



American Association of
Motor Vehicle Administrators

**safe drivers
safe vehicles
secure identities
saving lives!**

POLICY POSITIONS

of the American Association of Motor Vehicle
Administrators

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Background:

The AAMVA policy process serves as a mechanism for the development of member-driven stances on issues of importance facing the motor vehicle community. An effective policy process is essential in coordinating efforts and standardizing responses through member engagement. The defined process is carried by AAMVA Board of Directors approval. The purpose of this process is to leverage consensus in the development of a unified, and therefore strengthened, position on issues facing the AAMVA membership.

Adopted policies are designed as guidelines for members to use in comparing departmental and administrative procedures, for staff to use in program planning, and for making determinations on AAMVA consensus. These policies should also serve as the official positions of AAMVA and should convey the general sentiments of the organization as a community.

It should be noted that while not all policies are supported by every AAMVA member jurisdiction; they do, by nature of the policy process, represent a consensus opinion of state and provincial officials charged with the responsibility for administering motor vehicle, police traffic safety and highway safety law.

Qualification of Policies, Standards and Best Practices

For qualifying statements of strategic purpose, AAMVA provides the following definitions on policies, standards, and best practices. These definitions shall guide AAMVA Committee members and outside interests in making determinations on how products of the AAMVA membership can be delineated in its member-driven advocacy approach. Public statements issued by AAMVA should fit into only one of these definitions and should serve to bolster AAMVA's overall strategic positioning.

For the purposes of public statements issued by AAMVA:

- **A policy** is a statement that defines the overall principles, goals and objectives of the American Association of Motor Vehicle Administrators (AAMVA). Policy positions may *reference* recommendations made in standards or best practices by name, but should be limited to statements that clearly define the position of AAMVA with regards to a specific issue.
- **A standard** is a statement that clearly defines a set of technical specifications on what optimally constitutes an object or concept. Standards shall be used to convey statements for the sake of perpetuating uniformity across programmatic lines.
- **A best practice** is a statement or series of statements conveying a method or technique that has consistently shown results superior to those achieved by other means. While these practices may evolve over time, they should describe the process of developing and following a standard method of practice that has been generally agreed to as providing the best operational practice available.

For purposes of differentiation, AAMVA shall categorize policies, standards and best practices as clearly as possible in its policy positions reference materials.

THE AAMVA POLICY PROCESS

Each jurisdiction is responsible for naming a dedicated “policy voting delegate.”

1. The policy voting delegate shall:
 - a. Represent the interests of the entire jurisdiction for purposes of casting the single policy vote for that jurisdiction.
 - b. Convey the appropriate information to any additional parties in the state.
 - c. Notify AAMVA of any changes in voting representation.
2. Upon introduction of a policy by a jurisdiction “in good standing” the policy will be assigned to the AAMVA Committee with primary jurisdiction over the issue.
3. A simple majority of votes by the committee shall be considered sufficient to pass the policy.
4. Upon passage, the policy shall be referred to the AAMVA Board of Directors.
5. A simple majority of votes by the AAMVA Board of Directors shall be considered to pass the policy.
6. Upon passage, the policy will be routed to the designated voting representatives in each of the AAMVA member jurisdictions “in good standing.” This distribution will coincide with the opening of the policy ballot.
7. The policy will remain open for 30 days, whereby a simple majority shall be considered sufficient to pass the policy.
8. Votes not returned or transmitted within 30 days shall not be counted in the vote tally.
9. Upon passage by a simple majority of AAMVA members “in good standing,” the passed policy shall be published in the AAMVA Policy Positions.
10. Policies deemed unfavorable at any point in the review process must be returned to the submitting party with clarification.
11. If the ballot is determined to contain time-sensitive information, any and all steps may be satisfied through electronic or telephonic means.

AAMVA CUSTOMER SERVICE COMMITMENT

The motor vehicle agencies of member jurisdictions are committed to responding to customer needs in an efficient, courteous, and professional manner. It is the position of the American Association of Motor Vehicle Administrators (AAMVA) that all jurisdictional members develop customer service standards that focus on improving customer satisfaction, enhancing service delivery standards and employee empowerment.

AAMVA fully supports the development of training programs designed to keep employees of motor vehicle agencies apprised of new programs, technologies, policies, procedures and laws that impact the delivery of service to the motoring public. It is further the position of AAMVA that all motor vehicle agencies coordinate and develop user-friendly technologies, educational materials and outreach programs that enhance customer service delivery through other means.

AAMVA seeks to promote the concept that motor vehicle agencies strive to promote customer service principles, information sharing about customer service enhancements and encourages all member jurisdictions to recognize their employees who deliver excellent service to their internal and external customers. *[Adopted 1999]*

DRIVER LICENSING POLICIES

GENERAL

Lawful operation of a motor vehicle is a conditional privilege. The driver license represents this privilege. Keeping the driver license depends upon continued safe and lawful operation. *[Amended 2013]* [↑](#)

ACCEPTABLE IDENTIFICATION DOCUMENTS

Any applicant for an original or initial driver license or identification card shall be required to submit at least one primary document containing the applicant's verifiable full name and date of birth. *[Amended 2013]* [↑](#)

ALL DRIVER POINTER SYSTEM

An all driver pointer system shall be established to assist jurisdictions in licensing drivers and to assist law enforcement in dealing with drivers stopped for traffic offenses. A jurisdiction shall receive one status response for any driver record when making an inquiry to the all driver pointer system. *[Amended 2013]* [↑](#)

COMPREHENSIVE HIGHWAY SAFETY

AAMVA recommends that its member jurisdictions support, and become actively involved with, other organizations in national, state and local initiatives directed at the intoxicated, drugged,

distracted and unsafe driving practices, and that increased efforts be initiated to identify, regulate and control these problem drivers. *[Amended 2013]* [↑](#)

DRIVER EDUCATION

Safe driving courses should be included in all junior and senior high schools — both public and private and should adhere to the national standards in the development of curriculum. *[Amended 2013]* [↑](#)

DRIVER LICENSE COMPACT

AAMVA supports the one license/one record concept as set forth in both the U.S. and Canadian Driver License Compacts and *Uniform Vehicle Code*. The jurisdiction of residence maintains the driving record. Each member jurisdiction is urged to bring its laws and regulations into compliance with the U.S. and Canadian Compacts and *Uniform Vehicle Code*. *[Amended 2013]* [↑](#)

DRIVER LICENSE SUSPENSION

In an effort to deal with the growing number of suspended or revoked drivers, AAMVA supports the following principles and encourages member jurisdictions to:

1. Follow the recommendation in the AAMVA “Best Practices Guide to Reducing Suspended Drivers” to repeal current and discourage passing additional state laws requiring suspension of driving privileges for non-driving reasons. By following this recommendation, motor vehicle administrations, law enforcement, and the judiciary will be able to focus on the sanctioning of individuals who may be arrested and prosecuted for driving while license suspended, revoked, denied, disqualified, withdrawn, or cancelled for actual highway safety reasons.
2. Maintain current, readily available, information concerning drivers whose licenses have been suspended, revoked, denied, disqualified, withdrawn, or canceled.
3. Maintain an easily accessible system for checking validity of driver license status and reason for suspension, revocation, denial, disqualification, withdrawal, or cancellation by all enforcement agencies *[Amended 2013]* [↑](#)

EXCHANGE OF DRIVER RECORDS

AAMVA supports the exchange of driver record information between jurisdictions, including driving records, convictions, and withdrawals, in order to improve highway safety efforts. These records should be available upon request from other jurisdictions at no cost when used in the enforcement of driver license matters and should be provided as quickly as resources allow. *[Amended 2013]* [↑](#)

FACIAL RECOGNITION

To promote highway safety, security, integrity, and reliability of the photo driver license/non-driver identification credential, it is necessary to enhance the integrity of the issuance process to protect an individual’s identity and to support a one person, one record concept. Facial recognition

has proven to be an effective tool to achieve these goals. Therefore, it is AAMVA's position that member jurisdictions implement a facial recognition program. *[Adopted 2015]* [↑](#)

GRADUATED DRIVER LICENSING SYSTEM

AAMVA supports a Graduated Driver Licensing System (GDLS) to ease beginning drivers into the traffic environment under controlled exposure to progressively more difficult driving experiences. The GDLS should be designed to help novice drivers of all ages improve their driving skills and acquire on-the-road experience by progressing through driver licensing stages before unrestricted licensure. *[Amended 2013]* [↑](#)

ISSUANCE OF IDENTIFICATION CARDS

The issuance of ID cards shall adhere to the same identification standards as driver licenses. *[Adopted 2013]* [↑](#)

MEDICAL REPORTING

State and provincial licensing agencies should encourage reporting to driver license agencies the presence of any physical and/or mental disabilities that might inhibit an individual's ability to operate a motor vehicle in a safe manner. *[Amended 2013]* [↑](#)

MOPEDS

Operators of all power-assisted pedal vehicles, commonly known as mopeds, must hold an operator's license, wear a DOT approved safety helmet and eye protection, and be subject to the rules of the road. AAMVA endorses the adoption of regulations for the safe operation of, registration, and titling of mopeds. *[Amended 2013]* [↑](#)

NON-RESIDENT VIOLATORS COMPACT (NRVC)

AAMVA supports the concept of entry into a Non-resident Violators Compact by member jurisdictions as an effective means for reciprocal enforcement of the respective jurisdictional vehicle and traffic laws. AAMVA membership further recommends that the Association be designated as Secretariat for the Non-Resident Violators Compact. It is also recommended that the necessary funding, to enable AAMVA to properly perform the functions as Compact Secretariat, be provided by Non-Resident Violators Compact members or by any other means that can be mutually agreed upon by the members of AAMVA and the members of the Compact. [↑](#)

ONE LICENSE/ONE DRIVER CONTROL RECORD

A person shall have one license and one driver control record (DCR). The jurisdiction that issued the last license shall be designated as the jurisdiction of record, shall maintain the DCR of the individual and shall follow procedures as outlined. The DCR shall be the record on which licensing and withdrawal decisions are made. *[Adopted 1995]* [↑](#)

RECIPROCITY

AAMVA recommends that a new resident of a state, province, or territory, when applying for a driver license in that jurisdiction, shall be required to surrender all driver license(s) currently in their possession. Each jurisdiction shall recognize properly licensed motor vehicle operators, who are residents of other states or provinces. *[Amended 2013]* [↑](#)

INFORMATION TECHNOLOGY

GENERAL

AAMVA believes that the establishment of an objective systems support and evaluation capability, and the initiation of a coordinated approach to the exchange of information and assistance among the jurisdictions should be a high priority.

AAMVA believes that each member jurisdiction should have a central repository of records, which includes—but, is not limited to—information on crashes, arrests, convictions, and written warnings. Such records should be available on a round-the-clock basis to all law enforcement agencies throughout the jurisdiction.

