

# MOTOR VEHICLE DIVISION

Guidance for Processing Title & Registration Applications May 2022

#### Points of contact:

County Liaisons Sandy Clayton & Megan Smith Vehicle Central Programs (VCP), Iowa DOT (515) 237-3156 <u>county.vehicle@iowadot.us</u>

Jarid Catrenich VCP Manager (515) 237-3009 jarid.Catrenich@iowadot.us

#### Processing Title & Registration Applications

- 1. Affidavit of Correction, when it applies
  - for limited, specific corrections
- 2. Redo, when Affidavit of Correction does not apply
  - essentially a "denial"
  - return and require new application
- 3. County discretion
  - may need to reach out to customer, if able
  - should be consistent
  - don't circumvent the Affidavit of Correction

#### Affidavit of Correction Applied to T & R App

- DOT Form 411219
- Created with consultation from County Treasurers
- Only for limited and specific corrections;
  - 1. sale date
  - 2. names/signatures in wrong places
  - 3. misspelled names
- All parties must sign the affidavit
- Must be notarized
- Erred application must be submitted with affidavit
- Any other supporting documents must also be submitted
- Only original affidavit accepted; no copies

#### **10 Common Alterations**

- **1. Different colored ink and stamps**
- 2. Partially digital, partially handwritten
- 3. Middle (any) name handwritten in
- 4. Crossed-out line with correct info written next to it
- **5. NOT crossed out line with correct info written next to it**
- 6. Strikethrough with initials next to it
- 7. Handwriting on top of type or other handwriting
- 8. Illegible handwriting
- 9. White-out a line with writing over it
- **10. Correcting wrong checked box (Ex: OR vs AND)**

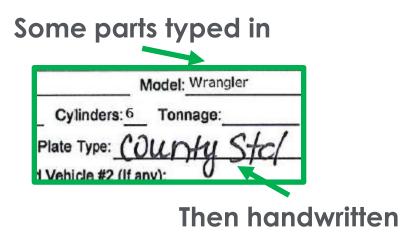
#### **Different Colored Ink/Stamps** (#1)

- Multiple pens may be used with different color inks and different line widths; some stamps may be used
- This is common
- By itself, little to no risk and should not be denied
- Counties may use discretion when suspecting fraud

Different line widths Plate Type: ('ULI' **Different colors** I/We certify under penalty of perjury I/We certify under genalty of perjury that th Using stamps Signature of Owner #1 Color GRAY Fuel: GAS Cylinders: 6 Signature of Owner #2

#### Partially Digital, Partially Handwritten (#2)

- Only acceptable when there are no digital signatures; must have "wet", or handwritten, signatures applied
- We are not aware of e-signature systems that allow handwriting before the digital signature is applied; therefore, not allowed



OK because of handwritten signatures

Purchase Price (Purchase Price less any trade.): \$22 (Check only if applicable.)	675.00
I claim exemption from payment of the fee for new registr	ation.List exe
I claim a business trade exemption for my truck.	
I/We certify under penalty of perjury that the foregoing	) is true and
* Tane Dre	5/5/
Signature of Owner #1	Date
, Chip Die	5/5/

#### Middle (Any) Name Digital + Handwritten (#3)

- Only allowed, if no digital signatures on application
- Full legal name required by statutes; includes middle name
- Some systems may not apply full name digitally

- Ex: if only middle initial is digital, the full middle name would need to be handwritten and only handwritten signatures would be acceptable

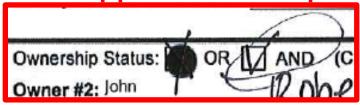


Owner #1:	Jane	Mary	Doe
	First Name	Middle Name	Last Name
		Birth Date: 2/18/3	

### Cross-out or Strikethrough (#4 & #6)

- When information is crossed out or has a line through it with the correct info typed or written next to it
- There is no process for initials or additional signatures by the corrections
- Applicant will either need redo the application or submit Affidavit of Correction when it applies

# Cross-out with no initials; must redo app for this example



# Strikethrough with initials; must redo app for this example

Purchase Price (Purchase Price less any trade.): \$22675.00 \$22675.



#### **Corrected Without Cross-out or Strikethrough (#5)**

- Handled the same as cross-outs and strikethroughs
- May be more confusing as to which info is correct info

#### No cross-out or line-thru applied Purchase Price (Purchase Price less any trade.): \$22675.00 当仏のこ

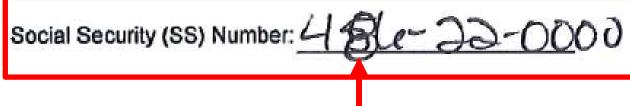
(Check only if applicable.)

