Department of Revenue
Motor Vehicle Division

Motor Vehicle Manual
Vehicle Titles

P. O. Box 740381
Atlanta, Georgia 30374-0381
Phone No. (404) 362-6500
www.etax.dor.ga.gov

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INTRODUCTION

In partnership with county tag agents, the Motor Vehicle Division (MVD) is charged with the responsibility of issuing certificates of title, certificates of registration and license plates to vehicles owned and operated in the State of Georgia, while safeguarding the interests of lien and security interest holders. A title is a legal document that should be kept in a safe place with other important legal documents. The vehicle operator's driver's license and insurance card must be in the vehicle while it is operated.

The MVD is committed to providing prompt, efficient service. We welcome comments and suggestions that will enhance business operations and customer service. The MVD manual has been prepared to outline the procedures for securing a title, license plate, registration and disabled persons' parking permits/decals/license plates; and to explain motor vehicle insurance requirements. This manual is divided into three (3) sections; one section for information regarding certificates of titles, one section for vehicle registration and insurance and one section for commercial vehicles. Unless otherwise noted, all references to titles, registrations, and disabled persons' parking permits/placards/decals/license plates, laws, rules and regulations refer to the State of Georgia and have no bearing on the laws or business rules of other states. If there are any questions after reviewing this manual, please contact the county tag office or the MVD.

All vehicle owners who are required by law to have their vehicle registered in Georgia must also apply for a title when the vehicle requires a title. All county tag agents in this state are authorized agents of the Commissioner of the Department of Revenue. They have the authority to accept title applications and the associated fees/taxes from county residents. Titles may be issued at the MVD Headquarters; however, customers are encouraged to apply for the vehicle's title at their local county tag office. This may be done in conjunction with making applications for license plates and registrations Disabled persons may apply for disabled person(s)' parking permits/placards, decals and license plates locally from their county tag office by mail or in-person; these permits/placards, decals and license plates may also be obtained *by mail* from the MVD.

Valuable tag, title and insurance information, including the capability to complete and print most motor vehicle tag and title forms, is located at the following web site: www.etax.dor.ga.gov.

County contact information, including county web site addresses, is located at the following web site:

http://motor.etax.dor.ga.gov/locate/tagoffices/index.asp?errcd=

The telephone number for the MVD is (404) 362-6500. The telephone numbers for county tag offices are found in the government section of your local telephone directories or from the above web site, www.etax.dor.ga.gov.

MISSION STATEMENT

"In partnership with all counties, we work to protect the interests of our customers by issuing vehicle registrations and titles accurately and in a timely manner."

VISION STATEMENT

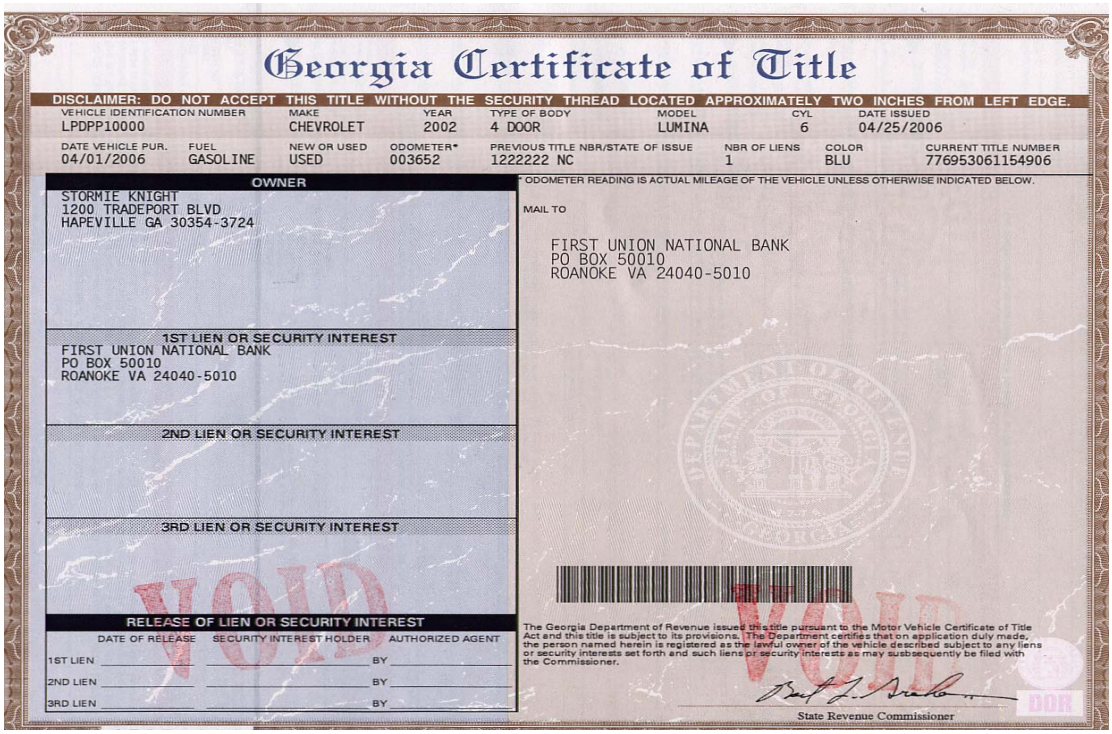
Quality Using Education, Service, Technology Plus Teamwork

CERTIFICATES OF TITLE

A title is a legal document issued by the Department that reflects the name and address of all owners and any recorded lien or security interest holders. This document also reflects legends, a/k/a brands, indicating the status of the title (e.g. replacement); the condition of the vehicle (e.g. salvage, rebuilt, flood damage, etc.); and, when required, the odometer reading. When a title is issued, it is mailed to the first lien or security interest holder. If there are no lien or security interest holders, the title is mailed to the vehicle owner.

Spaces are provided on the face of the title for the release of any recorded liens or security interests. However, they will continue to be shown on the state's records until a new title is applied for and issued.

SAMPLE GEORGIA CERTIFICATE OF TITLE
(Front - Shown smaller than actual size)



Georgia Certificate of Title

DISCLAIMER: DO NOT ACCEPT THIS TITLE WITHOUT THE SECURITY THREAD LOCATED APPROXIMATELY TWO INCHES FROM LEFT EDGE.

VEHICLE IDENTIFICATION NUMBER	MAKE	YEAR	TYPE OF BODY	MODEL	CYL	DATE ISSUED
LPDPP10000	CHEVROLET	2002	4 DOOR	LUMINA	6	04/25/2006

DATE VEHICLE PUR.	FUEL	NEW OR USED	ODOMETER*	PREVIOUS TITLE NBR/STATE OF ISSUE	NBR OF LIENS	COLOR	CURRENT TITLE NUMBER
04/01/2006	GASOLINE	USED	003652	1222222 NC	1	BLU	776953061154906

OWNER
STORMIE KNIGHT
1200 TRADEPORT BLVD
HAPEVILLE GA 30354-3724

1ST LIEN OR SECURITY INTEREST
FIRST UNION NATIONAL BANK
PO BOX 50010
ROANOKE VA 24040-5010

2ND LIEN OR SECURITY INTEREST

3RD LIEN OR SECURITY INTEREST

RELEASE OF LIEN OR SECURITY INTEREST
DATE OF RELEASE SECURITY INTEREST HOLDER AUTHORIZED AGENT
1ST LIEN BY
2ND LIEN BY
3RD LIEN BY

* ODOMETER READING IS ACTUAL MILEAGE OF THE VEHICLE UNLESS OTHERWISE INDICATED BELOW.

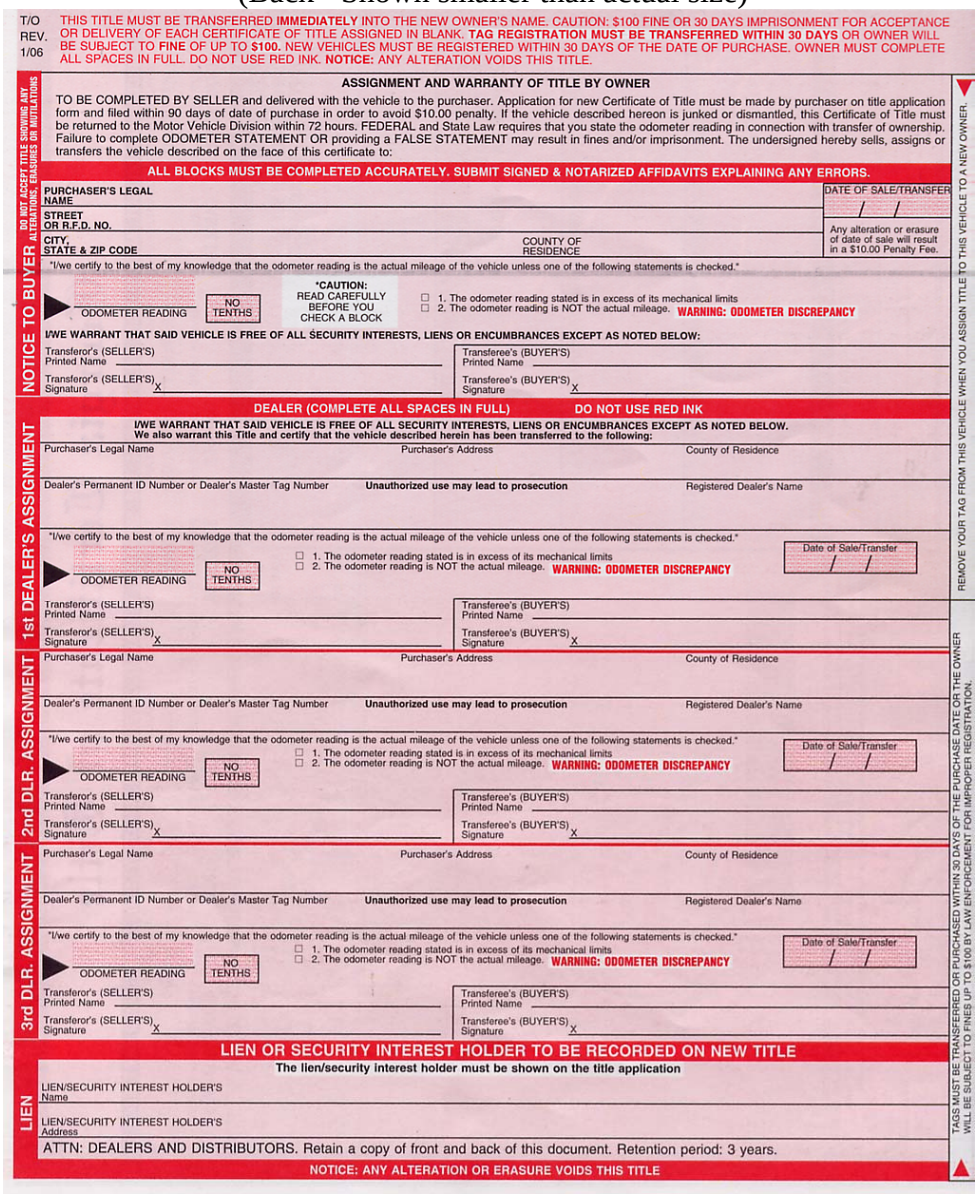
MAIL TO
FIRST UNION NATIONAL BANK
PO BOX 50010
ROANOKE VA 24040-5010

The Georgia Department of Revenue issued this title pursuant to the Motor Vehicle Certificate of Title Act and this title is subject to its provisions. The Department certifies that on application duly made, the person named herein is registered as the lawful owner of the vehicle described subject to any liens or security interests set forth and such liens or security interests as may subsequently be filed with the Commissioner.

State Revenue Commissioner

Spaces are provided on the reverse side of the title for transfer of ownership. These spaces are referred to as assignments and must be completed by the *current* owner (seller) before delivery to the *new* owner (buyer). The title should be given to the new owner at the time the vehicle is delivered. The new owner should promptly apply for a title in their name. This is done by completing a tag/title application, Form MV-1, and submitting it with all required documents and fees/taxes to the county tag office or the Motor Vehicle Division (MVD).

SAMPLE GEORGIA CERTIFICATE OF Title
(Back - Shown smaller than actual size)



T/O REV. 1/06

THIS TITLE MUST BE TRANSFERRED **IMMEDIATELY** INTO THE NEW OWNER'S NAME. CAUTION: $100 FINE OR 30 DAYS IMPRISONMENT FOR ACCEPTANCE OR DELIVERY OF EACH CERTIFICATE OF TITLE ASSIGNED IN BLANK. **TAG REGISTRATION MUST BE TRANSFERRED WITHIN 30 DAYS** OR OWNER WILL BE SUBJECT TO **FINE** OF UP TO **$100.** NEW VEHICLES MUST BE REGISTERED WITHIN 30 DAYS OF THE DATE OF PURCHASE. OWNER MUST COMPLETE ALL SPACES IN FULL. DO NOT USE RED INK. **NOTICE:** ANY ALTERATION VOIDS THIS TITLE.

NOTICE TO BUYER — DO NOT ACCEPT TITLE SHOWING ANY ALTERATIONS, ERASURES OR MUTILATIONS

ASSIGNMENT AND WARRANTY OF TITLE BY OWNER

TO BE COMPLETED BY SELLER and delivered with the vehicle to the purchaser. Application for new Certificate of Title must be made by purchaser on title application form and filed within 90 days of date of purchase in order to avoid $10.00 penalty. If the vehicle described hereon is junked or dismantled, this Certificate of Title must be returned to the Motor Vehicle Division within 72 hours. FEDERAL and State Law requires that you state the odometer reading in connection with transfer of ownership. Failure to complete ODOMETER STATEMENT OR providing a FALSE STATEMENT may result in fines and/or imprisonment. The undersigned hereby sells, assigns or transfers the vehicle described on the face of this certificate to:

ALL BLOCKS MUST BE COMPLETED ACCURATELY. SUBMIT SIGNED & NOTARIZED AFFIDAVITS EXPLAINING ANY ERRORS.

PURCHASER'S LEGAL NAME
STREET OR R.F.D. NO.
CITY, STATE & ZIP CODE
COUNTY OF RESIDENCE
DATE OF SALE/TRANSFER / /
Any alteration or erasure of date of sale will result in a $10.00 Penalty Fee.

I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.

ODOMETER READING — NO TENTHS

*CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK

☐ 1. The odometer reading stated is in excess of its mechanical limits
☐ 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**

I/WE WARRANT THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW:

Transferor's (SELLER'S) Printed Name
Transferor's (SELLER'S) Signature X
Transferee's (BUYER'S) Printed Name
Transferee's (BUYER'S) Signature X

DEALER (COMPLETE ALL SPACES IN FULL) DO NOT USE RED INK

1st DEALER'S ASSIGNMENT

I/WE WARRANT THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW. We also warrant this Title and certify that the vehicle described herein has been transferred to the following:

Purchaser's Legal Name — Purchaser's Address — County of Residence
Dealer's Permanent ID Number or Dealer's Master Tag Number — **Unauthorized use may lead to prosecution** — Registered Dealer's Name

I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.

ODOMETER READING — NO TENTHS

☐ 1. The odometer reading stated is in excess of its mechanical limits
☐ 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**

Date of Sale/Transfer / /

Transferor's (SELLER'S) Printed Name
Transferor's (SELLER'S) Signature X
Transferee's (BUYER'S) Printed Name
Transferee's (BUYER'S) Signature X

2nd DLR. ASSIGNMENT

Purchaser's Legal Name — Purchaser's Address — County of Residence
Dealer's Permanent ID Number or Dealer's Master Tag Number — **Unauthorized use may lead to prosecution** — Registered Dealer's Name

I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.

ODOMETER READING — NO TENTHS

☐ 1. The odometer reading stated is in excess of its mechanical limits
☐ 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**

Date of Sale/Transfer / /

Transferor's (SELLER'S) Printed Name
Transferor's (SELLER'S) Signature X
Transferee's (BUYER'S) Printed Name
Transferee's (BUYER'S) Signature X

3rd DLR. ASSIGNMENT

Purchaser's Legal Name — Purchaser's Address — County of Residence
Dealer's Permanent ID Number or Dealer's Master Tag Number — **Unauthorized use may lead to prosecution** — Registered Dealer's Name

I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.

ODOMETER READING — NO TENTHS

☐ 1. The odometer reading stated is in excess of its mechanical limits
☐ 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**

Date of Sale/Transfer / /

Transferor's (SELLER'S) Printed Name
Transferor's (SELLER'S) Signature X
Transferee's (BUYER'S) Printed Name
Transferee's (BUYER'S) Signature X

LIEN

LIEN OR SECURITY INTEREST HOLDER TO BE RECORDED ON NEW TITLE

The lien/security interest holder must be shown on the title application

LIEN/SECURITY INTEREST HOLDER'S Name
LIEN/SECURITY INTEREST HOLDER'S Address

ATTN: DEALERS AND DISTRIBUTORS. Retain a copy of front and back of this document. Retention period: 3 years.

NOTICE: ANY ALTERATION OR ERASURE VOIDS THIS TITLE

REMOVE YOUR TAG FROM THIS VEHICLE WHEN YOU ASSIGN TITLE TO THIS VEHICLE TO A NEW OWNER.

TAGS MUST BE TRANSFERRED OR PURCHASED WITHIN 30 DAYS OF THE PURCHASE DATE OR THE OWNER WILL BE SUBJECT TO FINES UP TO $100 BY LAW ENFORCEMENT FOR IMPROPER REGISTRATION.

OVERVIEW INFORMATION

WHEN TO APPLY FOR A TITLE

A title should be applied for promptly upon transfer of ownership. Failure to apply for a title within ninety (90) days of the purchase date or the date the ownership is transferred will result in a $10.00 title penalty fee being charged. If a title application is rejected, the owner must comply with the rejection notice within sixty (60) days of the date on the rejection notice to avoid being charged an additional $10.00 title penalty fee. If a vehicle requires a title, the owner will be unable to register and purchase a license plate or transfer an existing license plate to the vehicle during the thirty-day (30) period required unless one of the following applies:

- The owner already has a Georgia title issued in his/her name, for that particular vehicle
- The owner makes application for a title in his/her name at the time of application for the license plate

WHERE TO APPLY FOR A TITLE

Georgia residents may apply for a title at the tag office in their county of residence, or at MVD Headquarters. The law also provides additional locations to apply for a title when the application for title is either the result of a dealer sale or as the result of the perfection of a lien or security interest. Additional locations are:

- The county where the seller is located
- The county where the sale took place
- The county where the vehicle is delivered

OWNER'S ADDRESS

The vehicle owner's address must be shown on the application. A post office box number may only be used in addition to the owner's address. The address of someone other than the owner may not be used, (e.g. lien holder, dealer, etc.).

TO WHOM A TITLE IS MAILED OR DELIVERED

A title is mailed to the first recorded lien or security interest holder. If there are no lien or security interest holders, the title is mailed to the vehicle owner. The owner, or the lien or security interest holder, may request that the title be mailed to a third party. In this case, a power of attorney form must be submitted along with the application, requesting the title be mailed to the appointed attorney-in-fact. To ensure the title is mailed to the attorney-in-fact, the 'name and address of the attorney-in-fact' must be entered on the title application as it appears on the power of attorney (POA). When completing any MVD tag and/or title form, the person's full legal name should always be used. A natural person's full legal name is his/her *complete* name as it appears on his/her valid driver's license or Georgia identification card.

TO WHOM CORRESPONDENCE LETTERS (REJECTION NOTICES) ARE MAILED

Incomplete or incorrect applications and accompanying documents are returned to the Georgia dealer when the application indicates a Georgia dealer sold the vehicle to the applicant. If the vehicle was not transferred through a Georgia dealer, the application and accompanying documents are returned to the first lien or security interest holder. If there are no liens or security interests recorded, the application and accompanying documents are returned to the vehicle owner.

JOINT OWNERSHIP

Georgia does not use the word 'or' or the word 'and' to establish joint ownership of a vehicle. In other words, the title to a vehicle that is jointly owned by John and Mary Smith will be printed to reflect their names as John Smith on one line with Mary Smith printed below the name of John Smith on the second line. When a vehicle is transferred to a new owner, all current owners (the selling party) must sign the title assignment. Owners may wish to talk with an attorney to determine if their title should be applied for reflecting joint ownership with the following disclosure (legend/brand): 'Joint Tenants with Rights of Survivorship'.

If this brand/legend is to be shown on the face of the title, it must be printed on the title application below the owners' names. When a title is issued with this disclosure (Joint Tenants with Rights of Survivorship), after the death of one of the owners, the surviving owner may transfer ownership by:

- Completing the title assignment
- Providing a copy of the deceased owner's death certificate to the new owner

The surviving owner could also apply for a title in his/her name at the county tag office by:

- Completing a tag/title application, Form MV-1
- Attaching a copy of the deceased owner's death certificate to the title
- Paying all applicable fees/taxes

Fees/Taxes

REGULAR PROCESSING FEES/TAXES

The application fee for an original title is $18.00. An owner has ninety (90) days from the date the vehicle was purchased or the date the ownership was transferred to apply for a title to avoid being charged a $10.00 title penalty fee. If an application for title is rejected, compliance with the rejection notice must be made within sixty (60) days of the date shown on the rejection notice to avoid an additional $10.00 title penalty fee from being charged. All fees must be remitted at the time of application.

A $10.00 title penalty fee may be assessed when the purchase date has been changed or altered on the title (in the title assignment) to the point that you cannot verify the original purchase date. To verify the purchase date, the owner may provide a copy of the canceled check (front and back) from the buyer to the seller or a bill-of-sale from a dealership. If the purchase date has been lined through and is verifiable (and is within 90-days of the purchase or acquisition of the vehicle) a $10.00 title penalty fee will not be assessed.

Example: An application was submitted on 7/25/05 with the original purchase date of 6/11/05. This date has been lined through (you can clearly verify this date), and the newly recorded date is 6/28/05. A $10.00 title penalty fee will not be assessed in this example.

7/25/05 – date received
6/28/05 – correct date placed above the incorrect date
~~6/11/05~~ – incorrect date that has been lined through in the title assignment

This lined-through date is legible and is less than ninety (90) days from the date (7/25/05) of application for title.

REPLACEMENT TITLE FEE

- $8.00 for obtaining a replacement of a title that has been lost or stolen.
- $18.00 for obtaining a replacement of a title when the original has been mutilated, not lost or stolen. The mutilated title must accompany the application for a replacement title.

Note: If there is a change of ownership or when a lien or security interest is being added or deleted, the fee is $18.00, when accompanied by the title.

- No fee for titles lost in the mail **if** a replacement is applied for within sixty (60) days of the issue date of the lost title. A new application and a completed and signed Report of a Lost Title in the Mail (Form T-216) must be submitted. This option is only available when the title was mailed by the MVD to the vehicle owner and the owner has not received the title.

  This option is not authorized for titles not received in the mail when mailed by MVD to the recorded security interest or lien holders.

NO FEE

There is no charge for titles issued in the name of a State or Federal Agency or for applications perfecting a child support lien. State and Federal agencies are required to pay title penalty fees for failure to apply for a title within ninety (90) days of purchasing or acquiring ownership of the vehicle and special handling fees.

