



**JULIE P. MAGEE**  
Commissioner

# State of Alabama Department of Revenue

(www.revenue.alabama.gov)  
50 North Ripley Street  
Montgomery, Alabama 36132

March 4, 2013

**MICHAEL E. MASON**  
Assistant Commissioner

**JOE W. GARRETT, JR.**  
Deputy Commissioner

**CURTIS E. STEWART**  
Deputy Commissioner

## MEMORANDUM

**2013 - 01**

**TO:** License Plate Issuing Officials

**FROM:** Danny McLendon, Supervisor  
Title Processing Unit/Motor Vehicle Division

**SUBJECT:** Title Loan/Pawn Lenders

This memorandum serves as notice that effective May 6, 2013, and in accordance with administrative rules 810-5-75-.24 (1) (a) and 810-5-75-.52 (3), entities (i.e. pawnshops, title loan/pawn lenders, etc.) involved with the filing of liens on motor vehicle certificates of titles, with places of business in Alabama, are required to become designated agents of the Department and file liens utilizing the Electronic Title Application Processing System (ETAPS) provided by the Department.

These parties are being notified that they must become designated agents and that the paper lien filing application, form MVT 20-1(application for certificate of title to record or transfer a lien), will no longer be accepted after May 6, 2013. The parties are being provided the following links, which contain instructions on becoming a designated agent and the ETAPS training schedule:

<http://revenue.alabama.gov/motorvehicle/pdf/DesignatedAgent.pdf>

<http://revenue.alabama.gov/motorvehicle/ETAPS10.cfm>

**License plate issuing officials should refuse preparation of lien filings presented by the above referenced parties effective May 6, 2013.** The parties should be directed to submit lien filings to the Motor Vehicle Division for processing. License plate issuing officials may continue to process lien filings presented by out of state parties.

Please contact the Motor Vehicle Division at [titles@revenue.alabama.gov](mailto:titles@revenue.alabama.gov) if you have any questions.