Our Association supports compulsory reporting of all traffic crashes. Such reports should be made to a central bureau for analysis and use in crash prevention, driver improvement, highway design, and other highway safety applications, subject to safeguards for protection of privacy. *[Adopted 1983]* [↑](#)

AAMVAnet Code Dictionary/CCMTA Equivalency Table

U.S. jurisdictions shall utilize the AAMVAnet Code Dictionary (ACD) and Canadian jurisdictions shall use the CCMTA Conviction Equivalency Table A to define data being exchanged. *[Amended 1995]* [↑](#)

DATA AND INFORMATION EXCHANGE

AAMVA endorses the use of uniform standards for electronic exchange of driver, vehicle, and all other related information among member jurisdictions. *[Amended 1999]* [↑](#)

PERSONAL INFORMATION OBTAINED FROM MOTOR VEHICLE RECORDS

In the interest of public safety, AAMVA supports the use of the Internet or any other on-line service to access personal data from Motor Vehicle Records (MVRs) only when adequate controls exist to ensure the data are used by authorized persons or entities legally entitled to receive them and that persons cannot access this data for stalking or other unlawful activities. Furthermore, AAMVA supports the sale or subsequent use of personal data from MVRs only when the person or entity receiving it agrees to control the access to such data to ensure the data are only used for lawful purposes. AAMVA supports legislative authority to enforce this policy. *[Adopted 1997]* [↑](#)

LAW ENFORCEMENT POLICIES

GENERAL

AAMVA recommends that member jurisdictions continuously review their highway safety programs to ensure a uniform policy on enforcement and crash investigations, which includes:

1. Continued, aggressive and effective enforcement of all traffic laws.
2. Deployment of enforcement personnel using the Data-Driven Approach to Crime and Traffic Safety (DDACTS) model to patrol identified high crash corridors. (See related [DDACTS policy](#)).
3. Combining enforcement efforts with education and effective driver improvement programs.
4. Adoption of the USDOT Minimum Model Uniform Crash Criteria (MMUCC), 5th Edition.
[Amended 2018] ↑

CHARGE REDUCTION

Due to loss of life and injuries resulting from hazardous traffic violations, such as driving under the influence of alcohol and/or drugs, AAMVA opposes the reduction of such charges to lesser offenses by prosecutors and judges. In addition, AAMVA opposes the practice of “deferred sentencing.”
[Amended 2013] ↑

DATA DRIVEN APPROACH TO CRIME AND TRAFFIC SAFETY (DDACTS)

AAMVA supports a Data Driven Approach to Crime and Traffic Safety (DDACTS) to address motor vehicle crashes that occur too frequently and lead to injuries and deaths while also addressing the quality of life issues caused by general crime.

Towards that end, AAMVA encourages all law enforcement, State Departments of Motor Vehicles, and Departments of Transportation to work together to collect and analyze crash data to identify high crash corridors/locations and causation factors. Law enforcement should combine this data with crime data available to them that fall within the priorities of their agency/community and dedicate their limited resources to the areas of overlap to reduce both crashes and crime concurrently. AAMVA further supports the electronic collection of crash data by law enforcement to ensure timely and accurate crash data collection and analysis. *[Adopted 2015]* ↑

DRIVING UNDER THE INFLUENCE OF ALCOHOL AND/OR DRUGS

AAMVA supports the implementation of the following practices by member jurisdictions to enhance highway safety by combating incidents of driving while under the influence of alcohol and/or drugs:

- Utilization of the AAMVA Ignition Interlock Program Best Practices Guide (2018) by jurisdiction members with administrative responsibility for their jurisdiction’s ignition interlock program.

- Support of 24/7 Programs to augment ignition interlock programs, or for use in lieu of ignition interlocks in areas more than 100 miles from the nearest certified ignition interlock service provider.
- A management policy that establishes impaired driving offenses as a top priority for enforcement and administrative sanctions.
- Utilization of crash data and analysis to determine impaired driving traffic crash patterns as defined by day, time, location and severity.
- Deployment of law enforcement resources which make the most effective use of available resources by focusing on areas identified through crash data analysis.
- Implementation of training programs which continuously improve skills in detecting and apprehending impaired drivers. The training should include Standardized Field Sobriety Testing (SFST) and Advanced Roadside Impaired Driving Enforcement (ARIDE) for all traffic law enforcement officers and Drug Recognition Expert (DRE) training for an adequate number of officers so a DRE is available to all other officers whenever needed.
- Establishment of policies that streamline the processing of impaired drivers by simplifying and reducing paperwork to include development and implementation of electronic DUI forms and electronic search warrants for blood to expedite necessary evidence collection.
- Encouragement of the use of pre-arrest breath test devices and oral swab testing to aid in the detection of both alcohol and drug impaired drivers.
- Establishment of policies that support timely pursuit of a search warrant for blood (electronic when possible) whenever a suspected impaired driver refuses to voluntarily submit to a breath or blood test.
- Adoption of “implied consent laws” that make it a per se violation for any driver under the age of 21 to have an alcohol concentration of .02 percent or greater.
- Utilization of sobriety checkpoints which meet the requirements of law.
- Passage of enabling sobriety checkpoint legislation in those jurisdictions where sobriety checkpoints are not allowed.

[Amended 2018] [↑](#)

IMAGE EXCHANGE

AAMVA endorses the concept of providing access to digital photos (images) on record at the motor vehicle agency to approved certified law enforcement agencies for the purpose of verifying identity. Specific procedures for the request and exchange of such images will be left to the specific motor vehicle agency. *[Amended 2015]* [↑](#)

LASER AND RADAR DETECTORS AND CELL PHONE APPLICATIONS (APPS)

AAMVA opposes the manufacture and sale of electronic devices, used by individuals in motor vehicles to detect the presence of, or jam the signal from, speed-measuring equipment in use by law enforcement. AAMVA also opposes the development and use of cell phone apps that allow individuals to determine specific locations where law enforcement officers are working. AAMVA supports concurrent jurisdiction between federal and state agencies in the enforcement of laws that prohibit manufacture and sale of such devices and apps. *[Amended 2018]* [↑](#)

MOTOR CARRIER SAFETY

AAMVA supports the implementation by member jurisdictions of vigorous commercial vehicle inspection, training and enforcement programs designed to increase compliance with the Code of Federal Regulations, state and local commercial motor vehicle (CMV) laws and rules of the road; to detect and prosecute drivers of commercial vehicles who operate in violation of driver hours of service, under the influence of alcohol or drugs and/or committing other moving violations. AAMVA supports the CVSA Certification program which provides specialized training for dealing with vehicle inspections and drivers of commercial vehicles to detect mechanical defects and driver qualifications. Participation in the Commercial Vehicle Safety Alliance (CVSA) enhances national uniformity by utilizing inspection standard and use of the North American Out of Service criteria. AAMVA also supports the continued use of federal incentive funding to support state and local jurisdictions for increased uniform standards and efforts in the area of commercial vehicle safety, including a uniform traffic crash reporting and data collection system, with control in such system vested at the jurisdiction level.

AAMVA encourages member jurisdictions to implement traffic safety initiatives such as Ticketing Aggressive Cars and Trucks (TACT) to promote education and enforcement of non-CMV vehicles driving safely around CMVs. *[Amended 2013]* [↑](#)

MOTOR VEHICLE MARKETING AND AVERTISING

AAMVA supports marketing, particularly vehicle manufacturer advertisements, that use words, video, and imagery that promote safe driving behaviors. The Association condemns marketing practices that illustrate a disregard for safety by depicting situations that might reasonably be interpreted as encouraging unsafe or unlawful acts such as but not limited to speeding, distracted, aggressive and drug and/or alcohol impaired driving. *[Adopted 2016]* [↑](#)

SAFETY BELT USE STATUTES

AAMVA supports passage of adult and child safety restraint usage legislation for all vehicle occupants for whom restraints are provided, and requiring restraints function and be worn properly. AAMVA further supports these laws being in the form of a primary violation allowing law enforcement intervention even when that is the only violation observed. *[Amended 2018]* [↑](#)

SUPPORT FOR TRAFFIC ENFORCEMENT

AAMVA encourages member jurisdictions to maintain police agency and traffic unit sizes commensurate with increases in vehicle registrations and subsequent demands for traffic-related services and data-driven enforcement activities. *[Amended 2013]* [↑](#)

UNIFORM RESPONSE TO OUT-OF-STATE TRAFFIC VIOLATIONS

AAMVA recommends that member jurisdictions follow the uniform policy in handling violations by out-of-state-traffic violators, as prescribed in the Non-Resident Violators Compact. *[Amended 2016]* [↑](#)

UNIFORM TRAFFIC TICKET

AAMVA supports the adoption and use by member jurisdictions of a “Uniform Traffic Ticket.” AAMVA encourages member jurisdictions to use electronic methods for comprehensive data collection and to enact auditing regulations which establish accountability and responsibility for all tickets. *[Amended 2013]* [↑](#)

VEHICLE CRIME INVESTIGATION AND PROSECUTION

In view of the continued incidence of vehicle crimes as one of the most costly and reoccurring crimes, and considering the high ratio of vehicle crimes that result in traffic crashes and violent criminal activity, AAMVA supports the U.S. Department of Justice in the campaign against vehicle crimes. AAMVA encourages all jurisdictions to vigorously investigate and prosecute all persons charged with vehicle crimes, including maximum prosecution by state and federal authorities.

AAMVA encourages local, state, and federal vehicle crime investigators to use the “NMVTIS Law Enforcement Access Tool (LEAT)” as an investigative resource. AAMVA further supports the aggressive implementation of the Federal Anti-Car Theft Act of 1992 by all state motor vehicle administrators, encouraging the passage of state NMVTIS laws providing law enforcement officers the authority to enforce NMVTIS compliance at a local level.

AAMVA encourages its members to consider the following when pursuing legislation:

- Require junk, salvage, and insurance entities to be registered with NMVTIS when required to do so and before being licensed to conduct business.
- Limit the NMVTIS federal reporting requirements for junk, salvage, and insurance companies to within two business days of purchase.
- Require records mandated by NMVTIS to be maintained for a minimum of five years of purchase date and open for inspection by a law enforcement officer or authorized representative of the licensing agency’s office.

Provide a penalty for failing to comply with NMVTIS registration or reporting requirements. *[Amended 2019]* [↑](#)

VEHICLE IDENTIFICATION FOR PARKING VIOLATIONS

In order to avoid misidentification, it is imperative that law enforcement agencies provide accurate vehicle and registration information to jurisdictions which are required by law to suspend or prevent registrations of those delinquent in payment of penalties incurred for parking violations. When providing information to a jurisdiction as described above, AAMVA recommends that law enforcement supply the vehicle registration plate number, the license plate type, the registration expiration date, and the violation date unless the jurisdiction has reached an agreement with law enforcement or other appropriate authorities on alternate combinations of information which would identify the correct vehicle.

