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REVENUE PROCEDURE 2021-1 **July 1, 2021**

SUBJECT: Department Procedure for the Acceptance of Electronic Signatures for the Motor Vehicle Division

(1) **Authority and Purpose.** This revenue procedure is issued pursuant to §§32-8-3 and 40-2A-5, Code of Ala. 1975, to prescribe the process for the acceptance of electronic signatures for the Motor Vehicle Division for motor vehicle title documents.

(2) **Procedure.** An owner or legal representative of the owner, lienholder, or designated agent using email or other electronic means to submit a title application to the Motor Vehicle Division (MVD) may use an electronic signature in lieu of handwritten names and signatures on the title application and supporting documents, excluding the physical certificate of title or manufacturer's certificate (statement) of origin.

For the purposes of this procedure, "electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a document filed with the MVD and executed and adopted by a person with the intent to sign the document filed.

The MVD will accept either the original electronic document, an electronically scanned and transmitted document, a facsimile, or a copy. All copies, facsimiles, and electronically scanned and transmitted documents must include a valid handwritten signature of the owner or legal representative of the owner, lienholder, or designated agent.

A taxpayer may not submit a document to the MVD with an electronic signature when a handwritten signature is required with the document by federal or state law. Additionally, if an electronic signature is provided on an Alabama electronic certificate of title or manufacturer's certificate (statement) of origin which includes a required odometer disclosure statement, the electronic signature must be provided in accordance with the Federal Truth-In-Mileage Act of 1986, as amended, and the rules of the National Highway Traffic Safety Administration.

(3) **Effective Date.** This Revenue Procedure is effective immediately.

Vernon Barnett
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