

Motor Vehicle Procedure Manual

Title and Lien

National Motor Vehicle Title Information System

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Legal Authority

The Anti Car Theft Act of 1992 (ACTA) was enacted to deter trafficking of stolen vehicles by strengthening law enforcement against auto theft (Title I), combating automobile title fraud (Title II), preventing "chop shop" related thefts (Title III), and inspecting exports for stolen vehicles (Title IV).

Title II of the Act required the Department of Transportation (DOT) to implement a National Motor Vehicle Title Information System (NMVTIS). NMVTIS makes it difficult for automobile thieves to obtain legitimate vehicle ownership documentation. Also, consumers will have ready access to vehicle information. The Anti Car Theft Improvements Act of 1996 was signed into law on July 2, 1996. It amends the Anti Car Theft Act of 1992 to give the Department of Justice the responsibility for the information system.

NMVTIS reduces titling of stolen cars and fraud by allowing state titling agencies to verify the validity of ownership documents before they issue new titles. NMVTIS also checks to see if the vehicle is reported "stolen" - if so, the states don't issue the new titles. Brands are not lost when the vehicle travels from state to state, because NMVTIS keeps a history of all brands ever applied by any state to a vehicle.

[Section 319.23\(4\), Florida Statutes](#) states: "The application for a certificate of title for a motor vehicle or mobile home previously titled or registered outside this state shall show on its face such fact and shall indicate the time and place of the last issuance of certificate of title, or registration, of such motor vehicle or mobile home outside this state and the name and address of the governmental officer, agency, or authority making such registration, together with such further information relative to its previous registration as may reasonably be required by the department, including the time and place of original registration, if known, and if different from the last foreign registration. The applicant shall surrender to the department all certificates, registration cards, or other evidence of foreign registration as may be in his or her possession or under his or her control."

[Section 319.23\(5\), Florida Statutes](#) states: "The certificate of title issued by the department for a motor vehicle or mobile home previously registered outside this state shall give the name of the state or country in which the vehicle was last registered outside this state. The department shall retain the evidence of title presented by the applicant upon which the certificate of title is issued. The department shall use reasonable diligence in ascertaining whether or not the facts in the application are true; and, if satisfied that the applicant is the owner of the motor vehicle or mobile home and that the application is in the proper form, it shall issue a certificate of title."

[Section 319.40 Florida Statutes](#) states: "Transactions by electronic or telephonic means. --The department is authorized to accept any application provided for under this chapter by electronic or telephonic means."

[Section 319.30\(1\)\(n\)](#) states: "National Motor Vehicle Title Information System" means the national mandated vehicle history database maintained by the United States Department of Justice to link the states' motor vehicle title records, including Florida's Department of Highway Safety and Motor Vehicles' title records, and ensure that states, law enforcement agencies, and consumers have access to vehicle titling, branding, and other information that enables them to verify the accuracy and legality of a motor vehicle title before purchase or title transfer of the vehicle occurs."

Description and Use

This procedure is provided to assist tax collector employees, license plate agency employees Florida Highway Safety and Motor Vehicles (FLHSMV) In processing title transactions using data provided by the National Motor Vehicle Information System (NMVTIS).

General Information:

The Act specifies that the information within NMVTIS shall be available to jurisdictions; federal, state, and local law enforcement officials; insurance carriers; and other prospective purchasers (e.g., individuals, auction companies, and used car dealers).

NMVTIS allows jurisdictions to verify the validity of titles prior to issuing new titles. This inhibits title fraud and auto theft by making it harder to title stolen vehicles. Law enforcement officials can get information on any vehicle or title, and also are provided access to junkyard and salvage yard information, allowing them to identify illegal activities.

The consumer has access to the latest odometer reading and any current or former title brands related to the value and condition of a particular vehicle. This allows consumers to make more informed decisions on whether to buy a vehicle and at what purchase price.

Businesses that are prospective purchasers (e.g., dealers or auctions) and insurance carriers also are allowed to get information on a vehicle. This information includes title history, odometer, and brand data, which allows them to make informed decisions on whether to buy or insure the vehicle.

The ACT specifies five capabilities, which must characterize NMVTIS at a minimum, enabling a user of the system instantly and reliably to determine:

- The validity and status of a document purporting to be a certificate of title.
- Whether an automobile bearing a known vehicle identification number is titled in a particular state.
- Whether an automobile known to be titled in a particular state is or has been a nonrepairable (formerly known as "junk") vehicle or salvage vehicle.
- For an automobile known to be titled in a particular state, the odometer reading information of such vehicle on the date its certificate of title was issued and any later odometer information if noted by the state.
- Whether an automobile bearing a known vehicle identification number has been reported as a non-repairable (formerly known as "junk") vehicle or a salvage vehicle.

