

County Treasurer Manual Updates

11-9-20: Updated page 21.1, added the following paragraph:

DOCUMENTS SUBMITTED THROUGH ERT

[Administrative Rule 761.400.3\(16\)](#)

As per Iowa Administrative Rule 761.400.3(16), a transaction submitted through ERT must meet all legal requirements for the transaction in question including the submission of all supporting documents. If a dealer is using an ERT, all documents may be submitted as scanned documents in ERT, even those documents that require notarization or secure paper. Documents submitted on secure paper should be scanned in color. Dealers are required to keep the originals of all documents for six months and the county or Iowa DOT may request any original document if there is concern about the genuineness or legality of the document.

When dealers submit scanned documents through ERT, the individual documents may or may not be separated into different files, especially if they are uncommon documents that do not have a specified document type. If a deal is submitted and there is a document in the "Other" category, the county should check to see if there are actually multiple items contained in the single scanned file.

12-4-20: Updated page 7.5, added comment about federal motor vehicle safety standards (FMVSS)

MANUFACTURER'S CERTIFICATION LABEL

NHTSA has established safety standards by which all vehicles used on a highway must be constructed. The 49 CFR, Part 567, requires the manufacturer to place a label on the vehicle indicating compliance with these safety regulations.

The language found in Iowa Code section 321.30(2a) reads:

"Unless otherwise provided for in this chapter, VMCS or the county treasurer shall refuse registration and issuance of a certificate of title unless the vehicle bears a manufacturer's label pursuant to 49 C.F.R. pt. 567 certifying that the vehicle meets federal motor vehicle safety standards."

If the motor vehicle does not display a manufacturer's certification label in compliance with 49 CFR 567, it will not be titled and registered **UNLESS the vehicle is 25 model years or older, in which case a County Treasurer MAY issue a title without the FMVSS label.**

12-17-20: Updates to Abandoned Vehicle Section, page 13.2 added red below:

ABANDONED VEHICLE

Iowa Code Sections 321.89 & 321.90

Administrative Rule 761-480

When a police authority sells an abandoned vehicle, the purchaser is issued form 411163, Certificate of Disposal, Abandoned Vehicle Sales Receipt. This form is not located on the web due to its restriction to being used by law enforcement. The sales receipt is acceptable evidence of ownership in lieu of a title certificate and an abandoned vehicle is sold clear and free of any previous lien and back fees. **With proper sales receipt, a county official shall process title and registration to purchaser free of all rights of all persons with interest in the vehicle, regardless of any noncompliance or illegal proceedings by a police authority or private entity.** The purchaser's

registration fee shall be collected for the balance of the registration year, based on the month of sale as shown on the sales receipt.

When a vehicle is sold at a public auction and the seller cannot attest to the true mileage reading of the vehicle's odometer, the seller shall complete the odometer disclosure statement, when required by Iowa Code section 321.71. The odometer statement shall reflect the odometer mileage reading at the time of sale and indicate "odometer discrepancy," certifying the odometer mileage reading is not the actual mileage. The subsequent title issued for the vehicle shall record the vehicle's mileage as "not actual."

12-29-20: Added new page 10.10 information on Odometer disclosure and changes due to NHTSA Federal changes

12-29-20: Added under "miscellaneous license plate information" on page 6.7 information about a small license plate being used for a trailer UNDER 2,000 pounds. Over 2,000 pounds would need a regular sized license plate.

1-07-21: Added this section to page 10.16:

TRANSACTIONS USING CHANGED NAMES

If a customer holds title to the vehicle under a previous name – e.g. a maiden name – the customer may transact on that title by signing her new name or the previous name. If there is concern of fraud, the county retains the right to ask the customer for proof of the legal name change, e.g. a marriage certificate. The county should advise the customer to finalize the name change at a state or county DL/ID station.

2-09-21: Added [VMCS Online FAQ Tool](#) as an available reference to section 1 of manual under Resources.

2-22-21: Added below Q&A to page 10.16 for clarification.

QUESTION: Dealer ABC sells a vehicle that requires odometer disclosure and the title is in hand. The customer cannot be present at time of sale, so they want to grant POA to someone else. They cannot grant POA to Dealer ABC because federal law prohibits the same person acting as transferor and transferee to disclose odometer and the title is in hand so a Secure POA is not allowed. Instead, the customer grants POA to Dealer XYZ that is a corporate partner of Dealer ABC, sits across the street, but has a different FEIN than Dealer ABC. Does this violate the same person prohibition?

ANSWER: Yes, this is allowed if Dealer ABC and Dealer XYZ have different FEINs. While they may share corporate ownership and possibly even have employees that work part-time for both dealerships, the different FEINs indicate they are legally two different businesses. However, this would NOT be allowed if Dealer ABC and Dealer XYZ share an FEIN and operate under a single D-license, such as having a main location and an extension lot.

