

# Titling Tips

MARCH 2003

*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.*

## NEW TITLING LAWS EFFECTIVE JULY 1, 2003

Senate Bill 895 and House Bills 1196 and 2008 change the laws relating to perfecting (recording) liens and titling motor vehicles, trailers, manufactured homes, all-terrain vehicles, vessels, and outboard motors. The following list summarizes the related changes that become effective July 1, 2003:

1. All titles issued will be mailed to the owner, even when a lienholder is shown.
2. Usage of the *Secure Power of Attorney* (DOR-3020S) becomes very restrictive since this form **cannot** be used when the title is held by the owner.
3. The *Notice of Lien* (DOR-4809) has been revised to include a lien release area and is now called the *Notice of Lien or Lien Release* form.
4. All lien releases **must be notarized** and completed on the *Notice of Lien or Lien Release* (DOR 4809) or the lienholder's company letterhead.
5. The Department of Revenue (department) must issue a receipt to the lienholder within 15 working days after receiving a notice of lien.
6. Any person who knowingly and intentionally releases a lien without authority is guilty of a class C felony.
7. All state offices will charge the same processing fees as the fee agent offices. For example, when applying for title at a state office, a \$2.50 processing fee will be charged on all transactions submitted on or after July 1, 2003.
8. The motor vehicle and marine applications for title have been revised.
9. The requirements for filing second liens have been revised.
10. Liens on manufactured homes will be filed in the same manner as motor vehicles, using a notice of lien form.

## ENROLL FOR TRAINING ON NEW LAWS

To assist dealers and lienholders with the new form and procedure revisions due to the legislative changes, the department is providing the following training sessions:

June 17 and June 24  
9:30 a.m. to 12:00 p.m.

Truman Building, Room 510  
301 W. High  
Jefferson City, MO

To enroll, contact Jan Curtiss at (573) 522-9457 or register online at [www.dorx.state.mo.us](http://www.dorx.state.mo.us). There is no charge for these sessions.

Several of the dealer and lienholder associations are also sponsoring training on the new changes as noted below.

### **Missouri Credit Union Association**

Class times are scheduled from 1:30 to 3:30 p.m. at the following locations:

Conservation Employee Credit Union      *May 29*  
2901 W. Truman  
Jefferson City, MO

Adam's Mark Hotel      *June 6*  
9103 E. 39<sup>th</sup> St. I-70  
Kansas City, MO

Holiday Inn West Port      *June 13*  
1973 Craigshire Drive  
St. Louis, MO

Holiday Inn      *June 20*  
2720 N. Glenstone  
Springfield, MO

To register or with questions regarding the training, please contact Connie Boyer by phone at (800) 446-3620, (314) 542-1382, or by e-mail at [reghelp@mcua.org](mailto:reghelp@mcua.org).

**Missouri Independent Automobile Dealers Association (MIADA) and the Auto Auctions**

These class times are scheduled from 10:00 a.m. to 11:30 a.m. (unless otherwise noted) at the following locations:

- Kansas City Auto Auction *June 6*  
3901 Skiles Ave  
Kansas City, MO
- The Community Center *June 12\**  
602 N. Douglas  
Malden, MO
- St. Louis Auto Auction *June 13*  
13813 St. Charles Rock Rd  
St. Louis, MO
- 166 Auto Auction *June 20*  
2944 W Sunshine  
Springfield, MO

\*Class time is from 11:00 a.m. to 12:30 p.m.  
No enrollment/reservations are required. There is no fee for these classes. For questions regarding this training, contact Norm Schroeder at (573) 496-3213.

**Missouri Bankers Association (MBA)**

Class times are scheduled from 6:30 to 8:00 p.m. at the following locations:

- Ramada Inn *May 8*  
1510 Jefferson St.  
Jefferson City, MO
- Riverfront Hotel *May 21*  
102 South 3<sup>rd</sup> St.  
St. Joseph, MO
- Adams Pointe Conference Center *May 22*  
1400 N.E. Coronada Dr.  
Kansas City, MO
- Miner's Hall *May 28*  
Highway 63  
(Hardy's Restaurant Exit)  
Macon, MO
- Holiday Inn North *May 29*  
I-44 at Exit 80-A  
Springfield, MO
- Ramada Inn *June 11*  
Hwy. 55 and Hwy. 62  
Sikeston, MO

Marriott-Airport *June 12*  
Interstate 70  
(Lambert Airport Exit)  
St. Louis, MO

To register or with questions the regarding the training, please contact Linda Peterson by phone at (573) 636-8151, fax at (573) 634-2754, or online at **mobankers.com**.