NMVTIS provides a means for a user of the system to:

- Verify the validity and status of a manufacturer's certificate of origin (MCO).
- Verify the validity and status of a title document.
- Determine where a vehicle is currently titled.

- Determine the brand history of a vehicle.
- Determine whether a vehicle is non-repairable, salvage or otherwise branded.
- Determine a vehicle's odometer reading.
- Determine if a vehicle is reported stolen.

NMVTIS provides a means for central file operators to notify the state of title when:

- Another state has titled the vehicle.
- Another state titled the vehicle in error.

Benefits of NMVTIS:

NMVTIS benefits everyone involved in the titling process, including the government agencies issuing titles, law enforcement investigating theft and fraud, vehicle manufacturers, insurance carriers, and consumers and businesses considering purchasing a vehicle. For jurisdiction titling agencies, NMVTIS is a powerful tool to help improve titling processes and enhance customer service.

- Titling jurisdictions can verify vehicle and title information, obtain information on all brands ever applied to a vehicle, and learn if the vehicle was reported stolen. This information can be accessed prior to issuing a title, which allows the titling jurisdiction to verify the data before creating the title.
- The information is provided electronically, which allows the state to reduce the opportunity for introducing typographical errors into the title database.

- When a vehicle moves to a new state, NMVTIS notifies the old state of the move. This allows the old state to inactivate its title record, which reduces the opportunity for individuals to get duplicate title documents and use them fraudulently. This also allows the state to purge old records.
- NMVTIS is a tool for law enforcement to investigate vehicle thefts and fraud.
- NMVTIS forwards theft hits that are identified during the titling process to law enforcement for follow up.
- Law enforcement officers can inquire on a particular Vehicle Identification Number (VIN) for information on the title and brands. Law enforcement can also create lists of vehicles, by junkyard, salvage yard, or insurance carrier that are reported as junk or salvage. The Act requires the parties to report monthly to NMVTIS all junk and salvage vehicles obtained.

Manufacturers can dramatically reduce the use of paper Manufacturer's Certificates of Origin (MCO). NMVTIS allows jurisdictions to inquire on an electronic MCO for data necessary to create the vehicle's first title. This will allow the manufacturers to reduce the use of the paper MCO. The jurisdictions will build initial title records from the electronic data created by the manufacturers, which will significantly reduce data entry errors. Insurance carriers can inquire on NMVTIS before writing a policy on a vehicle.

This inquiry will show the title, odometer, and brand history of the vehicle. The insurance carrier may use this information in its determination of whether to issue a policy. Consumers use NMVTIS to find out its titling, odometer, and brand history, before buying the vehicle. This information can be used by a consumer to decide whether to buy a vehicle and if so, whether the brand history should influence the purchase price. For example, if a vehicle was flooded in one state, then got a clean title in a state that does not have a "flood" brand, the consumer's inquiry would reveal the first state's brand.

Then the consumer will decide whether to risk buying the vehicle; if so, the consumer would probably decide not to pay blue book value for it. The information in NMVTIS, and its availability to titling agencies, law enforcement, insurance carriers, and buyers of vehicles will result in a reduction in titling of stolen vehicles and a reduction in title fraud. Further, the ability of buyers to check for indicators of the vehicle's safety will reduce the number of unsafe vehicles on the roads.

Reducing Titling of Stolen Vehicles:

Car theft is a profitable business. Insurance companies pay theft claims of about \$8 billion per year. Before NMVTIS, a thief could steal a car, take it over the state line and get a valid title by presenting fraudulent ownership documentation. Or, the thief could steal a car, switch the Vehicle Identification Number (VIN) plate for one from a junked car, and get a valid title for the stolen car. These activities were possible because the states had no instant, reliable way of validating the information on the ownership documentation prior to issuing the new title.

Now with NMVTIS, jurisdictions can verify the validity of titles prior to issuing new titles. This inhibits title fraud and auto theft by making it hard to title stolen vehicles. Law enforcement officials can get information on any particular vehicle or title, and also are provided access to junkyard and salvage yard information, allowing them to investigate illegal activities.