SALES AND USE TAX

Effective January 1, 2006, when applying for a Georgia title and license plate for a vehicle that was purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted with the application showing where this tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. This applies to vehicles that are required to be titled in Georgia. See below for additional forms/documents required for applicants exempt from this tax. Acceptable proof of payment is a copy of a sales contract (invoice) showing where the Georgia sales and use tax has been paid. The sales contract (invoice) must show the following information for calculating taxes: Purchase (selling) price, trade-in allowance, and the amount of Georgia sales and use tax paid. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. The amount of Georgia sales and use tax due is based on the vehicle's purchase price, less the trade-in allowance, or the vehicle's fair market value when a sales contract (invoice) is not submitted. If you are viewing this manual on-line, click here to determine the Georgia sales and use tax rate in your county. The published sales and use tax rates for counties include the State of Georgia's sales tax rate.

If the purchaser is exempt from paying, the following documents and a completed Sales & Use Tax Form ST-5, when applicable, must accompany the title application: If you are viewing this manual on-line, click on any underlined form name or number to electronically complete and print the form for signing and submission.

- Sales to hospitals – letter of authorization and Form ST-NH2 (Exemption Certificate) issued by the state for Non-Profit Nursing Homes, In-Patient Hospices, General and Mental Hospitals (Code STEH)
- Leasing companies on leased vehicles – no document required (Code STLE)
- Sales to schools used in the education function – letter of authorization and government purchase order (Code STES)
- Sales to dealers on resale vehicles – Form ST-5 and the Georgia Sales Tax identification number must be shown on the application (Code ST51)
- Sales to companies such as Georgia Power, Direct Pay Permit – Form ST-5 is required and the Georgia Sales Tax identification number must be shown on the application (Code ST54)
- Sales to a government entity – Form ST-5 and government purchase order (Code ST55)
- Sales to common carriers in interstate under authority granted by the U.S. government – Form ST-5 and the Georgia Sales Tax identification number must be shown on the application (No Code)
- For casual sales, sales between individuals, no sales tax is due

Note: The sales and use tax exemption codes, as shown on the state's data base, will be keyed by the processing agent on the 'Seller/Sales Tax Collection Screen' in the 'Sales Tax Exemption Code' field.

For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

AD VALOREM TAX

When you are applying for a title and vehicle registration at the same time, you must pay any motor vehicle ad valorem tax due at the time of application. This tax is based on the vehicle's value and the financial needs of various levying authorities in your county. If you are viewing this manual on-line, click here to calculate your vehicle's ad valorem tax. If you did not receive a pre-printed bill to renew your vehicle's registration, please contact your county tax commissioner's office to see if this tax is due and if due, the amount. Whether or not this tax is due depends on the vehicle owner's registration period in his/her county of residence. In the majority of counties, the owner's registration period for natural persons would be the thirty-day (30) period ending at midnight on the primary owner's birthday. The primary owner is the owner shown first on the vehicle's title and registration. If you are viewing this manual on-line, click here to determine your registration period. For new residents, whether or not ad valorem tax is due depends upon when the vehicle owner became a Georgia resident. Motor vehicle ad valorem tax can only be paid to the tag office in the county in Georgia where the vehicle owner resides. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

SPECIAL HANDLING FEE

There is an additional $10.00 special handling fee for each title application processed through the in-person *expedited* section at MVD headquarters. Cash should not be remitted. Submit a check or money order payable to the Department of Revenue for all fees/taxes due.

SPECIAL HANDLING FEE & TITLE APPLICATIONS MAILED TO MVD

The MVD mails titles using *regular mail* to vehicle owners, security interest holders, lien holders or to persons named in powers of attorney.

When submitting title applications by mail to be processed through the *expedited* title process, mail the title application, supporting documents and fees/taxes (check or money order for the application fee, any title penalties fees that may be due for late submission, any sales and use tax due and the $10.00 special handling fee payable to the Department of Revenue) to:

Attn: Expedited Title Processing
DOR/Motor Vehicle Division
PO Box 740381
Atlanta, Georgia 30374-0381

Note: Vehicle ad valorem tax and registration fees can only be paid to the county tag offices.

Motor Vehicle Information Fees	
Tag & Title Computer Printout (Required to Purchase Current Tag)	$ 1.00
Tag Information (Each Vehicle) Computer Printout	$ .50
General Salvage Information (Letter of Certification will be Mailed Only)	$ 5.00
Certified Transcript of Title (Must be Requested Seven (7) days Prior to Court Date)	$10.00
Certified Transcript of Tag (Must be Requested Seven (7) Days Prior to Court Date)	$10.00
Abandoned Vehicle (Form MV-603)	$ 2.00
Title History	$ 5.00
Letter of Verification	$5.00
Salvage Motor Vehicle Inspection Fee	$100.00* *Additional $100 required for each subsequent inspection.

POWERS OF ATTORNEY

LIMITED POWER OF ATTORNEY

The Federal Truth in Mileage Act restricts the use of a *limited* power of attorney (Form T-8) between the seller and the buyer when making the odometer declaration and the acknowledgement of the declaration. The person signing as the seller/transferor and declaring the odometer reading cannot use a limited power of attorney to sign (in the same assignment) for the purchaser/transferee acknowledging the odometer reading. If a vehicle is transferred from the vehicle owner's name to the vehicle owner's company name or from the vehicle owner's company name to the vehicle owner's name, the owner can sign as both the seller and the buyer as long as an affidavit is submitted affirming the person as the sole owner of the company.

LIMITED POWER OF ATTORNEY AND DEALER SALES

The limited power of attorney (Form T-8) is limited in how it can be used when a vehicle is traded into a dealership and when an individual purchases a vehicle from a dealership. Please make note of the following scenarios to better understand the limitations of the limited power of attorney.

TRADE-INS

1. I traded my vehicle to a dealership. At the time of the trade-in, I had the title to my vehicle and assigned it to the dealership. There was no need for a *limited* power of attorney. It is unlikely that an individual would sign a limited power of

attorney authorizing someone to trade-in their vehicle. The owner completes this business transaction in person.

2. I traded my vehicle to a dealership. At the time of the trade-in, I did not have the title to my vehicle. It was lost or with my lien or security interest holder. The dealership requested that I sign Part A of the *secure* power of attorney (Form T-8S). There was no need for a *limited* power of attorney. The owner completes this business transaction in person.

DEALER SALES (USED VEHICLE TRADE-IN)

1. I am buying a used vehicle. I have cash and do not need to obtain a loan. At the time of purchase, the title is still with the previous owner's lien or security interest holder and as a result, the dealership will have me sign Part B of the *secure* power of attorney (Form T-8S) and a tag/title application, Form MV-1. There is no need for a *limited* power of attorney.

2. I am going to obtain a loan so that I can buy a used vehicle. At the time of purchase, the title is available; however, it is locked up and the sales representative does not have access to the title. The sales representative will have me sign the completed *secure* dealer reassignment supplement form.

SECURE POWER OF ATTORNEY

The *secure* power of attorney (Form T-8S) is designed for use by dealerships to allow them to accept vehicles that have been traded-in and to sell those vehicles when the title is not available at the time of transfer because it is lost or being held by a lien or security interest holder.

PART A / POWER OF ATTORNEY TO DISCLOSE MILEAGE

Part A of the *secure* power of attorney (Form T-8S) is designed for the current owner to appoint the dealership as their attorney-in-fact to sign all documents required to secure a title and to disclose the mileage on the title when it becomes available. Part A must reflect the current odometer reading, name and address of the current owner, and the name of the dealership. Part A must be signed by both the current owner and a representative of the dealership. The signatures must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires.

PART B / POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE

Part B is invalid unless Part A is completed; however, Part B does not always have to be completed, since it is possible for the title to be available at the time of transfer to a new owner. Part B has to be completed in the same manner as Part A. In Part B the current owner will always be the dealership shown in Part A. The representative signing for the dealership in Part A does not have to be the same representative signing in Part B.

PART C / CERTIFICATION (TO BE COMPLETED ONLY AFTER PARTS A AND B OR PART A HAVE BEEN COMPLETED)

The dealership's representative shown in Part C will be the individual required to complete all title assignments on behalf of the dealership, the seller and the purchaser, if applicable. The dealership's representative shown in Part C does not have to be the same individual shown in Part A or Part B. Parts A and B of this form are for odometer disclosure. The actual appointment of an attorney-in-fact is made in Part C. The person named as attorney-in-fact in Part C is the only person authorized to complete the assignment(s) on the title. The *secure* power of attorney is a multi-part form. The original *green copy* must accompany the title, application and fees. The *yellow copy* is designed to make application for a replacement title. Only Part A is required to be completed to apply for a replacement title.

NOTE TO LEASING COMPANIES: When a vehicle is purchased from a leasing company, a *secure* power of attorney (Form T-8S) may be used. There are times when a *secure* power of attorney form is acceptable if used as a power of attorney form and not in conjunction with the Federal Truth in Mileage Act. For example, the *secure* power of attorney form is used to appoint someone to sign for the owner on the application.

The *secure* power of attorney, Form T-8S, is available from one of the following authorized dealer associations in this state:

Georgia Automobile Dealers Association (G.A.D.A.)	Georgia Independent Automobile Dealers Association (G.I.A.D.A.)
2255 Cumberland Parkway, Building 900 Atlanta, Georgia 30339 Phone No. (770) 432-1658 Website: www.gada.com	6903-A Oak Ridge Commerce Way, S.W. Austell, Georgia 30168 Phone No. (770) 745-9650 Website: www.giada.org

SECURE DEALER REASSIGNMENT SUPPLEMENT FORMS

As long as there is a complete chain-of-ownership, dealers can use *secure* dealer reassignment supplement forms and the assignment spaces on the back of a manufacturer's statement of origin (MSO) or certificate of title to transfer the ownership of a vehicle. They may use the *secure* dealer reassignment supplement forms even when there are still title assignments available. Subsequent dealers may then go back to the title and use the available assignments. *Secure* dealer reassignment supplement forms may be purchased from one of the 'approved' dealer associations in this state (see table above for their address, phone number and website.

Acceptable Photocopies

Original documents must be submitted for most transactions; legible photocopies of the following documents are acceptable:

- Certified copy of probated will
- Certified copy of letters of testamentary
- Certified copy of year's support
- Certified copy of death certificate
- Certified copy of marriage certificate
- General power of attorney
- Contract; does not apply to lien or security interest contracts, they must be the original).

For i*mported* vehicles, the *original* U.S. Customs' forms must be submitted. If the applicant submits the *original* U.S. Customs' forms and legible photocopies of these forms, the *originals* will be returned upon request.

Photocopies must be legible for filming. Except for the above forms for *imported* vehicles, once documents are received, they become the property of the Department and cannot be returned.

We do not accept facsimiles.

Affidavits

(*Signed with signature notarized)*

The following affidavits may be used when processing titles and tags in Georgia. An asterisk (*) next to an affidavit indicates that it may not be completed by an attorney-in-fact, a person appointed by a power-of-attorney. If you are viewing this manual on-line, click on any of the following underlined form numbers to electronically complete and print the form for signing, notarization and submission.

*MV-18A	Affidavit to Support a Request for Correction of a Georgia Title
*MV-18E	Affidavit to Support a Request for Correction of a VIN Recorded on a Title
MV-18G	Service Member's Affidavit for Mandatory Insurance Relief
*MV-18J	Affidavit for Mandatory Insurance Relief
MV-46A	Title Bond Affidavit
MV-603	Abandoned Vehicle Notice and Request for Information
T-11	Affidavit of Correction
T-16	Affidavit for Repossessed Motor Vehicle
T-19	Affidavit of Authority to Sign for a Company, Corporation or Partnership
T-19A	Affidavit of Authority to Receive a Title for a Company, Corporation or Partnership (Available upon request from the In-Person MVD Customer Service Operations)
T-20	Affidavit of Inheritance of a Motor Vehicle
T-23	Affidavit for a Homemade Trailer
*T-107	Odometer Discrepancy Affidavit
*T-107A	Title Application Odometer Discrepancy Affidavit
*T-207A	Owner Affidavit (Application Supported By Foreign Documents)
*T-216	Affidavit of Georgia Title Lost in the Mail
T-227	One and the Same Affidavit

*T-228 Affidavit of Fact for a Motorcycle/Scooter

In addition to signing, a notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires to any document/form where he/she notarizes the signing.

Georgia Title Brands/Legends

A title brand, a/k/a title legend, is information printed on the face of a title indicating various conditions pertaining to the associated vehicle and/or title.

- Assembled
- Bonded
- Court Order
- Fire Damage
- Flood Damage
- JTWROS (Joint Tenants with Rights of Survivorship)
- Low Speed Vehicle
- Manufacturer Buyback
- Odometer Discrepancy
- Odometer Exceeds Mechanical Limits
- Other, only used if an out-of-state title has a legend/brand that is not similar to a Georgia legend/brand
- OOS Salvage (out-of-state salvage)
- Rebuilt
- Replacement Legend/Brand (Long)
  'This is a replacement certificate and may be subject to the rights of a person under the original certificate'
- Replacement Legend/Brand (Short)
  'Replacement Title'
- Salvage
- Salvaged-Repaired
- Special Construction
- Stolen/Un-recovered
- Undisclosed Liens

Liens / Security Interests

LIEN

A *lien* is involuntary. For example, if the owner of a motor vehicle does not pay a creditor, the creditor can take the case to court and obtain a judgment against the owner. This court order gives the creditor permission to place a *lien* on any vehicle owned by the person to whom the judgment is against. To record a *lien* against a vehicle, the company can sign the title application reflecting their company as the *lien holder*. The owner's signature is not required on this application.

SECURITY INTEREST

A *security interest* is a monetary interest in a vehicle created by mutual agreement between a lender and the vehicle owner. The lender may be an individual, but is more often a bank, credit union, loan company, car dealership, pawn shop, etc. A *security interest* is voluntary, e.g. an owner obtains a loan to purchase a vehicle. The vehicle is collateral for the loan. To record a *security interest* against the vehicle, the vehicle owner must sign the title application reflecting the lender's name and address. If the owner of the vehicle fails to make payments as agreed to by the contract, the owner is in default of the loan and the lender may repossess the vehicle.

LIEN HOLDER/SECURITY INTEREST HOLDER

An individual or company is considered a *lien or security interest holder* when they have a monetary interest in a vehicle, whether by court order or mutual agreement, respectively.

WHEN A LIEN OR SECURITY INTEREST IS PERFECTED

A *lien* or *security interest* is perfected (made public) by way of the title application; therefore, it is extremely important that any *lien* or *security interest* is shown in the space provided on the title application. It may be shown on the transfer document, but it must also be shown on the title application. If a *lien or security interest holder* applies for a title within twenty (20) days of the date a *lien or security interest* is created, the perfection date of the *lien or security interest* is the date it was created. If a title is applied for after twenty (20) days of the date the *lien or security interest* was created, the perfection date of the *lien or security interest* is the date the county tag agent or the Department received the title application.

WHERE A LIEN OR SECURITY INTEREST IS RECORDED

A *lien* or *security interest* is recorded on the title. For vehicles that do not require a title, a *lien or security interest* may be recorded with the Clerk of the Court in the owner's county of residence according to provisions of the Uniform Commercial Code. Contact the Clerk of the Court's office or visit the website for the Georgia Superior Court Clerks' Cooperative Authority, http://www.gsccca.org/, for the required forms, filing fees and additional information.

RELEASE OF LIEN/SECURITY INTEREST

In order to release a *lien or security interest*, the *lien or security interest holder* may:

- Complete the area on the title provided for releasing *liens / security interests*
- Complete a Form T-4 (lien or security interest release form)
- Submit a signed letterhead statement showing a complete description of the vehicle (year model, vehicle make and identification number), the vehicle owner(s)' name(s) and addresses and the name(s) and addresses of all secured parties. This statement must indicate that the *lien holder's or security interest*

holder's interest in the vehicle has been satisfied. This statement must also include a contact person's name and telephone number, including the area code, for the MVD or the county tag office to verify the validity of the release.

Out-of-state *lien/security interest release* forms are acceptable.

A "PAID" stamp on the vehicle's title or contract is acceptable when dated and signed. The contract must reflect a description of the vehicle, the vehicle's year model, make and serial number, used as collateral. The vehicle owner(s)' signature(s) must be on the contract. A *lien* or *security interest* is not removed from the state's records until a new title is applied for and issued.

A *lien* or *security interest* will be considered satisfied if the title it was perfected on was issued ten (10) or more years ago. This does not apply to out-of-state titles or to titles issued for mobile homes, cranes or vehicles that weigh more than 10,000 pounds gross vehicle weight.

When a *security interest* or *lien* is satisfied, the holder will, within ten (10) days after satisfaction, execute the release on the title or Form T-4 and mail or give the title or release (when the title is unavailable) to the vehicle owner when there are no additional *liens* or *security interests* recorded. When there are additional *liens* or *security interests* recorded, the holder shall mail the title with the *lien* or *security interest* released to the next recorded *lien* or *security interest holder* and a release to the vehicle owner. The *lien* or *security interest* will not be removed from the state's records until a new title is applied for and issued.

In order to provide for the continuous perfection of a *lien* or security *interest* originally entered into for a period of more than ten-years (10), the *lien* or *security interest holder* must submit another completed tag/title application, Form MV-1, listing the lien or security interest holder information before ten-years (10) from the date the original title was issued. The application must be submitted to the MVD or the county tag agent together with the title and the $18.00 title fee.

The MVD and the county tag agent reserves the right to verify the validity of the release of any lien or security interest prior to accepting the Form T-4 or letterhead statement; therefore, the name, telephone number including the area code, of the lien or security interest holder's contact person is required information.

LIEN OR SECURITY INTEREST HOLDER IS OUT-OF-BUSINESS

If a *lien or security interest holder* is out-of-business, a vehicle owner is not required to submit a release to secure a new title; however, the owner must submit a certification from the appropriate regulatory agency that indicates the *lien or security interest holder* is no longer in business or is unlicensed. A certified letter, *return receipt requested*, must be mailed to the last known address of the *lien or security interest holder* as shown in the MVD records. The letter, stamped, ***returned, undeliverable,*** must be submitted with the green registered mail card **intact** and **unopened** along with the necessary supporting documents, title application and fee(s). This does not include individuals who are lien or

security interest holders, companies that have merged with other companies and are operating under a different name, or a company not regulated by a state agency. The name and address of the majority of regulatory authorities of lending institutions used by this state include those shown on the next page:

Banks & Savings & Loan	Used Motor Vehicle Dealers
Federal Deposit Insurance Corporation (FDIC) Public Information Center 3501 Fairfax Drive Arlington, VA 22226 **Toll-Free Phone Numbers:** • 877-ASKFDIC (877-275-3342) • TDD: 800-925-4618 **Hours of Operation:** • 8:00 am - 8:00 pm ET • Monday – Friday **Website:** http://www2.fdic.gov/idasp/index.asp **OR** (State Chartered Banks & Trust Companies) GA Department of Banking & Finance 2990 Brandywine Road, Suite 200 Atlanta, GA 30341-5565 **Phone Numbers:** (770) 986-1633 or **Toll Free**: (888) 986-1633 **Fax Number:** (770) 986-1654 **Website:** https://dbfweb.dbf.state.ga.us/WebBkData.html	State Board of Registration of Used Motor Vehicle Dealers & Used Motor Vehicle Dealer Parts Georgia Secretary of State 237 Coliseum Drive Macon, GA 31271-3858 **Phone Number:** (478) 207-1460 **Website:** www.sos.state.ga.us/plb/usedcar **Credit Unions** National Credit Union Administration (NCUA Home Office) 1775 Duke Street Alexandria, VA 22314-3428 **Phone Number:** (703) 518-6300 **Website:** http://www.ncua.gov/indexdata.html **OR** (NCUA Local Office) (NCUA) – Region III Atlanta National Credit Union Administration 7000 Central Parkway, Suite 1600 Atlanta, GA 30328 **Phone Number:** (678) 443-3000 **OR** (State Chartered Credit Unions) GA Department of Banking & Finance 2990 Brandywine Road, Suite 200 Atlanta, GA 30341-5565 **Phone Numbers:** (770) 986-1633 or **Toll Free:** (888) 986-1633 **Fax Number:** (770) 986-1654 **Website:** https://dbfweb.dbf.state.ga.us/WebCUData.html

The following documents must be submitted to the local county tag office or the MVD:

- A completed tag/title application, Form MV-1
- Transfer document
- Out-of-business certification from the appropriate regulatory authority
- Letter enclosed in an unopened envelope addressed and mailed to the *lien or security interest holder 'registered mail, return receipt requested'*
- Applicable fees/taxes

PERFECTING THE LIEN / SECURITY INTEREST

A lien or security interest is recorded on a certificate of title for vehicles requiring a title. When applying for the title the lien or security interest information must be shown on the tag/title application, Form MV-1, in the spaces provided. It may also be shown on the transfer document but it **must** be shown on the tag/title application, Form MV-1.

NOTICE OF SECURITY INTEREST (T-53D)

The Form T-53D, Notice of Security Interest, is the form used to perfect a security interest in a vehicle when the transfer documents are not yet available. Submitting this form will not result in the vehicle being registered or titled. It may only be submitted to the MVD by mail or to the county tag office by mail or in person. If submission is by mail, notices and filing fees ($18) must be mailed *registered mail, return receipt requested.* If the notice meets processing requirements, the notice will be returned stamped or validated with the date it was received. The system will generate a letter that will verify a notice of security interest has been processed and a reminder that the title must be submitted within ninety (90) days of purchase.

THE NOTICE OF SECURITY INTEREST, FORM T-53D, FILED IN ERROR

At times, the sale of a vehicle will not be able to be completed for various reasons; however, the notice is updated in the system. In this case, the Form T-53D record needs to be cancelled. A *second* Notice of Security Interest, Form T-53D, should not be updated over the current Notice of Security Interest, Form T-53D record. The following procedure should be followed.

When the state's database shows a 53-control number on the vehicle's record in a different name and/or security interest holder, the following documents must be submitted:

- A completed tag/title application, Form MV-1 – This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black ink in the current vehicle owner(s)' name(s) showing the name and address of the current security interest holder.
- Transfer document (Title or MSO)
- A signed statement from the dealer or lender on their letterhead stationery explaining why the information submitted is different from the information shown on the state's database
- Security interest release, Form T-4, from the lien or security interest holder shown in error on the DOR/MVD tag and title database
- Fee. Pay the $18.00 title fee with a check or money order made payable to the applicable processing agency, Office of the Tax Commissioner or Department of Revenue. If you are viewing this manual on-line, click here to view what is needed, including fees and taxes, to register and title this vehicle in Georgia.

MECHANIC'S LIEN

When applying for a title to reflect a mechanic's lien, the following fee and forms must be completed and mailed or delivered to the title holder '*registered mail, return receipt requested*'. If the title is in the possession of a lien/security interest holder, or anyone other than the owner, the owner must be notified of the action taken by way of mailing a copy of the completed Motor Vehicle Certificate of Title Lien Notice, Form T-53A, to him/her '*registered mail, return receipt requested*'. If these forms are hand-delivered to the title holder, a receipt for proof of delivery must be obtained.

