Some of the information contained within this document is specifically aimed at designated agents and do not pertain to the general public. This information is presented to the general public to assist you in making your experience with your local Revenue office as pleasant as possible by providing information you need to successfully complete a title transfer.

Developed by the Alabama DoR Titling Division and modified for general public use.
Alabama Uniform Certificate of Title and Anti-Theft Act

• Established by Act 765 of the 1973 Regular Session of the Legislature. The Alabama Uniform Certificate of Title and Anti-Theft Act mandates the following:

• All motor vehicles, unless specifically exempted, that are denoted as 1975 or subsequent year models are required to be titled in Alabama.

• All mobile homes and travel trailers manufactured as 1990 or subsequent year models are required to be titled in Alabama.
Title Law Exemptions

The Alabama Uniform Certificate of Title and Anti-Theft Act exempts certain vehicles from titling requirements. These exemptions are as follows:

- A vehicle owned by the United States or any agency thereof;
- A vehicle owned by a manufacturer or dealer and held for sale, even though incidentally moved on the highway or used for purposes of testing or demonstration, or a vehicle used by a manufacturer solely for testing;
- A vehicle owned by a nonresident of this state and not required by law to be registered in this state;
- A vehicle regularly engaged in the interstate transportation of persons or property for which a currently effective certificate of title has been issued in another state;
- A vehicle moved solely by animal power.
Exemptions - Continued

- **An implement of husbandry** - Every vehicle designed and adapted exclusively for agricultural, horticultural, or livestock raising operations or for lifting or carrying an implement of husbandry and in either case not subject to licensing or registration if used upon the highways.

- **Special mobile equipment** - Every vehicle not designed or used primarily for the transportation of persons or property and only incidentally operated or moved over the highway, including but not limited to: ditch-digging apparatus; well-boring apparatus; road construction and maintenance machinery such as asphalt spreaders, bituminous mixers, bucket loaders, tractors other than truck tractors, ditchers, leveling graders, finishing machines, motor graders, road rollers, scarifiers, earth-moving carryalls and scrapers, power shovels and draglines, and self-propelled cranes; and earth-moving equipment. The term does not include manufactured homes, dump trucks, truck-mounted transit mixers, cranes, or shovels or other vehicles designed for the transportation of persons or property to which machinery has been attached.
Exemptions - Continued

- **A pole trailer** - Every vehicle without motive power designed to be drawn by another vehicle and attached to the towing vehicle by means of a reach or pole, or by being boomed or otherwise secured to the towing vehicle, and ordinarily used for transporting long or irregularly shaped loads such as logs, poles, pipes, boats, or structural members capable generally of sustaining themselves as beams between the supporting connections.

- **Mobile homes, travel trailers, and mobile trailers designated 1989 year models and prior year models**

- **New manufactured homes placed on the owner’s land and classified as real property**

- **Vehicles designated 1974 and prior year models**

- **Utility trailers not more than 16 feet in length, not including the tongue and hitch, and with not more than one axle**
If motor vehicle is 16,000 lbs, or greater, no odometer reading is required. A non-franchise dealer cannot consign a MCO. The non-franchise dealer must title the vehicle in dealer name before selling.
**Manufacturer’s Certificate (Statement) of Origin - Reverse**

<table>
<thead>
<tr>
<th>Name of Manufacturer</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premier Ford L. W. 939</td>
<td>21. L. W. 939</td>
</tr>
<tr>
<td>State</td>
<td>County</td>
</tr>
<tr>
<td>MS</td>
<td>Lowndes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Purchaser</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamson</td>
<td>No Kansas</td>
</tr>
</tbody>
</table>

**Notary is not required.**
Alabama Certificate of Title (reverse)

Any Alteration Includes:

a. Strike throughs;
b. Tracing over a letter or number;
c. Using different color ink in the middle of a name;
d. Using an ink color other than black or blue;

Sign, then print full name, as shown on front of title.
First name – first, last name - last.
If there is a middle initial or name, it must also appear.
If the front of the title has only first and last name and you include a middle initial, or middle name, the State will accept the additional information. If the word “and” is between owner and Co-owner, both must sign (if the space is blank between owner/co-owner, it is treated as if the word “and” is present.)
Bonded Titles

- If the Department is not satisfied as to the ownership of the vehicle or that there are no undisclosed security interests in it, the Department may, as a condition of issuing a certificate of title, require the applicant to file with the Department a cash or surety bond.