3-23-21: Added to page 7.10 clarification for Tiny Homes:

If a customer purchases a flatbed trailer and then makes a tiny home from it, this would require inspection and an Iowa-assigned VIN. Bonding is only necessary should the owner not have a certificate of title for the trailer that was utilized to construct the tiny home.

3-23-21: Updated page 10.26 under Title Bond section:

A person obtaining a bonded title would not have to pay back reg/penalty since they are an “innocent purchaser”

3-26-21: Added this section for clarification on Towable RV's:

- Iowa Administrative Rule 761.400.43 allows any vehicle (including trailers and towable RVs) to be placed into storage for registration purposes. However, if the towable RV is used for more than 180 consecutive days as a place of habitation, then Iowa law requires it to change the classification to a mobile home. Therefore, a towable RV should only be placed into storage if it will not be used as habitation for this time period.

4-19-21: Added screenshots to 21.3 and 21.4 about ERT, also added some clarification in paragraphs about handling the deal.

5-25-21: Replaced term, “device” with correct term, “devise” throughout document.

Added that electronic signature is acceptable along with wet signature in section 10.

6-10-21: On page 6.7, added: A small (motorcycle) plate can **only** be used on a small trailer (under 2,000 pounds) or a motorcycle. **A small trailer (under 2,000 pounds) may use a full size license plate if needed.** Any trailer over 2,000 pounds **will need** a full sized license plate.

07-27-2021: Section 10 was updated to reflect 50% to 70% damage disclosure.

09-14-2021: Page 1.1, Updated Central Program Bureau name and contact info

09-14-2021: Page 1.2 - Resources, updated password under DOT Training Videos and PowerPoint Presentations

09-14-2021: Page 13.2, Abandoned Vehicle (AV) section was completely rewritten for clarity in process pathways and to add notes on handling of fees, odometer disclosure statements, proper form usage, AV with salvage designation on record and processing AV from other states.

10-4-2021: Section 15, Update to remove/replace term “Prior Salvage” to reflect current terminology/rule to Rebuilt/Rebuilt IA, Admin Rule 761-405.10.

10-4-2021: Page 15.4, Update explanation for salvage theft exam validity period

10-4-2021: Page. 10.6, Updated explanation of final stage manufacturer’s certificate of origin (MCO) processing.

12-9-2021: Updated terminology, removed the term “brand” and replaced it with “designation” throughout manual.

1-31-2022: Secretary of State, Safe at Home program processing information added to manual.

2-14-2022: Section 17, Exception STOP Cases – corrections to applicable code sections, misspelled word(s), correction to Ignition Interlock language, and addition of Parking Ticket Stops.

2-24-2022: Added Contiguous County language, Section 10.

03-31-2022: Correction per Iowa Code 321A.17, SR-22 required owner “must be resolved BEFORE any new registration may be granted”.

04-04-2022: Section 13, update verbiage reference claimants and preexisting liens.

04-04-2022: Sections 1-7, updates based on annual review for grammatical, technical, code/rule clarifications.

04-8-2022: Section 13, Proof Death – update examples of proofs of death.

04-8-2022: Section 13, Trailers as Abandoned Vehicle – added information referencing trailers as abandoned vehicles

04-8-2022: Section 20, Motor Carrier Services Customer – added guidance for use/non-use of MCS customer records

04-8-2022: Section 10, Title and Registration Application – added guidance for fraud prevention/consumer protection, T & R application completeness prior to customer signature.

04-8-2022: Sections 7, 10, 15, 16 – clarified utilization for PURCHASED vehicle only, per Iowa Code.

05-27-2022: Section 17, page 17.3: Updated/Corrected guidance for SR22 Exception Stops to align with Iowa Code.

06-10-2022: Update/corrections to information pertaining to; Special Mobile Equipment (SME), Title & Registration application, Mobile Home (Manufactured Homes), and credit on two registration fees.

08-02-2022: Peer Review/correct/update, check for completeness, County Manual Sections 8, 9, 10.

08-02-2022: Update/correct/add Iowa Code references for items in Section 6, 7, 14, 17.

08-26-2022: Update of Courtesy Deal/Delivery including ERT Section 16 & 21.