Reducing Vehicle Fraud:

Fraud affects the economy and consumer safety. Vehicles that incur significant damage are considered "junk" or "salvage". Fraud occurs when junk or salvage vehicles are presented for sale to consumers without disclosure of their real condition. The unsuspecting consumers pay more than vehicles are worth, and they don't know whether the vehicles have been adequately repaired or may be unsafe to drive. State titling agencies "brand" titles that are junk or salvage. However, some of these brands are lost when the paper titles travel from state to state -- this is called title washing.

NMVTIS checks to see if the vehicle is reported "stolen"; if so, the states don't issue the new titles. Brands are not lost when the vehicle travels from state to state, because NMVTIS keeps a history of all brands ever applied by any state to the vehicle.

Incorporating NMVTIS into the Titling Processes:

If a response is not received from a NMVTIS inquiry within the specified timeframe, all title transactions may still be completed. However, for titles with vehicle types of AU, TR, BS, MC, and AM, if the agency's NMVTIS inquiry flag is turned on and no NMVTIS Inquiry response was received, no fast title may be printed for any title transaction (including Original New, Original Used, and In-state title transactions). Beginning with the October 2004 release, a fast title may only be printed for a NMVTIS type vehicle when the NMVTIS inquiry response has been successfully received OR the agency's NMVTIS inquiry flag is turned off.

Just prior to calculating the fees for the transaction, in all agencies where the NMVTIS inquiry flag is turned on, if the NMVTIS inquiry was offline, the system will check the inquiry response file to see if the NMVTIS Inquiry response has been received while the title transaction was being processed.

- If the NMVTIS inquiry response has still not been received, the transaction may continue but no fast title may be printed.
- If a delayed inquiry response for this transaction has been received, the NMVTIS inquiry response screen will be presented so the user can verify the issue date, current state of title, and NMVTIS theft response. If a NMVTIS theft stop has been created, the transaction cannot be completed without an override authorization. Otherwise, an option will be given to discontinue the transaction.

- If the user continues with the transaction after the delayed inquiry response has been received, the system will compare any received brand data and/or odometer data with what has already been incorporated into the title record. If any brand data is missing in the title transaction, the user will be returned to the brand screens where the brand data must be added. If a comparison of the odometer data received from NMVTIS and that entered in the transaction fails the odometer edits, the user will also be taken to the vehicle maintenance screen to correct the odometer information. The system will also add any other jurisdiction brand(s) reported by NMVTIS.
- If the NMVTIS inquiry response has not been received before the transaction concludes, the system will complete the transaction and mark it as NMVTIS PENDING. When this occurs, a fast title may not be printed.
- A transaction completed after incorporating the delayed NMVTIS inquiry response will be on-line at inquiry. This transaction would be allowed to print in a fast title office.

NOTE: There will be certain circumstances when the override authorization code will be needed. This override authorization code can only be provided by the Field Support Center. If the motor vehicle issuance system will not allow a transaction to be processed because of NMVTIS and the user questions if an override authorization code is applicable, they should contact their Field Support Center representative.

All known NMVTIS issues must be resolved before the title transaction can be updated on ORACLE and in the local transaction file. If resolution of NMVTIS issues cannot be accomplished in a timely manner, the customer may be issued a 30-day temporary plate (using the temp-issue-reason of N during a registration-only transaction) for use until the title transaction can be completed.

Original Title:

Title clerks should examine the responses and investigate any apparent discrepancies before processing an Original Title transaction.

1. If the vehicle has never been titled, enter the vehicle type, new, and the VIN from the proof of ownership document. Make the inquiry to NMVTIS by accepting the Title/Vehicle Inquiry screen.
 - a. If the returned MCO data nearly matches the printed MCO, accept the "NMVTIS response" screen and the MCO data applicable to a Florida title will be translated and pre-filled on the title/vehicle screens. All prefilled fields may be modified except for the VIN. Make whatever changes are required so that the title data matches the MCO presented with the application.
 - b. If the returned MCO data is widely different from the printed MCO, verify whether the VIN was entered correctly. If the VIN is incorrect, QUIT the transaction and begin again. If the VIN is correct, contact the field support center for assistance in determining if the customer needs to provide a corrected MCO.
 - c. If NMVTIS returns errors or warnings, recheck the VIN.
2. If the vehicle has already been titled in another jurisdiction (or was obtained from the federal government), enter the vehicle type, used, and the VIN from the proof of ownership document. Make the inquiry to NMVTIS by accepting the title/vehicle inquiry screen.
 - a. If the issue date on the proof of ownership document is later than the issue date returned by NMVTIS, you should contact the field support center for confirmation.
 - b. If the issue date on the proof of ownership document is earlier than the issue date returned by NMVTIS, discontinue the transaction. Ask the customer to provide more recent proof of ownership.

