

# 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: \_\_\_\_\_

# 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:

NO  
TENTHS

**\*CAUTION:  
READ CAREFULLY  
BEFORE YOU  
CHECK A BOX**

1. The mileage stated is in excess of its mechanical limits.  
 2. The odometer reading is not the Actual Mileage.

**WARNING-ODOMETER DISCREPANCY**

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

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

# Title Transfers Involving Deceased Owners

- Owner's estate has been or will be probated.
  - Individual signing on behalf of deceased owner's estate must provide copy of letters of testamentary or letters of administration issued by the probate court.
- Owner's estate has not and will not be probated.
  - Individual signing on behalf of deceased owner must provide the following documents:
    - Properly completed *Affidavit For Assignment Of Title For A Vehicle From A Deceased Owner Whose Estate Does Not Require Probate* (form MVT 5-6)
    - Copy of the deceased owner's death certificate (does not need to be certified).

If a Power of Attorney (POA) is vehicle specific, the original needs to be submitted. If not vehicle specific, a copy of the POA may be submitted.

# Affidavit For Assignment Of Title For A Vehicle From A Deceased Owner Whose Estate Does Not Require Probate (form MVT 5-6)

A power-of-attorney (POA) will not be accepted for this document.



## State of Alabama Department of Revenue Motor Vehicle Division

MVT 5-6  
7/00

TYPE ONLY

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

### Affidavit for Assignment of Title for a Vehicle From A Deceased Owner Whose Estate Does Not Require Probate

The undersigned states that \_\_\_\_\_ who resided  
at \_\_\_\_\_  
\_\_\_\_\_ died on the  
\_\_\_\_\_ day of \_\_\_\_\_ (attach a certified death certificate) and at the time  
of death, the deceased was the owner of the following described vehicle:

\_\_\_\_\_ died on the \_\_\_\_\_ day of \_\_\_\_\_ (attach a certified death certificate) and at the time of death, the deceased was the owner of the following described vehicle:  
MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_  
Vehicle Identification Number \_\_\_\_\_  
Title Number \_\_\_\_\_

The undersigned further states that, as next of kin, he/she is one of the heirs of the deceased and the estate of the deceased has not been probated and does not require probate. The undersigned asserts that it is the desire of the said heirs that:

#### CHECK ONE BOX ONLY

- A replacement certificate of title be issued for the vehicle described above (form MVT 12-1 must be completed by the individual who completed this form).
- The vehicle described above be titled in accordance with completed assignment on certificate of title (assignment of title must be completed by the individual who completed this form).

I certify, under penalty of perjury, that the above information is true and correct.

\_\_\_\_\_  
SIGNATURE OF NEXT OF KIN

\_\_\_\_\_  
PRINTED NAME OF NEXT OF KIN

\_\_\_\_\_  
DATE

(Signature and Printed Name of Next of Kin required.)

#### Subscribed And Sworn To Before Me This

\_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

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

NOTE: This affidavit must be submitted as a supporting document when applying for a Certificate of Title for a vehicle from a deceased owner whose estate does not require probate.

# 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

# 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
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>								<b>LEGENDS - DEPT. USE ONLY</b>
NAME (LAST, FIRST, MIDDLE)				FELONY OFFENSE FOR FALSE ADDRESS				
MAILING ADDRESS				COUNTY (ALABAMA ONLY)				
CITY		STATE		ZIP		APPLICANT SHALL DISCLOSE VEHICLE UNDER 10 YR. OLD ODOMETER READING ON THIS APPLICATION IS (CHECK ONE)		
NAME				ALABAMA OPERATOR (LESSEE) NAME AND / OR RESIDENT ADDRESS REQUIRED IF DIFFERENT FROM ABOVE				<input type="checkbox"/> ACTUAL MILEAGE
RESIDENT ADDRESS				FELONY OFFENSE FOR FALSE ADDRESS				<input type="checkbox"/> EXCEEDS MECHANICAL LIMITS
CITY		STATE		ZIP		<input type="checkbox"/> NOT ACTUAL MILEAGE - WARNING ODOMETER DISCREPANCY		
<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		REJECT TO:		
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:		TITLE NO.:		D3279068				
<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 RINK) 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

# Federal Driver's Privacy Protection Act (DPPA)

- Enacted by Congress to protect the interest of individuals and their privacy by prohibiting the disclosure and use of personal information contained in motor vehicle registration records, except as authorized by such individuals or by law.
- Personal information is defined as “information that identifies a person, including an individual’s social security number, name, address, telephone number and medical or disability information.”
- A person who knowingly obtains, discloses or uses personal information, from a motor vehicle record, for a purpose not permitted under the DPPA shall be liable to the individual to whom the information pertains, who may bring a civil action in a United States district court.