- A completed tag/title application, Form MV-1
- Certificate of Title Lien Notice, Form T-53A, completed by the mechanic or his/her attorney
- A copy of invoice or work order signed by the vehicle owner authorizing the repairs to the vehicle
- A cover letter containing instructions for the title holder, i.e. when to mail, where to mail, what to mail, etc.
- Payment - Check or money order for the $18.00 title fee made payable to the Department of Revenue. Please do not remit cash through the mail!

The title holder should retain the Certificate of Title Lien Notice, Form T-53A, title application, cover letter and fee for ten (10) calendar days. If the lien has not been satisfied or contested within this time frame, the title holder must forward the title, Certificate of Title Lien Notice, Form T-53A, title application, copy of invoice or work order, and the title fee to the MVD. If the person holding the title contests the lien, the title holder must sign and date the bottom of Certificate of Title Lien Notice, Form T-53A, and follow the instructions recorded on the notice.

DEATH OF LIEN / SECURITY INTEREST HOLDER

If the lien/security interest holder was an individual as opposed to a business, the heir to the estate may release the lien/security interest. The release must be accompanied by a *certified copy* of the *probated* Will, Letters of Administration or an Affidavit of Inheritance (Form T-20). If an Affidavit of Inheritance, Form T-20 is submitted, a certified copy of the deceased's death certificate must also be submitted. If an Affidavit of Inheritance, Form T-20, is being submitted because the deceased left a Will with *limited assets* that is not to be probated, a legible copy of the *non-probated* Will with *limited assets* must also be submitted.

SECURITY INTEREST HOLDER AFTER ASSIGNMENT OF CONTRACT

When a security interest holder assigns their contract to another security interest holder, a *new* title, showing the *new* security interest holder, will be issued upon receipt of the following documents:

- A completed tag/title application, Form MV-1
  - The *new* security interest holder, or their authorized agent, must sign the completed application. An authorization document (power of attorney)

must be submitted when signed by a representative. The full, legal name of the owner(s), Georgia identification card number(s) or driver's license number(s) and the name(s) of the state/country issuing the driver's license are required for the first title. The person signing the application should also print their position or job title with the *new* security interest holder after their signature, (i.e. John Smith, Vice President, Smith Finance Company).

- Transfer document (Title)
- Contract
  - A copy of the contract between the recorded security interest holder and the *new* security interest holder showing that all rights of the contract were assigned to the *new* security interest holder shown on the title application. This contract must reflect a complete description of the vehicle being held for collateral (vehicle's year model, make and vehicle identification number) and must be signed by the vehicle owner(s).
- Fee – The title fee is $18.00 and should be paid with a check or money order payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. Please do not remit cash through the mail! If you are viewing this manual on-line, click here to see what is required for vehicle registration and license plate issuance including the required registration fees and taxes.

ADDITION OF A SECURITY INTEREST HOLDER

In order to add a lien/security interest to a title when there is already one or more liens/security interests recorded, the following documents should be forwarded to the title holder by *registered mail, return receipt requested*.

- A completed tag/title application, Form MV-1. This application must be typed, electronically completed and printed, or legibly hand printed in blue or black ink in the same vehicle owner(s)' name(s) as shown on the current title. The names and addresses of all lien/security interest holders must be shown on the title application in the order their interest in the vehicle was perfected. The completed application must be signed by all vehicle owners.
- A Notice of Additional Security Interest, Form T-53
  - Form T-53 must be completed by the *new* security interest holder and mailed to the first recorded lien/security interest holder '*registered mail, return receipt requested*' with the completed title application, cover letter and fee;
- A cover letter containing instructions for the title holder, i.e. when to submit, what to submit, where to submit, etc.; and,
- Payment – Pay the $18.00 title fee with a check or money order payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The cover letter should include the name and address where the title holder should mail all documents/fee (DOR/MVD or applicable county tag office).

Upon receipt of the Form T-53 Certificate of Title Notice, title application, cover letter and check/money order, the title holder will forward the title, application, Form T-53, and fees to the MVD or applicable county tag office.

The forms and fee must be forwarded by '*registered mail, return receipt requested*', **or** personally delivered to the person/company holding the title. **Important:** The postal receipt or personal delivery receipt must be retained by the *new* security interest holder.

Titling Requirements

VEHICLES REQUIRED TO BE TITLED

A Georgia title is required for the following:

- 1986 and newer year model campers,
- 1986 and newer year model car/tow dollies weighing 2,001 lbs., or more,
- **1963 and newer year** model manufactured homes,
- **1963 and newer year** model mobile homes,
- 1986 and newer year model motorcycles,
- 1986 and newer year model motor vehicles, and,
- 1986 and newer year model travel trailers.

Vehicle Title Optional*

You can title a 1963-1985 year model vehicle if,

- you have a title issued in your name;
- the owner on the front of the title has assigned the title to you; or,
- the owner on the front of the title has assigned the title to a dealer and the dealer has assigned the title to you;

***Note:** A title will not be issued for a 1963-1985 year model vehicle if the vehicle has been registered in someone else's name(s) other than the owner(s) shown on the face of the title.

VEHICLE TITLE NOT REQUIRED/NOT ISSUED

A vehicle title is **not** required **nor** issued for the following vehicles:

- 1962 and older year model vehicles;
- Agricultural, horticultural or livestock raising equipment or vehicles that are not required to be registered;
- Airplanes, aircraft;
- All terrain vehicles, off-road vehicles;
- Boat trailers;
- Boats, watercraft;
- Buses owned and operated by an urban transit system;
- Cable cars, trolleys;
- Cranes;

- Driver education vehicles used in public or private schools;
- Fifth wheels;
- Homemade tow (car) dollies weighing 2,000 lbs. or less;
- Homemade trailers;
- Invalid tricycles;
- Mopeds;
- Non-resident(s)'vehicles (vehicles owned by people who do not have a Georgia address**);
- Pole trailers;
- Self-propelled wheelchairs; or,
- Tow dollies (car) weighing 2,000 lbs. or less;
- Trailers weighing 2,000 lbs. or less;
- Vehicles not manufactured for highway use.

** A title may be issued to an out-of-state resident in cases of inheritance or repossession when the vehicle is currently titled in Georgia. Also, if you moved out-of-state and your Georgia title is lost, stolen or mutilated, a replacement title can be issued and mailed to you at your out-of-state address.

NON-TITLED VEHICLES

In order to properly register a non-titled vehicle, the owner of the vehicle is required to provide proof of ownership. Proof of ownership is established with:

- The last certificate of registration*
- Bill(s) of sale

  - *If the registration was not issued in your name and there are no spaces for transferring ownership, original, signed bill(s) of sale must be submitted establishing a complete and correct chain of ownership from the registered owner up through you, the current owner. You must also submit an original Certificate of Inspection, Form T-22B**,** completed and signed by a Georgia law enforcement officer, your Georgia County Tax Commissioner, or his/her designated employee, after he/she makes a visual inspection of your vehicle's identification number plate, a/k/a serial plate. Any officer completing the Certificate of Inspection, Form T-22B, must query the G.C.I.C., Georgia Crime Information Center, to determine if the vehicle is stolen and he/she shall indicate that the query was made on the face of the Form T-22B. This form will not be accepted if it is incomplete or contains alterations or erasures.

OUT-OF-STATE RESIDENTS

Georgia does not issue titles to *out-of-state* residents. The only exceptions are cases of inheritance or repossession where there is a Georgia title on record and the current owner must secure a title in this state before obtaining a title in his/her home state. When the

original title has been lost, stolen or mutilated, the record title holder, who has moved out-of-state, may also apply for a replacement title showing his/her out-of-state address.

Out-of-state companies may obtain a title in their name showing their out-of-state address when the vehicle is located in this state; however, the county in Georgia where the vehicle is based in Georgia must be shown on the application.

Military personnel who are legal residents of Georgia may secure a Georgia title in his/her name reflecting an out-of-state address. It will be necessary for them to indicate on the title application that Georgia is their state of residence and show the name of the county in Georgia where they are a legal resident.

A *non-resident student* who is a resident of any state or Canadian province is exempt from the requirement of registering/titling his/her motor vehicle in Georgia provided the ***valid*** out-of-state/country license plate issued for the vehicle is properly affixed to the vehicle while the vehicle is being operated in Georgia.

FULL LEGAL NAME, GA ID CARD OR DRIVER'S LICENSE NUMBER & STATE OF ISSUE

Georgia law requires the full legal name(s), Georgia identification card number(s) or driver's license number(s) and the name(s) of the issuing state/country be shown on the application for the *first* title issued in the vehicle owner(s)' name(s). The intent of the law is to ensure that we issue titles in the full, legal name(s) (first name, middle name and last name, including suffix, or complete business or corporate name) of the vehicle owner(s).

APPLICANT HAS BEEN A RESIDENT OF GEORGIA FOR LESS THAN 30 DAYS

The full legal name is required on the title application. The full legal name is the complete name recorded on the Georgia driver's license, Georgia identification card or out-of-state/country driver's license.

The Georgia identification card number or driver's license number and the name of the issuing state/country are required on the application. Since the applicant has been a resident for less than thirty (30) days, the driver's license number recorded on the application may be from the out-of-state/country or Georgia. A copy of the out-of-state/country driver's license must be submitted with the title application. A copy of the Georgia driver's license or Georgia identification card is not required.

The applicant is required to provide proof of Georgia residency when presenting an out-of-state/country driver's license such as:

- utility or cell phone bill
- lease agreement
- employment verification
- bank statement

Proof of residency shall be at the discretion of the Department or the county tax commissioner.

APPLICANT HAS BEEN A RESIDENT OF GEORGIA FOR MORE THAN THIRTY (30) DAYS AND IS INELIGIBLE FOR A GEORGIA DRIVER'S LICENSE OR GEORGIA IDENTIFICATION CARD

When an applicant is required by law to tag and title a vehicle in Georgia by virtue of the fact that the applicant lives here and has owned and operated a vehicle in Georgia for thirty (30) days or more but is not eligible for a Georgia driver's license or a Georgia identification card, the following is required:

- Full, legal name
- Driver's license number, name of issuing state/country and a copy of his/her driver's license
- Proof of residency

The vehicle owner(s)' full legal name(s) are required on the title application. The full legal name is the complete name recorded on the out-of-state/country driver's license.

The out-of-state/country driver's license number is required on the title application. We cannot mandate that the applicant provide a Georgia driver's license or Georgia ID card when they are a resident of this state and not eligible for a Georgia driver's license or Georgia ID card. The legal requirements for persons eligible for a Georgia driver's license and ID card are found in §40-5-1 (15) (B) of the O.C.G.A., as amended. If you are viewing this manual on-line, you may view the applicable code section by clicking on the section number underlined above.

The *applicant* is required to provide proof of Georgia residency when presenting an out-of-state/country driver's license such as:

- utility or cell phone bill
- lease agreement
- employment verification
- bank statement

APPLICANT IS A COLLEGE STUDENT; ACTIVE DUTY SERVICE PERSON OR DOES NOT OPERATE A MOTOR VEHICLE THAT THEY OWN

A Georgia driver's license is not required if the *applicant* is stationed in Georgia as an active duty service person, a college student or a vehicle owner that does not operate the vehicle that will be titled and registered.

The *college student* or *active duty service person* must provide a copy of the out-of-state/country driver's license. The full legal name is required on the title application. The full legal name is the complete name recorded on the out-of-state/country driver's

license. The out-of-state/country driver's license number and the name of the issuing state/country are required on the application. A copy of the out-of-state/country driver's license must be submitted with the title application.

The *applicant* is required to provide proof of Georgia residency when presenting an out-of-state/country driver's license such as:

- utility or cell phone bill
- lease agreement
- employment verification
- bank statement

The *owner* of a motor vehicle that will be operated in Georgia, however, the vehicle *owner* will not operate the vehicle, must provide proof of legal name such as a:

- birth certificate
- marriage license
- divorce decree

Proof of residency shall be at the discretion of the Department and the county tax commissioner.

APPLICANT HAS BEEN A RESIDENT OF GEORGIA FOR MORE THAN THIRTY (30) DAYS IS ELIGIBLE FOR A GEORGIA DRIVER'S LICENSE OR GEORGIA IDENTIFICATION CARD

The full legal name is required on the title application. The full legal name is the complete name recorded on the Georgia driver's license or Georgia ID card.

The Georgia driver's license or Georgia identification card's number is required on the title application. If the Georgia driver's license number is not in the Department's records, the title application may be rejected for a copy of the applicant's Georgia driver's license or Georgia identification card.

Proof of residency shall be at the discretion of the Department and the county tax commissioner.

TITLE APPLICANT IS IN MORE THAN ONE (1) OWNER'S NAME AND ONE OF THE OWNERS IS AN OUT-OF-STATE/COUNTRY RESIDENT

There are situations in which a vehicle is co-owned and one owner is not a Georgia resident; however, the other owner of the vehicle is a resident of Georgia and operates the vehicle in Georgia. The Department and the county tax commissioner will accept the out-of-state driver's license number and a copy of the out-of-state/country driver's license for the owner who is not a Georgia resident.

The full legal names of both owners are required on the title application. The full legal name is the complete name recorded on his/her valid driver's license or Georgia identification card.

The out-of-state/country driver's license number for the person who is not a resident and the Georgia driver's license number for the individual who is a resident are required on the title application. If the Georgia resident has been in Georgia for less than thirty (30) days, the out-of-state/country driver's license number is acceptable as long as the application reflects a Georgia address.

The Georgia resident, owner is required to provide proof of residency when presenting an out-of-state/country driver's license. Acceptable proof that may be required follows:

- utility or cell phone bill
- lease agreement
- employment verification
- bank statement

There may be exceptions made or additional proofs of residency required by the county tag office.

SUMMARY OF EXEMPTIONS TO PROVIDING A GEORGIA DRIVER'S LICENSE OR ID CARD NUMBER ON A TAG/TITLE APPLICATION

The Georgia driver's license number or Georgia identification card number is not required on applications for certificates of title or registration as follows:

- Applications for a certificate of title other than the first Georgia certificate of title or registration issued in the same owner's name for the same vehicle
- Applications for a lost or stolen certificate of title made by motor vehicle owners that are no longer residents of Georgia
- Applications for certificates of title or registration completed in the name of a corporation, business or trust
- Applications for a certificate of title in the name of an owner, who is not a Georgia resident and who has inherited a motor vehicle from a deceased Georgia vehicle owner
- Non-resident, active duty service personnel stationed in Georgia as long as the non-resident maintains valid registration and title to their motor vehicle in their state of residence
- The motor vehicle owner recorded on an application for title that has not been a resident of this state for thirty (30) days.
- Any motor vehicle owner not eligible or required to obtain a Georgia driver's license or Georgia identification card according to the provisions of Georgia law, §40-5-21 and §40-5-1 (15) (B) or any other law or regulation. If you are viewing this manual on-line, click on the applicable underlined code section to view the law.

- Any motor vehicle owner to whom a title and registration are issued who will not operate the motor vehicle
- Any co-owner of a motor vehicle that is not a resident of Georgia, however, the other owner is a Georgia resident who operates the vehicle in Georgia

In the absence of a Georgia driver's license or Georgia identification card, positive proof of the owner's legal name and residence in Georgia must be presented for applications for title or registration.

Proof of residency shall be at the discretion of the Department and the county tax commissioners.

If the motor vehicle owner is exempt from the requirements of providing a Georgia driver's license or Georgia identification card, other positive proof of the owner's full legal name is required and a copy of that proof must be submitted with the application for title/registration.

SIGNATURE REQUIREMENTS

Signature on the Application When the Vehicle is Owned by A Company and an Individual

Only one (1) signature is required when the vehicle will be titled in a company's name and in the name of an individual. For example, if an application has Mighty Mack, Inc. and James Mack as the vehicle owner and James Mack signs the application, no other signature is required.

However, if someone signs other than the individual named as the vehicle's co-owner, we require the signature of that individual and a power of attorney authorizing that individual to sign the application. For example, if an application has Mighty Mack, Inc. and James Mack as the vehicle owners and the application is signed Mary Smith, we require a signed and notarized power of attorney from James Mack authorizing Mary Smith to sign the application.

Signatures in the Title Assignment When a Title is Issued to a Company and an Individual

The individual whose name appears on the front of the title is required to sign his/her name in the title assignment transferring vehicle ownership to another person or company. For example, if a vehicle is titled in the name of Mighty Mack, Inc. and James Mack, James Mack must sign the title assignment as the seller.

However, if someone other than the individual on the front of the title signs as seller, we require a power of attorney authorizing that individual to sign the title assignment as the seller. For example, if a title is issued in the names of Mighty Mack, Inc. and James Mack and Mary Smith have signed as the sellers of the vehicle, we require a signed and notarized power of attorney from James Mack authorizing Mary Smith to sign as the seller.

Signature in the Title Assignment When Mileage Must be Declared and Acknowledged by an Individual Who is the Sole Owner of a Company

An affidavit is required if: a title is issued in the name of a company; there is only one owner of the company; the title will be assigned to the sole owner of the company; and, the mileage must be declared by the seller and acknowledged by the buyer. With an affidavit, it is acceptable for the sole owner to sign as both seller and buyer when assigning the title from the company's name to his/her individual name. It is also acceptable, with an affidavit, for the sole owner to sign as both seller and buyer when assigning the title from the sole owner's name to the company's name. The affidavit must be signed by the owner, the owner's signature must be notarized and the affidavit must state that the owner is the sole owner of the company. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires.

Signatures of Agents or Representative of A Company

A power of attorney is not required when an individual is signing as an agent or representative of a company. The position or job title of the individual with the company should be shown after his/her signature; however, the MVD and county tag offices will accept the title application and supporting documents if the person's position or job title is not shown.

Signatures are not usually questioned, unless a signature is clearly the signature of an individual not authorized or shown in the supporting documents and a power of attorney is not submitted.

"X" as a Signature

A person can use an "X" as a signature. If an "X" is used as a signature, two (2) other individuals must sign any title application, title assignment or other required document as witnesses.

Corrections

Title Document Corrections

The MVD employees can only correct information on a Georgia title. Any incorrect information printed on a title issued from another state, country or manufacturer's statement of origin, must be corrected by the issuing state, country or manufacturer, respectively.

USING THE CORRECT FORM MV-18 FORM - CORRECTION REQUEST FORM FOR CORRECTION OF INFORMATION ON A TITLE OR REGISTRATION CERTIFICATE

This correction request form cannot correct title or registration information that conflicts with the Department's source documents. The title must accompany this correction request.

There is no fee to correct a title when the Department is in error. However, there is an $18.00 application fee for any changes to a title such as the release or the perfection of a lien or security interest, change of address or change in ownership, etc. if the change request is made in conjunction with the correction of a title. The title and an application reflecting the correct information are also required.

The Department and the county tax commissioners reserve the right to deny the correction of any title.

MV-18A Form, Affidavit to Support a Request for Correction of a Georgia Certificate of Title. The Department retires microfilm copies of title applications and documents used to support the issuance of certificates of title five-years (5) after the titles are issued. The MV-18A Affidavit is used to request the correction of information recorded on the front of a title. This affidavit is only used when the Department no longer has microfilm copies of the title documents.

The following documents should be submitted to the county tag office or the MVD:

A completed tag/title application, Form MV-1

- Typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owner(s)' full, legal name(s) showing their current address, Georgia identification card number(s) or driver's license number(s) and the name(s) of the state/country issuing the driver's license.
- The owner or an authorized representative of the owner must sign the completed title application. If another individual signs the application, an original power-of-attorney must be submitted authorizing the individual to sign the application for the owner.

Transfer Document

- Title
- If there has been a change in ownership, the title must be properly assigned to the *new* owner(s).

MV-18A Affidavit

- This affidavit must be completed in full and the owner(s)' signature(s) must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her commission expires.
- A person appointed by a power of attorney cannot complete this affidavit.

Fee

- A fee is not required if the title is to be issued in the same name as the original title.
- If there is a change in ownership, the $18.00 title application fee and any $10.00 title penalty fees for late application are required. Pay all fees due with a check or

money order made payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue.

The Form MV-18A Affidavit will not be accepted to change an odometer reading or to remove an odometer discrepancy legend/brand. In these cases, an Odometer Discrepancy Affidavit (Form T-107) is required. Refer to the instructions on the reverse side of the MV-18A for additional information and requirements for the submission of an affidavit to support a request for correction of a Georgia certificate of title.

CORRECTIONS TO TITLE ASSIGNMENTS

Form T-11 – Affidavit of Correction to Title/Certificate of Origin Assignment(s)

The T-11 Affidavit of Correction is required if there is a correction made in the assignment of title or manufacturer's statement of origin. The person responsible for completing the title or statement of origin assignment must complete the T-11 Affidavit of Correction explaining why the correction was made.

Errors in recording information on the assignment of title or manufacturer's statement of origin are corrected in the following manner.

- The incorrect information should be lightly lined through ensuring that the incorrect information is still readable and the correct information should be entered above.
- When a person decides not to purchase a vehicle, then all information about that transaction (excluding incorrectly recorded lien or security interest holder – in this case a lien or security interest release is required) should be lightly lined through. When the vehicle is resold, the new owner information should be entered above the incorrect lined through information.

A Form T-11 Affidavit of Correction is not required if there is an alteration in the address in the assignment of title or manufacturer's statement of origin.

The Form T-11 Affidavit of Correction is not approved to correct the following information:

Odometer Reading
If the odometer reading is incorrect, altered or lightly lined through, a completed and signed Form T-107, Odometer Discrepancy Affidavit, is required.

Purchase Date
If there is an alteration in the purchase date and the altered date of purchase is more than ninety (90) days from the title application date, a canceled check for the purchase of the vehicle or the payment of a $10 title penalty fee is required.

Lien or Security Interest Holder

If a lien or security interest is recorded in error in an assignment of title or manufacturer's statement of origin, a Form T-4 Lien or Security Interest Release or a signed letter from the incorrect security interest or lien holder on their letterhead stationery is required.

Correction Fluid, Erasures or the Total Blocking Out of Information
The total blocking out of: the owner(s)' name(s); lien or security interest information; or the odometer declaration, require a replacement title be issued in the name(s) of the owner(s) shown on the front of the title.

Alterations on the Front of a Title or Manufacturer's Statement of Origin
Alterations or corrections on the front of a certificate of title or manufacturer's statement of origin (except if corrected by the issuing agency or manufacturer) are unacceptable. Unaltered documents from the issuing agency or manufacturer are required.

The Department and the county tax commissioners reserve the right to deny the correction of any title.

CORRECTIONS TO TITLE DOCUMENTS

CORRECTION OF A VEHICLE IDENTIFICATION NUMBER (VIN)

FORM MV-18E -AFFIDAVIT TO SUPPORT A REQUEST FOR CORRECTION OF THE VEHICLE IDENTIFICATION NUMBER ON A MOTOR VEHICLE TITLE OR REGISTRATION

Form MV-18E is required for the correction of the vehicle identification number **(**VIN) on a motor vehicle record, title and registration, when the owner and the insurance company have decided that liability insurance coverage matches the VIN on the vehicle.