In-State Title Transactions:

All title transactions performed on Florida titled vehicles will make an inquiry to NMVTIS. This will assure that the vehicle has not been titled in another state since being titled in Florida. It will also assure that no brands previously recorded by another jurisdiction will be printed on the Florida Certificate of Title.

To process a title transaction on a Florida titled vehicle, enter the title number or VIN of the vehicle. Make the inquiry to NMVTIS by accepting the title/vehicle Inquiry screen.

Brands:

When an application for title is being processed, emphasis must be placed on the brands reported by NMVTIS rather than on any brand that may appear on the title or proof of ownership documentation presented at the time of application.

Brands reported by NMVTIS will be automatically carried forward to the Florida title along with the state where the brand originated. There are two NMVTIS brands, which will result in a no Florida certificate of title being issued. They are:

07 (dismantled)

08 (junked)

If a brand could possibly be interpreted as a salvage type, a warning is presented to remind the title clerk to consider adding a salvage type to the title. See [Exhibit A](#) for the title brand translation table.

NMVTIS reports the odometer status as a brand. The motor vehicle issuance system uses the NMVTIS odometer brands to edit the odometer entered data during the transaction.

If a brand is reported by NMVTIS that the customer believes to be in error, contact the field support center for assistance. A correction to the brand data on NMVTIS will be required before the vehicle can be titled in Florida without the brand in question. In the meantime, the customer may be issued a 30-day temporary license plate as a registration-only.

NOTE: A "Title Brand Translation Table" is attached as [Exhibit A](#).

Theft:

The response from NMVTIS to the Theft Inquiry indicates whether the VIN matches a record for a stolen vehicle that has not been reported as recovered. If there is a match on the Theft file, the response includes the following information:

- VIN
- Indicator showing whether the VIN represents a vehicle or a part, and a brief description of the part, if applicable.
- An indicator showing whether there is more than one exact match on the theft file (NMVTIS) reports the most recent theft record if more than one exists).
- Vehicle Make.
- Vehicle Model Year.
- Theft status date.
- Jurisdiction and law enforcement agency holding the theft report.
- Theft case number.

- Indicator showing whether the theft record has been purged from the NCIC file (NCIC) may physically purge a record after 5 years. The NMVTIS theft file will maintain the record but add an indicator noting that the NCIC has purged the record).

At the conclusion of the transaction, if no response to the theft Inquiry has been received, the transaction may be completed but no fast title may be printed.

When an NMVTIS theft response is received during the process of a title transaction, an override authorization code will be required through the field support center. This override can only be created when one of the following applies:

1. Proof is submitted showing it has been cleared by the reporting agency.

or,

2. The certificate of title is being transferred to the insurance company due to the owner's theft claim.

Refer to Procedure TL-49, Motor Vehicle Reported as Stolen and Stolen Titles.

Contact your field support center representative for assistance with those records erroneously listed as stolen or for authorization to issue.

Error Messages:

When an error occurs, NMVTIS rejects the transaction and returns a message indicating the error. When it identifies possible problems or concerns that do not prevent the transaction from completing, NMVTIS returns a warning message indicating the possible problem or concern to be investigated further.

1. Warning 400: Data for Manufacturer not on File:

The MCO system maintains a table of manufacturers that contribute data and when they began contributing. The system uses the first three characters of the VIN to identify manufacturers. The system also compares the model year in the VIN to the year the manufacturer began submitting data. The system returns a warning message if:

- The year in the VIN is earlier than the year the manufacturer began contributing data.
- The manufacturer cannot be identified from the VIN.
- The manufacturer does not contribute data to the MCO system.

Resolution: Ensure the VIN is correct. If it is, no further action is needed. If the VIN is incorrect, resubmit the inquiry with the correct VIN. If the NMVTIS MCO Inquiry does not match an MCO record, and the response does not include the warning message, investigate further. This situation may be caused by an error or omission on the MCO file, or possibly by fraud.

2. Warning 437: VIN titled in history, but not current:

The response to the NMVTIS MCO Inquiry includes information from the VIN Pointer file. The VIN on an inquiry may match the VIN on a history record and not on a current title record. If it does, the system responds with a warning message. This situation occurs only when a vehicle's title history includes a change/correction to the VIN.