AAMVA further recommends that jurisdictions that enforce parking violations require officers to collect enough information to accurately identify the violating vehicle at the time of the violation. At a minimum, this should include the violation being cited for license plate number and type; vehicle identification number (VIN); vehicle make, model and color; and any other information required by the jurisdiction. *[Amended 2018]* [↑](#)

VEHICLE POLICIES

GENERAL

AAMVA adheres to the well-established principle that the titling and registration of a motor vehicle is the duty and responsibility of the member jurisdictions. *[Amended 2013]* [↑](#)

CERTIFICATE OF ORIGIN

It is the policy of AAMVA that a Certificate of Origin (CO) be required for conveying ownership of all new vehicles. The CO should be uniform in all jurisdictions, and when printed, conform to the standards set forth in Appendix “B” of this publication.

AAMVA also urges manufacturers of motive and non-motive powered vehicles to adopt a standard machine-readable Certificate of Origin, utilizing the appropriate American National Standards Institute (ANSI) standard that provides the criteria for character set and print quality for optical character recognition.

AAMVA recommends that vendors of the uniform Certificate of Origin be instructed that applicants who wish to purchase uniform CO documents must furnish verification from an AAMVA member jurisdiction that the applicant is recognized as a bona fide manufacturer or distributor before the order can be accepted.

In the interest of reducing fraud and vehicle theft, it is the policy of AAMVA that manufacturers’ use standardized codes when transmitting CO data electronically. In accordance with the National Motor Vehicle Title Information System specifications, AAMVA supports the use of the NCIC codes, as found in the latest edition of the NCIC Code Manual, as the standard for the electronic transmission of all CO data. Special emphasis should be placed on the vehicle’s make, series, model, body type and major and minor colors. AAMVA supports the cooperation of manufacturers, the Department of Justice, Federal Bureau of Investigation, and if necessary, U.S. Congress to promote this policy. *[Amended 2014]* [↑](#)

COMMERCIAL VEHICLES DECLARED GROSS WEIGHT

AAMVA recommends member jurisdictions use declared gross weight in registering commercial vehicles and also recommends that gross weight be shown on the registration certificate. *[Amended 2016]* [↑](#)

COMMERCIAL VEHICLE SAFETY ALLIANCE

AAMVA supports and endorses the Commercial Vehicle Safety Alliance (CVSA) North American Standard Inspection program as a supplement to a jurisdiction's Periodic Motor Vehicle Inspection (PMVI) program or Periodic Inspection (PI) program for commercial motor vehicles. *[Amended 2013]* [↑](#)

FEDERALLY OWNED VEHICLES

AAMVA recommends that all federally owned vehicles should be required to meet the same inspection requirements as vehicles owned and operated by the general public. [↑](#)

FEDERALLY OWNED VEHICLES CERTIFICATE OF RELEASE

AAMVA asks that federal agencies use the following procedures, pending implementation of an e-titling solution, when transferring federally owned vehicles:

1. A transfer of ownership should be executed on a single uniform document, utilizing secure paper and containing:
 - (i) security features;
 - (ii) a control number; and
 - (iii) an odometer disclosure statement.
2. The information required on the ownership document should be typewritten.
3. There should be a limited number of persons authorized to sign the transfer ownership document.
4. The ownership document should be completed in full and contain accurate vehicle information.
5. A procedure should be developed for issuing a duplicate ownership document when the original has been lost or stolen.

Upon implementation of an e-titling solution, AAMVA asks that federal agencies transfer federally-owned vehicles electronically in accordance with recommendations found in best practices adopted by AAMVA. *[Amended 2016]* [↑](#)

GRAY MARKET VEHICLE MODEL YEAR DETERMINATION

The model year of gray market vehicles should be determined by application of the following criteria, in priority order:

1. The model year used by a specific manufacturer to designate a discrete vehicle model irrespective of the calendar year in which the vehicle was actually produced.
2. An ownership document issued by that vehicle's country of origin. *[Amended 2013]* [↑](#)

INSPECTION

AAMVA recognizes that vehicle condition is a vital part of any overall traffic safety effort. Therefore, AAMVA recommends that member jurisdictions adopt and implement appropriate emissions, mechanical safety and structural integrity inspection programs to help ensure the safe condition of vehicles on the highway. AAMVA further recommends that jurisdictions strive to create consistent equipment requirements and inspection standards and training for inspectors, and that jurisdictions reciprocally recognize and accept inspections performed in another jurisdiction that administers any inspection program that is substantially similar to its own program(s). *[Amended 2013]* [↑](#)

LEASED VEHICLES

It is the position of AAMVA that, in the event that a vehicle is leased for a period of 30 days or more:

1. Lessor's name and address should be on the certificate of title.
2. Lessor's name and lessee's name and address should be on the registration.
3. A brand reflecting leased vehicle status should not be included on the certificate of title. *[Amended 2013]* [↑](#)

LICENSE PLATES

License plates serve one common purpose; to identify motor vehicles. Across jurisdictions, they also identify vehicle registrants and demonstrate compliance with motor vehicle registration laws. Through the use of bright, reflective surfaces, license plates contribute to highway safety and law enforcement efforts by making the vehicle more visible.

AAMVA supports the horizontal display of a front and rear plate and the uniform manufacture and design of plates, to increase the effective and efficient identification of license plates. Jurisdictions are encouraged to adopt the best practices identified in AAMVA's Best Practices Guide for Improving Automated License Plate Reader Effectiveness through Uniform License Plate Design and Manufacture.

The use of common characteristics and predictable designs on license plates will enhance readability, usability, and connections to vehicle registration records. It will also support law enforcement efforts and highway safety, and may increase certain revenue collection which is dependent upon license plate identification, such as toll collection and parking regulations.

[Amended 2013] [↑](#)

LICENSE PLATES SHOULD NOT BE OBSCURED

License plates should not be obscured in any way that interferes with the official duties of law enforcement or tolling authorities, or makes them illegible from a distance of no less than 75 feet. AAMVA opposes the use of any covers for license plates because such covers create reflections which obscure the characters and identifying elements of the plate. The Association recommends license plates be mounted and lighted in such a way as not to interfere with, nor be obscured by anything such as dirt, snow, attachments of trailer hitches and other coupling devices. The Association recommends license plate frames not cover any part of the plate numerals, letters, validations tabs, or other identifying elements unique to a plate's design. *[Amended 2019]* [↑](#)

LICENSING OF BUSINESSES ENGAGED IN MOTOR VEHICLE-RELATED ACTIVITIES

AAMVA supports the licensing and regulating by member jurisdictions of all manufacturers, distributors, brokers, dealers, salvage dealers and recyclers, repair shops, used parts dealers and wholesalers. *[Amended 2013]* [↑](#)

MODEL YEAR IN TITLE/REGISTRATION RECORDS

AAMVA recommends that, effective with the 1983 model year, jurisdiction title or registration procedures for passenger cars, trucks, and motorcycles (other than multistage manufactured vehicles, such as motor homes) should include an electronic comparison using a VIN decoder product of the captioned model year with the model year code contained in the Vehicle Identification Number, as shown on the Certificate of Origin, New Vehicle Information Statement, bill of sale, or dealer report of sale. The Association further recommends that if the captioned model year in the documents or electronic records differs from the model year code in the VIN, the title or registration of the vehicle should be withheld until the documents or electronic records are corrected, as may be provided for by the law or regulation of the jurisdiction. *[Amended 2016]* [↑](#)

MOTOR VEHICLE AGENCY RECORD INFORMATION EXCHANGE

It is the policy of AAMVA to support the secure exchange, without cost, of the motor vehicle agency records between the various jurisdictions when such information is to be used in the enforcement of motor vehicle and/or driver license-related matters. *[Amended 2013]* [↑](#)

MOTOR HOMES AND MULTI STAGE VEHICLES

For vehicles manufactured in multi stages, AAMVA endorses and encourages jurisdictions to indicate the following on title and registration records and documents:

- The VIN shall be the first-stage manufacturer's VIN, and shall be the only VIN which is recorded in the motor vehicle agency's files and on the registration and title;
- The make shall be used to describe the complete vehicle as indicated by the final stage manufacturer; and

- The model year shall be used to describe the complete vehicle as indicated by the final stage manufacturer and the only year recorded in the motor vehicle agency files and on the registration and title. *[Amended 2013]* [↑](#)

NMVTIS DATA TO PROTECT CONSUMERS

AAMVA supports the adoption of laws that require vehicle dealers to obtain a NMVTIS vehicle history report or another vehicle history report that includes all applicable data from NMVTIS, for used vehicles they offer for sale, and to provide the report to potential buyers prior to the sale of the vehicle. *[Adopted 2015]* [↑](#)

NON-RESIDENT VEHICLE DEALER LICENSE COMPACT

AAMVA adopts as a model the Non-Resident Vehicle Dealer License Compact, approved by the working group under the direction of the Registration, Title, Vehicle Dealers and Manufacturers (RTVDM) Committee, as set forth in the appendices of this publication. *[Adopted 1990]* [↑](#)

NOTARY REQUIREMENTS

AAMVA recommends that notary public requirements be eliminated on all motor vehicle forms. *[Amended 2013]* [↑](#)

OFFROAD VEHICLES

AAMVA recommends that, regardless of any retrofitting or modifications that have or might be made to a vehicle that was not originally designed, constructed or intended for road use, Motor Vehicle Administrators should use available statutory authority, or encourage adoption of such authority, to prohibit the use, and registration for on-road use, of vehicles not designed, constructed or intended for on-road use. *[Amended 2013]* [↑](#)

ODOMETER REQUIREMENTS

The Association urges implementation by member jurisdictions of odometer security procedures in compliance with federal law and encourages the jurisdictions to engage in a mutual exchange of information relating to odometer violations. AAMVA supports federal odometer law requirements to strengthen criminal penalties, to broaden disclosure, and to make improvements in standard data collection and the reporting of irregularities.

AAMVA urges all jurisdictions to record the current odometer mileage reading on all title documents including a notation that the recorded mileage reading is actual, not actual, or exceeds mechanical limits. AAMVA does not support any federal legislation which would require a procedure for recording of odometer information on registration records or a program which would require that a registration card be required to accompany a title application.

Member jurisdictions of the American Association of Motor Vehicle Administrators should not refuse to process interstate certificate of title transactions supported by documentation that meet the minimum federal requirements for odometer disclosure. *[Amended 1990]* [↑](#)

OUT-OF-STATE VEHICLE REGISTRATION

When jurisdictions register an out-of-state vehicle, AAMVA recommends the return of the “original Certificate of Title” document, or electronic notification to the issuing jurisdiction without undue delay. *[Amended 2013]* [↑](#)

PARTICIPATION IN THE NATIONAL MOTOR VEHICLE TITLE INFORMATION SYSTEM (NMVTIS)

AAMVA strongly supports U.S. jurisdictions’ compliance with the federal mandate to fully participate in the National Motor Vehicle Title Information System (NMVTIS). *[Amended 2014]* [↑](#)

RAISED VEHICLES

AAMVA encourages jurisdictions to adopt standards for raised vehicles, and recommends the American Automobile Manufacturers’ Association Guidelines for state bumper height regulations. *[Amended 1995]* [↑](#)

RECREATIONAL PARK TRAILER

A 'recreational park trailer' is a recreational vehicle primarily designed and intended to provide temporary living quarters for recreation, camping or seasonal use. It is built on a single chassis, mounted on wheels with a gross trailer area not exceeding 400 square feet in the setup mode. Each recreational park trailer is certified by its manufacturer as complying with the ANSI A119.5 standard for recreational park trailers

All US based recreational park trailers, upon the presentation of an acceptable certificate of origin with a properly created 17 digit Vehicle Identification Number (VIN), shall be titled by the jurisdictional authority in the state where domiciled, with sales/excise or similar taxes collected and any applicable liens perfected.