In order to correct the VIN for a vehicle that requires a title, the following documents are submitted to the owner's county tag office or the MVD:

A completed tag/title application, Form MV-1

This application must be typed, electronically completed and printed or legibly hand printed using blue or black ink in the vehicle owner(s)' full legal name(s) as shown on the current title showing the *correct* vehicle identification number (VIN). The vehicle owner(s) or the owner(s)' authorized representative must sign the completed title application. If an authorized representative signs the application for the owner, an original power-of-attorney must be submitted.

Transfer Document

The Georgia title, which reflects the *incorrect* vehicle identification number (VIN), must be submitted.

MV-18E Affidavit

This affidavit must be completed in full and signed by at least one (1) of the vehicle owners. The owner's signature must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and enter the date his/her notary

commission expires. This form must show both the *incorrect* vehicle identification number (VIN) and the *correct* vehicle identification number (VIN).

Form T-22B or Pencil Tracing

Form T-22B must be completed by a Georgia law enforcement officer or a county tag agent (or his/her designated employee) after a visual inspection of the vehicle's identification number plate, a/k/a serial plate; or, a legible pencil tracing of the vehicle identification number plate must be submitted.

Proof of Required GA Liability Insurance

An electronic insurance coverage indicator must be on the vehicle's record on the DOR/MVD tag and title database. Your insurance company is required to electronically transmit insurance information to this department. Visit the Department's website, www.etax.dor.ga.gov, for more information regarding insurance coverage requirements, e.g. exempt vehicles; other acceptable proof of coverage, etc.

Fee

A fee is not charged to correct the VIN; however, if any other correction or change is required or requested, the $18.00 title application fee must be paid. Pay this fee with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue.

VEHICLES NOT REQUIRED TO BE TITLED

If the vehicle does not require a title, the following documents should be submitted to the vehicle owner's county tag office:

A completed tag/title application, Form MV-1

This application must be typed, electronically completed and printed or legibly hand printed in the vehicle owner(s)' full legal name(s). The owner(s) or the owner(s)' authorized representative must sign the form. If an authorized representative signs the form for the owner(s), a power-of-attorney must be submitted. This application must reflect the *correct* vehicle identification number.

MV-18E Affidavit

This affidavit must be completed in full and signed by at least one (1) of the vehicle owners. The owner's signature must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires..

Form T-22B or Pencil Tracing

Form T-22B must be completed by a Georgia Law Enforcement Officer or a county tag agent or his/her designed employee after a visual inspection of the vehicle identification number plate (a/k/a serial plate); or, a legible pencil tracing of the VIN plate must be submitted.

Registration Certificate

The current Georgia registration certificate reflecting an incorrect vehicle identification number (VIN) should be submitted. If the registration certificate is unavailable, the county tag office personnel shall make an inquiry into the state's tag and title database, GRATIS, to make sure the vehicle is registered in the applicant(s)' name(s) as shown on the tag/title application, Form MV-1.

Copy of the Insurance Card

A copy of the current insurance card must be submitted.

Fee

A fee is not charged to issue a corrected registration.

The Department and the county tax commissioners reserve the right to deny the correction of any title or registration.

A person appointed by a power of attorney cannot complete an MV-18E Affidavit. The MV-18E Affidavit cannot correct a state-assigned VIN such as GA0123 or FLA234.

CORRECTION OF AN OWNER'S NAME

T-227 Form – One And The Same Affidavit

This affidavit must be completed when the legal name and signature, the legal name and title assignment or signatures on title/document assignments do not provide acceptable confirmation of an owner(s)' legal name(s). The legal name is the complete name as recorded on his/her valid driver's license or Georgia identification card.

The following documents should be submitted to the county tag office or MVD:

A completed tag/title application, Form MV-1 - This application must be typed, electronically completed and printed or legibly hand printed using blue or black ink in the vehicle owner(s)' full *correct* legal name(s). The owner(s) or the owner(s)' authorized representative must sign the completed title application. If an authorized representative signs the application for the owner, a power-of-attorney must be submitted.

Transfer Document - The original Georgia title must be submitted. If there has been a change in ownership, the title must be properly assigned to the *new* owner(s).

T-227 One and the Same Affidavit - This affidavit must be completed and signed by the vehicle owner(s). The signature(s) on this affidavit must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires. This affidavit can be completed by an attorney-in-fact if he/she has personal knowledge of the facts contained in the affidavit. The original power of attorney must be submitted when an attorney-in-fact completes this affidavit for the vehicle owner(s).

Fee(s) - The title application fee of $18.00 must be submitted. If it has been more than ninety (90) days since the date of purchase, a $10.00 title penalty fee must be included in the check or money order. Pay all fees due with a check or money order payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue.

Unauthorized Uses of the T-227 Form – One and the Same Affidavit

The Department and the county tax commissioners reserve the right to deny the correction of any title.

This form cannot be used to make changes to a name suffix such as Junior (Jr.), Senior (Sr.), the Third (III), etc. If the legal name on the driver's license has a suffix and the signature on the title documents has a different suffix, Form T-227 is not authorized. New signatures and/or assignments are required. However, if the legal name contains a suffix and a required signature or assignment does not have a suffix, Form T-227 is authorized.

Form T-227 cannot be used in place of a power of attorney form. If someone signs a document or application for someone else, an original power of attorney is required.

Form T-227 cannot be used to explain differences in a motor vehicle dealer's name.

Form T-227 cannot be used in place of a divorce decree, marriage certificate or other name change court order as an explanation for differences in a last name.

ODOMETER REQUIREMENTS

SELLER(S)' RESPONSIBILITIES

The Federal Truth in Mileage Act requires the vehicle's odometer reading be entered by the seller(s) at the time of sale or ownership transfer on a *secure* transfer document such as a title, manufacturer's statement of origin (MSO), *secure* dealer reassignment supplement form or a *secure* power of attorney.

The Federal Truth in Mileage Act restricts the use of a power of attorney between the seller(s) and buyer(s) for the purpose of making the odometer declaration and the acknowledgement of the declaration. It does, however, allow for the use of a *secure* power of attorney between the buyer(s) and seller(s) when the title is not available at the

time of transfer for one of two (2) situations: the title is held by the lien/security interest holder or the title is lost.

The seller enters the odometer reading (no tenths of a mile should be recorded) on the *secure* transfer document and checks the applicable box on this same document when the declared odometer reading is in excess of the odometer's mechanical limits or the odometer reading is not the actual mileage (odometer discrepancy). When neither box is checked, the seller is declaring that the odometer reading entered reflects the total actual mileage the vehicle has traveled.

The seller(s) must print their name(s) above their signature(s) on the secure document where the odometer reading has been recorded. If the vehicle is jointly owned, each owner (seller) is required to print his/her individual name and sign. If the vehicle is titled in the name of a company, the company name must also be printed above the printed name and signature of the company's authorized agent in the odometer declaration section.

PURCHASER(S)' RESPONSIBILITIES

The purchaser(s) must print and sign their name(s) in the assignment where the odometer declaration was made by the seller(s) to acknowledge the odometer reading. If the vehicle is going to be titled in the name of a company, the company name must be printed above the printed name and signature of the company's authorized agent in the acknowledgment section**.** If jointly purchased, each owner must print and sign his/her name to acknowledge the odometer declaration made by the seller(s).

If the vehicle is exempt from the odometer declaration, the purchaser(s) are not required to sign the title assignment. If you are viewing this manual on-line, click here to see if the vehicle is *exempt* from the odometer declaration requirements.

SOLE OWNER OF A COMPANY

A sole ownership affidavit is required when the transfer involves a company where there is only one (1) owner declaring and acknowledging the mileage reading. It is acceptable for that person to sign as both seller and buyer.

ODOMETER DISCREPANCY

If an error is made or a discrepancy is noted between the mileage recorded on the application and the transfer documents, the documents will not be accepted. Odometer readings throughout the chain-of-ownership must remain the same or increase in number. Before a title is issued for a vehicle where there is an odometer discrepancy, the applicant must:

Obtain new documents without a discrepancy. Documents are not accepted if they contain alterations, strikeovers, erasures or correction fluid/tape.

If the odometer reading was recorded incorrectly on the supporting document, an odometer discrepancy affidavit (Form T-107) must be completed and submitted. The top portion of this form is completed by the seller(s) and the bottom portion is completed by the purchaser(s). Form T-107 must be completed by all owners involved in the chain-of-ownership from the start of the discrepancy. An attorney-in-fact (someone appointed by a power of attorney to sign for the owner) cannot complete this affidavit.

Form T-107 cannot be used if the odometer declaration reflects an erasure or the use of correction fluid. In these cases, ***new*** documents must be obtained. Form T-107 cannot be used to correct the mileage on the application. If the application is incorrect, a ***new*** application must be completed.

If the owner cannot obtain new documents, the only alternative is to secure a title on the basis of a surety bond. A surety bond can only be used to obtain a title for a vehicle that is required to be titled in this state. Refer to the section entitled 'Vehicles Required to Be Titled' for additional information or if you are viewing this manual on-line, click here to see if the vehicle requires a Georgia title.

EXEMPT VEHICLES

The following vehicles are exempt from odometer declarations:

- A vehicle having a gross weight rating of more than 16,000 pounds
- A vehicle that is not self-propelled
- A vehicle that is ten (10) model years old or older, i.e., current calendar year minus 10
- A vehicle sold directly by the manufacturer to any agency of the United States Government in conformity with contractual specifications
- A vehicle transferred between dealerships prior to its first retail transfer

Once a title is issued with the *exempt* status, each succeeding title will be issued with the status of *exempt* in place of an odometer reading.

Titling Procedures

INSTRUCTIONS FOR COMPLETING A TAG/TITLE APPLICATION, FORM MV-1

The application is the first document needed to apply for a title. It must be completed in detail without changes, including pen/ink changes, strikeovers, or the use of correction fluid/tape. Applications must be completed in detail and signed - typed; electronically completed and printed or hand printed using blue or black ink with all required data entered legibly in the spaces provided. Full and accurate completion of the application is important and helps ensure smooth and more efficient title processing. If you are viewing this manual on-line, click on any underlined form name/number to electronically complete and print the form for signing and submission.

The application has been revised to include additional information for more efficient processing of tag and title transactions. The Department and county tag office personnel process customer transactions *faster* by entering the owner's driver license number or Georgia identification card number. The application also allows for the title to be processed for leased vehicles in the leasing company's name and address and it allows for the lessee's information to be captured at the time the license plate and registration are issued.

This form is available on the Department's website, www.etax.dor.ga.gov. If you are viewing this manual on-line, click on any underlined form to electronically complete and print the form for signing and submission.

A completed tag/title application, Form MV-1, is required to apply for a title. This application must be completed in detail in the vehicle owner(s)' full legal name(s), driver's license number(s) or Georgia identification card number(s) and the name(s) of the issuing state/country. All applicable spaces on the application must be completed. All owners must sign the application individually. If an attorney-in-fact signs the application for the vehicle owner(s), the attorney-in-fact should print and sign his/her name as well as the owner(s)' name(s) on the application (e.g. John Doe by Mary Smith, attorney-in-fact) and attach the original power of attorney authorizing the signing.

If a vehicle is to be titled in the name of a company, an authorized representative of the company must sign the title application. The company name should be shown above the authorized signature and the person signing the application for the company should enter his/her position or job title with the company beside his/her signature (e.g. President, Vice-President, Secretary, owner, etc.).

TAG/TITLE APPLICATION (FORM MV-1)	
Vehicle Section	
Vehicle Identification Number	Record all alpha and numeric characters of the vehicle identification number (VIN) as shown on the vehicle and the vehicle title or MSO. Omit spaces and hyphens (-).
Year	Record the vehicle's year model assigned by the manufacturer, e.g. 1990, 2004, etc.
Make	Enter the manufacturer's name of the vehicle, i.e. Chevrolet, Chrysler, Ford, Toyota, etc.
Body Style	Enter the vehicle's body style - 2 door sedan, 4 door coupe, pick-up truck, etc.
Model	Record the model name or model number, i.e. Accord, F-150, Cavalier, Mustang, etc.
Color	Record the vehicle's predominant color, such as white, black, gray, silver, etc.
Cylinders	Enter the number of cylinders, i.e. 4, 6, 8, etc., or R (Rotary).
New/Used	Enter the status of the vehicle when purchased.

	Enter "*N*" for *new* or "*U*" for *used*. A vehicle is considered *new* anytime before its first retail sale.
Date Purchased (Month, Day & Year)	The complete purchase or ownership transfer date (month, day and year) must be recorded. The purchase date or ownership transfer date must agree with the purchase or ownership transfer date as shown on the supporting document or the title record (when applying for a replacement title). A $10.00 title penalty fee must be included in your payment when a title has not been applied for within ninety (90) days of the purchase or transfer of ownership date.
Emission's Certificate #	The emission's certificate of number should be shown when an emission's inspection is required for the vehicle in the owner's county of residence. For information regarding emission's inspection, please contact the GA Clean Air Force or if you are viewing this manual on-line, click here to connect to their website.
Current Title #	Record the vehicle's current title number and the abbreviation for the issuing state. Enter the *current* title number rather than the *previous* title number of any supporting title. When applying for a replacement title, please enter the GA title number of the lost, stolen or mutilated title. If the vehicle is *new* and the application is supported by a manufacturer's statement of origin, enter 'MSO' for manufacturer's statement of origin.
Current Title's State of Issue	Enter the two-digit (2) abbreviation for the state issuing the title.
Georgia County of Residence	When making application in a natural person's name, record the name of the county in GA where the person lives. When making application in a business name, record the name of the county in GA where the business is located.
District #	Some counties are divided into districts. The district number is needed to calculate motor vehicle ad valorem tax. When registering or renewing your vehicle registration, the district number where the owner resides in GA should be entered. Contact your county tax commissioner's office for this information. If you are viewing this manual on-line, click here for the address and telephone number of your county tax commissioner's office.
Odometer Reading	Enter the odometer reading at the time of sale or ownership transfer to the applicant. Please do not include tenths of a mile.
The recorded odometer reading is actual except when	If the recorded odometer reading does not reflect the total actual miles the vehicle has traveled, check the

one of the following boxes is checked: ☐ Exceeds Mechanical Limits of Odometer ☐ Not the Actual Mileage – **Warning: Odometer Discrepancy** The Exempt box should only be checked when the vehicle is exempt from the odometer disclosure requirements. When this box is checked, no mileage should be entered in the Odometer Reading field.	appropriate box indicating why it does not reflect the actual mileage ('Mileage Exceeds Mechanical Limits of Odometer' or 'Not the Actual Mileage, **Warning Odometer Discrepancy'**). If the odometer reading shown is the actual mileage, please do not check either box. The odometer information should agree with the information shown on the supporting document(s). Odometer readings throughout the chain of ownership should remain the same or increase in number. For replacement title applications, you must record the odometer reading on the date of application. For vehicles exempt from the odometer declaration requirements, check the box in front of the word, Exempt. If you are viewing this manual on-line, click here to view a list of vehicles exempt from the odometer declaration requirements.
Fuel Type	Record the type of fuel the vehicle uses, e.g. gas, diesel, propane, etc. If the vehicle is operated by electricity, enter "electric" in this field.
For Trucks Weighing Over 14,000 Gross Vehicle Weight	
Gross Vehicle Weight & Load	Record the total gross vehicle weight of the vehicle including its load.
Straight Truck?	Check the 'Yes' box if the vehicle is a straight truck; if the vehicle is not a straight truck, check the 'No' box
Used for Hire?	If the vehicle is used for hire, check the 'Yes' box; if not, check the 'No' box
Type of Trailer Pulled?	If the vehicle pulls a trailer, record the type of trailer being pulled.
Product Hauled?	If the vehicle hauls a product, record the name of the product being hauled.
Is This a Farm Vehicle?	If the vehicle is a farm vehicle, check the 'Yes' box, if not, check the 'No' box
Owner Section	
Number of Owners	Record the number of vehicle owners.
Leased Vehicle?	If the vehicle is leased, check the 'Yes' box, if not leased, check the 'No' box.
Owner #1 Information	

Owner #1 Driver's License Number, state of issue or GA ID card #	If owner #1 is a natural person, record his/her driver's license number, the name of the issuing state/country or his/her GA identification card number.
State/Country of Issue	Record the name of the state/country issuing the driver's license shown in the previous field.
Owner #1 - Full Legal Name	Enter owner #1's full legal name as it appears on his/her valid driver's license or GA identification card, first name, middle name, last name and suffix (when applicable). If the application is for a replacement title, enter the vehicle owner(s)' full legal name(s) as shown in the department's records. If the owner's name has changed due to marriage, divorce or court order, a certified copy of the license, decree or court order must be submitted with the application. If the owner is a business, the full legal name of the business should be entered under the words 'Name of Business/Leasing Company Name'.
Date of Birth	If owner #1 is a natural person, record his/her date of birth (month, day and year).
If you purchased this vehicle from an out-of-state dealer or business, did you pick-up the vehicle out-of-state?	If you purchased the vehicle from an out-of-state dealer or business and you picked up the vehicle out-of-state, check the 'Yes' box, if not, check the 'No' box.
Full Legal Name of Business/Leasing Company's Name	If the owner is a business or a leasing company, enter the full legal name of the business or leasing company in this field.
Purchaser's GA Sales Tax # (when applicable)	If the purchaser has a GA Sales Tax Number, enter the sales tax number in this field.
Owner #2 Information	
Owner #2's License #, if an Individual	If owner #2 is a natural person, enter his/her driver's license number, the name of the issuing state/country or his/her GA identification card number.
State/Country of Issue	If a driver's license number is shown in the previous field, enter the name of the issuing state or country.
Owner #2's Name for Co-Owned Vehicles	If owner #2 is a natural person, enter his/her complete name as it appears on his/her valid driver's license or GA identification card. If the application is for a replacement title, enter the co-owner's name as it appears in the Department's records. If the co-owner's name has changed due to marriage, divorce or court order, a copy of the license, decree or court order must be submitted with the application. If the owner is a business, the legal name of the business should be entered under the words 'Name of Business/Leasing Company Name'. The words 'and' or 'or' are no longer

	used to show joint ownership of a vehicle on a GA title.
Full Legal Name of Business/Leasing Company's Name	If owner #2 is a business or a leasing company, enter their full legal name in this field.
Date of Birth	If owner #2 is a natural person, record his/her date of birth (Month, day & year).
Owner(s)' Address	
Owner's Address	Record the vehicle owner's street address, city, state and zip code.
Mailing Address	If the owner's mailing address is different from their street address, record their mailing address including the city, state and zip code.
Seller Section	
GA Dealer's/Bank's ID#	Enter the GA Dealer's or Bank's twelve-digit (12) MVD assigned customer number when the vehicle was sold by a GA dealer or GA Bank.
Seller's Name & Address	The name and address of the party from whom the vehicle was purchased or acquired must be recorded.
GA County Name	If the seller resides in GA, the county in GA where the seller is located must be recorded.
Lessee Section	
Lessee's Driver License Number and State of Issue	If the vehicle is leased by a natural person, the Georgia driver's license number or out-of-state/country's driver's license number of the lessee must be recorded along with the name of the issuing state/country. If the lessee is a business, a driver's license number is <u>not</u> required. The name and the address of the lessee must also be recorded. The rules are the same for recording an owner's name and address.
Lessee's GA County Location	If the lessee is a Georgia resident, record the county in Georgia where they reside.
Lien or Security Information Section	
No. of Lien or Security Interest Holders	Enter the number of lien or security interest holders.
Security Interest Holder's/Lien Holder's Customer ID#	For <u>each</u> Georgia lien or security interest holder, enter their twelve-digit (12) MVD assigned customer number. If the lien or security interest holder does <u>not</u> have a customer number, leave this field blank and a customer number will be assigned.
Name(s) & Addresses of Lien or Security Interest Holders	For <u>each</u> lien or security interest holder, record their full legal name and address in the order their lien or security interest was perfected. The name of the lien/security interest holders on the application must agree with any lien/security interest holder information

	shown on the supporting documents.
Attorney-in-Fact Section (when applicable)	
Name & Address of Attorney-in-Fact	Record the name and address of the appointed attorney-in-fact. The original power of attorney authorizing the Department to mail the title to the attorney-in-fact must accompany the title application, other required supporting documents and fee.
Certification & Signature Section	
Signature(s)	All title applications must be signed. If a vehicle is co-owned, each owner must sign his/her own individual full, legal name. If the vehicle is owned by a company, the company's name must be typed or printed above the authorized signature. The person signing for the company should enter his/her job title or position with the company beside his/her signature, i.e. owner, president, vice-president, secretary, etc. If an attorney-in-fact (a person appointed by a power of attorney to sign or act on another person's/ company's behalf) signs the application, the appointed attorney-in-fact must sign his/her name, record 'POA' or 'per power of attorney' beside his/her signature and submit the *original* power of attorney with the title application.

JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP

'Joint Tenants with Rights of Survivorship' is a title brand/legend that can be printed on the face of a title issued for a co-owned vehicle. Upon the death of an owner, the other owner becomes the sole owner of the vehicle. Any liens/security interests that are recorded on the title will not be adversely affected by the death of an owner.

In order for a title to be issued, the following documents must be submitted to either the county tag office or the Motor Vehicle Division.
A completed tag/title application, Form MV-1

A completed tag/title application, Form MV-1, must be submitted – typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owners' full legal names. The brand/legend, 'Joint Tenants and Not as Tenants in Common' or 'Joint Tenants with Survivorship', must be shown on the title application next to owners' names.

Transfer Documents

The original title or manufacturer's Statement of Origin (MSO) must be submitted. The transfer document must be issued in the owners' names or properly assigned to the owners using his/her full legal names.

Lien/Security Interest Release, Form T-4

Any lien or security interest shown in the supporting documents must be recorded on the title application or be properly released.

Fees/Taxes

The title fee is $18.00. Pay all fees/taxes due with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. **Please do not remit cash through the mail!** Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

GEORGIA SALES/USE TAX

When applying for a title and license plate for a vehicle that was purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

The title will be issued with the legend/brand, *Joint Tenants with Rights of Survivorship.*

When a certificate of title reflects the *joint tenant legend* and is transferred to a *new* owner, all owners shown on the face of the title must sign the first assignment on the back of the title.

When an application is made omitting one of the owners shown on the original certificate of title and the brand/ legend '*Joint Tenants with Rights of Survivorship'* is reflected and one of the owners is deceased, a copy of the owner's death certificate must be submitted with the supporting documents. These brands/legends must be requested and do not automatically transfer from title to title.