**Missouri Automobile Dealers Association (MADA)**

Class times are scheduled from 9:00 a.m. to 11:30 a.m.

Double Tree Hotel and *May 8\**  
Conference Center  
16625 Swingley Ridge  
Chesterfield, MO

St. Agnes Hall *May 13*  
502 Jackson  
Macon, MO

Adam's Mark Hotel *May 15\**  
9103 E. 39<sup>th</sup> St. I-70  
Kansas City, MO

Drury Lodge *May 20*  
104 S. Vantage Drive  
(Cedar St. & Cedar Alley)  
Cape Girardeau, MO

Sheraton Hawthorn Pk. *May 22*  
2431 N. Glenstone Ave.  
Springfield, MO

MADA Office *May 29*  
3322 American Ave.  
Jefferson City, MO

\*Additional class times are scheduled from 1:30 p.m. to 4:00 p.m. on these dates.

To register or with questions regarding the training, please contact Debbie Bowen by phone at (573) 761-1010.

**NEW WEB SITE FOR DEALERS AND LIENHOLDERS!**

The Department of Revenue is pleased to introduce a new web site that will assist dealers and lienholders in their titling and lien perfecting endeavors. This new site features a collection of links to important titling and registration resources, forms, and other information, including the Titling Tips. You can access the new web site at **www.dorx.state.mo.us**.

**DEALER'S MONTHLY SALES REPORT FORM 385 IS NOW AVAILABLE ON THE INTERNET!**

The dealer's monthly sales report is now available on the Department of Revenue's web site for your convenience. You can access the form at <http://dor.state.mo.us>. The form has been designed so monthly sales report information can be entered directly on the computer, printed and mailed to the department.

**NEW APPLICATION FOR REPOSSESSION TITLE NOW AVAILABLE**

The new application for repossession title is **now available** for you to order. The new form, *Application/Affidavit for Missouri Repossession Title* (DOR-5005), incorporates both the application for title and the affidavit for repossession into one form. You will no longer be required to complete an application for title and a separate affidavit of repossession. That also means that there will be one less form for the department to examine, so processing time should go more quickly allowing us to improve our service to you. When applying for a repossessed title on a vessel or outboard motor, the Affidavit for Repossession (DOR-1062) must continue to accompany the marine application for title.

**NEW APPLICATION FOR WATERCRAFT AND OUTBOARD MOTORS**

The *Application for Missouri Watercraft or Outboard Motor Title and Registration* (DOR-93) has been revised to a full page and looks similar to the *Application for Missouri Title and License* (DOR-108). **The new form will be available to order in late June 2003.** Once you order and receive the new DOR-93 form, please destroy any old forms you have in stock.

**APPLICATION RECEIPTS MUST BE LEGIBLE**

Please check all copies of your applications for title, Notices of Lien, etc., and ensure all copies of the application can be clearly read so you will receive your validated receipt(s). Also, ensure that the owner's name and address and any lienholder's name and address or "Mail-to" are clear, complete (addresses must include street or P.O. Box, city, state, and zip code), and typed **directly on** the line designated for that purpose. The department receives hundreds of receipts back each month from our Mail Service Center because the receipts are not legible for mailing or because the name and/or address information is typed directly over the line or over other preprinted information and cannot be recognized by the computerized address reader. Your assistance in this regard is greatly appreciated!

**IT'S COMING SOON.....INTERNET SYSTEM FOR FILING LIENS AND ACCESSING VEHICLE AND MARINE RECORDS**

Effective July 1, 2003, lienholders and licensed dealers will be able to file liens and access title and lien records online if they apply to the department and are approved. Detailed information on the new Internet system will be provided in the training classes referenced in this edition. In mid-May a notice and application will be mailed to dealers and lienholders about the new system.

**TITLE ASSIGNMENTS**

Listed below is important information that the dealer must complete when assigning a title to a customer:

1. List the dealership name as licensed with the Driver and Vehicle Services Bureau;
2. Sign and print the dealer agent's name;
3. List the dealer agent's position with the company; and
4. Record the sale date on the title assignment.

Titles received without this information will result in the customer being turned away from an office or a reject if submitted by mail.

**ARE YOU EXPERIENCING PROBLEMS PRINTING INFORMATION ON ALL COPIES OF THE FIVE-PART TITLE APPLICATION?**

The *Application for Missouri Title and License* (DOR-108) was designed for use with an impact printer. If you are experiencing problems printing information on all five copies, the impact setting on your printer may need to be adjusted. This form will not print through on all copies if you are using a laser printer.



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