October 30, 2014

Registration and Title Bulletin # 020-14
Policy and Procedure

TO:　　　　All County Tax Assessor-Collectors

SUBJECT:　　**Title Transaction Assembly Procedures and Direct Mailing**

PURPOSE
To provide you with updated title transaction assembly procedures and guidance on the direct mailing process. This RTB supersedes RTB #009-13 published on March 21, 2013.

DETAILS
The department recently worked with county tax assessor-collector offices to implement the direct mailing process. The direct mailing process involves sending your title transactions directly to the department's imaging vendor, OpenText, while Specially Marked Envelopes continue to be sent to the department. This process creates efficiencies in the use of resources and the creation of title histories.

All county tax assessor-collector offices should use this process effective November 3, 2014. We have attached a "Direct Mail Procedures" document containing the necessary information to begin sending your title transactions directly to the vendor. As a reminder, all Specially Marked Envelopes will continue to be sent directly to the department.

We would like to remind you that RTB #016-14 eliminated the requirement to send Title Package Reports (TPRs) to the department or to include them with title packages sent to OpenText. The TPR is the report that lists all of the document numbers for the transactions processed on a specific day for a specific workstation.

COUNTY ACTION
Please begin following the title transaction assembly and direct mail procedures in the attached document beginning November 3, 2014. We have also attached a detailed list of special handling and legal restraint types for your review.

We encourage you to review RTB #004-14 (Title Package Processing), RTB #005-14 (Title Package Retention), and RTB #016-14 (Automatic Title Release).

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

Sincerely,

Jeremiah Kuntz, Director
Vehicle Titles and Registration Division

Attachments