Recreational park trailers which meet the size requirements for highway transport without a special movement permit may be registered and assigned license plates. Recreational park trailers that are allowed highway movement only with a special highway movement permit may not be registered and would be subject to the laws in the state where domiciled.

The recreational park trailer should be subject to the same laws and regulations as are applied to all other towable recreational vehicles including, but not limited to, any licensing, bonding, and franchise or warranty requirements currently applicable to such manufacturers and/or their dealers. [↑](#)

RESIDENT - DEFINITION

For purposes of motor vehicle regulation and taxation, AAMVA offers the following definition of “resident:”

1. Any person, except a tourist or student, who owns, leases or rents a place of domicile within a jurisdiction and who remains in the jurisdiction for a consecutive period of ninety days or more.
2. Members of the U.S. Armed Forces, personnel or employees of state and federal governments or their families, within their home jurisdiction.
3. Any individual, partnership, company, firm, corporation or association which maintains a main or branch office or warehouse facility within the jurisdiction or which regularly operates motor vehicles in the jurisdiction.
4. Any individual, partnership, company, firm, corporation or association which operates motor vehicles in intrastate haulage in the jurisdiction.
5. Any person who meets the residence requirement to obtain a credential in the jurisdiction.

[Amended 2018] [↑](#)

SINGLE AXLE TOW DOLLY

AAMVA recommends that all jurisdictions adopt the following definition for single axle tow dolly:

“Single Axle Tow Dolly is a vehicle towed by a motor vehicle and designed and used exclusively to transport another motor vehicle and upon which the front or rear wheels of the towed motor vehicle remain in contact with the ground.”

AAMVA supports the device defined in this policy not be titled or registered, and not be treated as a separate vehicle when used in combination with another vehicle (i.e., when a tow dolly is being towed with the front or rear wheels of another vehicle mounted thereon). AAMVA recommends that the motor vehicle mounted on the single axle tow dolly be registered with a permanent or temporary plate.

AAMVA further supports that the single axle tow dolly be subject to equipment safety requirements such as lighting and safety chains. *[Amended 2016]* [↑](#)

SPECIALLY DESIGNATED PLATES SHOULD NOT BE ISSUED TO RENTAL VEHICLES

Jurisdictions should not require the use or display of special license plates or identifying designations on plates issued to rental vehicles. *[Amended 2013]* [↑](#)

TEMPORARY LICENSE PLATES

AAMVA endorses a uniform temporary license plate system which is maintained in a database that can be queried, that accurately and timely reflects the vehicle description and registrant information. *[Amended 2013]* [↑](#)

TINTED GLAZING OF VEHICLE WINDOWS

AAMVA opposes the use or application of an aftermarket film or other substance to the windshield front windows adjacent to the driver or front seat passenger of a motor vehicle. *[Amended 2013]* [↑](#)

TITLING CANADIAN VEHICLES IMPORTED INTO THE UNITED STATES

Applications for certificates of title covering vehicles imported into the United States from Canada should be supported with the following evidence:

1. For new vehicles, a “New Vehicle Information Statement” and a bill of sale or
2. For a used vehicle, a “bill of sale” in proper form per the jurisdiction’s requirements and the registration, and
3. Proof of proper United States Customs clearance (United States Customs Entry Form #7501) or its successor form, properly stamped and signed.

These requirements are suggested because Canadian jurisdictions do not issue titles for vehicles, and there has been inconsistency among jurisdictions as to which documents are accepted as evidence of ownership and/or clear title for vehicles being imported into the U.S. from Canada. *[Amended 2013]* [↑](#)

TITLING OF TRAILERS

AAMVA recommends that all member jurisdictions title trailers and the title serve as proof of ownership. *[Amended 2013]* [↑](#)

TITLING OF VEHICLES BEING TRANSFERRED TO ANOTHER JURISDICTION WITHOUT PROPER OWNERSHIP DOCUMENTS

AAMVA supports the mandatory titling of all vehicles registered in the jurisdictions. Jurisdictions that accept substitute evidence of ownership and issue a nontransferable/nonnegotiable title should forward either a notice, or a copy of the application for nontransferable/nonnegotiable title, to the jurisdiction in which the title is held. AAMVA further recommends that all member jurisdictions appropriately flag their title and registration records, or data system, when receiving a notice from another jurisdiction that a nontransferable or nonnegotiable title has been issued and record the jurisdiction in which such document(s) have been issued for a vehicle. *[Amended 2014]* [↑](#)

TITLING OF VEHICLES BUILT IN MULTI-STAGES

AAMVA recommends that in titling vehicles built in multi-stages that the Certificate of Origin (CO) be surrendered from the first and final-stage manufacturers. *[Amended 2013]* [↑](#)

UNCONVENTIONAL VEHICLES

The American Association of Motor Vehicle Administrators (AAMVA) endorses and encourages jurisdictions to adopt the definitions and best practices for title and registration of Rebuilt, Specially Constructed, Reconstructed, and Rebodyed/Replica Vehicles as described in the *Best*

Practices for Title and Registration of Rebuilt and Specially Constructed Vehicles published by AAMVA in November 2012 and in *Best Practices for Title and Registration of Reconstructed and Rebodyed/Replica Vehicles* published in December 2013. [Adopted 2014] [↑](#)

VIN INSPECTION

In order to verify ownership of vehicles being titled from other jurisdictions and thereby deter auto theft, AAMVA urges all jurisdictions to include an inspection of the VIN as a part of the titling process. Titles should be withheld pending the results of VIN investigations.

Since rental vehicles are not always available for such inspection, AAMVA urges all member jurisdictions to waive the VIN inspection requirement for one-way rental vehicles if the application for title and registration is accompanied by a certification signed by an authorized agent of the rental company verifying that the VIN has been reviewed and determined to be correct. [Amended 1995] [↑](#)

VIN REPLACEMENT AND ASSIGNMENT SYSTEMS

The American Association of Motor Vehicle Administrators encourages jurisdictions to adopt the following principles to promote uniform Vehicle Identification Number (VIN) replacement and assignment. AAMVA is concerned about counterfeiting and fraudulent use of VINs.

- 1) Jurisdiction issued VINs should be a minimum of 7 characters.
- 2) Replacement VIN vehicle plates should be placed in the driver's side door jam. VIN replacement plates for trailers should be placed on the tongue or on a solid base of the trailer easily accessible to being inspected or reviewed.
- 3) Jurisdictions should approve the VIN provider's source and location. (The VIN provider should be approved and recognized by the jurisdiction to be the official provider or keeper of the VINs.
- 4) Jurisdiction approved enforcement personnel should be used to locate and verify the vehicle's confidential VINs. [Amended 2014] [↑](#)

VIN UNIFORMITY

Historically, AAMVA has supported a system of VIN uniformity established by the Association in cooperation with the Vehicle Equipment Safety Commission (VESC). The Association continues to support the use of standard Society of Automotive Engineers (SAE) terminology by all users, the formatting of VIN specifications for use by jurisdictions, and determination by the proper jurisdictional authority that all agencies using the VIN receive the manufacturers' VIN specifications required. [Amended 2013] [↑](#)

WATER DAMAGED BRAND ON TITLE RECORDS

AAMVA supports and encourages its membership to adopt a brand for any vehicle that has been exposed to fresh or salt water damage. All water damage brands should be carried over to any new title record. Any existing flood or water damage brand should not be removed from the title history record. [Adopted 2015] [↑](#)

UNIFORM LAWS AND PROCEDURES

ADMISSIBILITY OF EVIDENCE OF NON-USE OF SAFETY BELT IN MITIGATION OF DAMAGES

The effectiveness of occupant restraints in reducing deaths, serious injuries and monetary loss has been proven and is widely recognized. Motor vehicle operators involved in crashes with unrestrained operators of other motor vehicles should not be held responsible for losses which occur to such other persons to the extent those losses could reasonably have been avoided or diminished by the use of restraints. AAMVA urges the courts, tribunals and legislatures of the member jurisdictions to allow the introduction of evidence of failure to wear an occupant restraint as a factor in mitigation of damages arising out of a motor vehicle collision. *[Adopted 1985]* [↑](#)

COOPERATION WITH LEGISLATORS

AAMVA believes that legislators should be kept informed about the goals and objectives of the motor vehicle agencies, as well as the goals and objectives of AAMVA.

The Association cordially invites members of the legislative bodies of its member jurisdictions to attend AAMVA Regional and Annual International Conferences. It further urges such legislators to take part in our deliberations, and to cooperate in our efforts to secure uniform motor vehicle and traffic laws, needed reciprocity authority, and other matters necessary to better service the motoring public.

AAMVA also urges the formation of regional groups to promote closer working relationships and understandings between motor vehicle and traffic law enforcement officials and members of legislatures. [↑](#)

COOPERATION WITH OTHER AGENCIES AND ORGANIZATIONS

AAMVA appreciates and values the assistance of agencies and public information media engaged in conducting programs designed to protect motorists and pedestrians, as well as to facilitate the movement of vehicles with safety and convenience. The Association urges all member jurisdictions, and the staffs of their respective agencies, to fully cooperate with these agencies and organizations.

AAMVA recognizes the value of public support groups in traffic safety programs, and considers it a duty of state and provincial leaders to take the initiative in the establishment of such groups, as well as to stimulate the interest and activity of existing groups. [↑](#)

CRASH PREVENTION

AAMVA supports a balanced program of crash prevention and highway safety. Essential elements of such a program shall include:

1. Uniform laws based on the *Uniform Vehicle Code* and other model legislation.
2. Uniform traffic signs, signals and markings.
3. Uniform crash reporting, including implementation and use of a central records system.
4. A standard driver licensing program.

5. A state-sponsored graduated licensing program that incorporates the program elements outlined in published AAMVA best practices.
6. Efficient and effective enforcement of motor vehicle laws.
7. Competent traffic engineering.
8. A comprehensive program of public information and safety education.
9. Competent research. *[Amended 2013]* [↑](#)

FEDERAL MOTOR CARRIER SAFETY LEGISLATION

AAMVA supports the concept of international uniformity in motor carrier equipment regulation. The Association is opposed to federal safety legislation which would adversely affect the authority of the jurisdictions to regulate intrastate commerce or would impose involuntary administrative burdens on the jurisdictions. *[Amended 1997]* [↑](#)

INTERDISCIPLINARY COOPERATION

AAMVA supports and encourages the cooperation and exchange of information among motor vehicle administrators, law enforcement officials, highway engineers, revenue officials and other related agencies in the interests of highway safety. Such cooperative efforts should include some of the following activities:

1. Forums at the state, provincial and local levels for the exchange of information and ideas relating to improved highway safety through roadway design, traffic flow and control measures, and enforcement strategies.
2. Efforts to work for standardization of data elements, definitions, and reporting for data collected at the national and international levels and used by all jurisdictions.
3. Participation with national and international traffic safety organizations in the development of national and international traffic safety goals. *[Adopted 1995]* [↑](#)

RESEARCH

AAMVA recommends that each member jurisdiction have the authority and facilities for research in motor vehicle traffic control, driver licensing standards and controls, automotive safety and signaling devices, driver education, and the relationship of each of these general categories to crash cause and prevention.