A history record is generated whenever the current title record changes, and the history remains associated with the current title record. If the VIN changes (for example, when a data entry error is corrected), NMVTIS retains the old VIN in the history record.

Resolution: Ensure the VIN is correct. If the vehicles are not the same, the add title transaction may be used to update the VIN Pointer file. If the VIN is incorrect, resubmit the inquiry with the correct VIN. If the title application appears to be fraudulent, notify the jurisdiction's law enforcement office.

3. Warning 543: Brand 43 Issued: Vin should not be used:

Brand 43 has been applied to the VIN. Brand 43 is applied to the old VIN by a jurisdiction when it assigns a new VIN to a vehicle. Brand 43 is assigned to the old VIN to show an inquirer that no vehicle should be titled using the old VIN. The message may indicate a problem with the application for title or that either the VIN on the inquiry or the VIN in the Brand file is incorrect. The application for title could contain an incorrect VIN, or it could represent an attempt to obtain a title fraudulently.

Resolution: Research the VIN to ensure that the correct VIN is being used in the titling process. If it is correct, verify that the brand on the brand file represents the vehicle in the title application. The new VIN for the vehicle associated with brand 43 can be found using the VIN history inquiry. If the brand does represent the vehicle in the title application, the transaction should be investigated as a possible fraudulent application. If the brand does not represent the vehicle in the title application, use the add title transaction to update NMVTIS once the jurisdiction's database has been updated. If the VIN is incorrect, resubmit the inquiry with the correct VIN.

4. Data Fields Missing from Theft Record:

While all the data fields on the theft record are normally present, occasionally a field is missing. When a field is blank, the Theft file returns one or more warnings with the rest of the theft data.

When the theft status date is not present:

428: Veh Theft Date is Not Available.

When neither the state nor the law enforcement agency holding the theft report is present:

429: Veh Theft State, Law Agency Are Not Available.

When the identification of the law enforcement agency holding the theft report is not present:

430: Veh Theft Law Agency is Not Available.

Resolution: No action required beyond investigating the title application about the theft response.

5. State of Title (SOT) Data Not Available:

When the inquiry results in one and only one match on the VIN pointer file, but the VIN pointer file cannot request data from the SOT, the inquiring jurisdiction receives a warning message indicating the reason the SOT data is unavailable.

When the SOT is not yet ready to participate as an interactive respondent and has not been authorized to receive the request for SOT data:

515: Sot Is Not Participating for This Message.

When the inquiring jurisdiction is also the SOT:

516: Inquirer is Sot for This Inquiry.

When the SOT has indicated on the VIN Pointer file that the data is not available:

530: Jurisdiction has Purged or Archived Detail.

When the VIN pointer record indicates an undo change state of title transaction is in progress, the restored SOT cannot respond to a request for detailed vehicle data:

533: Undo CSOT in Progress.

Resolution: To obtain information from the SOT, the inquiring jurisdiction should contact the jurisdiction directly. None of the messages indicates a problem. However, if the message indicates a CSOT Undo is in progress, no titling action should be attempted until the transaction is complete.

6. SOT Records Do Not Match.

When the SOT receives a State Vehicle Data Request for detailed title and vehicle data, the SOT matches the data in the request (including SOT, Title Number, State Title Key and VIN) to ensure it retrieves the correct record.

The SOT uses State Title Key or Title number to retrieve the title record. If the SOT does not find a matching title record, the inquiring jurisdiction receives an error:

409: Title Not on File.

After retrieving a title record, the SOT matches the VIN on the State Vehicle Data Request against the VIN associated with the title record. If the VINs do not match, the inquiring state receives an error:

415: Vin Not on File.

Resolution: This situation represents a possible broken pointer, which requires action by AAMVA or the SOT. Contact your Field Support Center representative who will then contact the SOT's Help Desk and AAMVA's Help Desk.

7. Registration Is Proof of Ownership If the SOT matches a registration record instead of a title record (when registration is considered proof of ownership), the inquiring jurisdiction receives a warning message on the vehicle data response:

422: No Title Data Available, Reg is Ownership Doc.

8. Inactive Title Warning:

The title or registration record retrieved by the SOT should indicate an active status. In some cases, however, the VIN pointer file may indicate a SOT where the record is inactive. When a jurisdiction that does not participate in NMVTIS issues a title and notifies the SOT of the issuance, the SOT may inactivate its record, but it remains the SOT in NMVTIS because it is the participating jurisdiction with the most recent ownership record. Similarly, if a batch jurisdiction issues a title for a vehicle and notifies the old SOT of the new title, the old SOT may inactivate its record before the batch jurisdiction updates the VIN pointer file.

