



August 21, 2014

## **Registration and Title Bulletin # 016-14 Policy and Procedure**

**TO:** All County Tax Assessor-Collectors

**SUBJECT:** Automatic Title Issuance

### **PURPOSE**

To provide you with information regarding the seven day automatic title issuance process.

### **DETAILS**

Title transactions processed by your offices will automatically issue a title, or create an electronic title, seven calendar days after being processed unless a hard stop (such as TITLE HELD AWAITING DPS OK, NMVTIS HOLD, TITLE REJECTED, or LEGAL RESTRAINT) is on the record. Upon removal of a hard stop, the title will automatically be issued if it was processed seven or more calendar days prior. Automatic title issuance will begin the evening of September 5, 2014; therefore, any title transaction processed on or before August 29, 2014, that does not have a hard stop on the record, will automatically be issued beginning September 5<sup>th</sup>.

If a problem is identified after a title has been issued, the type of problem will determine whether a legal restraint or title revocation is necessary. NMVTIS will catch most issues that would necessitate a title revocation. Many circumstances may still be resolved even after the title has been issued (such as missing signatures or paperwork), and these situations do not require a title revocation.

We would like to remind you to submit rejection requests electronically through your local TxDMV Regional Service Center as soon as possible. If the request is submitted after the seventh day following processing, the title will be issued unless a hard stop is on the record. You may refer to RTB #004-14 and Section 2.3 "Rejection Requests" of the *Motor Vehicle Title Manual* for more information on submitting rejection requests electronically.

Effective September 1, 2014, you will no longer need to submit a Title Package Report (TPR) to the department for any transactions regardless of the process date. You may retain or use these TPRs for your office use, but do not send them to the department.

### **COUNTY ACTION**

Once a title has been issued and a correction to the title is required (such as an omitted brand, omitted lien, odometer, etc.), please submit a request to your local TxDMV Regional Service Center for the transaction to be revoked. In this situation, you will need to submit a copy of the transaction, if available, along with the necessary details explaining the circumstances for the request. Send the original paperwork to the department if your county is not participating in the direct mail program. Continue to send the original paperwork to the imaging vendor if your county is participating in the direct mail program. No special handling is required. The department will notify the applicant that their title has been revoked and to return it to the department for correction.

If a title has been issued and a correction to the title document is not required (such as missing signatures or paperwork), you may obtain the missing items, and attach them to the title transaction once received. Send the original paperwork to the department if your county is not participating in the direct mail program. Continue to send the original paperwork to the imaging vendor if your county is participating in the direct mail program. No further action will be required on your part and a revocation would not be required in this situation.

However, if a title has been issued and you are unable to obtain the missing documentation or signature after contacting the customer, the only options will be to place a legal restraint on the record and/or revoke the title. You may make this request, to prevent further title transfer or registration renewal, through your local TxDMV Regional Service Center. In this situation, you will need to submit a copy of the transaction, if available, along with the necessary details explaining the circumstances for the request. Send the original paperwork to the department if your county is not participating in the direct mail program. Continue to send the original paperwork to the imaging vendor if your county is participating in the direct mail program. The department will also notify the applicant of the legal restraint (and title revocation, if applicable) and provide instruction to the owner on record for resolving the matter. If the applicant returns to your office to submit missing documentation or provide the missing signatures, send the documentation to the department in the existing Special Handling Envelope (or behind a colored coversheet), so the legal restraint and/or title revocation can be removed from the record, as applicable.

**Please discontinue sending TPRs to the department effective September 1, 2014. TPRs should not be sent with title packages.**

**CONTACT**

If you have any questions, please contact your local TxDMV Regional Service Center.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tim Thompson".

Tim Thompson, Deputy Director  
Vehicle Titles and Registration Division