The Association urges member jurisdictions to initiate and carry on research to measure the effectiveness of driver improvement actions; and AAMVA further urges that results of such studies should be made available to the Association for evaluation and dissemination to other member jurisdictions.

AAMVA also urges acceleration of an effort to enlist the support and assistance of universities and colleges, as well as other qualified research agencies, in conducting appropriate research projects in all areas of motor vehicle administration and traffic law enforcement.

When representatives of research groups operating under federal grants contact state motor vehicle and traffic enforcement agencies for information, requests should be directed to the AAMVA headquarters. [↑](#)

STATUTES TO SUBSTITUTE ALCOHOL CONCENTRATION FOR BLOOD ALCOHOL CONTENT

Jurisdictions should amend their statutes as necessary to bring them into compliance with the Uniform Vehicle Code by replacing the term “blood alcohol content” with a term which more accurately reflects the bodily substance tested. *[Amended 1995]* [↑](#)

UNIFORM VEHICLE CODE

AAMVA recognizes the importance of, and need for, uniformity in motor vehicle laws and procedures. In accordance with this recognition, we endorse the Uniform Vehicle Code as a statutory guide and recommend its adoption in each jurisdiction.

AAMVA pledges its support and cooperation to the National Committee on Uniform Traffic Laws and Ordinances in its efforts to maintain and update the Uniform Vehicle Code so that the Code may continue to reflect the best in motor vehicle and driver control and regulation. AAMVA believes that the experience and expertise of member administrators and chiefs of enforcement can be of great benefit to the National Committee in continuing this effort. [↑](#)

APPENDIX A

AAMVA RECOMMENDED UNIVERSAL CERTIFICATE OF TITLE SPECIFICATIONS AND MINIMUM SECURITY FEATURES

SIZE

The size of the Title should be large enough to include odometer information and disclosure statements required by the Truth in Mileage Act of 1986. A title smaller than 7" x 8" generally does not contain sufficient space for this purpose. AAMVA therefore recommends a title size specification range of 7" x 8" as the minimum, and 8-1/2" x 11" as the maximum.

MODEL FORMAT FIELDS

| Data | Location |
|---|--|
| 1. Name of Jurisdiction | Top, center of form either in or beneath the border. |
| 2. The words "Certificate of Title" | Top, center of form either in or beneath the border. |
| 3. Vehicle Identification Number (VIN) | First line of vehicle data, top portion of the form, left justified |
| 4. Year | First line of vehicle data, top portion of the form, immediately to the right of "VIN." |
| 5. Make | First line of vehicle data, top portion of the form, immediately to the right of "Year." |
| 6. Owner(s) Name and Address | Top half of the form beneath vehicle data |
| 7. Lienholder(s) Name and Address | Lower portion of the form |
| 8. Lienholder(s) Release | Adjacent, or below appropriate lien information |
| 9. Brands | Right hand side, last line of vehicle descriptive data under odometer information. |
| 10. Odometer date, miles, status (i.e., actual, not actual, over mechanical limits) | Second to last line of vehicle descriptive data, right hand side, above "Brands." |

MINIMUM SECURITY FEATURE OPTIONS

All title documents should contain a combination of at least 10 overt and covert security features.

| | |
|--|--|
| 1. 24#-28# paper | A U-V dull white security paper which is reactive to polar and non-polar solvents, acids, and chemicals commonly used to alter documents. A virgin stock is standard although paper is available which contains 20% post-consumer waste. |
| 2. High resolution geometric design border | A unique high-resolution border containing micro-printing, line modulation and latent |

| | |
|---------------------------------------|--|
| | image features printed via either the lithographic or intaglio process. Inks used for the printing should be permanent and have a high resistance to fading or other discoloration. |
| 3. a) Prismatic color pattern | A printing technique where a pantograph background is printed in two or more colors. The different ink colors blend into each other in a way that is difficult to simulate. |
| b) Copy Void Pantograph | A repetitiously designed pantograph consisting of multi-directional images virtually invisible to the naked eye but detectable when reproduction on copiers is attempted. Please note this security feature may not work on all copiers and scanners. |
| 4. Background Security Design | A repetitious design consisting of a pattern that hinders counterfeiting efforts. |
| 5. Non-Optical Brightener | Paper without added optical paper brighteners that will not fluoresce under ultraviolet light. |
| 6. Microprint-text | A line of small alpha-characters that requires a small magnifying glass to read. The microprint-text can be customized for each jurisdiction. |
| 7. Consecutively Numbered | A visible control number printed in fluorescent red ink on the document face. Require sequential numbering with no missing numbers. A number of ink colors are available for numbering, the most common being black and red. Both can contain a fluorescent property. Bar coding for serialized numbering is also an option. |
| 8. a) Security Thread with microprint | A standardized text using "Secure Document" or customized text in a continuous pattern on micro-printed thread either fully embedded or windowed in the paper. The thread would be continuously micro-printed with security text. Security threads may be composed of metallic or polyester materials and fluoresce. |
| b) Visible security fibers | Multicolor UV sensitive visible fibers are embedded and randomly distributed throughout the paper during the manufacturing process. Visible fibers may be fluorescent or non-fluorescent. The fibers can be easily seen without the use of any special equipment. |
| c) Invisible security fibers | Multicolor UV sensitive invisible fibers are embedded and randomly distributed throughout the paper during the manufacturing process. Invisible fibers that fluoresce in different colors are available. |

| | |
|---------------------------|---|
| 9. Toner adhesion coating | Toner adhesion coating is a treatment added to the paper to promote better toner adhesion for laser printers. Reconditioned toner cartridges are not recommended, and it is suggested to utilize magnetic toners. |
| 10. Thermochromic ink | Thermochromic ink changes color when exposed to heat and cold. When visible the color will change when heated to a certain temperature, when not visible the color will change when exposed to cold temperatures. The thermochromic ink can be color-to-colorless, or color-to-color. This feature is customizable and may be used to print the state seal, agency logo, etc. |
| 11. Watermark | A three dimensional cylinder mould or two dimensional fourdrinier watermark that is formed as part of the paper manufacturing process. Watermarks can be custom made, but the standard is the Motor Vehicle Screaming Eagle. |

At the discretion of the jurisdictions, all title documents should include either additional features or methods to ensure document integrity. Jurisdictions should consider listing minimum security features in the procurement documents and ask for alternate or additional security features and pricing to avoid disclosure of all security features in public documents. The additional security features or methods may be those available from security printers and/or suppliers or a method(s) of printing data on the document for the purpose of electronic validation of the database record and/or data retrieval. Additional features to consider include a hot-stamped hologram, security laminate, etc.

A secure process is also required for any separate reassignment document used in addition to the certificate of title in connection with transfer of ownership transactions. As a minimum, such document should be printed on sensitized security paper.

APPENDIX B

SPECIFICATIONS FOR PRINTING A MANUFACTURERS CERTIFICATE OF ORIGIN (CO) FOR MOTOR VEHICLE STANDARDS

SECURITY FEATURES – All Certificates of Origin should contain the following nine security features:

1. Paper
 - (a) Sensitized Security Paper – paper that is reactive to chemicals commonly used to alter documents
 - (b) Non-Optical Brightener Paper – paper without added optical brighteners which will not fluoresce under ultraviolet light.
2. Engraved Border – a border produced from engraved art work which shall appear on the front of the document.
3. (a) Prismatic – rainbow printing which is used as a deterrent to color copying, and/or
(b) Copy Void Pantograph – the word “void” appears when the document is copied.
4. Complex Colors – colors which are developed by using a mixture of two or more of the primary colors (red, yellow or blue) and black if required.
5. Erasable Fluorescent Background Inks – fluoresces under ultraviolet light and reacts to any attempt to erase in such a manner as to be immediately detectable.
6. Background Security Design – a repetitious design consisting of a pattern which hinders counterfeiting efforts.
7. Microline – a line of small alpha characters in capital letters which requires a magnifying glass to read.
8. Consecutively Numbered – documents that contain a number which is consecutively numbered for control purposes.
9. (a) Security Thread – with or without watermark, and/or
(b) Intaglio Print – with or without latent image.

DOCUMENT SIZE – “Certificates of Origin” size specifications shall be seven (7) inches by eight (8) inches.

PAPER STOCK – Sixty (60) pound offset or equivalent durability.

CONSTRUCTION – Unless otherwise specified by the user, the forms should be constructed and fan-folded for use on high-speed pinfed computer printer and/or continuous typewriters.

LAYOUT – Text matter space for 1/10 inch horizontal and 1/6 inch deep characters per AAMVA H-12 Policy for standard format.

FACILITY SECURITY – To insure the integrity of the manufacturers “Certificate of Origin,” the user should require the vendor to maintain secure printing and storage facilities. *[Revised 1990]*

APPENDIX C

AAMVA MODEL SALVAGE CERTIFICATE AND JUNK VEHICLE ACT

Section 1 – Surrender of certificate of title and issuance of Salvage Certificate ¹

- a) When an insurer acquires ownership of a vehicle which it determines to be a junk or salvage vehicle, it shall within fifteen days following acquisition of the certificate of title, surrender the certificate to the department.
- b) If ownership of a junk or salvage vehicle has not been acquired by an insurer, the owner must surrender the certificate of title to the department prior to any sale or disposition of the vehicle and not later than thirty days from the date that the vehicle becomes junk or salvage vehicle.
- c) Any person acquiring ownership of a junk or salvage vehicle purchased in a jurisdiction that does not require surrender of the certificate of title or comparable ownership document shall surrender the title or document to the department within fifteen days following delivery of the certificate of title or ownership document.
- d) At the time of surrender of the certificate of title, where the vehicle is determined to be a salvage vehicle, and upon proper application therefore, a salvage certificate shall be issued to the owner on a form prescribed by the department.
- e) At the time of surrender of the certificate of title or salvage certificate, where the vehicle is determined by its owner to be a junk vehicle, the department shall issue a junk certificate to the owner pursuant to the provisions of Section 4 and mark its records in such a manner that no further certification of title or salvage certificate shall be issued with respect to the vehicle.
- f) When a certificate of title, salvage certificate, or other comparable ownership document issued by another jurisdiction is surrendered pursuant to this act, the department shall promptly notify the other state or jurisdiction of such surrender, the vehicle's year, make, vehicle identification number, and the reason for the title surrender.
- g) No person shall knowingly operate or use a salvage vehicle on the roads or highways of this state, except when a permit has been issued under (cite state statute which permits temporary operation while application for registration and certificate of title is pending)² or for a scheduled vehicle inspection required under Section 5 of this act.