I claim exemption from payment of the fee for new registration. List exemption code.:

#### Handwriting on Top of Other Text (#7)

- ...either digital or handwritten
- Applicant will either need redo the application or submit Affidavit of Correction when it applies

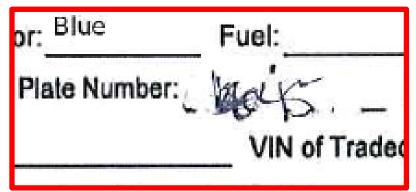




#### Illegible Handwriting (#8)

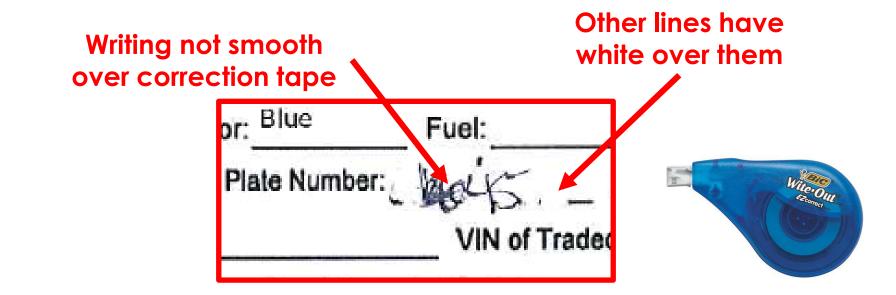
- Legible handwriting is needed for correct data input
- Illegible handwriting may cause many critical errors that will need fixed down the road
- Applicant will either need redo the application or submit Affidavit of Correction when it applies
- Counties may use discretion and/or reach out to applicant for clarification

Writing over correction tape made this entry illegible. Is that \$645 or an attempt at a plate number?



#### Use of Correction Tape (e.g., Wite-Out) (#9)

- Applicant will either need redo the application or submit Affidavit of Correction when it applies
- May be difficult to detect; may see other lines with white over them, or "erased"

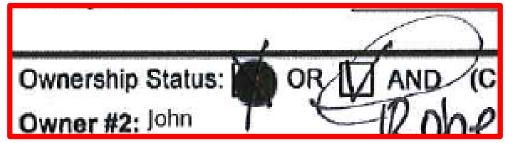




#### **Correcting Wrong Selection Box** (#10)

 Applicant will need to redo the application; there are no selection boxes that are correctable by affidavit

Tried to change the ownership status from "OR" to "AND"



#### **10 Common Alterations**

- 1. Different colored ink and stamps ALLOW with DISCRETION
- 2. Partially digital, partially handwritten ALLOW with DISCRETION, not if dig sig
- 3. Middle (any) name handwritten in ALLOW, but not if digital signature
- 4. Crossed-out line with correct info written next to it AFFIDAVIT or REDO
- 5. NOT crossed out line with correct info written next to it AFFIDAVIT or REDO
- 6. Strikethrough with initials next to it AFFIDAVIT or REDO
- 7. Handwriting on top of type or other handwriting AFFIDAVIT or REDO
- 8. Illegible handwriting **REDO or DISCRETION**
- 9. White-out a line with writing over it **REDO**
- 10. Correcting wrong checked box (Ex: OR vs AND) REDO

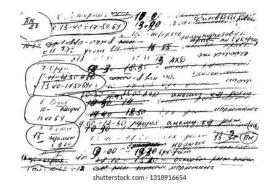
#### Grounds for Refusing T & R Applications

Iowa Code Section 321.30.1.a –

"That the application contains any false or fraudulent statement or that the applicant has failed to furnish required information or reasonable additional information requested by the department or that the applicant is not entitled to registration and issuance of a certificate of title of the vehicle under this chapter."

Remember....

 sloppy applications do not mean fraudulent applications
counties may exercise discretion when feasible or necessary



#### References

- lowa Code Sections:
  - 321.20 (Application for Reg & Title)
  - 321.23A (Affidavit of Correction)
  - 321.30 (Grounds for Refusing Reg or Title)
- Iowa Administrative Code Sections:
  - 761.400.3 (Application for Title or Reg for a Veh)
- County Treasurers' Manual
  - Section 10 (Application for Title)
  - Section 20 (Fraud Procedures)



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## **Questions? Comments?**

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