When the SOT responds with data from an inactive record, the SOT's response includes detailed vehicle and title information along with a warning message:

507: Non-Active Title.

Warning 543: Brand 43 Issued: Vin Should Not be Used.

Brand 43 has been applied to the VIN. Brand 43 is applied to the old VIN by a jurisdiction when it assigns a new VIN to a vehicle. Brand 43 indicates that no vehicle should be titled using the old VIN. The brand may indicate a problem with the application for title or that either the VIN on the inquiry or the VIN in the Brand file is incorrect. The application for title could contain an incorrect VIN, or it could represent an attempt to obtain a title fraudulently.

Resolution: Research the VIN to ensure that the correct VIN is being used in the titling process. If it is correct, verify that the brand on the Brand file represents the vehicle in the title application. The new VIN for the vehicle associated with brand 43 can be found using the VIN History Inquiry. If the brand does represent the vehicle in the title application, the transaction should be investigated as a possible fraudulent application.

If the brand does not apply to the vehicle in the title application even though the VIN matches, investigate the reason. This may require a call to the jurisdiction that submitted the brand record. If the brand is applied to the wrong VIN, contact your Field Support Center so they can work with the jurisdiction that applied the brand and with the AAMVA help desk to correct the brand record. If the VIN on the vehicle and the VIN on the brand record both appear to be correct, but the vehicle is not the vehicle that was branded, continue with the titling transaction.

If the VIN on the inquiry is incorrect, resubmit the inquiry with the correct VIN.

9. Data Fields Missing from Theft Record:

While all the data fields on the theft record are normally present, occasionally a field is missing. When a field is blank, the Theft file returns one or more warnings with the rest of the theft data.

When the theft status date is not present:

428: Veh Theft Date is Not Available.

When neither the state nor the law enforcement agency holding the theft report is present:

429: Veh Theft State, Law Agency are Not Available.

When the identification of the law enforcement agency holding the theft report is not present:

430: Veh Theft Law Agency is Not Available.

Resolution: No action is required beyond investigating the title application about the theft response.

The following messages should be ignored:

Vehicle Inquiry Errors and Message**Response Type**

20E Prefix of VIN (Position 1-11) not identified

Brand response

20H: VIN Production sequence too low

Brand response

20H: VIN Production sequence too low

Match count response

Theft Inquiry Errors and Message**Response Type**

200: Available from manufacturer

Theft response

200: Preliminary pass, sequence information not

Theft response

200: VIN contains invalid value

Theft response

Miscellaneous Information

- A. We rely on you to determine if the record NMVTIS returns is the same as the title you have in your possession. If the response from either the Vehicle Inquiry or Theft Inquiry is not received, the transaction may be completed but a fast title cannot be printed. The Division of Motorist Services (DMS) will run the NMVTIS inquiry and compare the completed transaction with the data received from NMVTIS before printing the title.
- B. For a map of the NMVTIS "State Motor Vehicle Administration Overall Compliance," go to:
[For States | Vehicle History \(ojp.gov\)](#) contact your field support center representative for assistance with NMVTIS issues.
- C. Please obtain authorization from the Field Support Center before issuing a temporary license plate using the Temp issue reason of NMVTIS issues.
- D. "Title Brand Translation Table" is attached as [Exhibit A](#).

E. A Definitions page is attached as [Exhibit B](#).

Revision(s) to this Procedure:

Added statute on page 2 and added additional NMVTIS information on pages 5, 8 & 13.

Title Brand Translation Table

NMVTIS CODE	MOTOR VEHICLE ISSUANCE SYSTEM BRAND CODE	DESCRIPTION
01	W	FLOOD DAMAGED
06	A	KIT
07, 08	P	ASSEMBLED FROM PARTS
09, 10,	R	REBUILT
17, 19	T	TAXI
18, 20	C	POLICE
30	L	REPLICA
47	N	MANUF BUY BACK
32	O	TOTAL LOSS
13	G	GLIDER KIT
36	NO BRAND or R	Clerk <u>must choose</u> one of these
16, 32, 38	O or R or W or Salvage Rebuildable	Clerk <u>must choose</u> one of these
11	P or R or W or Salvage Rebuildable or Salvage Flood or C of D	Clerk <u>must choose</u> one of these
31	P or R or W	Clerk <u>must choose</u> one of these
04	NO BRAND or W	Clerk <u>must choose</u> one of these