- The bond shall be in an amount equal to one and one-half times the value of the vehicle as determined by the department and conditioned to indemnify any prior owner and lienholder and any subsequent purchaser of the vehicle or person acquiring any security interest in it, and their respective successors in interest, against any expense, loss or damage, including reasonable attorney's fees, by reason of the issuance of the certificate of title of the vehicle or on account of any defect in or undisclosed security interest upon the right, title and interest of the applicant in and to the vehicle.

- **Bonded titles will not be issued to any vehicle that is salvage or was purchased as junk, parts only or without a motor.**
Title Assignments

- Each title assignment must be completed in detail at the time of transfer. All information must be provided and **no assignment can be left open (not completed)**. The chain of ownership must be complete.
- Each title assignment must contain:
  - The **purchaser’s name** and **address**.
  - The **date of sale**.
  - **Buyer(s) and Seller(s) signatures** as well as **hand printed names** (only the seller’s signature is required for exempt vehicles).
  - An **odometer reading**, unless the vehicle is exempt under the Federal Truth-In-Mileage Act.
  - The **Dealer License number** for dealer re-assignments. The Section 51 Occupational License number assigned by the County is the Dealer License number that is required.
Federal Truth-In-Mileage Act

Odometer certification requirements

- Requires the transferor of a non-exempt vehicle must disclose the odometer reading to the transferee at the time of transfer.
- The disclosure shall concern the accuracy of the mileage reflected on the odometer.
- The transferor shall disclose the current odometer reading at the time of transfer.
- The transferor shall disclose by checking the appropriate block if the mileage reflected on the vehicle’s odometer is not the actual mileage.
- The transferor must sign and print his or her name to complete the disclosure.
- The transferee must sign and print his or her name to acknowledge the disclosure.
- Prohibits the same person or representatives of the same company from making the odometer disclosure and acknowledging that disclosure.
- Requires that certain language be incorporated in the odometer disclosure.
Federal Truth-In-Mileage Act

Odometer certification exemptions

• Vehicles 10 model years or older. Exemptions begin at the first day in a calendar year.
  • Example: As of January 1, 2005, all 1995 and prior year model vehicles are exempt from federal odometer certification requirements. As of January 1, 2006, all 1999 and prior year model vehicles are exempt from federal odometer certification requirements.

• Vehicles with a gross vehicle weight rating of 16,000 lbs. or greater
  • Example: Tractors (18 Wheelers) and Motor Homes and some chassis and cab trucks.

• Vehicles that are not self propelled.
  • Examples: All classes of trailers
Odometer Certification

ASSIGNMENT OF TITLE BY REGISTERED OWNER (not valid unless completed in full) - We warrant this Title and certify that the vehicle described herein has been transferred on ___/___/______ to the following:

Buyer(s)- ___________________________  Address- ___________________________

I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:

[ ] 1. The mileage stated is in excess of its mechanical limits.
[ ] 2. The odometer reading is not the Actual Mileage.

CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK

WARNING: ODOMETER DISCREPANCY

SIGNATURE(S): of Buyer(s)- X  of Seller(s)- X

PRINTED NAME(S): of Buyer(s)- ___________________________

of Seller(s)- ___________________________
Alabama Assignment Correction Affidavit
(MVT 5-7)

- The MVT 5-7 can only be used to correct an error in an individual assignment of title.
- The MVT 5-7 can only be used if the buyer or seller is a licensed Alabama dealer or a legal resident of Alabama.
- The MVT 5-7 can be used to correct either an assignment by registered owner or a re-assignment by licensed dealer.
- The MVT 5-7 must contain both the notarized signatures of the seller and buyer.
- The MVT 5-7 can contain the signature of an attorney-in-fact if that person was party to the original assignment which is being corrected.
Alabama Assignment Correction Affidavit
(MVT 5-7)