# Request for Motor Vehicle Records



ALABAMA DEPARTMENT OF REVENUE  
MOTOR VEHICLE DIVISION

1202 Gordon Persons Building • 50 N. Ripley Street  
P.O. Box 327610 • Montgomery, AL 36132-7610 • (334) 242-9000

MV-DPPA1  
6/02

THIS FORM  
MAY BE  
DUPLICATED

## Request for Motor Vehicle Records

**A SEPARATE FORM MUST BE COMPLETED FOR EACH REQUEST - PROVIDE AS MUCH INFORMATION AS POSSIBLE**

The federal Driver's Privacy Protection Act of 1994 (DPPA) (Title XXX of Public Law 103-322) as amended by Section 350 of Public Law 106-69 was enacted to protect the interest of individuals and their privacy by prohibiting the disclosure and use of personal information contained in motor vehicle registration and title records, except as authorized by such individuals or by law. **Personal information** is defined as "information that identifies a person, including an individual's social security number, name, address (but not the 5-digit zip code), telephone number, and medical or disability information." The provisions of the federal Drivers Privacy Protection Act of 1994 (DPPA) apply to vehicles owned by a person(s); they **DO NOT APPLY** to vehicles owned by a corporation, proprietorship, partnership, limited liability partnership, association, estate, or trust.

LAST YEAR REGISTERED IN ALABAMA	LICENSE PLATE NUMBER	LIST YEARS TO BE SEARCHED
VEHICLE MAKE	MODEL	YEAR
VEHICLE IDENTIFICATION NUMBER (VIN)		
OWNER'S FULL NAME	SPOUSE'S NAME, IF KNOWN	
OWNER'S ADDRESS		
CITY	STATE	ZIP

Give alphabet character(s) which corresponds to the Permitted Personal Information Disclosure Class on page 2 qualifying you to receive the requested information.

**YOU MUST BE ONE OF THE AUTHORIZED CLASSES LISTED ON THE BACK OF THIS FORM IN ORDER TO RECEIVE THE REQUESTED PERSONAL INFORMATION!**

Provide a brief explanation of the use which qualifies you to receive the permitted personal information (example: for use in investigation in anticipation of litigation).

I, the undersigned, do hereby request:

A printout of the current title record including owner and lien holder information (\$15.00 per vehicle)..... \$ \_\_\_\_\_  
(Title records are not available for pre-1975 vehicles.)

The complete title history of the vehicle listed above (\$15.00 per vehicle)..... \$ \_\_\_\_\_  
(Title records are not available for pre-1975 vehicles.)

A printout of the registration record for each year to be searched (\$3.00 X  (number of years))..... \$ \_\_\_\_\_  
(Registration records are only available for the previous 10 years.)

PAYMENT MAILED MUST BE CERTIFIED FUNDS. DO NOT MAIL CASH. PERSONAL CHECKS WILL NOT BE ACCEPTED. TOTAL \$ \_\_\_\_\_  
CASH MAY BE RECEIVED AT CASHIER'S COUNTER.

I certify that the information provided by the Alabama Department of Revenue, authorized by Public Law 103-322, "The Driver's Privacy Protection Act," will only be used as provided for within Public Law 103-322.

I understand this Application For Motor Vehicle Records shall be retained by the Department for five years as a public record, and a copy will be available upon request to the vehicle owner or lessee whose records are being furnished.

REQUESTING INDIVIDUAL, COMPANY, ASSOCIATION, OR FIRM (TYPE OR PRINT)	TELEPHONE NUMBER
SIGNATURE OF REQUESTOR	DATE
ADDRESS	CITY STATE ZIP CODE

**AUTHORIZATION BY VEHICLE OWNER OR LESSEE, TO RELEASE PERSONAL INFORMATION TO REQUESTOR**

(To be completed only if requesting personal information on another person as described in Item B of Permitted Personal Information Disclosure printed on the back of this form.)  
I, the owner or lessee, authorize the release of information as provided in Public Law 103-322.

SIGNATURE OF OWNER OR LESSEE	PRINTED NAME
ADDRESS	CITY STATE ZIP CODE

I certify that the owner or lessee has been identified by me and I have witnessed the signature done this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

NOTARY SIGNATURE \_\_\_\_\_ COMMISSION EXPIRES \_\_\_\_\_  
In lieu of a notary, this certification, identification of owner or lessee, and witness of signature may be made before an official of the Alabama Department of Revenue or a county official who is authorized and required by law to issue license plates.

NOTE: If a party other than the owner is requesting this information, then legal documentation substantiating authority to act in behalf of vehicle owner or lessee must be provided.

CLASS CODE

### Permitted Personal Information Disclosure

- A** A vehicle owner may obtain a copy of his/her motor vehicle registration and/or title record by written request on this MV-DPPA1 form. Request for Motor Vehicle Records, and upon payment of the appropriate fee(s) as shown on the front of this form.
- B** To request information on vehicles owned by a corporation, proprietorship, partnership, limited liability partnership, associations, estates, trusts, or entities other than individuals.
- C** Personal information may be disclosed to any requester, if such person demonstrates, by furnishing this completed request form, or by providing some other document which has been signed by the person(s) requesting the information, and by the person whose personal information is subject to be released by giving express consent to the release of the information. A new form must be filed for each subsequent request.

