

## Instruction to counties on restoring “Actual” miles to decedent-transferred vehicle titles

1. Check eligibility – all four criteria must be met
  - a. Title must have been issued between July 1, 2022 and June 30, 2023
  - b. Vehicle must be model year 2011 or newer (older vehicles do not need disclosure)
  - c. The title must have been issued through a decedent / inheritor transfer
    - i. Review scans of submitted application to see if it involved decedent transfer with Form 411083 or 411088
  - d. The preceding title was Actual miles
    - i. Check prior title in *ARTS > Reports > Title Reports > Title Snapshot*
    - ii. Review scans of submitted title if not in ARTS (such as out-of-state title)
2. Who may apply
  - a. Inheritor whose name is on the title (if multiple owners, any owner may apply)
  - b. Application may be by regular Power of Attorney for any or all owners
  - c. A lienholder may directly apply if all criteria under #1 are met
  - d. Application may be in person or by mail/drop off
  - e. Any other applicant – such as if the vehicle has been subsequently transferred out of the inheritor’s name – contact [county.vehicle@iowadot.us](mailto:county.vehicle@iowadot.us) (this will likely take more than one day for review)
3. What the customer will need to provide
  - a. Form 411083 or Form 411088 reflecting the same owners as on the existing title (legally changed name is acceptable with proof)
  - b. Existing certificate of title with Not Actual miles unless title is held by a lienholder
  - c. Proof of identification (DL or ID), including photocopy if by mail
4. How to process
  - a. Use the *ARTS > Corrected Title* process
  - b. Enter new odometer reading (must be same or more than prior title)
  - c. Set odometer reading type to “Actual”
    - i. County supervisor approves DE 21 - odometer investigation / certification required
  - d. County may charge the title fee at its discretion; county may waive using “Administrative decision” with explanation of “retroactive decedent transfer”
  - e. Waive any waiting period
  - f. Proceed to pay out transaction and issue new title
    - i. If no lienholder, then owner may receive new title
    - ii. If there is a lienholder, then title is mailed to lienholder
5. Record retention
  - a. Scan and retain records as per normal county procedures for title applications
  - b. Securely destroy prior title after scanning as per normal county procedures
  - c. Contact [county.vehicle@iowadot.us](mailto:county.vehicle@iowadot.us) to request NMVTIS correction; use subject line “Decedent odometer correction”; please provide old and new title numbers