MOBILE/MANUFACTURED HOMES

PROCEDURES FOR CONVERSION TO REAL PROPERTY

Certificate of Permanent Location & Instructions (Form T-234)		
Responsible Party	**Required Documents & Fees**	**Action**
Mobile/Manufactured Home Owner	• Tag/Title Application, Form MV-1 • MSO or Title • $18 title fee	• If a Georgia Title is not already issued in the owner(s)' name(s), applies for a title at the county tag office in the county where the home is located
Owner/Security Interest Holder or Attorney	• Form T-234	• Completes Form T-234 • Submits to the Clerk of Superior Court where the home is located
Clerk of Superior Court	• Form T-234	• Certifies the T-234 Form • Files in the same manner as real property records • Collects fees for recording real estate • Indexes under the name of the current owner(s) of the real property in both the grantor and grantee indexes • Provides the certified copy of Form T-234 to the person shown in Section 1 of the form
Owner/Security Interest Holder or Attorney	• Certified copy of the T-234 Form • Georgia title • $18 filing fee	• Submits the T-234 Form, title and $18 fee for each title to the county tag office where the home is located
County Tag Office	Receives • Certified copy of the T-234 Form • Georgia Title(s) • $18 filing fee for each title	• From the Title Main Menu, selects Option 20 (Cancel Mobile Home) and cancels the current title(s) • Collects $18 filing fee(s) • Stamps the T-234 Form in the 'County Use Only' box No other titles will be issued on the home(s) unless an error was made or a Certificate of Removal from Permanent Location is received.
County Tag Office	• Original T-234 Form • Two (2) copies T-234 Form	• Returns the original T-234 Form to the owner/security interest holder or individual shown in Section 1 (one) • Provides a copy of the T-234 Form to the Clerk of Superior Court • Submits fees, the title and a copy of the T-234 Form to

		MVD with the batch transmittal report
Clerk of the Superior Court	• Receives a copy of the T-234 Form, stamped by the County Tag Office	• Submits a copy of the T-234 Form to the Board of Tax Assessors or other local official responsible for the valuation of real property

The county stamp should include the following information:

County Name:
Title Cancelled – Real Property
Date:

PROCEDURES FOR REMOVAL FROM REAL PROPERTY

Certificate of Removal from Permanent Location & Instructions, Form T-229		
Responsible Party	Required Documents & Fees	Action
Mobile/Manufactured Home Owner or Security Interest Holder	• Form T-229 • Title application • $18 title fee for each title • Copies of deeds if the owner in the Department's records is not the same owner on the title application	• Submits required documents and fees to the County Tag Office where the home is located
County Tag Office	Receives • T-229 Form • Title application • $18 title fee for each title • Copies of deeds if the owner in the Department's records is not the same owner on the title application	• Stamps Form T-229 in the 'County Use Only' box • From the Title Main Menu, selects Option 20 • Keys code URP • Processes title according to title application
County Tag Office	• Original, stamped Form T-229 • Two (2) copies of Form T-229	• Forwards the original, stamped Form T-229 to the person shown in Section 1 • Forwards a copy of the stamped Form T-229 to the Clerk of Superior Court • Submits fees, application, deeds, (if applicable) and a copy of the Form T-229 to MVD with the batch transmittal report

The county stamp should include the following information.

County Name _____
Removal from Permanent Location
Date_____
Title Number_____
Employee's Name_____

PROCEDURES AFTER A MOBILE/MANUFACTURED HOME IS DESTROYED

Certificate of Destruction & Instructions, Form T-230		
Responsible Party	Required Documents & Fees	Action
Mobile/Manufactured Home Owner	• T-230 Form • $18.00 filing fee	• Completes Part "A" of Form T-230 • Have a GA law enforcement officer to complete Part "B" of Form T-230 • Submits the completed Form T-230 to the county tag office where the home was located
County Tag Office	• T-230 Form • $18 filing fee	• Stamps Form T-230 in the 'County Use Only' Box • From Title Main Menu, selects Option 20 (Cancel Mobile Homes) • Keys code CMD • Updates collection of $18
County Tag Office	• Original, stamped T-230 Form • Two (2) copies of Form T-230	• Forwards original, stamped T-230 Form to the owner • Forwards a copy of the T-230 form to the Clerk of Superior Court • Submits fee and a copy of the T-230 form to MVD with the batch transmittal report

The county stamp should include the following information.

County Name _____

Mobile Home Destroyed

Date_____

Employee's Name_____

LOW SPEED VEHICLES

Low-speed vehicles are registered and titled if they meet the definition of Georgia law found in §40-1-1(25.1), as amended. A *low-speed vehicle* means any four-wheeled, electric vehicle whose top speed attainable in one mile is greater than 20 miles per hour but not greater than 25 miles per hour on a paved level surface and which is manufactured in compliance with those federal motor vehicle safety standards for low-speed vehicles set forth in 49 C.F.R. Section 571.500.

TITLE REQUIREMENTS

A completed tag/title application, Form MV-1

- This application must be completed in detail - typed, electronically completed and printed or legibly hand printed in blue or black ink in the current owner(s)' full legal name(s) showing their current address
- The owner(s) or an authorized representative of the owner(s) must sign the completed title application.
- An authorization document (power-of-attorney) must be submitted if signed by a representative.
- The full legal name(s) of the vehicle owner(s), Georgia identification card number(s), driver's license number(s) and the name(s) of the state/country issuing the driver's license are required on the first application for a Georgia certificate of title.

Certificate of Origin

- The certificate of origin must reflect a 17-digit vehicle identification number (VIN), the federal regulation code (Title 49 C.F.R. Part 571.500) and must also indicate that the vehicle is an electric l*ow-speed vehicle*. Possible indicator codes recorded on the certificate of origin are LSV, NEV or ZEV.
- The *low-speed vehicle* must have a manufacture date of June 17, 1998 or later.

Title Fee

The $18.00 title fee should be paid with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. If the purchaser has failed to apply for a title within ninety-day (90) of the purchase date, a $10.00 title penalty fee must be included in the payment.

REGISTRATION REQUIREMENTS

- Current tag, if applicable, must be surrendered to the local county tag office

- The tag office will issue a ninety-day (90) temporary operating permit pending the issuance of a distinctive, low-speed vehicle license plate
- A permit for flashing amber light is required before a ninety-day (90) temporary operating permit or *low-speed* license plate is issued. The amber light permit must be renewed each year.
- The vehicle must be properly insured.

Fees/Taxes

- $20 tag fee – Pay all fees/taxes due with a check or money order made payable to the Office of the Tax Commissioner.
- Vehicle ad valorem tax – for additional information regarding vehicle ad valorem, please see the definition 'Ad Valorem Tax' or contact your County Tag Office.
- Georgia Sales and Use Tax - When applying for a title and license plate for a vehicle that was purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted showing the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact your County Tag Office.

If a *low-speed vehicle* does not meet the legal and procedural requirements for tag and title, the vehicle cannot be legally operated on Georgia roads.

Title Applications Supported by a Manufacturer's Statement of Origin (MSO)

New vehicles are vehicles purchased *new* from a dealer or directly from the vehicle manufacturer. *New* vehicles have no previous owners other than the manufacturer and dealer(s). As long as ownership of a vehicle remains the same since it was purchased *new*, issued titles will always reflect the vehicle as *new*.

To apply for a certificate of title for a *new* vehicle, never titled in any state or jurisdiction, the following documents must be submitted to the owner's county tag office or to the MVD:

A completed tag/title application, Form MV-1 - The application must be completed in detail - typed, electronically completed and printed or legibly hand-printed in blue or black ink in the current owner(s)' full legal name(s) reflecting their current address. The owner(s) or an authorized representative of the owners(s) must sign the title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative. The full, legal name(s) of the owner(s), Georgia identification card number(s) or driver's license number(s) and the name(s) of the issuing state/country are required for the first certificate of title.

In order to perfect a lien or security interest in a vehicle, it must be recorded on the title application in the space provided.

A Georgia dealer must enter their signature and current MVD assigned Customer ID number or Master Dealer Tag Number in the spaces provided on the assignment of the MSO. The 12-digit, Georgia Dealer Customer ID is required on the title application if it is not shown in the assignment of the MSO.

Every Georgia owner of a vehicle, other than a licensed franchise dealer (dealer licensed to sell *new* motor vehicles), must obtain a title in their name before transferring. If a MSO is assigned to an *independent* or *used motor vehicle dealer*, the *used motor vehicle dealer* must obtain a title in their name before any subsequent transfer of title to a customer. When the vehicle is titled in the retail customer(s)' name(s), the status of the vehicle will be shown as *'used'*.

As long as there is a complete chain-of-ownership, dealers can use *secure* dealer reassignment supplement forms and the assignment spaces on the back of the MSO to transfer ownership of a vehicle.

Transfer Document - The original, valid and properly assigned MSO must be submitted to show a complete chain of vehicle ownership. The MSO for passenger vehicles and motorcycles must be on a standard *secure* document. The Department accepts documents that have been stamped with a signature stamp by an agent/representative authorized by the dealership. All liens noted on any assignment must either be released or shown on the application.

Fees/Taxes - Pay all fees/taxes due with a check or money order payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00 if the title application was submitted within ninety (90) days of the vehicle's purchase date. If a title is not applied for within ninety (90) days of purchase date, a title penalty fee of $10.00 must be included in your payment. Registration fees and vehicle ad valorem tax can only be paid to the county tag office where the vehicle owner resides. If you are viewing this manual on-line, click here for the address and telephone number of your county tag agent.

Vehicle Ad Valorem Tax - When you are applying for vehicle registration and a license plate, any motor vehicle ad valorem tax due must be included in your payment. For additional information regarding vehicle ad valorem, please see the definition 'Sales and Use Tax' or contact your County Tag Office.

Georgia Sales and Use Tax - When applying for a title and license plate for a vehicle that was purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted that the sales and use tax has already been paid **or** proof submitted that the applicant is exempt from this tax. Any sales tax due should be included in your payment. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

IMPORTED VEHICLE

To apply for a title for an imported vehicle, the following documents and fees are submitted to the applicable county tag office or to the MVD. If the required documents

cannot be obtained for a 1986 or newer year model vehicle, a title can only be obtained on the basis of a surety bond. If you are viewing this manual on-line, click here to view the procedures for obtaining a title on the basis of a surety bond. However, if a vehicle was last registered in a foreign country, the title application supported by a surety bond must also be supported by the federal forms described under the heading, 'Federal Compliance'.

New Vehicle

A completed tag/title application, Form MV-1 - This application must be completed in detail - typed, electronically completed and printed or legibly hand-printed, in blue or black ink, in the current owner(s)' full legal name(s) showing their current Georgia address. The owner(s) or an authorized representative of the owners(s) must sign the completed title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative. The full, legal name of the owner(s), Georgia identification card number(s) or driver's license number(s) and the name(s) of the state/country issuing the driver's license are required for the first certificate of title.

Transfer Document - The original, valid and properly assigned MSO must be submitted showing a complete chain of vehicle ownership. The MSO for passenger vehicles and motorcycles must be on a standard *secure* document. The Department accepts documents that have been stamped with a signature stamp by an agent/representative authorized by the dealership.

If the vehicle was most recently registered in a foreign country, the valid, foreign registration certificate issued by the country where the vehicle was last registered in the current owner(s)' name(s) must be submitted. For the vehicle to be titled as *new*, the foreign registration certificate must be issued in the current owner(s)' name(s) as shown on the title application.

Since a Georgia title is required for 1986 and newer year model vehicles, the state of Georgia will not issue a title based on a registration certificate from a foreign country for 1985 and older year model vehicles. Georgia will issue a title based on the submission of a foreign registration certificate for 1963 and newer manufactured or mobile homes.

Any lien/security interest noted on any assignment or the foreign registration certificate must either be released or shown on the application.

Form T-22B (Certification of Inspection) - If a foreign registration certificate is submitted, Form T-22B must be completed by a Georgia law enforcement officer or the tax commissioner (or his/her designated employee) after a visual inspection of the vehicle's serial plate.

Federal Compliance - All imported vehicles must go through U.S. Customs before entry into the United States. Proof that an *imported* vehicle conforms to U.S. EPA and DOT Standards and the Customs and Board Protection Form CBP-7501 must be submitted. When a motor vehicle, not a trailer or a vehicle imported from Puerto Rico, is imported

into the United States, three (3) federal forms are required. The required forms are: U.S. DOT Form HS-7, U.S. EPA Form 3520-1 and U.S. Customs& Border Protection Form CBP-7501. The Form CBP-7501 must be stamped and signed by a U.S. Customs' representative. No one, not a resident, a non-resident or the military is exempt from providing these forms. In lieu of the Form CBP-7501, you may submit a military Form DD 1252 or Form DD 1854. If you do not have these forms or you need additional information, please contact a U.S. Customs office, located throughout Georgia. The applicant must submit the original(s) and copies of these forms; the original(s) will be returned upon request. **Important:** If the U.S. Customs Form CBP-7501 reflects the vehicle identification number (VIN), states that the vehicle was manufactured for sale in the United Sates, and is stamped and signed by a US Customs representative, the EPA Form 3520-1 and the US DOT Form HS-7 are not required.

Note: U.S. Customs documents are not required to be submitted when applying for a Georgia title and license plate for a vehicle sold through Overseas Military Sales Corporation (OMSC) when the following documents are submitted:

- A certificate of origin from Daimler Chrysler Corporation, Ford Motor Company, General Motors Corporation, Harley-Davidson Motor Company, Polaris Industries Inc., Volkswagen of America, Audi Division Volkswagen of America listing OMSC Ltd., Rte. De La Glane 107, Villars-Sur Glane, GE, Switzerland as the name of distributor, dealer, etc.
- A bill of sale from OMSC Ltd./Overseas Military Sales Corporation listing a U.S. franchised dealer's name and address as the delivery point and stating 'Vehicle Certified U.S. FMVSS'. This indicates that the vehicle was delivered directly from the manufacturer to the U.S. dealer (never leaving the U.S.) and that the vehicle conforms to U.S. federal motor vehicle safety standards.

The above applies only to vehicles sold through the Overseas Military Sales Corporation (OMSC). The Certificate of Origin and the bill of sale must be presented and must contain all the information listed. Persons attempting to register or title vehicles with any other Certificate of Origin, Title, etc., bearing a foreign name and address must provide U.S. Customs clearance forms.

Fees/Taxes - Pay all fees/taxes due with a check or money made payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00 if the title application is submitted within ninety (90) days of the date of the DOT certification. If a title is not applied for within ninety (90) days of the DOT certification, a title penalty fee of $10.00 must also be included in your payment. Registration (tag) fees and vehicle ad valorem tax can only be paid to tag office where the vehicle owner resides. Please do not remit cash through the mail!

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax should be included in the payment (check or money order payable to the Office of the Tax Commissioner). For additional information regarding vehicle ad valorem, please see the definition 'Ad Valorem Tax' or contact your County Tag Office. If you are reviewing this manual on-line, click here to obtain the address and telephone number of your county tag office.

Georgia Sales and Use Tax - When applying for a title and license plate for a vehicle that was purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; or proof submitted showing that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding Georgia sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For all requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, please visit our web site, www.etax.dor.ga.gov or click here for these requirements.

USED VEHICLE

In order to apply for a tile for a *used* vehicle, the following documents should be submitted to either the MVD or the owner's county tag office:

A completed tag/title application, Form MV-1 - This application must be typed, electronically completed and printed or legibly hand-printed in blue or black ink in the current owner(s)' full legal name(s) showing their current Georgia address. The owner(s) or an authorized representative of the owners(s) must sign the completed title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative. The full, legal name of the owner(s), driver's license number(s) or Georgia identification card number(s) and the name(s) of the state/country issuing the driver's license are required for the first certificate of title.

Transfer Document - The original foreign registration certificate issued by the country where the vehicle was last registered must be submitted. Any lien/security interest recorded on any foreign registration certificate or supporting document must either be released or shown on the application.

Since a Georgia title is required for 1986 and newer year model vehicles, the state of Georgia will not issue a title based on a registration certificate from a foreign country for 1985 and older year model vehicles. Georgia will issue a title based on the submission of a registration certificate for 1963 and newer manufactured or mobile homes.

Bill(s) of Sale - Bill(s) of sale from the registered owner on the foreign registration through the current owner(s) recorded on the title application must be submitted to show a complete and correct chain of vehicle ownership. Invoices are not acceptable. The bill(s) of sale must be signed by the seller(s) and must contain a complete description of the vehicle, year model, vehicle make and identification number (VIN).

Form T-22B (Certification of Inspection) - If a foreign registration certificate is submitted, Form T-22B, must be completed by a Georgia law enforcement officer or the county tax commissioner (or his/her designated employee) after a visual inspection of the vehicle's serial plate.

Federal Compliance - All imported vehicles must go through customs before entry into the U.S. If a foreign registration certificate is submitted to title any vehicle imported into the United States, other than a trailer or a vehicle imported from Puerto Rico, proof that the vehicle conforms to U.S. E.P.A. and D.O.T. safety standards and the U.S. Customs & Border Protection Form CBP-7501 must be submitted. The required forms are: U.S. DOT Form HS-7, U.S. EPA Form 3520-1 and U.S. Customs& Border Protection Form CBP-7501. These forms verify compliance with federal safety standards, federal environmental standards and ownership, respectively. These federal forms are not required for vehicles brought into the United States from Puerto Rico. Vehicles that are 25 years old and older are exempt from the DOT safety requirements; vehicles that are 21 years old and older are exempt from the EPA requirements. The CBP-7501 Form must be stamped and signed by a U.S. Customs' representative. A letter from the converter who performed the work on the vehicle is not acceptable. In lieu of the CBP-7501 form, you may submit a military Form DD 1252 or Form DD 1854. If you do not have these forms or you need additional information, please contact a U.S. Customs office, located throughout Georgia. The applicant must submit the original(s) and copies of these forms; the original(s) will be returned upon request. **Important:** If the U.S. Customs Form CBP-7501 reflects the vehicle identification number (VIN), states that the vehicle was manufactured for sale in the United Sates, and is stamped and signed by a U.S. Customs representative, the EPA Form 3520-1 and the US DOT Form HS-7 are not required.

Fees/Taxes - The title fee is $18.00 if the title application is submitted within ninety (90) days of the date of the DOT certification. If a title is not applied for within ninety (90) days of the DOT certification, a title penalty fee of $10.00 must be included in your payment. Registration (tag) fees and vehicle ad valorem tax can only be paid to your county tag office. For additional information regarding ad valorem tax, please see the definition 'Ad Valorem Tax' or contact your County Tag Office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due must be included in your payment (check or money order made payable to the Office of the Tax Commissioner). For additional information regarding motor vehicle ad valorem, please see the definition 'Ad Valorem Tax' or contact your County Tag Office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant/vehicle is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For all of the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, contact your county tag office or if you are viewing this manual on-line, click here to view this information.

Documents not Printed in English

If a document is printed in a language other than English, the application for title and supporting documents must also be submitted with the following documents:

Form T-207T (Translation of a Foreign Registration Certificate) and Form T-207E (English Translation of an Attached Bill of Sale) - An English translation of any foreign registration certificate not printed in English is required. If the foreign registration is not issued to the vehicle owner(s), bill(s) of sale completing the chain of ownership must also be submitted. A complete and correct chain of ownership is required. If any bill of sale is not printed in English, an English translation of each bill of sale must be submitted on Form T-207E. Each form must be completed in its entirety – typed, electronically completed and printed or legibly hand printed in blue or black ink and signed by the translator. The vehicle owner or a family member cannot complete these forms.

Form T-207A (Foreign Document Affidavit, Owner's Declaration) - Form T-207A must be completed and submitted if an English translation of a foreign registration certificate (Form T-207T) or an English translation of a bill of sale (Form T-207E) are required. Form T-207A must be completed in detail, signed by the vehicle owner(s) and their signature(s) notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires. When a properly completed and submitted, Form T-207A becomes an affidavit and certification by the vehicle owner(s) that the information in the application for title, supporting documents and forms is correct.

Stamped signatures are acceptable for agents/representatives signing for a business.

TRANSFER OF GEORGIA TITLE

To apply for a title for a vehicle currently titled in Georgia, the following documents and fees must be submitted to the owner's county tag office or the MVD:

A COMPLETED TAG/TITLE APPLICATION, FORM MV-1 - The application must be completed in detail - typed, electronically completed and printed or legibly hand-printed in blue or black ink in the current owner(s)' name(s) showing their current Georgia address. The owner(s) or an authorized representative of the owners(s) must sign the title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative. The full, legal name(s) of the vehicle owner(s), Georgia identification card numbers or driver's license number(s), and the name of the state/country issuing the driver's license are required for the first certificate of title.

If the vehicle was sold by a licensed Georgia dealer, the dealer must enter his/her signature and the dealership's current MVD assigned Customer ID number or Master Dealer Tag Number in the spaces provided on the title assignment. The 12-digit MVD assigned Georgia Dealer Customer ID is required on the application if it is not shown in the title assignment.

TRANSFER DOCUMENT - The current, original Georgia title properly assigned to the new vehicle owner(s) using his/her full legal name(s) must be submitted showing their current Georgia address. All vehicle owners, other than licensed dealers, must obtain titles in their names before transferring vehicle ownership to another person, dealer or business.

- COMPLETING THE TITLE ASSIGNMENT

  When the owner(s) are transferring the ownership of their vehicle, the owner(s) on the face of the title must complete the first assignment on the back of the title to the purchaser(s). This requires the entry of the purchaser(s)' full legal name(s), current address, date of purchase/transfer and the odometer reading, when required. If you are viewing this manual on-line, click here to see if the vehicle is exempt from the odometer declaration requirements.

  The seller must print his/her name and sign his/her name in the assignment. If the vehicle is jointly owned, each owner must print his/her own personal name and sign. The printed name(s) and signature(s) should agree with the name(s) as they appear on the face of the title. If the vehicle is currently titled in a company name, the printed name of the company is required in addition to the printed name and signature of the company's authorized agent.

  For vehicles requiring an odometer reading declaration, the purchaser(s) must acknowledge the odometer declaration made by the seller(s) by printing and signing his/her name in the assignment. If the vehicle is jointly purchased, each purchaser must print and sign his/her name to acknowledge the odometer declaration. If the vehicle is purchased by a company and the vehicle is subject to the odometer declaration requirements, the printed name of the company is required in addition to the printed name and signature of the company's authorized agent.

  A licensed dealer is the only entity allowed to transfer ownership utilizing the assignments/*secure* dealer reassignment supplement forms without first having to obtain a title in the licensed dealer's name.

In order to perfect a lien or security interest in a vehicle, the lien or security interest holder's name and address must be recorded on the application in the space provided.

It is acceptable for a dealership to use a *secure* dealer reassignment supplement form when there are still title assignments available. Subsequent dealers may then go back to the title and use the available assignments.

Stamped signatures are acceptable for agents/representatives signing for a business.

Security Interest/Lien Releases and Recordings - All liens or security interests printed on the face of a title must be released before vehicle ownership is transferred. All liens or security interests recorded on the back of a title in a title assignment or on a *secure* dealer reassignment supplement form must be released even if recorded in error. If a lien or

security interest has not been satisfied, the lien or security interest's holders name and address must be printed on the title application in the spaces provided.

Fees/Taxes - Pay all fees/taxes due with a check or money order payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00 if the title application was submitted within ninety (90) days of the vehicle purchase/acquisition date. If a title was not applied for within ninety (90) days of purchase, a $10.00 title penalty fee must be included in the payment. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in the payment (check or money order payable to the Office of the Tax Commissioner) if you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your County Tag Office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the registration fees and taxes due, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

'NEW' OR 'USED' STATUS OF A VEHICLE

New

If a title is issued in several owners' names reflecting the vehicle as *new* and the title is assigned to omit one of the owners' names, the status of the vehicle remains *new*. For example, a title reflecting the vehicle status as *new* is issued to Joe Smith and Mary Smith. If Joe Smith assigns the title to Mary Smith, the status remains *new*.