Personal information may be disclosed to any person by the Department on proof of the identity of the person requesting a record or records and by the representation by such person that the use of the personal information will be strictly limited to one or more of the following described uses:

- D** For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a government agency in carrying out its function;
- E** For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers, motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers;
- F** For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only--
  - (1) to verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors, and
  - (2) if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt security interest against, the individual;
- G** For use in connection with any civil, criminal, administrative, or arbitral proceeding in any court or government agency or before any self-regulatory body, including the service or process, investigation in anticipation of litigation, and the execution of enforcement of judgement and orders, or pursuant to an order of the court;
- H** For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact the individuals, and with the express consent of the individual owner whose personal information is subject to be released;
- I** For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, anti-fraud activities, rating or underwriting;
- J** For use in providing notice to the owners of towed or impounded vehicles;
- K** For use by any licensed private investigative agency or licensed security service for any purpose permitted under this section; (the requestor agency must furnish a copy of their business license and must provide an additional class code to qualify);
- L** For use in connection with the operation of private toll transportation facilities;
- M** For any other use specifically authorized by law that is related to the operation of a motor vehicle or public safety.

Penalties for failing to comply with DPPA are stiff. License issuing officials will err on the side of caution in honoring these forms.

# 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

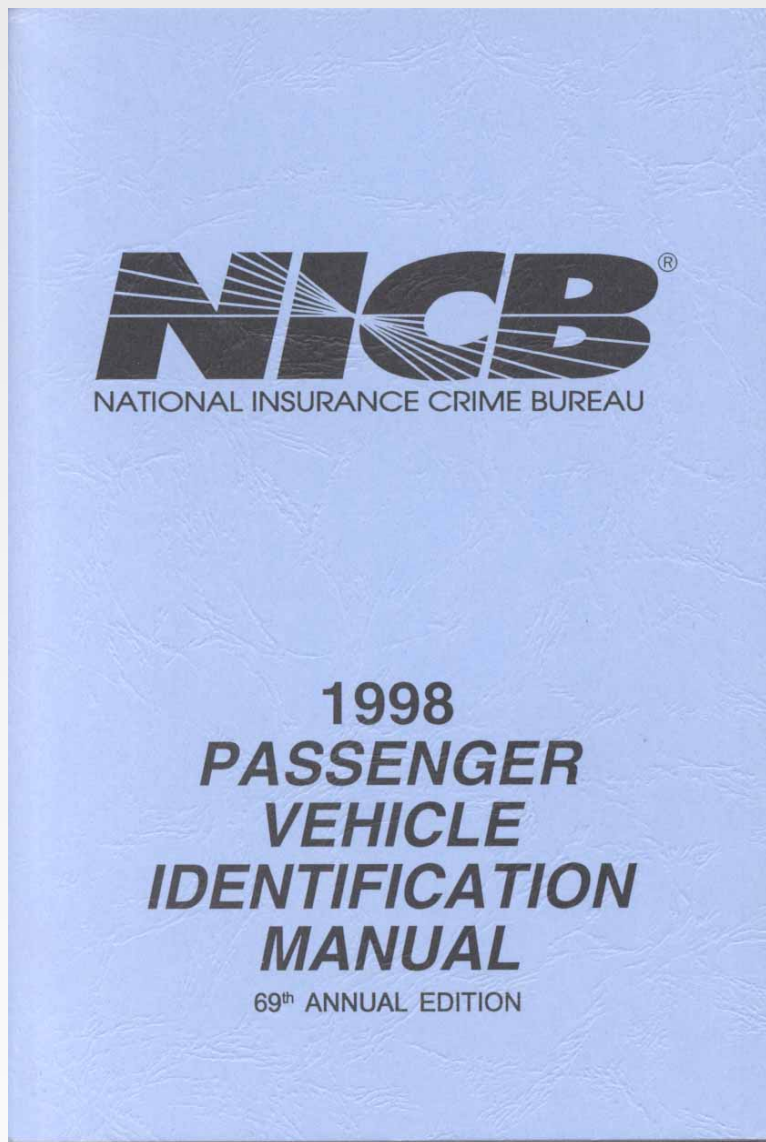
## TITLE PROCEDURES MANUAL



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

1999 Revised Edition  
RV 76002

# NICB Manual

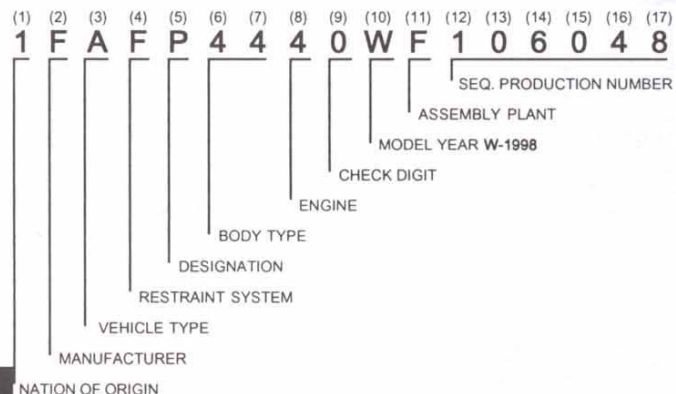


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## FORD

NCIC CODE (FORD)

VIN STRUCTURE:



	NATION OF ORIGIN				
(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
	MANUFACTURER				
(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
	VEHICLE TYPE				
(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



# 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.