Update guidance Ordering Personalize Plates Section 6

Update Renewed in Error guidance Section 11

Updated contact email for Affidavit in Lieu of Surrender of Title, Section 14

Addition of Hydrovac to SME, and exclusion of sewer jetting vehicle, Section 8

Updated contact email/fax information, Security Interest, Section 12

09-12-2022: Updates to Section 13 from annual review – Operation of Law - testate/intestate flow charts

Updates to Section 15 from annual review – Salvage/Junking/Stolen

Updates to Section 16 from annual review – Dealer Info

10-22-2022:

- Add Weight and List guidance - Section 5
- Update procedures for supporting document from Investigator, on specially constructed, reconstructed, kit vehicles – Section 14
- Update Best Practice for Affidavit of Sale and Delivery of Title – Section 17
- Update Phone contact Department of Revenue – Section 17
- Update “Similar Class” definition – Section 17
- Update Admin Rule Security Interest – Section 12
- Update Non-Resident Military – Section 7
- Correct typo – for to form – Section 7
- Add guidance on Business Trade/EV Fees – Section 7
- Update Iowa Code for Hybrid/Electric Vehicle – Section 5
- Add South Dakota and California salvage examples – Section 15
- Correct/Update Admin Rule DPPI – Section 19
- Update/Correct SF342 on Safe at Home – replace missing participant card image – Section 20
- Add topic – Proper Disposal of Used Plates – Section 20

12-20-2022:

- Annual County Manual Review general updates/corrections; Sections 13/14/17/19/20/21. JCatrenich, MSmith, SClayton
- Updated Testate/Intestate Flow Chart, Section 13. JCatrenich
- Gross Weight/25% tolerance/Special Truck, Section 5. Legislation Change. JCatrenich
- Update/Correct verbiage purchase agreement/Bill of Sale. Section 7. JCatrenich
- Odometer correction procedures. Section 10. JCatrenich
- Salvage to Rebuilt/taxable value. Section 10. JCatrenich
- OOS Lien Release. Section 12. JCatrenich
- Assignment/Reassignments Recyclers/Dealers. Section 15. JCatrenich
- Dealer/DBA. Section 16. JCatrenich
- Proper Disposal Used Plates. Section 20. RFowler

- Correction applicable Iowa Code/NSF Stops. Section 17. DYeh

02-22-2023:

- Section 5, Fee Correction on 39 Ton – SClayton
- Section 5, Fee Correction on Electric Motorcycle – SClayton
- Section 1, remove BIIP phone number/add web page – APinegar
- Section 7, remove Affidavit of Business Trade Truck – SClayton

02-28-2023:

- Section 17, SR-22 updates – Jcatrenich

03-01-2023:

- Section 3 - Clarification on county and state records
- Section 10 - Further guidance on MCO transfer dates, title penalties, when separate damage disclosure statement is required, when form for absent damage disclosure may be used, in-transit titles issued after 45 days
- Section 12 – Corrected info on form for cancelling SI
- Section 16 – Clarified title penalties after foreclosure sale
- Section 20 – Removed damage disclosure sample form because form 411109 created

03-15-2023:

- Section 5 - Replace missing “Gross Weight Chart/Increased Tonnage/Semiannual” – SClayton

05-31-2023:

- Added “Date of Death” guidance – SStonehocker
- Updated ERT process, customer with change address for ERT transaction – ERT/ELT Team
- Updated Section 1, contact info for accounting, VCP, VSCusto – SClayton
- Updated SME – Hydrovac – Legislation and spelling error Tree Spade – SClayton
- Add additional info – “NITN” as AKA of non-transferable registration – SClayton
- Updated Bonded Title – BBogle
- Updates/corrections Section 1-2-3-4, based on annual CT Manual Review – SClayton
- Dealer Section – service loaner/title only update correction/s – JCatrenich
- ERT section correction updating customer address – JCatrenich

06-30-2023:

- Section 6 – Add Disabled Veteran Plate guidance – Ebogle/SClayton/MSmith
- Section 10/16 – Update guidance West Virginia title acceptance – JCatrenich
- Section 12/21 – Update Cancellation of Security Interest/ERT – Legislation change – JCatrenich

- Section 13 – Update Testate/Intestate flow charts/forms for actual mileage by inheritor-legislation change – JCatrenich
- Section 17 – Update in SR22 “not on file” – no subsequent registration renewal – JCatrenich

09-08-2023:

- Annual Review of Sections 7,8,9, 12,13 JCatrenich, MSmith, SClayton
- Section 10.12 – Engine Change/Odometer CLeeman, BIIP
- Section 10.14 – Odometer Correction Procedures BIIP
- Section 8 – Hydrovac, NOT SME SClayton
- Section 20.1 – removed “uncertified” EEckstein
- Section 7 – correct tonnage per code Des Moines County, SClayton
- Section 6 – correct acronym from ERMS to EMS EEckstein
- Section 21 – correct Admin Rule Linn County, SClayton
- Section 10.21 – update certification of trust/signatures Linn County, SClayton
- Section 15. 6 – “owner retained” term added SClayton
- Section 1 – update MVE contact info MSmith

