



May 16, 2014

Registration and Title Bulletin # 013-14 Policy and Procedure

TO: All County Tax Assessor-Collectors and Motor Vehicle Dealers

SUBJECT: Update to Identification (ID) Requirements

PURPOSE

To inform you of amended ID Requirements resulting from changes to Administrative Rule 217.3.

DETAILS

Prior to the recent rule change, when an employee or authorized agent applied for a title on behalf of a business, government entity, organization, trust, lease company, or with a power of attorney (POA), the employee or authorized agent could only provide a letter of authorization, printed business card, or POA to establish authority to sign on behalf of the entity. In addition, the letter of authorization, printed business card, or POA had to be an original.

Effective immediately, when an employee or authorized agent is applying for a title on behalf of a business, government entity, organization, trust, lease company, or with a POA, the employee's or authorized agent's employee ID is now acceptable to establish authority to sign on behalf of an entity.

In addition to the individual's government issued photo ID, an employee or authorized agent can now present an original or photocopy of a letter of authorization, printed business card, employee ID, or POA. Acceptable forms of ID have not changed.

A person who holds a general distinguishing number (GDN) issued under Transportation Code Chapter 503 or Occupations Code Chapter 2301 is no longer required to submit authority to sign on behalf of an entity to the county tax assessor-collector (TAC), but must retain a copy of proof in the purchase and sales records. When a secure POA is assigned to a GDN holder, the individual assigning the title is not required to submit their ID or authority to sign to the TAC. A GDN holder is also exempt from submitting their agent's or a third party's ID when a non-secure POA has been assigned for a vehicle exempt from odometer disclosure. A GDN holder is still not required to submit the owner's ID to the TAC, but must continue to retain a copy in the purchase and sales records.

Effective with the RTS Version 7.5.0 release planned for August, the Federal Employer Identification Number/Employee Identification Number of a business, government entity, or organization will be captured instead of the employee's or agent's government issued photo ID number. We will provide you additional information as the release date approaches.

COUNTY ACTION

Effective immediately, an employee ID is acceptable as proof of authority to sign on behalf of an entity. Copies of the following may now be accepted when provided as proof of signature authority: letter of authorization, employee ID, printed business card, and POA.

A GDN holder is exempt from submitting photo ID or authorization to sign to the county TAC.

CONTACT

If the motor vehicle dealers have questions, please contact your counties. If the counties have questions, please contact your local TxDMV Regional Service Center.

Sincerely,

A handwritten signature in blue ink that reads "Tim Thompson". The signature is fluid and cursive, with the first name "Tim" and last name "Thompson" clearly distinguishable.

Tim Thompson, Deputy Director
Vehicle Titles and Registration Division