Section 2 – Salvage Certificate³

- a) A salvage certificate shall be prima facie evidence of ownership of a salvage vehicle.
- b) A salvage certificate shall include an odometer disclosure provision, a control number, and a statement that such salvage vehicle can only be retitled after the inspection required by Section 5(b). The salvage certificate shall also include the following:
 - 1. The date issued
 - 2. The name and address of the owner

3. A description of the vehicle including, so far as the following data exist; its make, model, identifying number, type of body, number of cylinders, whether new or used, and if a new vehicle, the date of the first sale of the vehicle for use
 4. A statement that the salvage certificate can only be canceled by the department; and
 5. Any other data the department prescribes
- c) Each salvage certificate issued by the department shall be on material designed to show evidence of counterfeiting or tampering
 - d) The person named in a salvage certificate or an assignee may possess, retain, transport, sell, transfer, or otherwise dispose of the salvage vehicle; or may destroy, dismantle, modify or rebuild the salvage vehicle.

Section 3 – Duties of a salvage vehicle purchaser⁴

- a) No salvage vehicle purchaser shall possess or retain a salvage vehicle which does not have a salvage certificate. The salvage vehicle purchaser shall display the salvage certificate upon the request of any appropriate public official. In the event of sale or reassignment of the salvage vehicle, the salvage certificate shall be assigned to the new salvage vehicle purchaser, who shall within fifteen days make application for a new salvage certificate or perfect and record changes of ownership in a manner prescribed by the department.
- b) The person named in the salvage certificate of an assignee shall surrender the salvage certificate to the department not later than ten working days after the salvage vehicle is destroyed or dismantled.

Section 4 – Junk Vehicles⁵

- a) At the time a person owning a junk vehicle surrenders the certificate of title or salvage certificate, the department shall issue a junk certificate to the person which shall contain the vehicle year, make, vehicle identification number, and a control number. The department shall record the identity and address of the person, the control number, and other applicable information. The junk certificate issued by the department shall be retained by the person owning the junk vehicle and shall be prima facie evidence of ownership. Any subsequent transfer of ownership of a junk vehicle shall be by assignment on the junk certificate and the junk vehicle purchaser shall within fifteen days make application to the department for a new junk certificate or perfect and record changes of ownership in a manner prescribed by the department. No junk vehicle purchaser or assignee shall possess a junk vehicle without a junk certificate and such person shall display such junk certificate upon the request of any appropriate public official. Within five days after the junk vehicle is demolished for scrap, the owner of such vehicle shall surrender the junk certificate to the department.
- b) A junk vehicle purchaser or a salvage vehicle purchaser processing a junk vehicle or a salvage vehicle by crushing, compacting, or by other similar methods shall not remove the vehicle identification number or other identification numbers and shall not be liable

for defacing, obliterating, or destroying of such numbers necessarily incident to such processing.

Section 5 – Retitling salvage and reconstructed vehicles; requirements⁶

- a) Prior to operating a reconstructed vehicle or a rebuilt salvage vehicle, the owner shall present the vehicle, together with the salvage certificate if it is a rebuilt salvage vehicle, or the certificate of title if it is a reconstructed vehicle, and appropriate receipts of bills of sale establishing ownership and the source of all parts and component parts used to rebuild or reconstruct the vehicle to an authorized governmental agent for inspection.
- b) An authorized governmental agent shall inspect the vehicle to ascertain that it is in compliance with statutory equipment requirements; that if the vehicle is a rebuilt salvage vehicle, it is the same vehicle for which the salvage certificate has been issued; and, with respect to a reconstructed vehicle, that there is prima facie evidence of the vehicle's ownership. An ownership of any parts and component parts used to rebuild or reconstruct the vehicle.
- c) Following inspection by an authorized governmental agent, and prior to operating a rebuilt salvage vehicle or application for a new certificate of title to the department. The owner shall submit the application, the salvage certificate if it is a rebuilt salvage vehicle, or the certificate of title if it is a reconstructed vehicle, and all relevant receipts or bills of sale for parts or component parts together with a copy of the inspection report, and appropriate fee to the department.
- d) If the vehicle identification number of the vehicle has been removed or falsified, the department shall, pursuant to the procedures of (cite state statute which authorizes affixing a replacement vehicle identification number)⁷ affix to or inscribe on the vehicle the vehicles identification number if known, or if unknown, assign a vehicle identification number to the vehicle.
- e) The department shall suspend or revoke a certificate of title, upon notice and reasonable opportunity to be heard, when it finds:
 1. The vehicle has been a junk vehicle or has been scrapped, dismantled, or destroyed; or
 2. The vehicle has been a salvage vehicle and has not been rebuilt, inspected, and retitled in accordance with this section.

Section 6 – Definitions⁸

The following words and phrases have the meanings ascribed to them:

- a) "Junk vehicle" means any vehicle which is incapable of operation or use on the highways and which has no resale value except as a source of parts or scrap.
- b) "Salvage vehicle" means any vehicle which is damaged by collision, fire, flood, crash, trespass, or other occurrence to the extent that the cost of repairing the vehicle for legal operation on the highway exceeds its fair market value immediately prior to damage.

- c) "Rebuilt salvage vehicle" means any salvage vehicle which has been rebuilt and inspected for the purpose of registration and title.
- d) "Reconstructed vehicle" means every vehicle of a type required to be registered hereunder materially altered from its original construction by the removal, addition, or substitution of essential parts, new or used.
- e) "Salvage vehicle purchaser" or "junk vehicle purchaser" means any person other than an insurer who purchases or otherwise obtains possession of a salvage vehicle or a junk vehicle.
- f) "Component part" means each part contained in or upon a vehicle, including the engine or motor; the transmission or transaxle; the chassis, frame, or load-bearing major structural equivalent thereof; any door, hood, deck lid, hatch or tailgate; any bumper; any fender or quarter panel; a cowl or firewall; a cargo compartment or passenger compartment floor or floor panel; and any motorcycle frame, front fork or crank case.
- g) "Person" means every natural person, firm, co-partnership, association or corporation.
- h) "Vehicle" means device in, upon, or by which person or property is or may be transported or drawn upon a highway, excepting devices used exclusively upon stationary rails or tracks.
- i) "Vehicle identification number" means the vehicle identification number or any other numbers, letters, symbols, data, or combination thereof placed on a vehicle or vehicle part for purposes of identification by the manufacturer or at the direction of the department in accordance with the provisions of this act or at the direction of the proper authorities in accordance with laws of the United States, another state, or country. The term includes any component part, engine, replacement, assigned, or transmission identification number, and a vehicle identification number derivative.
- j) "Department" means the governmental agency responsible for titling of motor vehicle in a particular jurisdiction.

Section 7 – Penalty⁹

A person who violates any of the requirements of Section 1 through 6 is guilty of a (specify level of offense) on a first offense, and is guilty of a (specify level of offense) on any second or subsequent offense.

Section 8 – Offenses relating to fraud¹⁰

A person is guilty of a felony who, with fraudulent intent:

1. Alters, forges, or counterfeits a salvage certificate or junk certificate of this or any other state;

2. Alters or forges an assignment of a salvage certificate or junk certificate of this or any other state;
3. Has possession of or uses a salvage certificate or junk certificate of this or any other state, knowing it to have been altered, forged or counterfeited; or
4. Uses a false or fictitious name or address, makes a material false statement or conceals any material fact in an application for a salvage certificate or junk certificate.

ENDNOTES

- 1) Source: Uniform Vehicle Code Section 3-118 (1987). In those jurisdictions where the registration plates and tabs do not follow the owner, a provision should be added to require the surrender of such plates and tabs. See Uniform Vehicle Code Section 3-505 (1987)
- 2) Source: Uniform Vehicle Code Section 3-118 (1987)
 1. Subsections (b) and (c) include language from Uniform Vehicle Code Sections 3-107 (a) and (e) (1987)
- 3) See Uniform Vehicle Code Section 3-407 (1987)
- 4) Source: Uniform Vehicle Code Section 3-119 (1987) modified
- 5) Source: Uniform Vehicle Code Section 3-120 (1987) modified
- 6) Source: Uniform Vehicle Code Section 3-121 (1987) modified (except Section 3-121(e) omitted). Subsection (e) is modified from Uniform Vehicle Code Section 3-208(a) (1987)
- 7) See Uniform Vehicle Code Section 3-106(c) (1987)
- 8) Source: Uniform Vehicle Code Section 3-122 (1987); subsection (f) is Uniform Vehicle Code section 1-110(f); subsection (g) is Uniform vehicle Code Section 1-155 (1987); subsection (h) is Uniform Vehicle Code Section 1-196 (1987); subsection (i) is Uniform Vehicle Code Section 1-197 (1987)
- 9) Source: Uniform Vehicle Code Section 3-123 (1987) modified
- 10) Source: Uniform Vehicle Code Section 4-110 (1987) modified

These provisions can be combined with similar provisions relating to certificates of title and registration indicia

APPENDIX D

NON-RESIDENT VEHICLE DEALER LICENSE COMPACT

ARTICLE I

PURPOSE AND POLICY

The party jurisdictions, desiring by common action to facilitate the flow of interstate commerce involving vehicle dealers in such party jurisdictions, and in order to protect the party jurisdictions' dealers and residents from frauds, impositions and abuses by dealers who buy and/or sell vehicles wholesale in such party jurisdictions, have found that they can accomplish their common goals by entering the non-resident dealer license compact.

If a party jurisdiction has substantial evidence of a violation or of a conviction resulting from a party jurisdiction's laws by a non-resident dealer which could result in a dealer license limitation, suspension and/or cancellation of license in that party jurisdiction, the party jurisdiction shall convey that information to the non-resident dealer's home jurisdiction.

If the home jurisdiction dealer license administrator can limit, suspend, and/or cancel a dealer license in their jurisdiction for such violations or convictions as reported against a non-resident dealer, the home jurisdiction license administrator may institute an action to limit, suspend, and/or cancel the dealer license of a non-resident dealer or deny such license to a dealer applicant who applies for license after the license administrator receives any party jurisdiction's substantial evidence about that non-resident dealer.

ARTICLE II

DEFINITIONS

As used in this compact:

- a) "Conviction" means a conviction of any offense related to the buying and/or selling of vehicles which is prohibited by jurisdiction law, municipal ordinance or administrative rule or regulation, or forfeiture of bail, bond or other security deposited to secure the appearance by a person charged with having committed any such offense, and which such convictions, administrative actions, or forfeitures are required to be reported to the licensing authority.
- b) "Head of the vehicle dealer licensing authority" means the governor, or designee, or other authority as set forth by jurisdiction law.
- c) "Home jurisdiction" means the jurisdiction which has issued the vehicle dealer license, registration or certificate of authority.
- d) "Jurisdiction" means a state, territory or possession of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Canadian Provinces, or any other foreign nation, country or territory.