10-23-2023:

- Section 5/7 - Delinquent/Tonnage Increase 45 days– Linn County/JCatrenich
- Section 10 - Remove West Virginia – JCatrenich
- Section 10 - Add Import (including Canadian) Information – JCatrenich
- Section 15 - Add/Update JSI verbiage/terms – JSI Admin TSharr
- Section 15 - Stolen DE’s – JSI Admin TSharr
- Section 13 - Common Law Marriage – Khuser

12-21-2023

- Section 10 – correction form name HS-7 – MSMith
- Section12 – added Admin Rule for Sheviff’s Levy – VCP Team/SClayton

02-29-2024

- Section 2- Authority to Administer Oaths–JCatrenich
- Section 7-FMVSS Military Vehicle– JCatrenich
- Section 7-Mini Truck-- JCatrenich
- Section 7-FMVSS label -- JCatrenich
- Section 7-Tinted windows-- JCatrenich
- Section 10-Destroyed & removed VIN--JCatrenich

04-29-2024

- Annual review of sections–1-4,5–JCatrenich & BNichols
- Section 7–Military vehicle-MH form #-1948 or older Antique–BNichols
- Section 8–SME take out tax sentence–Amy, Jones County, DOR, & BNichols
- Section 10–Jurisdiction isn’t listed–Use tax to FNR–US Government title–BNichols

- Section 11—Repossession—Dickinson County & BNichols
- Section 20--\$3 to \$5—BNichols

05-03-2024

- Section 7-Minitruck--JCatrenich
- Section 15—Stolen Edits--JCatrenich
- Section 20—Disposal of used plates-- JCatrenich
- Section 21—ERT with lien in escrow—Jcatrenich

06-20-2024

- Annual review of sections—7,9,11,12—JCatrenich & BNichols & DFreeman
- Trust definitions—DFreeman

7-1-2024

- Section 10—Title bond—JCatrenich
- Section 10—Title runner— JCatrenich
- Section 10-Title print requirements-- JCatrenich
- Section 6-Firefighter & EMS personalized – Jcatrenich

8-13-2024

- Section 5—Tonnage BT—Louisa County/BNichols
- Section 6—DV spouse assignment--BNichols
- Section 7—2290 renewal, Antique, Military—BNichols
- Section 10—HS7, Prorate Phone Numbers--BNichols
- Section 10-- Added states verification websites—EEckstein
- Section 10—NY reassignments—APicray Jones County/BNichols
- Section 12—Deceased lien holder—PRaymond Woodbury County/BNichols
- Section 12—SI back of MCO—JHebert Linn County/BNichols
- Section 13—Death testate—APacha Washington County/BNichols
- Section 13—Surviving spouse lien—BNichols
- Section 14—OOS reconstructed trailer—BIIP/JCatrenich
- Section 15—Manufacturer Buy Back—BNichols
- Section 16—Remove West Virginia—BNichols
- Section 21—View ERT—BNichols

09-04-2024

- Section 10—Odometer Correction Procedures—DFreeman/JCatrenich

9/27/2024

- Section 4 – Defective plate – JCatrenich
- Section 10 – Add #17 to Odometer statement section -- DFreeman
- Section 10 – Add turnaround time for odometer corrections – JCatrenich

- Section 19 – Add County DPPA form section -- JCatrenich

11/20/2024

- Annual Review of Sections 10, 13, 15, & 19 JCatrenich, MSmith, BNichols
- Section 6 – Plate assignment on lease buyout thru dealer -- JCatrenich
- Section 10 – Plates assigned to vehicle owner – JCatrenich
- Section 17 – Instructions on obtaining proof of SR22 from AceTeam – AceTeam/BNichols

1/2/2025

- Any County Manual updates–JCatrenich
- Section 16 – Delinquent vehicle bought by dealer–JCatrenich

2/25/2025

- Section 7–Non-Use– JCatrenich
- Section 10–Scenarios– JCatrenich
- Section 13–Foreclosure Affidavit-- JCatrenich
- Section 17–Stops– JCatrenich
- Section 20–Remove Artisan lien template– KKruse
- Section 13–Update lien information– KKruse
- Section 7–Specially Equipped/mobile offices–JCatrenich/BNichols
- Section 10–Replacement Intransit titles– JCatrenich/BNichols
- Section 13–Grandfather intestate– JCatrenich/BNichols
- Section 7–Grandfather & storge on surviving spouse–JCatrenich/BNichols

3/27/2025

- Section 4–Plate Replacement-Ten Year– JCatrenich
- Section 10–Odometer Correction Procedures–DFreeman
- Section 10–Power of Attorney Form 411020–JCatrenich