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 Purchaser</th>
<th>Address</th>
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<tr>
<td>Premier Ford</td>
<td>123 Street, Anytown, USA</td>
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<table>
<thead>
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<th>County</th>
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<tbody>
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<td>LOUDES</td>
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<table>
<thead>
<tr>
<th>Name of Dealer</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>MS Premier Ford</td>
<td>123 Street, Anytown, USA</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.)
The court order must include a full description of the motor vehicle: this includes year, make, model, color and the full vehicle identification number (VIN). If the VIN is missing, you will be required to ask the court for an amended order to include the VIN (no exceptions). The designated agent will be looking for:
1. Case number;
2. Clerk of Court Certification;
3. Name of issuer of order and by what authority to issue the order.
The same holds true for situations in which a court of competent jurisdiction has awarded the motor vehicle to one, or the other party in a civil matter (divorce).
Court Order

BILL OF SALE ----AUTOMOBILE
STATE OF GEORGIA, COUNTY OF FULTON
CASE NUMBER 99VF111329

Known all men by these presents, that in consideration of
Sale Price $ 235.44 Tax $ d Total Amount $ 235.44
The receipt of which is hereby acknowledged, we do hereby
grant, sell, transfer, and deliver unto [Redacted]
his heirs, executors, administrators, and assigns the following described
vehicle: 85 Chev Blac

SOLD AS IS

To have and to hold the same forever, that it is free and clear of all
encumbrances; and [Redacted] has good right to sell vehicle under C.C.G.A.
Title 40-11 Public Sale of Abandoned Vehicles.

NO WARRANTY is expressed or implied as to availability or ability to
obtain title. All notifications have been sent and Certified Copy of
Court Order is available at the State Court of Fulton County to obtain
Tag and Title from county of residence.

In witness whereof, the said grantor has hereunto set his hand this
16th day of December, 1999.

Signed [Redacted]

[Redacted] Notary
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.

WARNING: ODOMETER DISCREPANCY

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

PRINTED NAME(S): of Buyer(s)- of Seller(s)-
Release of Lien

• Title with Lien Release
  – When a recorded lien is released on the face of the title the following information is required in the lien release area:
    • Signature of authorized representative of lienholder
    • Date of lien release
    • Name of lienholder

• Lien release due to age of lien
  – Liens shall be considered satisfied after twelve years from the date of the security agreement (lien date) as recorded on the certificate of title. This does not apply to liens listed on certificates of title for manufactured homes, travel trailers or vehicles that weigh more than 12,000 pounds gross weight.
Release of Lien (continued)

• Separate Lien Releases

  – Lien release must be on letterhead or notarized (if not on letterhead then lien release must include the name of recorded lienholder)
  – Lien release must provide the name of the owner(s) with whom the lienholder held a security agreement
  – Lien release must identify the vehicle by complete vehicle identification number (V.I.N.)
  – Lien release must state clearly that the lien has been released and show date of release
  – Lien release must be signed by authorized representative of the recorded lienholder
Repossessions

• The MVT 15-1, (Repossessed Motor Vehicle Affidavit) must be completed by the lienholder when a vehicle is repossessed. The lienholder may assign the vehicle without obtaining a title in his name if his lien is recorded on the face of the title.

• The date of repossession is the date the lienholder recovers the vehicle from the owner.

• The lien on the face of the title should not be released when a vehicle is repossessed.
Repossession Affidavit (MVT 15-1)

In the specific case of a financial institution (non motor vehicle dealer) the ad valorem taxes are still attached to the motor vehicle. If the lending institution is recognized as a motor vehicle dealer, then a dealer affidavit can be completed which will protect the property from **some** of the ad valorem that accrues while in dealer inventory. In the case where the financial institution consigns the vehicle to another party (typically a dealership), the financial institution is still the owner and all ad valorem taxes must be paid before the vehicle can be registered.
Repossessions (assignment of title)

Assignment by repossessing lienholder:

- The MVT 15-1 is only a supporting document. The actual transfer is accomplished when the repossessing lienholder completes the assignment by registered owner section on the title.

- A repossessing lienholder who is also a licensed dealer should complete the registered owner section (not the dealer assignment) since the vehicle is being sold as the result of the repossession.
Repossessions (assignment of title-example)

This is to certify that the undersigned has repossessed the motor vehicle described above because of the failure of the former owner to meet the obligation for settlement of a Lien of Security Interest on said vehicle and that the Interest of the Owner was lawfully terminated. The said vehicle was sold or repossessed, pursuant to the terms of the Security Agreement.