- Restrictions on use - MVT 5-7 may not be used:
  - To correct information or errors on the face of the title - a corrected certificate of title must be obtained from the issuing jurisdiction.
  - As a general affidavit, for example a one-and-the-same affidavit - a separate notarized affidavit must be provided for the error.
  - To correct other documents such as a power of attorney - a new document must be provided.
  - When correction fluid appears in any area on the title – a replacement title is required.
  - To correct erasures; including typewriter lift-off – a replacement title is required.
  - To correct alterations caused by heavy lines or blotting out information – a replacement title is required.
  - To correct skips in the chain of ownership – a replacement title is required.
Alabama Assignment Correction Affidavit (MVT 5-7)
Year Model, Make, Model and Body Type

- The year model is designated by the manufacturer.
- Make will be the first four letters of the manufacturer’s name. (Exception - Mercury is Merc and Mercedes is Merz)
- Model is the descriptive class of the vehicle and should not be abbreviated unless model name exceeds 7 characters
- Body Type - Two letter code that describes body type
Other Required Vehicle Information

- Previous Alabama Title Number - Enter current Alabama title number that is accompanying the application.
- Cyls - Enter number of cylinders. If vehicle has a rotary engine then enter 00 for number of cylinders.
- New/Used - Place an “X” in only one of these blocks.
- Date of Purchase - Date of sale must match date of purchase on supporting documents. Complete year designation is required.
- Number Liens - Enter the number of liens as reflected in the lien information area of the title application.
- Color - Enter basic descriptive color code for the vehicle.
- Odometer Reading - Enter the mileage as disclosed on supporting documents. Do not enter tenths. Also, check appropriate block to disclose whether odometer reading is actual, exceeds mechanical limits, or is an odometer discrepancy. (Odometer reading and disclosure blocks should be left blank if vehicle is exempt from odometer disclosure requirements.)
Owner Information

- Individual - Owner’s name must be entered last name first, followed by the first name and then the middle name.
- Individual doing business as a company - Enter owner’s name exactly as outlined above and follow with the abbreviation DBA and the company name.
- Company - Enter name of company. May abbreviate Company as CO and Incorporated as INC.
- Name of owner must agree exactly with owner’s name on supporting documents.
- Ownership rights for co-owners must agree with supporting documents:
  - Conjunction “OR” designates joint tenancy. (either party may transfer vehicle to a third party)
  - Conjunction “AND” designates tenancy in common. (both parties must transfer vehicle to a third party)
  - If no conjunction is entered between co-owners the Department will interpret ownership as tenancy in common.
Owner Information (continued)

- No other information is permitted in the Owner Information area.
  - Care of (C/O) is not considered owner information.
  - Account numbers are not considered owner information.
- Maximum allowable character length in owner name field is 55 characters. However, any name over 30 characters long must be manually entered (resulting in slower processing).
- Owner’s resident address may be omitted if the mailing address and resident address are the same. Otherwise, an Alabama resident address is required.
Lien Information

- All lienholder information, including lien date must be disclosed on the application. Actual name of lienholder is required to be listed on the title application (“as agent” or “as trustee” indicates that a company is acting as an agent for the lienholder and is not the actual lienholder).
- The number of liens should agree with the total number of liens listed in the Lien Information section of the title application.
- Any lien listed on a supporting document must be disclosed on the title application unless a lien release is provided.
- No other information is permitted in the Lien Information area.
  - Care of (C/O) is not considered lien information.
  - Account numbers are not considered lien information.
Other Information

• Special Mail
  – Titles can only be special mailed when there is no recorded lienholder.

• Seller Information
  – All transaction code 01 transfers must contain seller information.

