



September 15, 2016

Registration and Title Bulletin # 006-16 Policy and Procedure

TO: All County Tax Assessor-Collectors

SUBJECT: Changes to the Form Used by Insurance Companies to Transfer Ownership

PURPOSE

To advise you the *Insurance Company Statement of Fact* (Form VTR-331-A) has been eliminated and replaced with the *Insurance Company Statement of Fact* (Form VTR-331-INS).

DETAILS

Form VTR-331-A is a secure form only used by insurance companies to apply for a Texas title following payment of a claim when they are unable to obtain a title or a proper assignment on the title. We are eliminating Form VTR-331-A and replacing it with the non-secure *Insurance Company Statement of Fact* (Form VTR-331-INS).

In lieu of insurance companies using Form VTR-331-A, Form VTR-331-INS can now be used for any title application following payment of a claim when they are unable to obtain a title or proper assignment on the title. This change facilitates streamlining for insurance companies that were previously required to use a different form depending on whether they were applying for a Texas title or salvage or nonrepairable title. Additionally, the non-secure VTR-331-INS eliminates the need for insurance companies and the department to maintain an inventory of the secure Form VTR-331-A.

Existing requirements of insurance companies are not changing with the change in forms except that insurance companies are no longer required to submit a title and/or registration verification when transferring ownership of a vehicle into their name under this process.

Existing versions of Form VTR-331-A remain acceptable. However, we are strongly encouraging insurance companies to use the updated forms as soon as possible to facilitate streamlining their processes and eliminating an unnecessary form.

COUNTY ACTION

Please review the new Form VTR-331-INS, which is attached for your convenience. This form may be used immediately and is also available online at www.TxDMV.gov. Additionally, please do not reject any transactions submitted by an insurance company supported by the existing VTR-331-A. Either Form VTR-331-A or Form VTR-331-INS are acceptable.

CONTACT

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

Sincerely,

Jeremiah Kuntz, Director
Vehicle Titles and Registration Division

JK:TT:TH

Attachments