

## Specially Marked Envelopes: Examples of Transaction Types

The following transaction types should be submitted in 8 ½" x 11" specially marked envelopes or behind a colored cover sheet **(do not send checks or currency)**.

Type	Description
Apportioned RPO	All Registration Purposes Only Apportioned transactions
Red Flag	Suspicious documentation that suggests possible fraud or odometer tampering
Special Plate Applications (title transactions should stay within the bundle)	Qualifying Specialty License Plate applications: Military Applications (form #'s VTR-139, VTR-420, VTR-422, VTR-424, VTR-615) Mobile Amateur Radio Operator (form # VTR-53) Exempt Vehicles (form #'s VTR-62-A, VTR-119, VTR-62-BUS, VTR-62-E, VTR-62-EMS, VTR-62-F, VTR-62-L) Professional Firefighter (form # VTR-310) Certified Firefighter (Volunteer) (form # VTR-311) Fire Protection Personnel (form # VTR-311) Emergency Medical Services Personnel (form # VTR-312) Peace Officer (form # VTR-406) Organizational Membership (form # VTR-415) Gold Star (form # VTR-423) Surviving Spouse of a Veteran (form # VTR-425) Texas Constable (form # VTR-426) Classic (form # VTR-850) Personalized Dealer (form # VTR-35-A)
ASE Safety Inspection and Application for Custom Vehicle or Street Rod License Plates, Form VTR-852	All vehicles applying for Street Rod or Custom Vehicle plates must meet all the documentation requirements of an assembled vehicle.
Switched Ownership Evidence	Requires research to resolve.
NMVTIS	NMVTIS errors county staff is unable to correct on their own or that require processing by the department per the <i>NMVTIS Guide</i> included with RTB #011-14 sent out 3/28/2014
TSOS	Title Services Owner Surrendered - Owner on record has denied ownership of the vehicle and claims they never applied for title.
DC####	Database Cleanup Project
RECOND	Vehicles with titles issued without the Rebuilt Salvage remark (formerly reconditioned)
OP#####	Vehicle is in litigation (dispute of ownership).
OR####	Owner Retained vehicle (total loss damage and owner retained salvage or non-repairable vehicle)
RPO	Special Project where RPO applied for, but original title issued
SALVAGE	Notified by State Farm that the title issued without the "Rebuilt Salvage-Damaged" remark.
OFFHWY	ATV/UTV vehicle

PTC-Contact (district abbreviation)	Vehicles purchased with federal/state public transportation funds. Additional documentation from the Public Transportation Coordinator is needed to transfer title. This legal restraint is being phased out by listing TxDMV as the lien holder of the vehicle.
<b>Legal Restraint Envelope Includes These Type of Transactions</b>	<b>Description</b>
CR2####	Previously used for Special Projects.
CR3####	Previously used to ensure applicants for title and antique plates on vehicles last titled out-of-state received a VIN inspection.
CR5#### and CR6####	Miscellaneous (examples include: title revocations for Lien Omits, Switched Evidence, etc.)
CR7#### and CR8####	Contact TxDMV RSC prior to processing. If approved for processing, send special handling.
CR9####	Vehicle is required to be designated as Lemon Law/(Manufacturer Buyback).
Other	For miscellaneous restraints on vehicle records, please contact your local TxDMV Regional Service Center for research and analysis.

#### **For One Document with Multiple Transactions:**

If one document (power of attorney, heirship affidavit, will, etc.) is used to support the applications of more than one transaction, counties should submit all related transactions in a "SPECIAL HANDLING" envelope with a note stating the transactions should be kept together. Additionally, the county should submit a certification concerning the number of transactions for which the original document was submitted (see *Title Manual*, Chapter 11, "Signature - Authority to Sign" for information on acknowledgements and certifications).

<b>Transaction</b>	<b>Address</b>
Mail assembled title package reports to: <b>(Do not include checks)</b>	Vehicle Titles and Registration Division Texas Department of Motor Vehicles PO Box 26420 Austin, TX 78755-0420
Mail overnight/courier services to: <b>(Do not include checks)</b>	Vehicle Titles and Registration Division Texas Department of Motor Vehicles Attn: TCS 4000 Jackson Avenue Austin TX 78731