• Name of Surrendering State
  – All applications that are supported by out-of-state titles (not registrations) must have the out-of-state title’s state postal abbreviation and title number (do not enter Alabama title numbers).
Applicant’s Signature

- Must be complete and agree with the name of the owner as it appears in the owner information area of the title application. If a company owns the vehicle then an authorized representative must sign his or her own name.
- If co-ownership is tenancy in common (and) then both owners must sign title application.
- Signatures in reverse are not acceptable.
- Abbreviations are not acceptable.
Designated Agent Information

- Name of Designated Agent
- Signature of Designated Agent’s authorized representative
- Designated Agent number – all nine digits
- Date title application was completed
Application For Alabama Assigned Vehicle Identification Number

Form is used in the event the motor vehicle is homemade; such as a utility trailer. In some cases involving pre-title vehicles, the Licensing official may require an assigned VIN from the State before completing a MV registration. The most common use of the assigned VIN is for REBUILT vehicles.
Cancellation of Manufacturers’ Certificates of Origin – Manufactured Homes

- Section 32-8-31(9), Code of Alabama, provides that no certificate of title shall be issued for “a new manufactured home placed on the owner’s land when classified (as) real property through the surrender of the manufacturer's certificate of origin and a real property deed is issued.”

- This provision in the statute became effective January 1, 2004. Accordingly, this section does not apply to manufactured homes acquired prior to January 1, 2004.

- The statute does not provide a process for obtaining a certificate of title for such a manufactured home if it is subsequently removed from the real property. Accordingly, a bond must be posted in order to obtain a certificate of title for the manufactured home if it is removed from the real property.

- The description of the manufactured home must be reflected on the deed.
Cancellation of Certificates of Title - Manufactured Homes

- Section 32-8-30(c), Code of Alabama, provides that “if a mobile home is affixed to a parcel of real property and the ownership of (the) mobile home and real property is identical, the owner or owners may obtain from the Alabama Department of Revenue a cancellation of title to the mobile home by delivering to the department the following:”
  - The certificate of title to the mobile home, or each separate certificate of title if the mobile home consists of more than one unit;
  - A certified copy of the deed or other instruments of conveyance to the realty to which the mobile home has become affixed;
  - An affidavit (MVT 5-36) executed by all who have an ownership interest in the mobile home and the realty to which the mobile home has become affixed to the effect that the mobile home is affixed to the realty described in the deed;
  - Lien release from lienholder as recorded on the face of the certificate of title.
Cancellation of Certificates of Title - Manufactured Homes

Application to Cancel a Certificate of Title
For a Mobile Home Classified as Real Property

This form may be duplicated or additional copies may be obtained from the Department Web site at www.revenues.ala.gov/motorvehicles/forms/mft_33.pdf

<table>
<thead>
<tr>
<th>VEHICLE INFORMATION</th>
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<td></td>
<td></td>
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<tr>
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<td></td>
<td></td>
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<tr>
<td>Month</td>
<td></td>
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<tr>
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<td>Date Cancelled</td>
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<tr>
<td>DATE OF EXPIRATION</td>
<td></td>
<td></td>
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<tr>
<td>DEPARTMENT USE ONLY</td>
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<td></td>
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</tbody>
</table>

Owner(s)

Address

City

State

Zip Code

I (we) hereby certify that the above-referenced mobile home has been affiliated and classified as real property and that the attached certificate of title is being surrendered pursuant to Section 32-1-30(c) of Code of Alabama 1975, for cancellation. I (we) further request that the certificate of cancellation be mailed to the following address:

Name

Address

City

State

Zip Code

Attached hereto to support this request are:

A. Alabama Certificate of Title listed above.
B. Certified copy of the deed or other instruments of conveyance to the realty to which the mobile home has become affiliated.
C. Affidavit executed by all who have interest in the mobile home and the realty to which the mobile home is affiliated to the realty listed in the deed.
D. Lien release from lienholder as recorded on the face of the Certificate of Title.

Owner’s Signature

Owner’s Printed Name

Date

Owner’s Signature

Owner’s Printed Name

Date

Owner’s Signature

Owner’s Printed Name

Date

NOTE: If the mobile home consists of more than one unit, a separate form MFT 5-33 and supporting documents must be submitted for each unit.

