

November 27, 2018



American Association of Motor Vehicle Administrators

aamva.org

movemag.org

Newly Published! NMVTIS Best Practices for Title and Registration Program Managers, Edition 4

The National Motor Vehicle Title Information System (NMVTIS) was created to enable jurisdictions to gain access to information maintained by other states regarding automobile titling. This allows them to instantly transmit and verify title, brand and odometer information on the paper title against the electronic record from the state of issuance.

NMVTIS is part of the larger vision that creates a complete history of a vehicle, known as the Vehicle Lifecycle Administration (VLA). As jurisdictions used NMVTIS, questions were raised regarding the consistency of business procedures and practices used by jurisdictions when reporting and interpreting vehicle title, brand and history. After review by the NMVTIS Working Group, which is tasked with providing input relating to technical aspects of NMVTIS, AAMVA determined the need for stakeholder groups to provide input and guidance in their particular program area. As a result, the [NMVTIS Business Rules Working Group](#) was established.



After the working group was established, it reviewed a number of previously identified issues and determined that the solution for many of the concerns was to create a best practice guide to ensure title and program managers across all of AAMVA's jurisdictions were consistently developing business policies and practices by providing them with reliable information and resources. It is the working group's objective that all jurisdictions will implement these best practices, which the working group believes will go a long way to help ensure that NMVTIS is the best tool available for preventing title fraud; ensuring vehicle brands are carried forward; and ensuring that a comprehensive vehicle history is established, ultimately improving customer protection and public safety.

This document will continue to evolve and be revised by the Business Rules Working Group. [Click here](#) to see the recently updated best practice guide.

Sections Include:

- Title Issuance Process
- Branding Vehicles
- VIN and Make Code Standards
- Special Vehicle Types
- Correcting NMVTIS Records
- Summary Error and Warning Reports (SEW Reports)
- Administrative Actions

Appendices Include:

- AAMVA Fraud Alert Site
- Business Rules Working Group Roster, 2017-2018
- Business Rules Working Group Roster, 2015-2016
- Business Rules Working Group Roster, 2012-2014

Updates Include:

- **Chapter 1.12:** Fraudulent or Recalled Title Transactions
- **Chapter 2.7:** Honoring Brands on a Vehicle
- **Chapter 4.1:** Low-Speed Vehicles
- **Chapter 5.4:** Utilizing the State Web Interface
- **Chapter 5.5:** Purge NICB Theft File When Stolen Vehicles Are Recovered
- **Chapter 7.7:** Correcting Odometers on Other Jurisdictions' Titles
- **Chapter 7.8:** Attending NMVTIS Monthly Forum Conference Calls
- **Chapter 7.9:** Jurisdiction NMVTIS Help Desk's Contact Information
- **Chapter 7.10:** Performing a Best Practice Review
- **Chapter 7.11:** Performing a Data Synchronization
- **Chapter 7.12:** Notifications of Anomalies & Unique Practices
- **Chapter 7.13:** Using NMVTIS as Single Source Reporting for Junk and Salvage Entities
- **Appendix B-1:** Business Rules Working Group Roster

For the best practice document [click here](#).



4401 Wilson Boulevard, Suite 700, Arlington, VA 22203