

Titling Tips

June 2004

Titling Tips is a quarterly publication of the Missouri Department of Revenue, Driver and Vehicle Services Bureau, P.O. Box 100, Jefferson City, MO 65105-0100.

REMINDER - TEMPORARY PERMIT EXPIRATION DATE CHANGE

The expiration date on a temporary permit **must** be recorded by using the **FIRST THREE LETTERS** of the month. For example, if a permit is to expire on October 5, 2004, record, "OCT - 05- 04". This simple change in recording the expiration month has been implemented in other states and has helped reduce fraud.

MISSOURI DEPARTMENT OF REVENUE OFFERS YOU MORE!

Did you know that you and your customers can renew your vehicle registration online? We encourage you to use the Missouri Online Registration Exchange (MORE) system to renew your vehicle's license plates by accessing the following web site: www.plates.mo.gov

RENEW ONLINE!



www.plates.mo.gov

- User Friendly**
- Speedy and Convenient**
- Available 24 Hours**
- Major Credit Cards Accepted**

You will need the following to renew online:

- **Renewal Application** with Personal Identification Number (PIN)
*Note: A **PIN Number** must be printed on your Renewal Application to renew online.*
- **Paid Personal Property Tax Receipt(s)**
- **Insurance Identification Card**
- **Safety Inspection Certificate**, if applicable
- **Emissions Inspection Certificate**, if applicable

DOR-4843 (03/04)

CONFIRM YOUR CUSTOMER'S COUNTY OF RESIDENCE

When completing an application for title for your customer, confirm and record the applicant's county of residence and mark the **Inside** or **Outside** of city limits box. If the incorrect county is recorded or the incorrect box is marked, the applicant will not be assessed the correct local sales tax amount for their city/county.

REMINDER!! SECURE POWER OF ATTORNEY FORM MUST BE COMPLETED IN FULL

When completing a Secure Power of Attorney (DOR-3020S), please ensure the "**Date of Statement**" box is completed. To comply with the Federal odometer disclosure requirement, this date must be listed and should be carried forward to the title assignment as the date of sale.

HAVE YOU RECEIVED HAIL DAMAGE TO YOUR VEHICLES?

If your dealership has a vehicle that sustained hail or other physical damage to the point your insurance company pays you a total loss claim and you are retaining the vehicle, it is highly recommended by the Department of Revenue (department) that your dealership obtain a **salvage certificate of title**. This is recommended so the vehicle can be properly branded and any future damage disclosures can be avoided.

LIEN CREATION DATE SHOULD BE LISTED ON ALL LIEN RELEASES

For the lienholder's protection, the department recommends including the lien creation date when using business letterhead to release a lien.

A lien creation date block is provided on the most recent version of the Notice of Lien or Lien Release (NOL) form (DOR-4809). The lien release date must also be shown. The NOL should not be used to perfect a lien and release a lien on the same form. A separate NOL must be used for each purpose.

Over 31,000 renewals have been processed online since the system was implemented in February 2002.

MOST COMMON ERRORS RESULTING IN APPLICATIONS BEING RETURNED

- ✓ Correct fees are not being submitted.

Fees due with application for title **and** NOL are:

Title application fee.....\$8.50
 Title application processing fee\$2.50
 NOL processing fee.....\$2.50
Total for complete transaction\$13.50

Fees due with application for title and **no** NOL:

Title application fee.....\$8.50
 Title application processing fee\$2.50
Total for complete transaction\$11.00

- ✓ An additional \$5 per application must be submitted for a quick title or when the *Return Title Slip* (DOR-1319) is submitted.
- ✓ Liens released on or after July 1, 2003, **cannot** be released on the face of the Missouri Certificate of Title. The lien release must be notarized and released on the NOL or business letterhead. If the lienholder is a business releasing the lien on their letterhead, the notarized lien release must contain the year, make, vehicle identification number, the date the lien was released (the date the lien was originally created is also suggested), and the signature of an authorized agent.
- ✓ The purchase date and net price of the vehicle must be listed on the NOL form when submitting to the department.
- ✓ All sellers and at least one purchaser must **print their names** and sign the back of the title in the assignment area on the title. The seller must indicate the odometer reading on the title. The title assignment area must show the purchase date.
- ✓ The application for title must be signed by at least one owner.

CHANGES TO THE INTERNET RECORD LOOK-UP SYSTEM

The Internet Record Look-up System at **www.dorx.mo.gov** will be revised in the near future to provide a NOL Control Number with the title record. This change allows the customer to access the online system to verify whether or not a NOL was filed in a paper format after the title has issued. Currently, once a paper NOL matches with the title record, the record search only shows the title record with no reference to the NOL. If the title has not issued, the full NOL record will continue to be displayed.

With the new program, if a lien perfection has been filed and matches with the title record, the control number assigned to the NOL will appear in the "Lien Control No:" block of the title record. Any liens filed **PRIOR TO** this change will not have a date in the "Lien App Date" block. For liens filed **AFTER** this change, the lien matches with the title record, the control number of the NOL will appear in the "Lien Control No" block and the date the lien was filed will appear in the "Lien App Date" block.

If the NOL was filed using the online system, the complete NOL record will appear, the title record will also reflect the control number of the NOL, and the date the lien was filed as indicated above.

DEPARTMENT OF REVENUE SIMPLIFIES PROCESS WHEN THE TITLE IS TO BE MAILED TO THE FIRST LIENHOLDER

The department has created a new program that will now allow the applicant to place a "B" in the First Lien block if the title is to be mailed to the first lienholder ("B" stands for "both" lienholder and mail to). This program change is most beneficial when a second lien or Subject To Future Advances is also recorded as the applicant will no longer have to pay an additional \$5 or complete a Return Title Slip form (DOR-1319) to have the title mailed to the first lienholder. Below is an example.

FIRST LIEN		SECURITY AGREEMENT DATE	LIENHOLDER'S PHONE NO
L I E N H O L D E R S M A I L T O	<input checked="" type="checkbox"/> B <input type="checkbox"/> NO		
	<input type="checkbox"/> FIRST LIEN		2
	STREET ADDRESS R.R. OR P.O. BOX NUMBER		ST
	CITY	STATE	ZIP CODE
	YEAR	MAKE	LICENSE NUMBER

Titling Tips

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