Used

If a title is issued in one (1) owner's name reflecting the vehicle as *new* and the title is assigned to the same owner and another person, the status of the vehicle becomes *used*. For example, a title reflecting the vehicle status *new* is issued to Joe Smith. If Joe Smith assigns the title to Joe Smith and Mary Smith, the status becomes *used*.

TRANSFER OF OUT-OF-STATE TITLE

To apply for a Georgia title for a vehicle previously titled in another state/country, the following documents and fees must be submitted to the applicable county tag office or to the MVD.

A completed tag/title application, Form MV-1 - This application must be typed, electronically completed and printed or legibly hand printed in blue or black ink in the current owner(s)' full legal name(s) showing their current address. The owner(s) or an authorized representative of the owner(s) must sign the title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative. The full, legal name of the owner(s), driver's license number(s) or Georgia identification card number(s) and the name of the state/country issuing the driver's license are required for the first certificate of title.

In order to perfect any lien or security interest in a vehicle, the name and address of the lien or security interest holder must be recorded on the title application in the space provided.

If the vehicle was sold by a licensed Georgia dealer, the dealer must enter their signature and current MVD assigned Customer ID number or Master Dealer Tag Number on the assignment of title in the spaces provided. The 12-digit, Georgia Dealer Customer ID is required on the application if it is not shown in the title assignment.

Transfer Document - The original out of state title issued in the applicant(s)' name(s) or properly assigned to the applicant(s) must be submitted.

If an out of state title is issued in more than one (1) owner's name and the word *"or"* is used to show joint ownership, only one (1) of the owners on the face of the out of state title has to complete the title assignment transferring ownership to someone else. If an out of state title is issued in more than one (1) owner's name; the word *"or"* is used to show joint ownership; and the title application is in one (1) of the owner's names, the out of state title assignment does not have to be completed.

All vehicle owners, other than licensed dealers, must obtain titles in their names before transferring titles to another person, dealer or business. It is acceptable for a dealership to use a *secure* dealer reassignment supplement form when there are still title assignments available. Subsequent dealers may also go back to the title and use available assignments.

Fees/Taxes - Pay all fees/taxes due with a check or money order payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00 if the title application was submitted within ninety (90) days of the vehicle's purchase. If a title was not applied for within ninety (90) days of purchase, a $10.00 title penalty fee must be included in your payment. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in the payment (check or money order payable to the Office of the Tax Commissioner) if

you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your County Tag Office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

TRANSFER OF OUT-OF-STATE TITLE MARKED SALVAGE, REBUILT, RECONSTRUCTED, DAMAGED OR SIMILAR BRANDS/LEGENDS

If an out of state title is issued with a brand/legend indicating that the vehicle was not rebuilt in another state, refer to requirements provided under the heading "Salvage Title for a Vehicle that has been Rebuilt."

If an out of state title is issued with a Salvaged, Rebuilt, Reconstructed, Damaged or similar brand/legend and the vehicle was rebuilt in another state, the vehicle must pass an a Georgia MVD inspection prior to the issuance of a license plate and title. To request an inspection, the applicant must complete Form T-22R (Request for a MVD Inspection) and submit the completed form, documents and a certified check or money order for the total fees due made payable to the Department of Revenue. The applicant may choose to have the vehicle inspected at the vehicle's location or the applicant may choose to transport the vehicle to one of the state-approved, privately-operated inspection stations. If the vehicle has a *current*, out of state license plate, the owner may drive the vehicle to one of the inspection stations. If the vehicle does not have a current, out-of-state license plate and the owner chooses to have the vehicle inspected at a station, the vehicle cannot be driven; it **must** be towed to the inspection station.

The applicant should contact either the county tag office or the MVD for the location and hours of operation of an inspection station. If you are reviewing this manual online, click on "state-approved, privately operated inspection station" underlined above, for a list of state-approved, privately operated inspection stations. The documents and fee must be forwarded to:

ATTN: Salvage Section
DOR/Motor Vehicle Division
P.O. Box 740384
Atlanta, Georgia 30374-0384

The certified check or money order in the amount of $118.00 (includes the $18.00 title fee and the $100.00 inspection fee) should be made payable to the Department of Revenue if the title was applied for within ninety (90) days of purchase. If the title was not applied for within ninety (90) days of purchase, an additional $10 title penalty fee must be included in your check or money order.

VEHICLES PREVIOUSLY REGISTERED IN A NON-TITLE JURISDICTION

A title will not be issued on a 1985 and older year-model vehicle coming from another state or jurisdiction that did not issue a title.

In order for a title to be issued on a 1986 and newer year-model vehicle that was previously registered in a state or jurisdiction where a title was not required for which Georgia requires a title, the following documents must be forwarded to the MVD or the county tag office.

A completed tag/title application, Form MV-1 - The application must be typed, electronically completed and printed or legibly hand-printed in blue or black ink in the current vehicle owner(s)' name(s) showing their current address. The owner(s) or an authorized representative of the owners(s) must sign the title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative. The full, legal name(s) of the owner(s), the driver's license number(s), and the name of the issuing state are required for the first certificate of title.

In order to perfect any lien or security interest in a vehicle, the name and address of the lien or security interest holder must be recorded on the title application in the space provided.

If the vehicle was sold by a licensed Georgia dealer, the dealer must enter their signature and current MVD assigned Customer ID number or Master Dealer Tag Number on the title application.

Certification of Inspection (Form T-22B) - Form T-22B must be completed by a Georgia law enforcement officer or the county tax commissioner (or his/her designated employee) after a visual inspection of the vehicle's serial plate.

If the title application is supported by a Puerto Rican registration where model numbers or chassis numbers are frequently used as the VIN on the registration certificate, Form T-22B, must reflect the model or chassis number as well as the VIN. The title application must be completed reflecting the VIN and not the model or chassis number.

Transfer Document - The current out-of-state registration certificate or a certification of the registration from the appropriate out-of-state agency must be submitted. The registration certificate must be issued in the applicant(s)' name(s) or properly assigned to the applicant(s) using their full legal name(s). If assignment spaces are not provided on the registration certificate, the applicant must obtain signed, bill(s) of sale starting with the owner(s) shown on the registration to the applicant(s) for title. If the issuing out-of-

state agency requires notarization of signatures, the signature(s) on the registration certificate and any bill(s) of sale must be notarized.

For vehicles purchased in Massachusetts, Mississippi, or Minnesota, a certification from the appropriate motor vehicle agency is required indicating that the vehicle was not titled in that state.

Fees/Taxes - Pay all fees/taxes due with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00 if the title application was submitted within ninety (90) days of the vehicle's purchase date. If a title is not applied for within ninety (90) days of the purchase date, a title penalty fee of $10.00 must be included in your payment. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in the payment (check or money order payable to the Office of the Tax Commissioner) if you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your County Tag Office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; or proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

MOTOR HOME

In order for a title to be issued for a motor home, the following documents must be submitted to the MVD or the owner's county tag office.

A completed title/tag application, Form MV-1 - The application must be typed, electronically completed and printed or legibly hand-printed in blue or black ink in the current owner(s)' name(s) reflecting their current address. The owner(s) or an authorized representative of the owners(s) must sign the title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative. The full, legal name of the owner(s), Georgia identification card number(s) or driver's license number(s) and the name(s) of the state/country issuing the driver's license are required for the first certificate of title.

The application must reflect the identification number of the vehicle *chassis;* however, the vehicle make and year model recorded on the application should be the make and year model of the *body* of the motor home.

In order to perfect any lien or security interest in a vehicle, the name and address of the lien or security interest holder must be recorded on the title application in the space provided.

If the vehicle was sold by a licensed Georgia dealer, the dealer must enter their signature and current MVD assigned Customer ID number or Master Dealer Tag Number on the title application.

Transfer Document - If two (2) Manufacturer's Statements of Origin (MSO) are issued, one (1) MSO for the *chassis* and one (1) MSO for the *body*, both statements of origin **must** be properly assigned to the applicant(s). The VIN recorded on the issued title will be the *chassis* VIN; the year and make recorded on the issued title will be the year and make of the *body* of the motor home. If only one MSO is issued, a statement to this effect must be obtained from the manufacturer.

Fees/Taxes - Pay all fees/taxes due with a check or money order payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00 if the title application was submitted within ninety (90) days of the vehicle's purchase/acquisition date. If a title is not applied for within nine (90) days of the purchase date, a title penalty fee of $10.00 must be included in your payment. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in your payment (check or money order payable to the Office of the Tax Commissioner) if you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

CONVERSION VAN

In order for a title to be issued for a conversion van, the following documents must be submitted to the Motor Vehicle Division or county tag office:

A completed tag/title application, Form MV-1 - This application must be typed, electronically completed and printed, or legibly completed by-hand in blue or black ink in the vehicle owner(s)' full legal name(s). The owner(s)' name(s) on this application must match the owner(s)' name(s) as shown on the manufacturer's statement of origin. The application must reflect the identification number of the vehicle *chassis*, the make and the year model. The application must be signed by the vehicle owner(s) individually.

Manufacturer's Statements of Origin (MSO) - Two (2) manufacturer's statements of origin must be submitted, one statement of origin for the *chassis* and one statement of origin for the *body*. Both statements of origin must be properly assigned to the applicant(s) using their full legal name(s) and submitted with the tag/title application, Form MV-1, and applicable fees/taxes. This unit will be titled under the identification number of the *chassis* and the year model and make of the *body* of the conversion van. If only one MSO was issued, a statement to this effect must be obtained from the manufacturer.

Fee/Taxes - Pay all fees/taxes due with a check or money order payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. Please do not remit cash through the mail! The title fee is $18.00 if the title application was submitted within ninety (90) days of the vehicle's purchase date. If a title is not applied for within ninety (90) days of the purchase date, a $10.00 title penalty fee must be included in your payment. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in the payment (check or money order payable to the Office of the Tax Commissioner) if you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for

vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

REPLACEMENT TITLE

A replacement title may be obtained if the original title has been lost, stolen or mutilated. If the owner cannot find the original title, the owner should first check with the bank, credit union or lien holder printed on the original title because Georgia law requires the MVD to mail a title to the first lien or security interest holder recorded on a title. When the note or lien is paid, the holder releases their interest in the spaces provided on the face of the title and forwards the title to the owner or the next lien or security interest holder if there is one recorded. A satisfied lien or security interest is not removed from the state's records until a new title is applied for and issued.

To obtain a replacement title, submit the following to the MVD or the county tag office. When the title is printed, the long, replacement title legend/brand, 'This is a replacement certificate and may be subject to the rights of a person under the original certificate' will print on the title.

A completed tag/title application, Form MV-1 - The appropriate box at the top of the tag/title application, Form MV-1, must be checked indicating that the application is for a replacement title. The application must either be typed, legibly hand printed or electronically completed and printed in blue of black ink in the same vehicle owner(s)' name(s) as the lost, stolen or mutilated original title. The current (as of the date of application) odometer reading is required on all replacement title applications when an odometer declaration is required. If there is more than one owner, each owner must sign his/her name individually.

A replacement title may be issued in a person's married name even though the original title was issued in the person's maiden name. In order for a replacement title to be issued in a person's married name, the application should be completed and signed in the married name. A copy of the person's official marriage certificate must accompany the application, fee and any other supporting documents.

Supporting Document(s) - If a security interest or lien recorded on an original title has been paid Form T-4 (Lien or Security Interest Release) must be completed by the lien or security interest holder and submitted with the application. A paid or satisfied lien or security interest should not be recorded on the application. If the security interest or lien recorded on the original title is not satisfied or there is a *new* lien or security interest, the name and address of the lien or security interest holder(s) must be printed on the application in the order that their interest in the vehicle was perfected.

The MVD mails titles using regular mail to vehicle owners, security interest holders, lien holders or to persons named in powers of attorney. If a replacement title is to be mailed to a person appointed as the attorney-in-fact under the authority of a power of attorney, the name and mailing address of the attorney-in-fact must be recorded on the title application in the space provided and the original power of attorney must accompany the title application and title fee.

Fee - Pay all fees due with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. Please do not remit cash through the mail! The replacement title application fee is $8.00 for a lost or stolen title. The fee is also $8.00 if a new security interest or lien holder needs to be recorded. If the title application is submitted in person at the MVD or mailed to the MVD for *expedited* processing, a $10.00 special handling fee, in addition to the $8.00 application fee, must be included in the payment.

MUTILATED/INVALIDATED TITLE (ORIGINAL TITLE NOT LOST OR STOLEN)

A replacement title must be issued when a title is invalidated by improper assignments; mutilated to the extent that critical information is illegible; mutilated to the extent that the title cannot be archived on film; or, correction fluid is used in disapproved areas of the title. A replacement title application, the mutilated/invalidated title and the application fee of $18.00 must be submitted to the MVD or the appropriate county tag office. When the title is printed, the short, replacement title legend of 'Replacement Title' will be printed on the title.

REMOVAL OF REPLACEMENT LEGEND

If a replacement certificate of title is issued six (6) months in an owner's name without the ownership being challenged, the owner may have the long replacement legend removed by submitting the following documents to the county tag office or to the MVD. The title, when issued, will reflect the legend/brand, 'Replacement Title' instead of the legend/brand, 'This is a replacement certificate and may be subject to the rights of a person under the original certificate.'

A completed tag/title application, Form MV-1 - The application must be typed, electronically completed and printed or legibly hand printed in blue or black ink in the current owner(s) full legal name(s) and reflecting their current address. The owner(s) or an authorized representative of the owners(s) must sign the title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative. Any lien or security interest shown on the current title must be shown on the title application or the lien or security interest must be released on the title in the spaces provided.

Supporting Documents - The current Georgia title must be submitted. A letter, signed by the vehicle owner, requesting that the replacement legend be removed must be submitted.

Fee - The title application fee is $18.00 and should be paid with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or the Department of Revenue.

TITLE LOST IN THE MAIL

Georgia law allows for the *free* replacement of an original Georgia title lost in the mail to the vehicle owner if application for the replacement title is received within sixty (60) days from the issue date of the original title.

The following documents must be submitted to the Motor Vehicle Division or the county tag agent.

A completed tag/title application, Form MV-1 - The application must be typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owner(s)' full legal name(s) as shown on the current Georgia title of record showing their current address. The owner(s) or an authorized representative of the owners(s) must sign the completed title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative.

Form T-216 Affidavit (Report of a Georgia Certificate of Title Lost in the Mail) - This form must be completed in full - typed, electronically completed and printed or legibly hand printed in blue or black ink and signed by the vehicle owner(s). The signature(s) on this form must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires. Any alterations or corrections will void this form.

An attorney-in-fact cannot complete this form. If this form is not received within sixty (60) days of the date of the issuance of the original title, the $8.00 replacement title-processing fee is required.

REMOVAL OF REPLACEMENT LEGEND/BRAND /AFTER ORIGINAL GEORGIA TITLE FOUND

If a replacement title has been issued and the owner finds the original title, the following documents must be submitted if the applicant wishes to have the replacement legend/brand removed.

A completed tag/title application, Form MV-1 - The application must be typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owner(s)' full legal name(s) as shown on the current Georgia title of record reflecting their current address. The owner(s) or an authorized representative of the owners(s) must sign the title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative.

The Replacement and the Original Georgia Title

Lien or Security Interest Release - All liens or security interests shown on the valid replacement title must be shown on the tag/title application, Form MV-1, or released in the spaces provided on the replacement Georgia title.

A letter requesting that the replacement legend be removed must be submitted from the owner(s) on record. This letter must be signed by the vehicle owner(s).

Fee - The title fee of $18.00 must accompany the title application, titles and the letter. **Please do not remit cash through the mail!** Payment should be made with a check or money order made payable to the applicable processing office, the Department of Revenue or the Office of the Tax Commissioner. Please do not remit cash through the mail!

The title when issued will not reflect either legend/brand.

The name(s) of all owner(s) must be reflected exactly as shown on his/her driver's license. If an incorrectly recorded lien is shown, then a T-4 (lien release) Form must be completed by an authorized representative of the incorrectly recorded lien holder and submitted. The certificate of title will be printed, using the exact name(s) as shown on the title application.

REPLACEMENT TITLE APPLICATIONS & SIGNATURES

Conditions:
A lien or security interest holder will be considered a personal representative of a vehicle owner if a lien or security interest holder is recorded on the current Georgia Title and the lien or security interest is not satisfied. Under these conditions, an authorized employee of the recorded lien or security interest holder may sign a replacement title application for the owner(s) if the original, current title is lost or stolen and the lien or security interest is not satisfied.

The following documents and fee must be submitted to the Motor Vehicle Division or the county tag office.

A completed tag/title application, Form MV-1 - This application must be completed in detail - typed, electronically completed and printed or legibly hand printed in blue or black ink in the current owner(s)' name(s) showing their current address. The vehicle owner(s) can sign the application, a person the owner(s) names in a power-of-attorney can sign the application **or** a person that is directly employed with the lien holder or security interest holder on the current Georgia Title record may sign the form. If an employee signs, the employee's position or job title with the company must be printed beside the employee's signature. If the appointed attorney-in-fact signs the application, the *original* power of attorney must accompany the title application. Except for the owner's Georgia address, the information on the replacement title application must be the same information as recorded on the original title.

Supporting Document - An original letter from the lien or security interest holder on the lien or security interest holder's letterhead stationery requesting the replacement of a title in the owner(s)' name(s) must be submitted. The letter must include the vehicle's year model, vehicle make and vehicle identification number and the letter must be signed by an authorized representative of the lien or security interest holder.

Authorization to sign the owner(s)' name(s) on an application for a replacement title cannot be passed on to another individual or company.

Processing Fee - Pay all fees due with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The fee for a replacement title is $8.00. If the application is submitted to the Motor Vehicle Division's *in-person* or *mail-in expedited* title services, an additional fee of $10.00 must be included in your payment.

Note: When submitting title documents (by mail) to be processed *expeditiously*, you must clearly indicate on the outside of the envelope: **Attn: Expedited Processing**. There is a $10.00 special handling fee per application with should be included in your payment.

REPOSSESSION

In order for a title to be issued on a repossessed vehicle, the following documents must be submitted to the Motor Vehicle Division or county tag office:

A. REPOSSESSION - GEORGIA TITLE ON RECORD

A completed tag/title application, Form MV-1 - The application must be typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owner(s)' full legal name(s) as shown on the supporting documents, either in the repossessor's name or in the purchaser(s)' name(s) showing their current address. The owner(s) or an authorized representative of the owners(s) must sign the completed title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative.

Title - The Georgia title, issued in the person(s)' name(s) from whom the vehicle was repossessed, if available. If the Georgia title is not in the name(s) of the person(s) from whom the vehicle was repossessed, the title must be submitted properly assigned to that person.

Contract - When the repossessor is not perfected on the face of the Georgia title as the lien or security interest holder, the following documents are also required:

- □ A copy of the contract between the record lien or security interest holder and the person(s) from whom the vehicle was repossessed; or,
- □ A copy of the contract between the record lien or security interest holder and the person(s) from whom the vehicle was repossessed, properly assigned to show that all rights of the contract were assigned to the repossessor.

Affidavit of Repossession (Form T-16) - This form must be completed by the repossessor - typed, electronically completed and printed or legibly hand printed in blue or black ink and signed by an authorized agent of the repossessor. The signature on this form must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and enter the date his/her notary commission expires. Bill(s) of sale are acceptable when the vehicle is exempt from the odometer declaration requirements. If the Georgia title is lost, and the odometer declaration is required, the repossessor must apply for a Georgia title in their name first, before the ownership of the vehicle can be transferred.

Lien/Security Interest Holder Notification - If the first lien or security interest holder is going to repossess the vehicle, they must notify any additional lien or security interest holders by 'registered mail, return receipt requested', prior to repossessing the vehicle advising them that they are going to repossess the vehicle. The additional lien or security interest holders are not required to execute a lien or security interest release.

Fees/Taxes - Pay all fees/taxes due with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00 title. If the applicant purchased the vehicle from the repossessor or a dealer, they must apply for a title in their name within ninety (90) days of the purchase date or a $10.00 title penalty fee must be included in your payment. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in your payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was **purchased from an out-of-state/country dealer or business**, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

B. REPOSSESSION - NO GEORGIA TITLE ON RECORD

A completed tag/title application, Form MV-1 - The application must be typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owner(s)' full legal name(s) showing their current address. The owner(s) or an authorized representative of the owners(s) must sign the title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative. The applicant must be a legal resident of this state.

Transfer Document - The out-of-state title or manufacturer's statement of origin issued in the name of the person from whom the vehicle was repossessed or properly assigned to that person.

Contract - Applications supported by an out-of-state title or, manufacturer's statement of origin which do not include the repossessor's name, must be submitted with one of the following:

- A copy of the contract between the repossessor and the person from whom the vehicle was repossessed

- A copy of the contract between the record lien or security interest holder and the person from whom the vehicle was repossessed, properly assigned to show that all rights of the contract were assigned to the repossessor.

Affidavit of Repossession - Form T-16 (Affidavit of Repossession) or an Affidavit of Repossession from the state where the title or registration certificate was issued completed by the repossessor. Form T-16, Affidavit of Repossession, must be signed by an authorized representative of the repossessor with his/her signature notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires. A complete chain-of-ownership must be shown from the repossessor to the applicant who must be a resident of the state of Georgia.

Fees/Taxes - Pay all fees/taxes with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00. If the applicant purchased the vehicle from the repossessor or a dealer, they must apply for a title in their name within ninety (90) days of the purchase date or a $10.00 title penalty fee must be included in the payment. Please do not remit cash through the mail! Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in the payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

We will only process an out-of-state title supported by an affidavit of repossession if the title application is in the name of a Georgia resident in which a retail sale has taken place.

C. REPOSSESSION - FLOOR PLAN

In order for a title to be issued on a vehicle that has been repossessed by means of a *floor plan*, the following documents must be submitted to the Motor Vehicle Division or the county tag office:

A completed tag/title application, Form MV-1 - The application must be typed, electronically completed and printed or legibly hand printed in blue or black ink in the current owner(s)' full legal name(s) showing their current address. The owner(s) or an authorized representative of the owners(s) must sign the title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative.

Supporting Document - The original manufacturer's statement of origin, current Georgia title or out-of-state title must accompany the title application, the other required documents and fee/taxes. The supporting document must be issued in the dealer's name from whom the vehicle was repossessed or properly assigned to the dealer. If there is a Georgia Title on record issued in the dealer's name from which the vehicle was repossessed, the title must be submitted, *if available*.

