



December 5, 2019

Registration and Title Bulletin # 010-19 Policy and Procedure

TO: All County Tax Assessor-Collectors

SUBJECT: **Barcode Page and Application Assembly Procedures for Imaging**

PURPOSE

To inform you of a new barcode page, and to provide you with updated exempt registration, personalized dealer license plates, and qualifying specialty license plates application assembly procedures and mailing instructions.

DETAILS

Currently, exempt registration, personalized dealer license plates, and qualifying specialty license plates applications, along with proof of eligibility documents, and Registration and Title System (RTS) receipts are sent to the Texas Department of Motor Vehicles (TxDMV), Special Plate Unit, to prepare for imaging. RTS Release 9.5, scheduled for go-live December 16th, includes a change that streamlines the imaging process.

Beginning with RTS Release 9.5, a new barcode page will print automatically with the issuance of receipts when processing initial exempt registration, personalized dealer license plates, and qualifying specialty license plates application transactions. The barcode page will include the new license plate number, customer name, plate type, and a barcode used for imaging purposes. The barcode page must be attached to the front of the assembled exempt registration, personalized dealer license plates, or qualifying specialty license plates application packet. The packet should include proof of eligibility documents when a qualifying specialty license plate is issued.

Attached are assembly procedures and mailing instructions to use when sending exempt registration, personalized dealer license plates, and qualifying specialty license plates applications to be imaged. The attached procedures include a complete list of applications that are required to be sent to the department for imaging.

COUNTY ACTION

Please begin following the attached assembly procedures and mailing instructions when sending exempt registration, personalized dealer license plates, or qualifying specialty license plates applications and proof of eligibility documents to be imaged. This change is effective with transactions processed in RTS beginning December 16th.

CONTACT

If you have any questions, please contact your local Texas Department of Motor Vehicles Regional Service Center.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeremiah Kuntz", with a long horizontal flourish extending to the right.

Jeremiah Kuntz, Director
Vehicle Titles and Registration Division

JK:TT:RM

Attachment