NMVTIS BRAND CODE	NMVTIS BRAND DESCRIPTION	MOOR VEHICLE ISSUANCE SYSTEM BRAND CODE
00	CLEAR - NO BRANDS EXIST	N/A
01	FLOOD DAMAGE - FRESHWATER	W
02	FIRE DAMAGE	N/A
03	HAIL DAMAGE	N/A
04	FLOOD DAMAGE - SALT/SALTWATER	W
05	VANDALISM	N/A
06	KIT	A
07	DISMANTLED	P
08	JUNK	P
09	REBUILT	R
10	RECONSTRUCTED	P
11	SALVAGE - DAMAGE NOT SPECIFIED	P, R, W, SR, SF, ST, CD, OR NO BRAND
12	TEST VEHICLE	N/A
13	REFURBISHED	P OR NO BRAND
14	COLLISION	?
16	SALVAGE RETENTION	O, R, W, SR
17	PRIOR TAXI	T
18	PRIOR POLICE	C
19	ORIGINAL TAXI	T
20	ORIGINAL POLICE	C
21	REMANUFACTURED	?
22	GREY MARKET	N/A
23	WARRANTY RETURN	?
24	ANTIQUE - OVER 50 YEARS OLD	N/A
25	CLASSIC - OVER 20 YEARS OLD	N/A
26	AGRICULTURAL VEHICLE	N/A
27	LOGGING VEHICLE	N/A
28	STREET ROD	N/A
29	VEHICLE CONTAINS REISSUED VIN	N/A
30	REPLICA	L
31	TOTALED	P, R, W
32	OWNER RETAINED	O, R, W, SR
33	BOND POSTED	N/A
34	MEMORANDUM COPY	N/A
35	PARTS ONLY	
36	RECOVERED THEFT	R, OR NO BRAND
37	UNDISCLOSED LIEN	N/A
38	PRIOR OWNER RETAINED	O, R, W, SR

39	VEH NON-CONFORMITY UNCORRECTED	N/A
40	VEH NON-CONFORMITY CORRECTED	N/A
41	VEH SAFETY DEFECT UNCORRECTED	N/A
42	VEH SAFETY DEFECT CORRECTED	N/A
43	VIN REPLACED BY STATE VIN	N/A
45	GREY MARKET	N/A
46	GREY MARKET	N/A
47	MANUFACTURER BUY BACK	N
48	FORMER RENTAL	N/A
49	SALVAGE STOLEN	N/A
50	SALVAGE NOT BY DAMAGE/STOLEN	N/A
68	ACTUAL	N/A
69	NOT ACTUAL	N/A
70	NOT ACTUAL	N/A
71	EXEMPT FROM ODOM DISCLOSURE	N/A
72	EXCEEDS MECHANICAL LIMITS	N/A
73	ODOMETER MAY BE ALTERED	N/A
74	ODOMETER REPLACED	N/A
75	READING AT TIME OF RENEWAL	N/A
76	ODOMETER DISCREPANCY	N/A
77	CALL TITLE DIVISION	N/A
78	RECTIFY PREV EXCEED MECH LIMIT	N/A

Definitions

Duplicate VIN: A VIN pointer record that has the same VIN as another VIN pointer record. NMVTIS allows the same VIN on more than one record, but the combination of VIN, SOT and Title Number is unique to each record.

Issuance: A title is issued when the issuing agency sends the title document or title record to a titleholder. For example, a title document is issued when it is mailed to a vehicle owner. Or a title is issued when the issuing agency sends an electronic record to the lienholder indicating a lien has been perfected.

MCO: Manufacturer's Certificate of Origin. Also called Manufacturer's Statement of Origin. The certificate or statement from the manufacturer that describes a newly produced vehicle.

Multi-stage vehicle: A motor vehicle whose production involves manufacturing operations, performed by separate manufacturers, to produce a completed vehicle.

New vehicle: A vehicle that has never been titled, or where titles are not issued, a vehicle that has never been registered in lieu of titling.

Registered in lieu of titling: In some cases, often for older vehicles, jurisdictions issue registration but do not issue a title. The registration is considered proof of ownership. In NMVTIS these registrations are treated in the same way as a title. The jurisdiction should update NMVTIS and maintain the record with registration information as if a title had been issued. Registration in lieu of titling does not apply when the jurisdiction only issues registration because it honors a title issued by another jurisdiction. In that case, the other jurisdiction's title, and not the registration, is considered the proof of ownership.