- e) "License" means any vehicle dealer license, registration, certificate or other authority issued under or granted by the laws of the granting jurisdiction which would allow a vehicle dealer to buy and/or sell vehicles.
- f) "Licensing authority" with reference to this Compact means the government unit that issues licenses.
- g) "Non-resident vehicle dealer" is a person who is licensed in his or her home jurisdiction but not in the party jurisdiction and is engaging in the buying and/or selling of vehicles wholesale in the party jurisdiction.
- h) "Party jurisdiction" is a jurisdiction other than the home jurisdiction in which the out-of-state or foreign dealer is buying and/or selling vehicles at wholesale.
- i) "Vehicle" for the purposes of this Compact is any conveyance as defined by a party jurisdiction.
- j) "Wholesale" is the purchase, sale or transfer of a vehicle or vehicles between licensed vehicle dealers.

ARTICLE III

REPORTS OF CONVICTION

The licensing authority of a party jurisdiction may report each action taken in that jurisdiction resulting in the suspension, revocation or limitation of a license to all other party jurisdictions. Such report shall clearly identify the person; describe the violation specifying the section of the statute, code or ordinance violated; identify the court or administrative hearing in which action was taken; indicate whether a plea of guilty was entered, or if the conviction was a result of the forfeiture of bail, bond or other security; and shall include any special findings made in connection therewith.

ARTICLE IV

EFFECT OF CONVICTION

The licensing authority in the home jurisdiction for the purpose of suspension, revocation, limitation, or an administrative action of the license to operate as a vehicle dealer, may give the same effect to the conduct reported, pursuant to Article III of this Compact, as if such conduct had occurred in the home jurisdiction to insure that full force and effect is given to this Article.

ARTICLE V

APPLICATIONS FOR NEW LICENSES

Upon application for a dealer's retail or wholesale license to buy and/or sell vehicles, the licensing authority in a home jurisdiction may ascertain whether the applicant has ever held or is the holder of a license issued by any other party jurisdiction. The licensing authority in a jurisdiction where an application is made may elect to not issue a license if the applicant has

held such a license in a party jurisdiction, but the license is currently suspended, revoked or limited by reason, in whole or in part, by a violation of the party jurisdiction laws.

ARTICLE VI

APPLICABILITY OF OTHER LAWS

Except as expressly required by provision of this Compact, nothing contained herein shall be construed to affect the right of any party jurisdiction to apply any of its other laws relating to a license issued by the licensing authority.

ARTICLE VII

COMPACT ADMINISTRATOR AND INTERCHANGE OF INFORMATION

(a) The head of the vehicle dealer licensing authority of each party jurisdiction shall be the administrator of this Compact for his or her jurisdiction. The administrators, acting jointly, shall have the power to formulate all necessary and proper procedures for the exchange of information under this Compact.

(b) The administrator of each party jurisdiction may furnish to the administrator of each other party jurisdiction any information or documents reasonably necessary to facilitate the administration of this Compact.

ARTICLE VIII

RECIPROCITY

Entrance into the compact means that a party jurisdiction will allow a non-resident, licensed as a vehicle dealer in and by his/her home jurisdiction of residence, to buy and/or sell vehicles wholesale to or from any vehicle dealer who is authorized by the party jurisdiction to do business in that jurisdiction, provided that, prior to doing business with such vehicle dealer, such non-resident dealer must show evidence to the party jurisdiction of the current dealer license issued to them by the non-resident's home jurisdiction and such non-resident dealer must comply with the party jurisdiction's laws regulating resident vehicle dealer licenses.

ARTICLE IX

ENTRY INTO FORCE, EFFECTIVE DATE, AND WITHDRAWAL

(a) This Compact shall enter into force and become effective as to any jurisdiction when duly authorized agents sign the Compact.

(b) Any party jurisdiction may withdraw from this Compact but no such withdrawal shall take effect until 6 months after the head of the dealer licensing authority of the withdrawing jurisdiction has given written notice of the withdrawal to the heads of all other party

jurisdictions. A repeal of enabling legislation will terminate that party jurisdiction's inclusion in the Compact. No withdrawal shall affect the validity or applicability by the licensing authorities of jurisdictions remaining party to the Compact of any report of conviction occurring prior to the withdrawal.

ARTICLE X

CONSTRUCTION AND SEVERABILITY

This Compact shall be liberally construed so as to effectuate the purposes thereof. The provisions of this Compact shall be severable and if any phrase, clause, sentence or provision of this Compact is declared to be contrary to the laws of any party jurisdiction or of the United States or the applicability thereof to any government, agency, person or circumstances held invalid, the validity of the remainder of this Compact and the applicability thereof to any government, agency, person or circumstance shall not be affected thereby. If this compact shall be held contrary to the laws of any jurisdiction party thereto, the Compact shall remain in full force and effect as to the remaining jurisdictions and in full force and effect as to the jurisdiction affected as to all severable matters.

ARTICLE XI

DUE PROCESS

Except as expressly required by provisions of this Compact, nothing contained herein shall be construed to affect the due process notice and hearing rights of an applicant, licensee, registrant or certificate holder relating to obtaining, retaining or restricting a license to buy and/or sell vehicles wholesale or retail according to the laws of the home jurisdiction and party jurisdiction.

APPENDIX E

AAMVA MODEL WATERCRAFT TITLE ACT -1992

Section 1. – Definitions

a) Generally, in this subtitle, the following words have the meaning indicated:

b) “Certificate” means any certificate of title issued

c) “Dealer” means any person who engages in whole or in part in the business of buying, selling or exchanging ___ or more new and unused vessels, or used vessels, or both, in any one calendar year, either outright or on conditional sale, bailment, lease, Chattel mortgage, or otherwise, and who has an established place of business for sale, trade and display of vessels.

d) “Department” means the _____ departing directly or through its duly authorized officers or agents.

e) “Lien holder” means a person holding a security interest.

f) “Manufacturer” means any person engaged in the business of manufacturing, building or assembling ___ or more new and unused vessels in any one calendar year for the purpose of sale or trade.

g) “Motorboat” means any vessel equipped with propelling machinery, whether or not the machinery is the principal source of propulsion.

h) “Operate” means to navigate or otherwise use a vessel.

i) “Operator” means the person who operates or has charge of the navigation or use of a vessel.

j) “Owner” means a person, other than a lien holder, having interest in or title to a vessel. The term includes a person entitled to use or possess a vessel subject to an interest in another person, but it does not include a lessee under a lease not intended as security.

k) “Security interest” means an interest which is reserved or created by an agreement which secures payment or performance of an obligation.

l) “State of principal use” means the state on whose waters a vessel is used or to be used most during a calendar year.

m) “Use” means to operate, navigate or employ a vessel. A vessel is in use whenever it is upon the water.

n) "Vessel" means every description of watercraft, other than a seaplane, used or capable of being used as a means of transportation on water or ice. Ice boats are regarded as watercraft. The term includes the vessel's motor, spars, sails, and accessories.

o) "Proceeds" include whatever is received when collateral is sold, exchanged, collected or otherwise disposed of. The term also includes the account arising when the right to payment is earned under a contract right. Money, checks, and the like are cash "proceeds." All other proceeds are "non-cash proceeds".

p) "Waters of the state" means any water within the jurisdiction of the state, the marginal sea adjacent to the state, and the high seas when navigated as part of a ride or journey to or from the shore of the state.

Section 2 – Owner's Certificate of Title – In General

a) Application – Except as provided in subsection (d), any owner of a vessel principally used on the waters of the state that is required by the department to be numbered shall apply to the department for a certificate of title for the vessel.

b) Contents and form – Each certificate of title shall contain the information and be issued in a form the department prescribes.

c) Prerequisite to issuance of certificate of number – The department may not issue or renew a certificate of number to any vessel required to be registered and numbered in the state unless the department has issued a certificate of title.

d) Exception for person owning vessel with valid certificate of number (on effective date) – A person who (on effective date) is the owner of a vessel with a valid certificate of number issued by the state is not required to file an application for a certificate of title for the vessel unless any part of that person's interest in the vessel is transferred.

e) Application requirements: Form; oath; contents – Every owner of a vessel subject to titling under the provision of this subtitle shall apply to the department for issuance of a certificate of title for the vessel within ___ days after acquisition. The application shall be on forms the department prescribes and accompanied by the required fee. The application shall be signed and certified that statements made are true and correct to the best of the applicant's knowledge, information, and belief under penalty of perjury. The application shall contain the date of sale and purchase price of the vessel or the fair market value if no sale immediately preceded the transfer and any additional information the department requires. If the application is made for a vessel last previously registered or titled in another state or foreign country, it shall contain this information and any other the department requires.

i) Dealer buying or acquiring vessel for resale – A dealer who buys or acquires a new or used vessel for resale is not required to apply for and obtain a certificate of title as provided in this subtitle.

ii) Dealer transferring vessel requiring title – Every dealer transferring a vessel requiring titling under this subtitle shall assign the title to the new owner or, in the case of a new vessel, assign the manufacturer’s statement of origin (MSO)/manufacturer’s certificate of origin (MCO).

f) Department record of title certificates – The department shall maintain a record of each certificate of title it issues.

g) Sale, purchase, etc., without certificate prohibited – effective __/__/__, no person may sell, assign or transfer a ___ model year vessel titled by the state without delivering to the purchaser or transferee a certificate of title with an assignment on it showing title in the purchaser or transferee’s name. No person may purchase or otherwise acquire a ___ model year vessel required to be titled by the state without obtaining a certificate of title for it in the purchaser’s name.

Section 3 – Fees; Duplicates

a) Fee for issuance of original and duplicate certificate – The department shall charge a \$__ fee to issue a certificate of title, a transfer of title, a duplicate, or corrected certificate of title.

b) Application to department; lost, destroyed, or damaged certificate – If a certificate of title is lost, mutilated, destroyed, or becomes illegible, the first lien holder or, if there is none, the owner named in the certificate as shown by the department’s records shall, within __ days, obtain a duplicate by applying to the department. The applicant shall furnish information concerning the original certificate and the circumstances of its loss, mutilation, or destruction as the department requires. Mutilated or illegible certificates shall be returned to the department with the application for a duplicate.

c) Marking and delivery of certificate – The duplicate certificate of title shall be clearly marked “duplicate” and mailed or delivered to the applicant.

d) Recovery of lost original certificates – If a lost original certificate of title for which a duplicate has been issued is recovered, the original shall be surrendered promptly to the department for cancellation.

Section 4 – Obtaining Manufacturer’s Statement of Origin (MSO) or Manufacturer’s Certificate of Origin (MCO)

A manufacturer or dealer may not transfer ownership of a new vessel without supplying the transferee with the manufacturer’s statement of origin (MSO)/manufacturer’s certificate of origin (MCO) signed by the manufacturer’s authorized agent. The MSO/MCO shall contain all of the information required by the department.