Affidavit of Repossession - Form T-16 (Affidavit of Repossession) completed by the repossessor must be submitted. This form must be typed, electronically completed and printed or legibly hand printed in blue or black ink and signed by an authorized agent of the repossessor with his/her signature notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires. The authorized representative's name must agree with the authorized signature. A complete chain-of-ownership must be submitted from the repossessor to the applicant. Bills of sale are acceptable for vehicles exempt from the odometer declaration requirements; but are not acceptable when an odometer declaration is required. If the Georgia title is lost, the repossessor must apply for a Georgia title in their name first before the title can be transferred (for vehicles where an odometer declaration is required).

Floor Plan - A copy of the *floor plan* between the repossessor and the dealer from whom the vehicle was repossessed must be submitted.

Fees/Taxes - Pay all fees/taxes due with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or the Department of Revenue. The title fee is $18.00. If the applicant(s) purchased the vehicle from the repossessor or a dealer, they must apply for a Georgia title in their name within ninety (90) days of the purchase date or a $10.00 title penalty fee must be included in your payment. Please do not remit cash through the mail! Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in your payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

INHERITANCE

The purchaser of a motor vehicle from an estate must apply for a Georgia Certificate of Title in his/her name within ninety (90) days of the purchase of the vehicle. Failure to do so will result in a $10.00 title penalty fee being assessed.

Note: A title penalty fee for failure to apply for a title within ninety (90) days does not apply to the inheritor making application for title.

TYPES OF INHERITANCE DOCUMENTS

1. Form T-20, Affidavit of Inheritance, - This document can be used to transfer ownership to the inheritor when the deceased left no Will or left a Will that is not to be probated because it contains only *limited assets.* If the will is not to be probated because it contains only *limited assets*, a copy of the non-probated Will must accompany this form. A certified copy of the deceased's death certificate must accompany this completed and signed form. If there is only one heir, a certified copy of No Administration Necessary may be submitted in lieu of the Affidavit of Inheritance (T-20).
2. Letters of Testamentary/Administration
3. Year's Support – Document awarding a widow/widower support and authorization to title a motor vehicle in his/her name.
4. Probated Last Will and Testament

Letter from the City or County Clerk's Office

A letter from the City or County Clerk's Office is always required when the vehicle is titled in the name of a company and the sole owner of the company is deceased. This signed letter must state that 'said' individual, as shown on the death certificate, was the sole owner of the company.

PROBATED LAST WILL AND TESTAMENT – VEHICLE TITLED IN GEORGIA

In order for a Georgia Certificate of Title to be issued on a vehicle *titled in Georgia* after inheritance and there is a probated Last Will and Testament, the following documents and fees/taxes must be submitted to the MVD or the applicant's county tag office:

A completed tag/title application, Form MV-1 - This application must be typed, electronically completed and printed, or legibly hand printed in blue or black ink in the current owner(s)' full legal name(s). The owner(s) or an authorized representative of the owners(s) must sign the completed title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative.

Georgia Title - The Georgia title issued in the deceased person's name should be submitted, if available. If the Georgia title was not issued in the deceased person's name, the title must be submitted properly assigned to the deceased.

If there is more than one Executor, only one Executor is required to sign the transfer document.

Lien/Security Interest Release, Form T-4 - Any lien or security interest shown on the title must be released in the spaces provided on the title or the lien or security interest holder must complete and submit a lien/security interest release, Form T-4

Letters of Testamentary, Permanent Letters of Administration or Year's Support - If the Year's Support is submitted, the person granted the Year's Support must title the vehicle in his/her name before transferring ownership. The Year's Support must show a complete description of the vehicle (year model, make of vehicle and vehicle identification number).

Bill of Sale - If the Executor of the Estate is not applying for a title in his/her name; the title is not available; and an odometer declaration is not required, a signed bill of sale must be submitted from the Executor transferring the ownership of the vehicle to the applicant(s). If there is more than on Executor, only one (1) Executor is required to sign the transfer document. Vehicles with a year model of ten years or more are exempt from the odometer declaration requirements. If you are viewing this manual on-line, click here to view a complete list of vehicles exempt from the odometer disclosure requirements of the Federal Truth in Mileage Act.

Note: If the title is not available and an odometer declaration is required, the Executor of the Estate (inheritor) must title the vehicle in his/her name first before selling or transferring ownership of the vehicle. If the vehicle is exempt from the odometer declaration requirements, the Executor is not required to title the vehicle in his/her name. In this situation, the Executor should either complete the title assignment on the reverse side of the title or complete a bill of sale, Form T-7.

Fees/Taxes - Pay all fees/taxes due with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00. If the applicant purchased the vehicle from an estate, he/she must apply for a title in his/her name within ninety (90) days of the purchase date or an additional $10.00 title penalty fee must be included in the payment. Please do not remit

cash through the mail! A title penalty fee for failure to apply for a title within ninety (90) days does not apply to an inheritor making application for title. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in the payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was **purchased from an out-of-state/country dealer or business**, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving this manual.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

PROBATED LAST WILL AND TESTAMENT – VEHICLE NOT TITLED IN GEORGIA

In order for a Georgia Certificate of Title to be issued on an inherited vehicle where no Georgia Title has been issued and there is a Probated Will, the following documents must be submitted to the MVD or the applicant's county tag office:

A completed tag/title application, Form MV-1 - This application must be completed in detail in the inheritor(s)' or the purchaser(s)' full legal name(s). A natural person's full legal name is his/her complete name as it appears on his/her valid driver's license or Georgia identification card. This application must be typed, electronically completed and printed or legibly hand printed in blue or black ink. The applicant(s) or an authorized representative of the applicant(s) must sign this completed application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative.

Transfer Document(s) - The manufacturer's statement of origin (MSO) or out-of-state title must be submitted issued in the deceased person's name or properly assigned to the deceased person.

Lien/Security Interest Release, Form T-4 – Any lien or security interest shown on the MSO or out-of-state title must be released or a lien/security interest release, Form T-4, must be completed and submitted signed by the lien or security interest holder.

Letters of Testamentary, Permanent Letters of Administration or Year's Support - If a Year's Support is submitted, the person granted the Year's Support must title the vehicle in his/her name before transferring ownership. In addition, the Year's Support must show a complete description of the vehicle (year model, make of vehicle, and vehicle identification number).

Notes: If the vehicle is exempt from the odometer declaration requirements, the Executor is not required to title the vehicle in his/her name. The Executor can complete the title assignment on the reverse side of the title or complete a bill of sale transferring the ownership of the vehicle to the purchaser(s).

If the inheritor of the vehicle is not a resident of the State of Georgia, the inheritor must obtain a title in his/her name in their home state prior to the vehicle being sold or ownership transferred to a resident of Georgia.

If the named Executor of the estate is deceased, Temporary Letters of Administration may be obtained. The person named as Executor in the Temporary Letters of Administration may apply for a title in the name of the Estate only, by submitting a copy of Temporary Letters of Administration with the properly completed tag/title application in the name of the Estate, the title (if available) and the required fees/taxes (see below). The Temporary Executor may not sell the vehicle or transfer ownership of the vehicle without **Permanent** Letters of Administration

Fees/Taxes - Pay all fees/taxes due with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00. If the applicant purchased the vehicle from an estate, he/she must apply for a title in his/her name within ninety (90) days of the purchase date or an additional $10.00 title penalty fee must be included in the payment. Please do not remit cash through the mail! A title penalty fee for failure to apply for a title within ninety (90) days does not apply to an inheritor making application for title. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in the payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was **purchased from an out-of-state/country dealer or business**, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

No Probated Will – Vehicle Titled in Georgia

The purchaser of a motor vehicle, titled in Georgia, from an Estate must apply for a Georgia title in his/her name within ninety (90) days of the purchase of the vehicle. A $10.00 title penalty fee will be assessed for failure to apply for a title within this time frame.

In order for a Georgia Certificate of Title to be issued on an inherited vehicle; that is currently titled in Georgia and the deceased left no Will, the following documents and fee/taxes must be submitted to either the MVD or the applicant's county tag office:

1. A completed tag/title application, Form MV-1 - This application must be completed in detail in the inheritor(s)' or the purchaser(s)' full legal name(s) if they purchased the vehicle from the Estate. A natural person's full legal name is his/her complete name as it appears on his/her valid driver's license or Georgia identification card. This application must be typed, electronically completed and printed or legibly hand printed in blue or black ink. The owner(s) or an authorized representative of the owners(s) must sign the title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative.
2. Georgia Certificate of Title – The Georgia Title issued in the deceased person's name must be submitted, if available. If the Georgia Title was not issued in the deceased person's name, the title must be submitted properly assigned to the deceased person.
3. Letter from City or County Clerk's Office - If the title for the vehicle was issued in a company's name and the deceased was the sole owner; an affidavit to this effect must be obtained and submitted from the City or County Clerk's Office where the company is located.
4. Lien/Security Interest Release, Form T-4 – Any liens or security interests shown on the Georgia Title must be released in the spaces provided on the title, or a lien/security interest release, Form T-4, must be completed and signed by the lien or security interest holder.
5. Affidavit of Inheritance, Form T-20 – This form must be completed in the name of the inheritor, signed by the inheritor and his/her signature notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires. If there is only one (1) heir a certified copy of No Administration Necessary may be submitted in lieu of the Affidavit of Inheritance, Form T-20.
6. Death Certificate – A certified copy of the death certificate must be submitted anytime a Form T-20, Affidavit of Inheritance, is used.
7. Fees/Taxes - Pay all fees/taxes due with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or Department

of Revenue. The title fee is $18.00. If the applicant purchased the vehicle from an estate, he/she must apply for a title in his/her name within ninety (90) days of the purchase date or an additional $10.00 title penalty fee must be included in the payment. Please do not remit cash through the mail! A title penalty fee for failure to apply for a title within ninety (90) days does not apply to an inheritor making application for title. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Note: If the inheritor of the vehicle is not a resident of the State of Georgia, a title is required to be obtained in the inheritor's name in his/her state of residency *prior* to selling or transferring the ownership of the vehicle.

Non-Probated Will With Limited Assets

In order for a Georgia Certificate of Title to be issued on a vehicle that has been inherited and the deceased left a Will with *limited assets* that is not to be probated, the inheritor may obtain a title in his/her name by submitted the following documents and fee/taxes to the MVD or his/her county tag office:

1. A completed tag/title application, Form MV-1 - This application must be completed in detail in the inheritor's full legal name. A natural person's full legal name is his/her complete name as it appears on his/her valid driver's license or Georgia identification card. This application must be typed, electronically completed and printed or legibly hand printed in blue or black ink. The inheritor or an authorized representative of the inheritor must sign the title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative.
2. Manufacturer's Statement of Origin (MSO) or Certificate of Title – this document must either be issued in the deceased name or it must be properly assigned to the deceased. If the vehicle is titled in Georgia in the deceased's name, the title should be submitted, if it is available. If the vehicle is titled in Georgia in the name of the deceased, the title should be submitted, if available.
3. Lien/Security Interest Release, Form T-4 – Any liens or security interests shown on the supporting document must be released in the spaces provided on the title or a Form T-4, Lien/Security Interest Release, must be completed and signed by the lien or security interest holder.
4. Affidavit of Inheritance, Form T-20 – This form must be completed in the inheritor's name. The inheritor must sign this completed form and his/her signature must be notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires. If there is only one (1) heir a *certified copy* of No Administration Necessary may be submitted in lieu of the Affidavit of Inheritance, Form T-20.
5. A copy of the non-probated Will with *limited assets*
6. Death Certificate – A certified copy of the death certificate must be submitted anytime a Form T-20, Affidavit of Inheritance, is used.
7. Payment – Submit a check or money order in the amount of $18.00 (title processing fee) made payable to the applicable processing office (Office of the Tax Commissioner or Department of Revenue). Please do not remit cash through

the mail! If the inheritor is also applying for vehicle registration and a license plate, application must be made to his/her county tag office. For the requirements of vehicle registration and license plate issuance, contact the county tag office. If you are viewing this manual on-line, click here to view what is necessary.

Note: If the inheritor of the vehicle is not a resident of the State of Georgia, a title is required to be obtained in the inheritor's name in his/her state of residency *before* selling or transferring the ownership of the vehicle to a Georgia resident.

NAME CHANGES

NAME CHANGE DUE TO MARRIAGE

In order for a title to be issued in a person's married name, the following documents must be submitted to the Motor Vehicle Division or the owner's county tag office together:

A completed tag/title application, Form MV-1 - This application must be completed in detail in the vehicle owner's married name - Typed, electronically completed and printed or legibly hand-printed in blue or black ink showing her current address. The owner(s) or an authorized representative of the owners(s) must sign the title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative.

Transfer Document - The title, if available or manufacturer's statement of origin (MSO) should be submitted. The supporting document must be issued in the applicant's maiden name or properly assigned to the applicant's maiden name.

Marriage License - A certified copy of the marriage certificate

Lien/Security Interest Release (Form T-4) - Lien or security interests shown on the supporting documents must be released or shown on the new title application. If the lien has not been satisfied, the lien holder must provide a letterhead statement authorizing the Motor Vehicle Division to issue a title in the owner's married name. In this case, the lien does not have to be released and the tag/title application, Form MV-1, must reflect the lien information.

Fee - Pay the $18.00 title fee with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

NAME CHANGE DUE TO DIVORCE

In order for a title to be issued in the name of the person awarded a vehicle after divorce, the following documents must be submitted to the Motor Vehicle Division or the current owner's county tag office together:

A completed tag/title application, Form MV-1 - This application must be completed in detail - typed, electronically completed and printed or legibly hand-printed in blue or black ink in the current owner(s)' full legal name(s) showing their current address. The current owner(s) or an authorized representative of the owners(s) must sign the title

application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative.

Transfer Document - The Georgia title, if available or manufacturer's statement of origin should be submitted. If the vehicle is titled out-of-state, the title must be submitted.

Divorce Decree - A certified copy of the Divorce Decree awarding the vehicle to the applicant must be submitted. The Divorce Decree should include a complete description of the vehicle, year model, vehicle make and identification number (VIN). Most divorce decrees will only reflect the vehicle make and year model, which is acceptable.

If the final decree does not list the vehicle, an affidavit from the attorney representing the applicant should be submitted stating the vehicle was awarded to the applicant. This statement must be on the attorney's letterhead stationery, signed by the attorney, and include a complete description of the vehicle (vehicle year model, vehicle make and vehicle identification number).

Lien/Security Interest Release (Form T-4) - A release of lien or security interest release from the lien or security interest holder shown on the supporting documents must be submitted. If the account has been transferred, the lien must be shown on the tag/title application, Form MV-1. In lieu of a transfer agreement the lien holder may provide a letterhead statement authorizing the issuance of a title in the name of the person awarded the vehicle. In this case the lien information must be shown on the title application.

Fees/Taxes - Pay all fees/taxes due with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00. An owner has ninety (90) days to apply for a Georgia title after the Divorce Decree is final. If the owner fails to apply during this period, a $10.00 title penalty fee should be included in your payment. If a title application was previously submitted and rejected, compliance to the rejection notice must be made within sixty (60) days of the letter's date or a second title penalty fee of $10.00 must also be included in your payment. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in your payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an **out-of-state/country dealer or business**, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

MANUFACTURED / MOBILE HOME

To apply for a title for a mobile/manufactured home, the following documents must be submitted to the county tag office where the home is located.

A completed tag/title application, Form MV-1 - This application must be completed in detail - typed, electronically completed and printed or legibly hand printed in blue or black ink in the owner(s)' full legal name(s) and signed by the owner(s) or an authorized representative of the owner(s). The authorization document (power-of-attorney) must be submitted if the application is signed by a representative. A natural person's full legal name is his/her complete name as it appears on his/her valid driver's license or Georgia identification card. For natural persons, enter each owner's valid driver's license or Georgia identification card number and the name of the state/country issuing the driver's license in the spaces provided.

- If the mobile or manufactured home is a double-wide or a triple-wide, a separate title application is required for each side if a separate title or manufacturer's certificate of origin is issued for each side.
- If the mobile or manufactured home is a double-wide or triple-wide and the serial number for each side is listed separately on the title or statement of origin, then a separate application is required for each serial number listed.
- If the manufacturer elects to issue only one manufacturer's statement of Origin reflecting the 'A' and the 'B' side in the manufacturer's identification number, only one certificate of title will be issued. The certificate of title will reflect the 'A' and the 'B' in the identification number as shown on the manufacturer's statement of origin.

Ownership Document - Original valid manufacturer's certificate(s) of origin or title(s) issued in the owner(s)' full legal name(s) or properly assigned to the owner(s) using their full legal name(s) for each side of the home when more than one manufacturer's statement of origin or title has been issued for the home.

Fees/Taxes - Pay all fees/taxes due with a check or money order payable to the Office of the Tax Commissioner. The title fee is $18.00 for each title application. If the owner(s) have failed to apply for a title in their name(s) within ninety (90) days of the purchase date, a $10.00 title penalty fee must be included in your payment for each side of the home. A $10.00 title penalty fee is due for each title application if the purchase or transfer date on the title or manufacturer's statement of origin, transferring the ownership of the home to the current owner(s), has been altered. An additional $10.00 title penalty fee is due for each title application if a title was previously applied for in the owner(s)'

name(s) and the application(s) were rejected and compliance to the rejection notice(s) have not been made within sixty (60) days of the date on the rejection letter(s).

Apply for your title at the tag office in the county in Georgia where your home is located. If ad valorem tax is due, it **must** be paid at the time of application. For additional information regarding ad valorem tax, please read the definition 'Ad Valorem Tax' or contact your county tag agent. You **cannot** apply for a title for a mobile or manufactured home with the MVD.

MOBILE HOME TAX SALE

When the owner of a mobile/manufactured home is in default of payment of taxes – the county tax commissioner may conduct a tax sale and sell the mobile home for taxes. Once the mobile home as been sold, the following documents are required for the issuance of a title:

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black ink in the purchaser(s) full legal name(s) showing their current address. If more than one title has been issued for the home, a separate title application is required for each side. The current owner(s) or an authorized representative of the owners(s) must sign the title application(s). The authorization document (power-of-attorney) must be submitted if the application(s) are signed by a representative

Title Document - The current title must be submitted, if available. If there is more than one side to the home and more than one title has been issued, each title must be submitted. If there is no Georgia title record, a Form T-22B must be completed by a Georgia law enforcement officer or county tag agent or his/her designated employee after making a visual inspection of the mobile home's serial plate. This completed form is required for each side of the home if a separate title has been issued for each side of the home.

Copy of Tax Lien - A *certified copy* of the tax lien signed by the tax commissioner and marked with the book and page numbers from General Execution Docket (GED).

Levy Order - The original Levying Order signed by the Ex-Officio Sheriff or Sheriff.

Bill of Sale - A signed bill of sale from the Ex-Officio or Sheriff authorized to sell the mobile home. If a separate title is issued for each side of the home, a separate bill of sale is required.

Advertisement - The mobile home must be advertised for sale in the newspaper. The advertisement must reflect a full description of the mobile home, year model, make of vehicle and vehicle identification number.

Processing Fee - Payment should be made with a check or money order payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00 for each application. A $10.00 title penalty fee for each

application must be included in the payment when the title is applied for after ninety (90) days of the date of the tax sale.

Tax Receipt - Tax paid receipt for current year taxes. In accordance with O.C.G.A. 40-3-32-1, the title application must be submitted to the county tag agent in the county where the mobile home is situated. Title applications for mobile homes will not be accepted by the Motor Vehicle Division.

A 'Hold Code' (AHC – Add Hold Code) must be placed on all updated mobile home tax sale title records.

LEASED VEHICLES

To apply for a title for a leased vehicle, the following documents and fees/taxes must be submitted to the applicable county tag office or to the MVD:

A completed tag/title application, Form MV-1 - This application must be completed in detail showing the leasing company as the legal owner – typed, electronically completed and printed or legibly hand printed in blue or black ink. Titles will no longer be issued reflecting the lessee's name. If the title is to be mailed to the leasing company, the title application should show the leasing company's mailing address along with the county in Georgia where the vehicle is based. When the vehicle is registered at the county tag office, the registration certificate will reflect the leasing company as the owner, and the lessee's name and the lessee's Georgia address. The title application must be signed by an authorized representative of the leasing company. If someone other than an authorized representative of the leasing company signs the title application a power of attorney form (sometimes a lease agreement includes the authority for the lessee to sign for the leasing company) must be attached authorizing this person to sign for the leasing company.

Statement of Title Held by Lien holder or Leasing Company (Form T-17) - If the applicant is applying for the title and vehicle registration and a license plate and the leasing company is holding the title issued in the leasing company's name, a Form T-17 (Affidavit of a Title Being Held by a Lending Institution or Leasing Company) must be completed and submitted. If a lien holder is holding the title in the leasing company's name, the complete address of the lien holder must be reflected on the T-17 affidavit and the tag/title application, Form MV-1. If the lessee is holding the title, then the title must be submitted in lieu of the Form T-17 and registration certificate.

Out-of-State Registration Certificate - The out-of-state registration certificate reflecting the leasing company as the vehicle's legal owner must be submitted.

Power of Attorney or Copy of Lease Agreement - If the lessee is signing the title application in lieu of an authorized representative of the leasing company, either a power of attorney or a copy of the lease must be submitted authorizing the lessee to sign for the leasing company.

Fees/Taxes - Pay all fees/taxes due with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or the Department of

Revenue. The title fee is $18.00. If the owner(s) have failed to apply for a title in their name within ninety (90) days of the purchase/transfer date, a $10.00 title penalty fee must be included in your payment. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in the payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

MOTORCYCLE-SCOOTERS

Conditions:

The motorcycle/scooter must be manufactured for lawful highway use.
The motorcycle/scooter must exceed 30 miles per hour on a level road surface.
The motorcycle/scooter engine must be at least 50 (cc) cubic centimeters.
The motorcycle/scooter must have more than two (2) horsepower.
The motorcycle/scooter must be insured.

When these conditions apply, the following documents and fees should be submitted to the county tag office or the Motor Vehicle Division.

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed, or legibly hand printed in blue or black ink in the current owner(s)' name(s) showing their current address. The applicant(s) or an authorized representative of the applicant(s) must sign the title application. An authorization document (power-of-attorney) must be submitted when signed by a representative.

Title Document - *The original manufacturer's statement of origin (MSO) issued with the required security features or the *out-of-state or Georgia title issued in the applicant(s)'

name(s) or properly assigned to the applicant(s) must be submitted. If the MSO shows where the motorcycle/scooter is an "*all terrain vehicle*" a Georgia title will not be issued.

Form T-22B (Certificate of Inspection) - This form must be completed in full and signed verifying that the National Highway Traffic Safety Administration (NHTSA) certification label is affixed to the motorcycle/scooter certifying that the motorcycle/scooter conforms to all applicable U.S. Federal Motor Vehicle Safety Standards in effect on the date of manufacture as shown on the label. The certification label is located near the steering post. The name of the manufacturer of the motorcycle/scooter and NHTSA decal number are required information.