A certified copy of the certificate of cancellation may be obtained by submitting a Request for Motor Vehicle Records (Form MV-00PA1) and the required fee. The record request form can be accessed through the Department web site at http://www.revenues.ala.gov/motorvehicles/forms/MV00PA1.pdf
Re-Issuance of a Certificate of Title for a Mobile Home that previously had a cancelled certificate of title due to conversion to real property

- Section 32-8-30(c), Code of Alabama, also provides that “if a mobile home for which the certificate of title has been cancelled as provided in this subsection is subsequently detached from the realty to which it became affixed, the owner or owners must re-apply for a new certificate of title, provide an abstract of land title showing ownership of the mobile home and realty and any changes, if any, since the previous cancellation of the certificate of title, and pay the required fee specified in Section 32-8-6, for the mobile home, or if in more than one section, for each component unit.”
Cancellation of Manufacturers’ Certificates of Origin – Manufactured Homes

This is used by/for Probate Court only for acknowledging the deed is correct. It is not sent to Alabama Department Of Revenue.
Federal Driver’s Privacy Protection Act (DPPA)

- Enacted by Congress to protect the interest of individuals and their privacy by prohibiting the disclosure and use of personal information contained in motor vehicle registration records, except as authorized by such individuals or by law.
- Personal information is defined as “information that identifies a person, including an individual’s social security number, name, address, telephone number and medical or disability information.”
- A person who knowingly obtains, discloses or uses personal information, from a motor vehicle record, for a purpose not permitted under the DPPA shall be liable to the individual to whom the information pertains, who may bring a civil action in a United States district court.
Penalties for failing to comply with DPPA are stiff. License issuing officials will err on the side of caution in honoring these forms.
Reference Manuals

• Title Procedures Manual

• NICB and NATB Manuals  VIN Breakdown

• NADA  Title and Registration Text Book
NICB Manual

1998 PASSENGER VEHICLE IDENTIFICATION MANUAL
69th ANNUAL EDITION

FORD

NOIC CODE (FORD)
VIN STRUCTURE:

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<thead>
<tr>
<th>Position</th>
<th>Description</th>
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<tr>
<td>2</td>
<td>ASSEMBLY PLANT</td>
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<td>10</td>
<td>MANUFACTURER</td>
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<td>NATION OF ORIGIN</td>
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NATION OF ORIGIN

<table>
<thead>
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<tr>
<td>Canada</td>
<td>2</td>
</tr>
<tr>
<td>Mexico</td>
<td>3</td>
</tr>
<tr>
<td>Korea (Imported ASPIRE &amp; FESTIVA)</td>
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</table>

MANUFACTURER

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<tr>
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<tr>
<td>Ford Motor Company (FORD)</td>
<td>F</td>
</tr>
<tr>
<td>KIA Motors Inc., Korea (FESTIVA)</td>
<td>Z</td>
</tr>
<tr>
<td>Autoalliance International, Inc.</td>
<td>Z</td>
</tr>
</tbody>
</table>

VEHICLE TYPE

<table>
<thead>
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<th>Type</th>
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<tbody>
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<td>Passenger Car (FESTIVA-Imported)</td>
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<tr>
<td>Passenger Car (ASPIRE-Imported)</td>
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<tr>
<td>Autoalliance International, Inc.</td>
<td>V</td>
</tr>
</tbody>
</table>

MICR
TITLE FEES — $11.00.

DUPLICATE TITLE FEES — $11.00.

TITLE ONLY ISSUED — Title not issued without registration.

FIRST TITLE SERVICE — Normal processing time for new make-in applications. Title is mailed to the applicant on the next business day. Mail-in applications take 4-6 weeks.

ABSTRACT OF MEMORANDUM TITLE — (NON-NEGOTIABLE) — Title issued separately to the owner of an out-of-state vehicle that is subject to registration and cannot produce the Title because the out-of-state Title being held for verification.

TITLE BRANDS — Yes, appears in "TYPE OF TITLE field. Brands are forwarded onto following titles.

ABANDONED VEHICLES (MECHANICS, ETC.) — All vehicles stored, parked, or left in a garage, park, or other storage facility must be reported to the Department of Public Safety after 30 days. To determine ownership of an abandoned vehicle and the evidence of any liens, so that they may be notified of the sale for storage fees or mechanics lien, contact the Oklahoma Motor Vehicle Division if the vehicle has an Oklahoma tag or, if the vehicle has a tag from another state, WRITE THE MOTOR VEHICLE DEPARTMENT OF THAT STATE AND IDENTIFY THE VEHICLE BY YOUR TAG NUMBER. IDENTIFICATION NUMBERS to determine owner and locational. Letters to local law enforcement and all other first responders.

