

Titling Tips

April 2015

Important Reminders for Dealers

➤ FRAMES FOR TEMPORARY REGISTRATION PERMITS

The Department of Revenue continues to encourage the use of a license plate frame with each temporary registration permit, to keep the permit from flapping while the vehicle is in operation. When the Department awarded the temporary registration permit contract in September of last year, not only did the price of the permits decrease, but the vendor also began offering license plate frames under the contract.

The frames are available at a cost of \$0.60 for each motor vehicle plate frame and \$0.80 for each motorcycle plate frame. The amount you choose to charge your customers for the plate frames, if any, is subject to the state and local sales tax rates imposed on you as the seller. If you currently make frames available to your customers, you may continue to offer those frames as long as the frames do not cover up any owner or permit information.

➤ PROVIDE LIEN RELEASE TO OWNER

Lien releases should not be mailed directly to the Department of Revenue, Motor Vehicle Bureau, unless specifically directed to do so.

The lienholder shall release the lien on a separate, notarized document, and mail or deliver the separate document to the owner (or to any person who delivers, to the lienholder, an authorization from the owner to receive such documentation).

Upon receipt of a lien release by itself, the Department will return it to the sender and request additional documentation or information to be submitted.

To remove a lien, the notarized lien release must be submitted along with a completed [Application for Missouri Title and License \(Form 108\)](#), the current title, and the \$11 title fee.

➤ ID/OD INSPECTION

An application for original or repossession title that is accompanied by an out-of-state title must include a verification of the vehicle identification number and current odometer reading (ID/OD inspection) regardless of the model year of manufacture.

While motor vehicles are exempt from a *safety inspection* for the first five years following the model year, a vehicle transferred on an out-of-state title requires an *ID/OD inspection*.

➤ VERIFY THE PURCHASER'S CORRECT COUNTY OF RESIDENCE WHEN COMPLETING A TITLE APPLICATION

Frequently, an applicant for Missouri title is charged an incorrect local sales tax rate because the dealer recorded an incorrect county name on the dealer-certified [Application for Missouri Title and License \(Form 108\)](#) or [Application for Missouri Boat/Vessel or Outboard Motor Title and Registration \(Form 93\)](#).

When completing a title application for a vehicle purchase, the dealer must verify that the correct county is recorded for the purchaser's residence address.

➤ COMPLETE ALL TITLE ASSIGNMENT INFORMATION

It is very important to record the owner information, vehicle information, lienholder information, and pricing information on each title assignment.

When a title assignment is incomplete, the transaction must be rejected back to the applicant for complete assignment, which delays the issuance of the new title.

For quicker processing, please make sure that the title assignment is completed in its entirety.

➤ WOULD YOU LIKE FASTER TURNAROUND FOR YOUR APPLICATIONS?

Following these simple tips will expedite the processing of your applications:

- ***Title Applications*** - Due to the significant number of mail-in applications processed at our central office, you should anticipate additional processing time when choosing that option. For faster processing, ***submit your applications to a local license office (in person or by mail)***. Local license offices may provide same-day processing for transactions, which expedites the mailing of titles.

When mailing title applications to a local license office, please remember to include the ***title fee***,

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processing fee, and Notice of Lien fee (if applicable) for each application. Failure to do so will result in processing delays.

- ***Notice of Lien*** - All Notice of Lien (NOL) transactions should be keyed online, using the Department's [Notice of Lien Application](#). To request access for online NOL filing, please complete and submit the [Application for Online Account \(Notice of Lien Filing/Records Access/Direct Debit\) \(Form 5017\)](#).

➤ **TEMPORARY REGISTRATION PERMIT ISSUANCE**

Temporary registration permits must be printed on the non-tearing, weather resistant, 8.5" x 11", white, synthetic paper purchased through the Department's vendor.

You must order temporary registration permits individually (not in booklet form) through the awarded authorized producer, RR Donnelley. Temporary registration permits are not to be printed on regular paper.

The link to order the temporary registration permit stock is <http://custompoint.rrd.com/DOR>.

➤ **PERSONAL INFORMATION OBTAINED FROM MOTOR VEHICLE AND DRIVER LICENSE RECORDS**

The Driver Privacy Protection Act restricts the release of personal information (name, address, date of birth, etc.) from motor vehicle and driver license records. If your dealership has a Security Access Code with the Department of Revenue (which allows you to receive personal information from motor vehicle and driver license records), or you are purchasing records containing personal information from a source that is receiving its data from the Missouri Department of Revenue, please ensure you are following the guidelines set forth in Missouri law [Section 32.091, RSMo](#), and United States Code [Title 18 U.S.C. Sections 2721-2725](#). ***The personal information may not be used for promotional deals or solicitations unless express consent is obtained from the individual to whom the information pertains.***