

810-5-75-.36 Making Application For Title - Responsibilities Of Designated Agents, Requirements.

(1) The term "Department" as used in this regulation shall mean the Department of Revenue of the State of Alabama.

(2) Designated agents are responsible for obtaining required information and correctly typing it on the application. All applications and information SHALL BE TYPED in black ink. All applications submitted by a Designated Agent shall be listed on a typed Remittance Advice (MVT 31-1). Only designated agents can accept applications for title (MVT 5-1c).

(3) All supporting documents required by the Department to identify and issue title shall be stapled in the top left corner and attached to the application. The number of forms and documents that accompany a title application will vary according to the type of sale or transfer of ownership. The documents are of different importance in establishing the chain of ownership of a vehicle, and documents should be submitted in a given order. The following order shall be followed by designated agents in submitting all supporting documents for each application.

(a) The MVT 5-1c, Title Application, shall be on top.

(b) Ownership documents (1975 and later model vehicles): Surrender of outstanding manufacturer's statement of origin, certificate of title, or other acceptable title document that is either in applicant's name or properly assigned to applicant.

(c) All other supporting documents.

(d) Fee (See Schedule of Fees and Commissions).

(4) Designated Agents are to verify that all information provided on supporting documents corresponds with the information provided on applications. The most important factor is the vehicle identification number (VIN). All vehicles not currently titled in Alabama shall be physically inspected by the designated agent to verify that the descriptive data is accurate and that the vehicle identification number plate agrees with the vehicle identification number on the application and the document(s) by which the applicant claims ownership of the vehicle. It is recommended, however, that the designated agent inspect all vehicles to insure that the descriptive data is accurate and that the vehicle identification number plate agrees with the vehicle identification number on the application.

(5) Applications received by the Department will be returned to the designated agent for correction for any of the following reasons:

(a) Application contains incorrect information that the Department cannot correct.

(b) Supporting documents are incorrect or insufficient to support the issuance of an Alabama certificate of title.

(c) Application is not properly listed on a remittance advice (MVT31-1) or is incorrectly assembled.

(d) Required fee was not submitted.

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Authority: Code of Ala. 1975, §§32-8-1 thru 32-8-88.

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