Titled: Issued an ownership document, such as a vehicle title, salvage certificate, or other document that establishes legal ownership of a vehicle, or created an ownership record in an electronic file.

Used vehicle: A vehicle that has been titled, or where titles are not issued, a vehicle that has been registered in lieu of titling.

Vehicle new to the VIN pointer file: A vehicle is considered new to NMVTIS if it does not have a current or history VIN pointer record. The Brand file, the MCO System or both may have a record with a matching VIN, but if there is no VIN pointer record for the vehicle, it is still considered new to NMVTIS. Used vehicles that come from non-participating states, foreign countries and other government entities may be new to NMVTIS. Examples of other government entities include the military services, the U.S. State Department, the U.S. General Services Administration, and Tribal governments on reservations.

VIN pointer record: A record on the VIN Pointer file. VIN Pointer file records contain data identifying vehicles and titles. Each record points to the official title record maintained by a jurisdiction. The NMVTIS Central Site maintains the VIN Pointer file.

Title transfer: A change in ownership of a vehicle.

CSOT: Change State of Title.

New CSOT: A Change State of Title transaction performed when there is no CSOT transaction already in progress. In a new CSOT the Old VIN, Old SOT and Old Title Number on the message must match a record on the VIN Pointer file.

New state of title: The jurisdiction that initiates a Change State of Title transaction.

Old state of title: The jurisdiction designated as the state of title on the VIN pointer record before a Change State of Title transaction is initiated.

Resubmitted CSOT: A Change State of Title transaction performed to help resolve a CSOT transaction that has suspended. In a resubmitted CSOT the VIN (or Old VIN if VIN is not present), SOT and Title Number on the message must match a current record on the VIN Pointer file, and the Old VIN, Old SOT and Old Title Number on the message must match the most recent history record.

Suspended transaction: A suspended transaction is a Change State of Title or Change State of Title Undo where the VIN Pointer record is updated but the transaction does not complete.

CSOT flag: An informal name for the Change State of Title in Progress data element on a VIN pointer record. The CSOT flag indicates the status of a CSOT transaction. When the transaction is completed, the CSOT flag is reset to indicate no CSOT is in progress.

Brand: A permanent marking associated with a vehicle (VIN) that conveys additional information concerning the value of the vehicle (e.g., flood damage). A vehicle may have multiple brands.

Brand Event: A brand event is an occurrence of damage or the recording of some information about the vehicle, which could affect its value or the ability to operate it safely on the highways. Brand events occur at specific points in time, not over a time range. If the status of the vehicle changes (e.g., salvage event followed by the rebuilding of the vehicle), the brand file should show the salvage brand at the time it was recorded by the brander, and a subsequent rebuilt brand. Any inquirer sees the brand dates and can understand the sequence of events.

Brander (Originator): The jurisdiction or other entity that added a brand to the vehicle record.

Duplicate Brand: More than one occurrence of a particular brand event is stored on the brand file for a particular vehicle.

Junk: Now known as non-repairable. A brand that indicates a vehicle is incapable of operation on roads or highways and has no value except as a source of parts or scrap.

Jurisdiction: A jurisdiction that supplies and/or uses NMVTIS application data via online or batch mode.
State is synonymous with jurisdiction in this document.

Load: Initial addition of a participant's brand or VIN pointer data to NMVTIS. Data is obtained via a load file.

Non-repairable. Formerly known as junk: A brand that indicates a vehicle is incapable of operation on roads or highways and has no value except as a source of parts or scrap.

Originator (Brander): The jurisdiction or other entity that added a brand to the vehicle record.

Salvage: A brand that indicates a vehicle is damaged by collision, fire, flood, accident, trespass, or other occurrence to the extent that its fair salvage value plus the cost of repairing the vehicle for legal operation on roads or highways exceeds the fair market value of the vehicle prior to the occurrence causing the damage. A salvage vehicle may be rebuilt, retitled, and allowed to legally operate on the road.

SOT: State of Title, the jurisdiction in which a vehicle is titled.

Standalone: An NMVTIS function is implemented "standalone" when the user can initiate the function outside of the normal title issuance process and system. Most "standalone" functions are done by supervisors and/or help desk staff when investigating title/brand problems and fixing title/brand information on the NMVTIS central files.

Transaction Originator: The entity that started the transaction process. For example, in the Add Title transaction, the transaction originator is the jurisdiction.

Update: Subsequent addition, modification, or deletion of a participant's brand or VIN pointer data after the initial load. Data is obtained via an add, modify, or undo update file.