Section 5 – Hull Identification Number of Vessel

a) Required for certain vessels: procedures for issuance – Every vessel in which construction began after October 31, 1972, shall have a hull identification number assigned and affixed as required by the Federal Boat Safety Act of 1971. The department shall determine the procedures for application and for issuance of the hull identification number for home built boats.

b) Destruction, removal, alternation of manufacturer's hull identification number prohibited – A person may not destroy, remove, alter, cover or deface the manufacturer's hull identification number, the plate bearing it, or any hull identification number the department assigns to any vessel without the department's permission.

Section 6 – Dealer's Record of Vessels Bought, Sold or Transferred

Every dealer shall maintain for ___ years a record of any vessel bought, sold, exchanged, or received for sale or exchange. This record shall be open to inspection by department representatives during reasonable business hours.

Section 7 – Transfer or Repossession of Vessel by Operation or Law

a) If ownership of a vessel is transferred by operation of law, such as by inheritance, order in bankruptcy, insolvency, replevin, or execution sale, the transferee, within ___ days after the transferee has acquired the right to possession of the vessel by operation of law, shall mail or deliver to the department satisfactory proof of the transferee's ownership as the department requires, together with an application for a new certificate of title and the required fee, prior to resale of the vessel.

b) If a lien holder repossesses a vessel by operation of law and holds it for resale, he shall secure a new certificate of title and shall pay the required fee.

Section 8 – Lien Perfection Generally

a) A security interest in a vessel is not valid against creditors of the owner or subsequent transferees or secured parties of the vessel unless perfected as provided under Section 8 through 13.

b) A security interest is perfected by the delivery to the department of the existing certificate of title, manufacturer's statement of origin (MSO), manufacturer's certificate of origin (MCO), and an application for certificate of title on a form provided or approved by the department containing information regarding the security interest and upon payment of a filing fee of \$___. The security interest is perfected as of the time of its creation if delivery and payment to the department are completed within ___ days of the date of its creation; otherwise, perfection is as of the time of its delivery and payment.

Section 9 – Execution of Application; Time when Perfected; Endorsement of Certificate

If an owner creates a security interest in a vessel:

1) The owner shall immediately execute the application in the space provided on the certificate of title or MSO/MCO or a separate form the department prescribes, naming the secured party on the certificate of title or MSO/MCO, showing the name and address of the secured party and the date of the security agreement and cause the certificate of title or MSO/MCO and application to be delivered to the department.

2) At the time of delivery of the documents described in paragraph (1) of this section to the department, the secured party shall pay to the department a filing fee as required for perfection of the security interest under Section 8(b). The security interest is perfected as of the time of its creation if delivery and payment to the department are completed within ___ days of the date of its creation; otherwise, perfection shall be as of the time of its delivery and payment.

3) Upon receipt of the certificate of title or MSO/MCO, application, and the required filing fee, the department shall record the name and address of all secured parties on the existing certificate of title or on a new certificate.

Section 10 – Assignability

a) A secured party may assign, absolutely or otherwise, all or part of that party's security interest in the vessel to a person other than the owner without affecting the interest of the owner or the validity of the security interest, but any person without notice of the assignment is protected in dealing with the secured party as the holder of the security interest, and the secured party remains liable for any obligation as secured party until the assignee is named as secured party on the certificate of title.

b) The assignee shall delivery to the department the certificate of title, if available, and an assignment by the secured party named in the certificate of title in the form the department may prescribe, accompanied by a filing fee as required for perfection of the security interest under Section 8(b). The assignee's delivery and payment to the department are completed within ___ days of the date of its creation; otherwise, perfection is as of the time of its delivery and payment.

Section 11 – Relief Upon Satisfaction

Upon the satisfaction of a security interest in a vessel, the secured party shall enter a release upon the certificate of title or securely attach to the certificate of title a release of security interest in whatever form as prescribed or acceptable to the department, and within ___ days mail or deliver the certificate of title with attached release to the owner.

Section 12 – Adoption of Rules and Regulations

The department shall adopt necessary rules and regulations to implement the provisions of Sections 2 through 11.

Section 13 – Exclusive Method

The method provided in Sections 8 through 13 of perfecting and giving notice of security interests is exclusive.

Section 14 – Forms

The department shall prescribe and provide suitable forms of applications, certificates of title, notice of security interests and all other notices and forms necessary to carry out Section 2 through Section 14.

APPENDIX F

ONE LICENSE/ONE DRIVER CONTROL RECORD

1. FORMAT AND CONTENT

The Driver Control Record (DCR) shall be maintained by the Jurisdiction of Record (JOR) in the format described in the AAMVAnet Code Dictionary (ACD) and the Interprovincial Record Exchange (IRE) documentation which have been adopted by the Driver Licensing and Control Committee of AAMVA and the Driver and Vehicle Committee of CCMTA/CCATM.

Generally, the required data includes, but is not limited to the following:

- Name, address and other identifying information about the driver,
- A licensing history including dates when licenses were issued and withdrawn and jurisdiction(s) where those actions occurred,
- A history of collision information,
- A list of convictions, and
- A list of withdrawal actions, including license suspensions and administrative actions.

2. ACTION BY THE ISSUING JURISDICTION

When a jurisdiction (issuing jurisdiction) receives notice of a conviction, collision or administrative action for a person not licensed by the jurisdiction, the jurisdiction (subject to the limitations as delineated in the immediately subsequent paragraph) shall forward the notice of conviction, collision or administrative action to the Jurisdiction of Record (JOR).

Only convictions that have been described in the AAMVAnet Code Dictionary (ACD) and the Interprovincial Record Exchange (IRE) documentation which have been adopted by the driver license and control committee of AAMVA and the driver and vehicle committee of CCMTA, shall be forwarded to the JOR. The issuing jurisdiction shall not take withdrawal action for drivers licensed by the Jurisdiction of Record.

3. ACTION BY THE JURISDICTION OF RECORD

The JOR shall acknowledge receipt of the notice of conviction, collision or administrative action, place it on the Driver Control Record (DCR) and take any appropriate withdrawal action, notify the driver and require the pertinent compliance responses, e.g., SR-22 filing, payment of reinstatement fee, retesting, etc. All withdrawal actions shall be based on the laws and procedures of the JOR.

4. CHANGE IN JURISDICTION OF RECORD

When a jurisdiction issues a license to a driver who was licensed by another jurisdiction, the new jurisdiction then becomes the JOR.

The new JOR shall notify the old JOR of its licensing action and shall acknowledge its responsibility to maintain the DCR.

The necessity and eligibility to become licensed in a particular jurisdiction are determined by the requirements found in the laws and regulations of that jurisdiction. Nothing in this policy has any force or effect on the licensing jurisdiction's requirements.

5. CONVICTIONS NOT FOUND ON THE ACD CODE LIST

Nothing in this policy precludes a jurisdiction from maintaining its own driver records and to take withdrawal actions based on any convictions not found in the ACD code list. However such withdrawal actions shall be effective only in the jurisdiction which takes the action.

The record of such convictions and any withdrawal actions taken based on such convictions shall not be made part of the Driver Control Record, nor entered on any driver control national data file, e.g., CDLIS, PDPS, NLETS, NCIC, etc.

APPENDIX G

ACCEPTABLE IDENTIFICATION DOCUMENTS LIST

Any person applying for a new or duplicate driver's license or identification card is required to submit one primary and one secondary document from the following list. A primary document must contain the full name and date of birth and must be verifiable, i.e., you must be able to contact the issuing agency to determine authenticity of the document.

PRIMARY DOCUMENTS

1. Photo driver's license. Cannot be expired more than one year.
2. State-issued photo ID card. Cannot be expired more than one year.
3. Certified copy of driver's license or ID card. DL/ID cannot be expired more than one year.
4. Certificate of Birth (U.S. or Canadian issued). Must be original or certified copy, have a raised seal and be issued by the Bureau of Vital Statistics or State Board of Health. Hospital issued certificates are not acceptable.
5. INS documents, as follows:
 - Certificate of Naturalization (N-550, N-570, or N-578)
 - Certificate of Citizenship (N-560, N-561, or N-645)
 - Northern Mariana Card (I-551)
 - American Indian Card (I-551)
 - U.S. Citizen Identification Card (I-179, or I-197)
 - Resident Alien Card (I-151, I-551, AR-3, AR-3A, or AR-103)
 - Temporary Resident Identification Card (K-688)
 - Non-resident Alien Canadian Border Crossing Card (I-185 or I-586)
 - Record of Arrival and Departure (in a valid Foreign Passport) (I-94, or I-94W visa waiver program)
 - Record of Arrival and Departure w/attached photo stamped "Temporary Proof of Lawful Permanent Resident" (I-94)
 - Processed for I-551 stamp (in a valid Foreign Passport)
 - Permanent Resident Reentry Permit (I-327)
 - Refugee Travel Document (I-571)
 - Record of Arrival and Departure (in a Certificate of Identity) (I-94)
 - Employment Authorization Card (I-688A, I-688B, I-766)
 - Record of Arrival and Departure Stamped "Refugee," "Parole, Parolee" or "Asylee" (I-94)
 - Record of Arrival and Departure coded Section 207 (Refugee), Section 208 (Asylum), Section 209 (Refugees), Section 212(d)(5) (Parolee), HP (Humanitarian Parolee), or PIP (Public Interest Parolee) (I-94)
6. Court order. Must contain full name, date of birth and court seal. Examples include adoption document, name change document, [etc.] Gender change document. Does not include abstract of criminal or civil conviction.
7. Military ID

8. Valid passport, U.S. or Canadian. If foreign, appropriate INS document is also required.
9. State-issued photo learner's permit. Out-of-state issued permit is NOT acceptable.
 - Cannot be expired more than one year. A learner's permit without a photo is not acceptable unless accompanied by a primary document.
10. Canadian Department of Indian Affairs issued ID card. Tribal issued card is not acceptable. U.S. issued Department of Indian Affairs card is not acceptable.

SECONDARY DOCUMENTS

1. ALL PRIMARY DOCUMENTS
2. Bureau of Indian Affairs Card/Indian Treaty Card. Tribal ID card is NOT acceptable.
3. Driver's license/ID card, expired more than one year
4. Court order that does not contain the applicant's date of birth
5. Employer ID Card
6. Foreign birth certificate. Must be translated by approved translator.
7. Health Insurance Card, i.e., Blue Cross/Blue Shield, Kaiser, HMO.
8. IRS/State tax forms. W-2 is NOT acceptable.
9. Marriage Certificate/License
10. Medical records from doctor/hospital
11. Military Dependent ID
12. Military Discharge/Separation papers
13. Parent/Guardian affidavit. Parent/guardian must appear in person, prove his/her identity and submit a certified/notarized affidavit regarding the child's identity. Applies only to minors.
14. Gun permit
15. Pilot's license
16. School record/transcript. Must be certified.
17. Social Security Card. Metal card is NOT acceptable.
18. Social Insurance Card (for Canadian residents only)
19. Student ID Card. Must contain photo.
20. Vehicle title. Vehicle registration NOT acceptable.
21. Voter Registration Card
22. Welfare Card
23. Prison release document.

Additional documentation may be required at the jurisdiction's discretion, if documentation submitted is questionable or if the issuing agency has reason to believe the person is not who s/he claims to be.