



**JULIE P. MAGEE**  
Commissioner

# State of Alabama Department of Revenue

(www.revenue.alabama.gov)  
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Deputy Commissioner

March 14, 2013

## **MEMORANDUM**

**2014 - 07**

**TO:** License Plate Issuing Officials

**FROM:** Lisa Blankenship, Customer Service Supervisor  
Motor Vehicle Division

**SUBJECT:** Financial Institutions

This memorandum serves as notice that effective April 1, 2014, and in accordance with administrative rules 810-5-75-.24 (1) (a) and 810-5-75-.52 (3), financial institutions with established places of business in Alabama which file or release liens on motor vehicle certificates of titles 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 have been 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 April 1, 2014. The parties have been 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 April 1, 2014.** 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.

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