SUBSCRIBED AND SWORN TO BEFORE ME THIS

15th day of February, 2000

Lienholder: You Own Me

My commission expires January 01, 2001

NOTE: This affidavit must be submitted as a supporting document when applying for a Certificate of Title For a Repossessed Vehicle.
Repossessions (unrecorded lienholder)

If a vehicle is repossessed before the lien has been recorded on the certificate of title, the unrecorded lienholder must obtain the certificate of title in his name before transferring the vehicle. The following documents must be submitted to title in the name of the unrecorded lienholder:

- Title application in lienholder's name
- Certificate of title in the name of or assigned to the individual(s) from whom the vehicle has been repossessed
- Security agreement signed by the owner(s)
- Repossession affidavit (form MVT 15-1)
- Title fee and MVT 31-1 (remittance advice form)

Pawn shop which fails to provide a security agreement must take title to motor vehicle when repossessed. The assignment and bill-of-sale dates cannot contradict each other.
MVT 5-1c
(Title Application)

If the motor vehicle is a new grey-market vehicle, an EPA and DOT conformity statement must be submitted or an exemption waiver.
MVT 5-1c (Title Application) - Completion

- Must be typed
- Do not use lowercase letters
- Do not use commas or periods
- Must be legible and within designated fields
- Do not mark or staple on the barcode or in restricted areas
Required Fields

• VEHICLE IDENTIFICATION NUMBER (VIN)
  – Must be verified on vehicle prior to processing application
  – Most 1980 and subsequent year models will have a seventeen digit VIN
  – No I’s, O’s and Q’s in a conforming seventeen digit VIN
  – Tenth character will denote the year model. For example: “A” is a 1980, “B” is a 1981, etc.
  – Grey-market vehicles do not have conforming VIN’s (10th character is usually a number)

• Incorrect VIN on outstanding Title (Conforming VIN’s only)
  – If VIN is incorrect in last six digits - need corrected title or certified microfilm from issuing jurisdiction
  – If VIN is incorrect in first eleven digits - need notarized inspection affidavit from designated agent
Transaction Codes

• **01 - First Title** - Application for title for vehicle that is not currently titled in the State of Alabama.

• **02 - Replacement Title** - Application for replacement of current Alabama certificate of title (**Must complete MVT 12-1**)

• **03 - Title Transfer** - Application for title upon transfer of ownership of vehicle currently titled in Alabama (**Liens may be recorded on 03 transactions**)

• **04 - Filing of Lien** - Application for title when the **only** transaction is to record a lien on an Alabama certificate of title (**No transfer of ownership**)

• **05 - Release of Lien** - Application for title when the only transaction is to remove a lien from an Alabama certificate of title

• **06 - Correction** - Application to correct information on the face of an Alabama certificate of title

• **10 - Salvage** - Application to obtain an Alabama salvage certificate of title (**Must complete MVT 41-1**)
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.
Reference Manuals

• Title Procedures Manual
• NICB and NATB Manuals  VIN Breakdown
• NADA Title and Registration Text Book
### NICB Manual


**VIN STRUCTURE:**

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- **NOIC CODE (FORD)**
- **ASSEMBLY PLANT**
- **MODEL YEAR W-1998**
- **CHECK DIGIT**
- **ENGINE**
- **BODY TYPE**
- **VEHICLE DESIGNATION**
- **RESTRAINT SYSTEM**
- **VEHICLE TYPE**
- **MANUFACTURER**
- **NATION OF ORIGIN**

#### NATION OF ORIGIN (VIN pos. 1)

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<thead>
<tr>
<th>Country</th>
<th>USA</th>
<th>Canada</th>
<th>Mexico</th>
<th>Korea (Imported ASPIRE &amp; FESTIVA)</th>
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#### MANUFACTURER (VIN pos. 2)

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Ford Motor Company (FORD)</th>
<th>KIA Motors Inc., Korea (FESTIVA)</th>
<th>Autoalliance International, Inc.</th>
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#### VEHICLE TYPE (VIN pos. 3)

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<th>VEHICLE TYPE</th>
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<th>Passenger Car (FESTIVA-Imported)</th>
<th>Passenger Car (ASPIRE-Imported)</th>
<th>Autoalliance International, Inc.</th>
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<tr>
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<td>V</td>
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**MICR**
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.