

MOTOR VEHICLE NEWSLETTER

August 2023

Iowa DOT Central Programs Bureau

Monthly updates on vehicle program, policy, and process issues.

Procedure

When Another Jurisdiction Isn't Listed in ARTS

When adding ownership to a vehicle record and a jurisdiction is not listed in ARTS, counties should choose "OT" for other then add a sticky note advising of the jurisdiction. One known example of this situation is for tribal entities that issue titles, whether it's in Iowa or another state.

Example:

Vehicle Maintenance - 12604177

VIN	JM1E [REDACTED]	Make	Mazda
Type	Automobile	Model	3 Sport
Year	2014	Style	SD
		Color	Black

General Summary Characteristic Bond Inspection Ownership Identification Odometer Designation Color

Non-Resident Ownership

Effective Date	Ownership Document		
8/29/2023	B. OOS Title		
MCO #	Credential #	Credential State	Credential Date
	AA8017042	OT	10/27/2018

Dealer License Number [REDACTED] Clear

Dealer Search

Select Iowa Dealer or [Select Foreign Dealer](#)

Dealer License #	Assignment Date	Search
[REDACTED]	9/1/2023	Search

Foreign Dealer # [REDACTED] Search

City	State	Zip Code	Country
Kansas City	KS	66102	

Update on Canadian Imports

1. The customer is responsible to provide proof of prior registration. If they do not already have this proof, then the recommended method is to obtain a vehicle report from the appropriate province. For example, below are some links to try for customer/dealers to inquire about prior registration from Ontario and Quebec.

2. Counties will use discretion as to fixing the “application date” for late fees, if the dealer or customer indicates they are waiting for a report from a Canadian province, although the online report option should be fairly quick to obtain. Counties do not need to be requesting these reports or searching for proof of registration for the customer.
3. CARFAX reports should no longer be used for proof of registration. CARFAX is a third-party business and there are other options for customers to obtain legitimate documents/reports from the appropriate jurisdiction, or Canadian province.
4. Valid proof of commercial registration should be accepted as prior registration in addition to registration for personal or business consumer use.
5. When the customer or dealer still cannot obtain valid proof of prior registration, they can still pay the tax and registration and then convert to the vehicle to dealer inventory.

Example options for dealers:

- Ontario online application for a vehicle record. <https://www.ontario.ca/page/uncertified-vehicle-record>
- Quebec vehicle record request form. <https://saaq.gouv.qc.ca/fileadmin/documents/publications/dont-fall-stories.pdf>
<https://saaq.gouv.qc.ca/fileadmin/documents/formulaires/vehicle-record-request.pdf>

Check comments on Electric Registration & Title (ERT) deals

When processing ERT deals, the processor needs to be checking and reading comments prior to processing any ERT deals.

Currently, ARTS may crash due to a known issue with identifying certain credit vehicles that have already been transferred to new customers before the original ERT deal was submitted. The current workaround is to have the county deny the deal and ask the dealer to remove the credit vehicle. When the dealer resubmits the deal through ERT, they need to add comments within the ERT deal so the county knows to add the vehicle back into the deal on the county side (ARTS) so the deal gets processed correctly with the correct fees. However, if the comments aren't reviewed and the deal is transferred incorrectly, the incorrect fees are taken which effects our DOT customers. Reading the comments is a simple fix and should be standard practice when processing title work, whether on paper (on page 3 of the title application) or ERT deals.

We have recently completed ERT programming that should minimize the credit vehicle problems, but this situation may still occur.

INVENTORY

PWD Inventory

If counties need standard PWD placards that begin with the expiration year of 2023- 2030, these are now available for order through Mark Hines Mark.Hines@iowadot.us. These placards should be ordered for any replacement placards that may need the expiration date through December 2026. These requests no longer need to be submitted to vscusto@iowadot.us.

Persons With Disabilities (PWD) Placard Issue

There is currently a PWD issue were the numbers on the front and back of an individual placard aren't matching. It is happening to random placards throughout a package. To guard against this potential problem, please check each and every placard to make sure the numbers match on both sides of the placard. If a county receives a set of PWD placards and the numbers on the front and the back of individual placards are not the same, counties should adjust their ARTS inventory so the misprinted, damaged placards don't get used and return the individual placards to the DOT at this address:

Iowa DOT
ATTN: Rhonda Fowler
6310 SE Convenience Blvd
Ankeny, IA 50021

Example of the issue:

STANDARD

X **1311977**

PUNCHING MORE THAN ONE MONTH
AND/OR YEAR INVALIDATES THIS PLACARD.

EXPIRES

<u>Year</u>	<u>Month</u>
23	JAN
	FEB

STANDARD

X **1311979**

PUNCHING MORE THAN ONE MONTH
AND/OR YEAR INVALIDATES THIS PLACARD.

EXPIRES

<u>Month</u>	<u>Year</u>
JAN	23
FEB	24
MAR	24
APR	25