SAVAGE TITLE — Any insurance company that pays a total loss (60%) on a vehicle, any junk dealer or anyone disposing a vehicle that pays the Title for an out-of-state vehicle, or a salvage vehicle, or the Title shall be surrendered to the Motor License Agent with a proof of loss statement, which reflects the last description of the vehicle, date of loss, and a request for the appropriate Title. A subsequent Title shall not be issued, except for salvage vehicles, and for vehicles that are not subject to registration. NOTE: SAVAGE TITLE means TOTAL LOSS.

RESULT TITLE — Vehicles 1-7 years old at the time the vehicle is registered receive an orange colored Title if no future owner's known it was a salvage vehicle that has been rebuilt. If a vehicle is over 8 years old at the time the vehicle is rebuilt, the Title issued will be a grey Title not an orange Title.

JUNK TITLE — Any vehicle that is incapable of operation or use on the highway, has no resale value except as a source of parts or scrap and has eighty percent (80%) of the fair market value may obtain a Junk Title for a fee of $4.00. All delinquent taxes on the state must be paid prior to the Junk Title being issued. Junk title vehicles CANNOT be resold.

RESULT VEHICLES — Documents required are: Motor Vehicle Rebuilt Vehicle Inspection (788), Rebuilt Vehicle Inspection (788A), and Department of Public Safety safety inspection receipt.

JUNKED VEHICLES — Any insurance company that pays a loss of 80% or more of the fair market vehicle with a vehicle or any junk dealer who received a vehicle to be junked or any person participating in dismantling or junking a vehicle shall receive the Title as the license is issued and return the Title to the Motor Vehicle Commission or any tag agent.

RECONSTRUCTED VEHICLES (ENSEMBLED VEHICLES) — Complete an Affidavit Of Assembly & Ownership (OTC 761). Submit 7 copies of all original documents, original license tags, and a list of the original components. Original license plates are required for all vehicles registered with the Oklahoma Tax Commission with the Affidavit of Assembly & Ownership for approval. The "make" listed on the Title for a motor vehicle, or a vehicle assembled for another "make," shall be the same "make" used in the assembly of the vehicle. The fifth and sixth characters will be the first two letters of the original make of the vehicle (DH for Chevy). The fifth and sixth characters will be the first two letters of the make and model of the vehicle (DH for Chevy). The year of the vehicle will correspond with the year listed in the make.

Assisted Travel Trailers are listed as: Year — the year of competition (Make — ATV). Assisted Travel Trailers are listed as: Year — the year of competition; Make — homemade or shop-built Oklahoma ASSEMBLED VIN — The first two characters will be alpha characters "DH" then follow with seven numerical characters. These are issued to assembled vehicles, motorcycles, and homemade or shop-built travel trailers. Oklahoma does not require the
Reference Telephone Numbers

Motor Vehicle Division - D. A. Unit (334) 353-7964
Motor Vehicle Division - Title Inquiry (334) 242-9102
Motor Vehicle Division - Records Unit (334) 242-9056
Sales, Business & Use Tax Division (334) 353-7827
(Privilege License)
Investigations Division (334) 242-3012
(Enforcement & Inspections)
Title Section Customer Service

Motor Vehicle Customer Service Window
- Designated agents may use the Motor Vehicle Division's customer service counter between the hours of 8:00 A.M. to 5:00 P.M. Monday through Friday to pick up forms.
- Request for forms must be made at least 24 hours in advance.

Request for Motor Vehicle Records
- The fee for any microfilm records title retrieval is $15.00 regardless of the size of the record. The fee for a tag search is $3.00 per year. Fee for print outs are $15.00.

Title Inquiry
- Available between the hours of 8:00 A.M. and 5:00 P.M. to answer title questions.

Designated Agent Unit
- Available between the hours of 8:00 A.M. and 5:00 P.M. to answer questions involving designated agent status and to take form orders.

Department of Revenue and AAMVA internet addresses
- www.ador.state.al.us
- www.aamva.org
Thank you for your patience and understanding as we assist you through the title application/transfer process.