



September 5, 2013

Registration and Title Bulletin # 030-13 Policy and Procedure

TO: All County Tax Assessor-Collectors and Motor Vehicle Dealers

SUBJECT: Capturing Legal Name and Identification Information

PURPOSE

To provide requirements for capturing legal name and identification information (ID type and number) on the 130-U.

DETAILS

Legal name and photo identification requirements changed as of September 1, 2013. In conjunction with these changes, the Form 130-U (Rev. 8/2013), Application for Certificate of Title, has been updated to include space for legal name and identification information. The TxDMV has ordered the new paper version of the form for the county tax assessor-collector offices. Additionally, the new version of the form is available on the TxDMV Website for immediate use. The TxDMV recommends that any title application with a sale date on or after September 1, 2013, utilize the new form that can be [downloaded](#); however, we will continue to accept the old form as long as the ID type and number are written in the gray box or the margin in the upper right hand side of the form. If the ID used is a driver's license, state ID, or passport, also include the state, territory, or country in the margin. This information is necessary to enter it into RTS.

RTS 7.3.0 includes new fields for capturing ID type and number. The Pilot for 7.3.0 started September 1, and the statewide release is scheduled for September 16, 2013.

Valid identification documents and additional information regarding identification requirements can be found in RTB #024-13. Legal name requirements can be found in RTB #026-13. Both RTBs are dated August 26, 2013, and available on the [TxDMV Website](#).

COUNTY ACTION

You will begin to capture ID information in RTS for applications submitted September 16, 2013, and after. Title applications with a sale date of September 1, 2013, through September 15, 2013, will not be rejected due to missing ID information.

Title applications that do not include an ID type and number will be rejected if they have a sale date on or after September 16, 2013, or were received by the county after November 1, 2013. The ID type and number should be written in the boxes provided on the revised 130-U (Rev. 8/2013). If an older version of the 130-U was used, the identification information should be written in the gray box or the margin in the upper right hand side of the form. **Please do not reject an application if the applicant provided the proper identification information, but used a previous version of the form, or the sale date was prior to September 16, 2013.**

Dealers using DTA software must also comply with this requirement. If the DTA software will not collect the ID type and number electronically, DTA Dealers must handwrite the identification information on the hard copy of the title application prior to submitting it to the county for processing. **Any DTA transaction that does not include a hard copy 130-U containing ID type and number for a sale made on or after September 16, or received by the county after November 1, 2013, will be rejected.**

For customers at the county, make sure the name on the 130-U matches the name provided on the ID. If the name does not match, the applicant must correct the 130-U by using a single line to mark through the incorrect information and write in the corrected name or complete a new 130-U.

DEALER ACTION

All title applications with a sale date on or after September 16, 2013, or received by the county after November 1, 2013, must include the ID type and number on the 130-U or they will be rejected. The revised 130-U (Rev. 8/2013) provides a space for the identification information. If using an older version of the 130-U, write the identification information in the gray box or margin in the upper right hand side of the form.

Dealers using DTA software must also comply with this requirement. If DTA software will not collect ID type and number electronically, DTA Dealers must handwrite the identification information on the hard copy of the title application prior to submitting it to the county for processing. Any DTA transaction that does not include a hard copy 130-U containing ID type and number for a sale made on or after September 16, 2013, or received by the county after November 1, 2013, will be rejected.

The name on the 130-U must match the name provided on the ID. If the name does not match, the applicant must correct the 130-U by using a single line to mark through the incorrect information and write in the corrected name or complete a new 130-U.

CONTACT

If the motor vehicle dealers have questions, please contact your counties. If the counties have questions, please contact your local TxDMV Regional Service Center.

Sincerely,



Randy Elliston, Director
Vehicle Titles and Registration Division

Attachments