SAMPLE OF MOTORCYCLE MANUFACTURER'S LABEL
(Suitable for the U.S. market)

MANUFACTURED BY: JOE'S MOTORCYCLES
July 1997

GVWR	271 KG (598 LBS.)
GAWR FRONT	110 KG (243 LBS.) WITH M 120/70R18 TIRE, 18XMT3,00 RIM AT 250KPA(36PSI) COLD
GAWR REAR	161 KG (355 LBS) WITH M 160/60617 TIRE, 17XMT4.00 RIM.AT 250KPA(36PSI) COLD

THIS VEHICLE CONFORMS TO ALL APPLICABLE US FEDERAL MOTOR VEHICLE SAFETY STANDARDS IN EFFECT ON THE DATE OF MANUFACTURE SHOWN ABOVE

VIN: WMIXXXXXXXXXXXXXX TYPE: MOTORCYCLE

T-228 – Affidavit of Fact for a Motorcycle/Scooter – *If the MSO or out-of-state title does not indicate the required conditions to title, Form T-228 must accompany the application indicating such conditions do apply in regard to the motorcycle or scooter that is to be titled.

This affidavit must be completed and signed by the vehicle owner(s).

Fees/Taxes - Pay all fees due with a check or money order payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00. If the applicant(s) have failed to apply for a title in his/her name(s) within ninety (90) days of the purchase date, then a $10.00 title penalty fee must be included in the payment. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in your payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an **out-of-state/country dealer or business**, Georgia sales and use tax

must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

TRUST

In order for a title to be issued once a *trust* has been established, the following documents and fees must be submitted to the Motor Vehicle Division or the county tag office:

A completed tag/title application, Form MV-1 - This application must be completed in detail showing the *trust* as the legal owner. The application must be typed, electronically completed and printed or legibly hand printed in blue or black ink and signed by the trustee, i.e. John Doe, trustee for ABC Trust. If an authorized representative of the trustee signs the title application, the authorization document (power-of-attorney) must be submitted.

Supporting Document(s) - The original valid title or manufacturer's statement of origin (MSO) issued in the name of the *trust* or properly assigned to the *trust* must be submitted.

Copies of Trust - Legible copies of the pages of the *trust document* showing where the trust is being established and the *trustee* is being appointed for the established *trust.*

Fees/Taxes - Remit a check or money order for the total fees due payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00. If a title is not applied for within ninety (90) days of the transfer date to the trust, then a $10.00 title penalty fee must be included in your payment. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in your payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an **out-of-state/country dealer or business**, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A

Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

In order to transfer an existing title in the name of a *trust*, the following documents are submitted to the Motor Vehicle Division or the county tag office.

REVOCABLE "LIVING" TRUST:

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue of black ink in the name of the *trust.* The trustee must sign this completed application. If an authorized representative of the trustee signs the title application, the authorization document (power-of-attorney) must be submitted.

Transfer Documents - The original Georgia title issued in the name of the *trust* must be submitted properly assigned by the appointed *trustee* to the new owner(s) using his/her full legal name(s).

Trust - A legible copy of the revocable "*living trust*" showing where the trust was established and the t*rustee* was appointed for the *trust.*

Fees/Taxes - Pay all fees/taxes due with a check or money order payable to the applicable processing office, Office of the Tax Commissioner or the Department of Revenue. The title fee is $18.00. The new owner(s) must apply for a title within ninety (90) days of the purchase or transfer date or a $10.00 title penalty fee must be included in your payment. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in your payment (check or money order payable to the Office of the Tax Commissioner) if you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due

is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

If the custodian of an irrevocable trust is deceased, the *appointed trustee* may sell the vehicle, if he/she is permitted to do so by the terms of the document creating the trust.

IRREVOCABLE "LIVING" TRUST

A completed tag/title application, Form MV-1 - This application must be completed in detail in the *new* owner(s)' full legal name(s) – typed, electronically completed and printed or legibly hand printed in blue or black ink. The *new* owner(s) must sign this completed application. If the owner's authorized representative signs the title application, the authorization document (power-of-attorney) must be submitted.

Transfer Document - The Georgia certificate of title issued in the name of the established *trust* must be submitted properly assigned to the *new* owner(s) using his/her full legal name(s) by the appointed *trustee.*

Death Certificate - A certified copy of the death certificate for the custodian of the *trust* must be submitted.

Trust - Legible copies of the *legal document* creating the *trust* must be submitted.

Processing Fee - Payment for the total fees due should be with a check or money order payable to the office processing the application, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00. The new owner(s) must apply for a title in his/her name(s) within ninety (90) days of the purchase date or a $10.00 title penalty fee must be included in your payment. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in your payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an **out-of-state/country dealer or business**, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due

is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fee and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

GUARDIANSHIP

When applying for a Georgia certificate of title for a vehicle where a guardian has been appointed, the following documents must be forwarded to the Motor Vehicle Division or the county tag office:

A completed tag/title application, Form MV-1 - This application must be completed in detail in the name of the *ward* and signed by the *appointed guardian* - typed, electronically completed and printed or legibly hand printed in blue or black ink. If an authorized representative of the guardian signs the title application, the authorization document (power-of-attorney) must be submitted.

Transfer Documents - The Georgia certificate of title should be submitted, if available. If no Georgia title has been issued, the vehicle's manufacturer's statement of origin (MSO), or out-of-state title must be submitted.

Appointment of Guardian - A certified copy of the Appointment of the Guardian issued by the Probate Judge must be submitted.

Fees/Taxes - Payment for all fees due should be with a check or money order payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00. If the applicant(s) have failed to apply for a title in his/her name within ninety (90) days of the purchase or acquisition date, then a $10.00 title penalty fee should be included in your payment. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in your payment (check or money order made payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an **out-of-state/country dealer or business**, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due

is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

SALE OF VEHICLE BY GUARDIAN

Before the *guardian* can sell the vehicle, special written permission must be obtained from the Probate Judge. The following documents must be submitted to the Motor Vehicle Division or the county tag agent.

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black in the *new* owner(s)' full legal name(s) and signed by the owner(s) individually or an authorized representative of the owners(s) must sign the title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative.

Transfer Documents - The current certificate of title properly assigned to the *new* owner(s) by the appointed *guardian*.

Court Order Document - A certified copy of the court order signed by the Probate Judge authorizing the *guardian* to sell the vehicle must be submitted.

Fee/Taxes - Pay all fees/taxes due with a check or money order payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00. If the *new* owner(s) have failed to apply for a title in his/her name(s), then a $10.00 title penalty fee must be included in your payment. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in your payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an **out-of-state/country dealer or business**, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; or proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

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GOVERNMENT SURPLUS OR SEIZED PROPERTY

In order for a title to be issued on a vehicle that was government surplus or seized by the government, the following documents must be submitted to the Motor Vehicle Division or the county tag office:

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black ink in the purchaser(s)' full legal name(s). The buyer(s)' name(s) on the title application and the Government Form 97 must match. This completed application must be signed by the vehicle owner(s). If an authorized representative of the owners(s) signs the title application, the authorization document (power-of-attorney) must be submitted.

Government Form (97) - Submit the original Government Form 97. A photocopy of this form is not acceptable.

Certification of Inspection (Form T-22B) - Form T-22B must be completed by a Georgia law enforcement officer or county tag agent or his/her designated employee after making a visual inspection of the vehicle's serial plate.

A **transfer document,** certificate of title, manufacturer's statement of origin, etc. is the document that supports an application for a certificate of title. The transfer document must accompany the title application and the payment for the required fees/taxes.

Fees/Taxes - Pay all fees/taxes due with a check or money order payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00. The replacement title fee is $8.00. If the owner(s) have failed to apply for a title in his/her name(s) within ninety (90) days of the purchase/ownership transfer date, then a $10.00 title penalty fee must be included in your payment. Vehicle registration/license plate issuance fees and ad valorem tax can only be paid to the owner's county tag office. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in your payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an **out-of-state/country dealer or business**, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

Note: If a dealer is shown as the buyer on the Government Form 97, he is not required to title the vehicle in the dealer's name before transferring ownership. In this case, a signed bill of sale from the dealer to the applicant is acceptable in order to show a complete chain of ownership.

Important:

1985 and older year models cannot be titled on the basis of a Government Form 97.

SEIZURE DUE TO DELINQUENT TAXES

In order for a Georgia title to be issued on a vehicle that has been seized by the Federal Government for taxes due, the following documents must be forwarded to the Motor Vehicle Division or county tag office:

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black ink in the buyer(s)' full legal name(s). The name(s) on the application must match the name(s) as shown on the Government Form 2435. The current owner(s) or an authorized representative of the owners(s) must sign the completed title application. The authorization document (power-of-attorney) must be submitted if the application is signed by a representative.

Form T-22B - Certificate of Inspection - Form T-22B must be completed by a Georgia law enforcement officer or county tag agent or his/her designated employee after making a visual inspection of the vehicle's serial plate.

Original Government Form 2435 - The original Government Form 2435 must be submitted. If a dealer is shown as the buyer on the Government Form 2435, the dealer is not required to title in the dealership's name before transferring ownership. In this case, a signed bill of sale from the dealer to the applicant(s) is acceptable to show a complete chain of ownership.

Processing Fee - Pay all fees due with a check or money order payable to the processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00. If the owner(s) have failed to apply for a title in his/her name(s) within ninety (90) days of the purchase date, then a $10.00 title penalty fee must be included in your payment. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in the payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an **out-of-state/country dealer or business**, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

MINORS AS MOTOR VEHICLE OWNERS

"Under the Georgia Transfers to Minors Act", a certificate of title may be issued as long as it reflects the name of an adult or trust company on the title with the minor child.

The following documents must be submitted to the Motor Vehicle Division or county Tag Office

A completed tag/title application, Form MV-1 - This application must be completed in detail in the name of the custodian (adult or trust company) and the name of the minor child – typed, electronically completed and printed or legibly hand printed in blue or black ink. This completed application must be signed by the custodian or the custodian's authorized agent. If the custodian's authorized agent signs the application, the authorization document (power of attorney) must be submitted.

Transfer Documents - The original valid title or manufacturer's statement of origin (MSO) must be submitted. The assignment on the transfer document must reflect the minor child's name as well as the custodian's name, an adult or trust company.

Processing Fee - Pay all fees due with a check or money order payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. The title fee is $18.00. The owner(s) must apply for a title in his/her name(s) within ninety (90) days of the purchase date or a $10.00 title penalty must be included in your payment. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in your payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an **out-of-state/country dealer or business**, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

Note: The following notation will appear on the Georgia title when issued:

(Name of custodian) as custodian for (name of minor child) under "the Georgia Transfers to Minors Act"

MANUFACTURER'S STATEMENT OF ORIGIN SUBMITTED IN ERROR

Sometimes manufacturer's statements of origin are switched in error when several n*ew* motor vehicles are sold at one time. The result is: titles being applied for, and sometimes issued, in the wrong owner(s)' name(s).

If a title was issued in the wrong name, the following procedure must be followed to correct the error. So, we can reissue titles reflecting the vehicles as *new*, in the *correct* owner(s)' name(s), submit the following together:

Certificates of Titles - The title in question should be assigned back to the original selling dealer. All liens or security interests shown on the face of the titles must be properly released. The second title assignment should then be completed by the original selling dealer. The correct purchaser(s)' name(s) and his/her current address should be shown in this assignment.

Statement of Error - The original selling dealer must submit a signed and notarized statement on the dealership's letterhead stationery verifying the vehicle's model year, make and vehicle identification number; acknowledging specific error(s) made; explaining the reasons for the errors (e.g., billing error); and stating that the vehicle was sold *new* to the owner(s) shown on the accompanying title application.

A completed tag/title application, Form MV-1 - This application must be typed, electronically completed and printed or legibly hand printed in blue or black ink in the purchaser(s)' full legal (names). This completed application must be signed by the applicant(s). This *new* tag/title application, Form MV-1, must reflect any outstanding liens.

Processing Fee - A check or money order for the total fees due made payable to the applicable processing office, Office of the Tax Commissioner or to the Department of Revenue must be submitted. The title fee is $18.00. An owner has ninety (90) days from the purchase date to apply for a title for the correct vehicle in the correct owner(s)' name(s) without being charged a $10.00 title penalty fee for late application. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in your payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an **out-of-state/country dealer or business**, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

LOAN ASSUMPTION

In order for a Georgia title to be issued in the *new* owner(s)' name(s) after assuming the loan of the former owner(s), the following documents must be submitted to the Motor Vehicle Division or the current owner(s)' county tag office:

A completed tag/title application, Form MV-1 - This application must be typed, electronically completed and printed or legibly hand printed in blue or black ink in the current vehicle owner(s)' full legal name(s) and signed by the owner(s).

Title Document - The original valid certificate of title must be submitted properly assigned to the applicant(s) using his/her full legal name(s). The seller(s)/transferor(s) must complete the title assignment by entering the purchaser(s)'/transferee(s)' full legal name(s) and their current address. The seller(s) must print his/her name(s), enter the date (month, day and year) and sign. If the seller is a business, then the printed name of the business must be shown as well as the printed name of the person signing for the business. When an odometer declaration is required, the seller(s)/transferor(s) must enter the vehicle's odometer reading on the date of sale/ownership transfer. If the odometer reading does not reflect the total actual miles the vehicle has traveled, then the applicable box must be checked indicating why the odometer reading does not reflect the actual mileage. If the odometer reading reflects the total actual mileage the vehicle has traveled, do not check any box. When an odometer declaration is required, the purchaser(s)/transferee(s) must print and sign his/her name(s) to the assignment acknowledging the odometer declaration made by the seller(s)/transferor(s). If the vehicle is purchased by a business, then the printed name of the business and the printed name of the person signing for the business must be shown. If the vehicle is exempt from the odometer declaration requirements, then the purchaser(s)/transferee(s) do not have to print their name(s) and sign. If you are viewing this manual on-line, click here to see if the vehicle is exempt from the odometer declaration requirements.

Loan Contract - A copy of the transfer of the contract or account should be submitted or the lien or security interest shown on the current title must be released.

Fees/Taxes - Remit a check or money order for the total fees due payable to the applicable processing office, Department of Revenue or Office of the Tax Commissioner. The title fee is $18.00. A $10.00 title penalty should be included in the payment if the vehicle owner(s) have failed to apply for a title in his/her name(s) for the vehicle within ninety (90) days of the vehicle's purchase/acquisition date. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in your payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an **out-of-state/country dealer or business**, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

DERELICT VEHICLE

In order for a vehicle to be considered *derelict* in accordance with §40-11-9 of the O.C.G.A, it must be left unattended; it must be appraised as having a total value of less than $300.00; or, is valued as 50% wholesale value according to the rough section of "National Auto Research Black Book, Georgia Edition". A copy of the applicable page from the book must be submitted. If vehicle is not valued in this publication, a written appraisal from the local law enforcement agency's auto theft section where the vehicle is located must be submitted. The vehicle must also be subject to four (4) of the following eight (8) conditions:

- Left on private property for at least two (2) days or on public property for at least three (3) days without the owner or driver trying to recover the vehicle or without leaving a note.
- Left for at least five (5) days without a note stating the owner's intentions of recovering the vehicle;
- Left unattended because of damage, vandalism, theft or fire, and is damaged to the extent that restoration would require the replacement of one (1) or more major component parts.
- Vehicle has structural damage which affects the safety of the vehicle;
- Vehicle is inoperable due to a major mechanical breakdown at the time it was left (i.e., missing engine, transmission or wheels, no coolant in the cooling system, no oil in the engine, or burnt fluid in the transmission);
- Seven (7) or more years old;
- Not currently tagged, or ownership cannot be verified by the State;
- Abandoned to a wrecker service by an insurance company or the owner following a "*total loss*" payment by the insurance company.

WHAT IS NOT A DERELICT VEHICLE?

- A vehicle which does not have a manufacturer's vehicle identification number plate.
- A vehicle which has been assigned a vehicle identification number plate by a state jurisdiction.

PENALTIES

A person who abandons a *derelict* motor vehicle on public or private property shall be guilty of a misdemeanor. Upon conviction, this person may be fined up to $500.00 and shall pay all costs of having the *derelict* vehicle removed, stored and sold.

A person moving a *derelict* motor vehicle who does not comply with requirements or who knowingly provides false or misleading information shall be guilty of a misdemeanor.

REMOVAL OR STORAGE OF A DERELICT VEHICLE

Within seventy-two (72) hours of the vehicle's removal, the person removing or storing the vehicle must obtain the name and address of all owners from the law enforcement agency where the vehicle was located.

If information is unavailable through the law enforcement agency, a properly completed MV-603 (Notice of Abandoned Vehicle and Request for Information) must be completed and mailed to the Motor Vehicle Division, Research Section, along with a check or money order in the amount of $2.00 (research fee) payable to the Department of Revenue.

Within seventy-two (72) hours of receiving ownership information, the wrecker service must notify all owners and security interest/lien holders that the vehicle will be declared a *derelict* vehicle. The Motor Vehicle Division will cancel the vehicle title record, if the owner fails to respond within ten (10) days of receipt of the notice.

Once the vehicle is declared a *derelict* vehicle, a properly completed Form MV-603D must be forwarded to the Motor Vehicle Division.

Report of and surrender of license plate (Form T-158) must also be completed and submitted to the Motor Vehicle Division. If the vehicle does not have a license plate, Form T-158 is still required.

SALE OF A DERELICT VEHICLE

A *derelict* motor vehicle may be sold to a person, who scraps, dismantles or demolishes motor vehicles for scrap or parts only. A *derelict* motor vehicle is not to be rebuilt. A *derelict* motor vehicle is not to be sold to the general public.

A *derelict* motor vehicle must be photographed before it is sold. The photograph, appraisal and notice to the Motor Vehicle Division must be retained for three-years (3) after the disposition of the vehicle.

A person selling a *derelict* motor vehicle must notify the Motor Vehicle Division of the disposition of the vehicle. The MVD must cancel the title for this vehicle and will not issue *rebuilt* or a *salvage* title.

VEHICLE DAMAGED IN SHIPMENT (DISCLAIMED BY MANUFACTURER)

When a *new* vehicle has been damaged in shipment, fire, or by water/flood, the vehicle's serial plate is usually removed, and the vehicle is disclaimed by the manufacturer. The manufacturer usually withholds the issuance of a statement of origin (MSO). Therefore, the only way the Motor Vehicle Division will issue a title is on the basis of a surety bond. The vehicle must pass a Georgia motor vehicle inspection before a title or license plate

will be issued. To apply for a Georgia title for such a vehicle, the following documents must be forwarded to the MVD at the following address:

ATTN: Salvage Section
DOR/ Motor Vehicle Division
Post Office Box 740384
Atlanta, Georgia 30374-0384.

A completed title/tag application, Form MV-1 - This application must be typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owner(s) full legal name(s). The applicant(s)' name(s) on the title application and the principal(s)' name(s) on the Certificate of Title Bond (Form MV-46) must match.

Certificate of Title Bond, Form MV-46 - A Form MV-46, Certificate of Title Bond, must be completed by an insurance company who is licensed to issue surety insurance in this state. The bond must be in the amount of the average retail value of the vehicle according to the valuation of property listed in the Motor Vehicle Ad Valorem Assessment Manual. The Form MV-46 must be signed by an authorized representative of the insurance company, the principal and by a witness.

Power-of-Attorney - A power-of-attorney from the insurance company, authorizing their agent to execute the Form MV-46 on behalf of their company must be submitted.

Affidavit (Form MV-46A) - This affidavit must be completed by the applicant, explaining why a bond is being submitted in lieu of the manufacturer's statement of origin (MSO). Form MV-46A must be signed by the applicant and his/her signature notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires.

Labor Statement and Parts Certification (Form T-129) - A signed and notarized Form T-129, Labor & Parts Certification, must be completed and submitted by the vehicle owner.

Parts Bills - Bill(s) of sale showing the re-builder as the purchaser, listing each part used in repairing the vehicle. These bill(s) of sale must indicate whether the part was *new* or *used*. The *stock number* or *part number* must be shown along with the part name, if the part is *new*.

If the part is *used*, the serial number of the vehicle the part was taken from must be shown. Each parts bill of sale must be signed with the full signature of the seller.

Missing Serial Plate Affidavit, Form T-128 - A missing serial plate affidavit must be completed and submitted.

A Request for an Inspection of a Rebuilt Motor Vehicle, Form T-22R - A Request for an Inspection of a Rebuilt Motor Vehicle, Form T-22R, must be completed and submitted to request the inspection of the vehicle by the MVD Inspection Section.

Any available ownership papers - Any other available ownership papers should be submitted.

Processing Fees - Remit a certified check or money order in the amount of $118.00 (includes the $18.00 title fee and the $100.00 inspection fee) made payable to the Department of Revenue.

If the vehicle requires a re-inspection by the Motor Vehicle Division's Inspection Section, an additional $100 inspection fee will be charged for each inspection thereafter.

Upon receipt of the properly completed documents and fees, the Motor Vehicle Division's Inspection Section will contact the designated person to schedule an appointment for the inspection of the vehicle.

Note: The titles for vehicles damaged with water or as the result of a flood will be branded *Flood Damaged* vehicles. Titles for vehicles damaged with *fire* will be branded *Fire Damaged.*

Any person, partnership, limited liability company, firm, or corporation engaged in the business of buying salvage or wrecked motor vehicles for the purpose of restoring or rebuilding them with used or new motor vehicle parts, or both, to be sold as motor vehicles must have a Used Motor Vehicle Part's (re-builder's) license.

A copy of their license must be submitted with each application for a *salvaged-repaired* or *rebuilt title*.

DUNE BUGGY

In order for a title to be issued for a homemade *dune buggy*, the following documents must be submitted together to:

ATTN: Salvage Section
DOR/Motor Vehicle Division
Post Office Box 740384
Atlanta, Georgia 30374-0384:

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black ink in the re-builder's full legal name and signed by the re-builder.

Transfer Document - The current certificate of title for the *used* vehicle must be issued in the applicant(s)' name(s) or properly assigned to the applicant(s) using his/her full legal name(s). If transfer documents are not available, a surety bond must be obtained and submitted to obtain a title. Refer to the section entitled *Surety Bond* for additional information.

Serial Plate - The serial plate taken from the vehicle the parts where taken from must be submitted. A Georgia assigned serial plate number will be assigned to be affixed to the *frame* of the *dune buggy*.

Bills of Sale - Bill(s) of sale showing the re-builder as the purchaser, listing each part used in repairing the vehicle. These bill(s) of sale must indicate whether the part was *new* or *used*. The *stock number* or *part number* must be shown along with the *part name*, if the part is *new*. If the part is *used*, the serial number of the vehicle the part was taken from must be shown. Each parts bill of sale must be signed with the full signature of the seller.

A Request for an Inspection of a Rebuilt Motor Vehicle, Form T-22R - A completed and signed Form T-22R requesting an inspection of the vehicle by the Motor Vehicle Division's Inspection Section must be submitted.

Labor and Parts Certification (Form T-129) - A signed and notarized Labor Parts Certification, Form T-129, must be completed and submitted by the vehicle owner(s).

Processing Fees - Remit a certified check or money order payable to the Department of Revenue in the amount of $118.00 (includes the $18.00 title fee and the $100 inspection fee).

Note: If the vehicle requires a re-inspection by the Motor Vehicle Inspection Unit, an additional $100.00 inspection fee will be charged for each inspection thereafter.

The MVD will issue two (2) serial plates (assigned & rebuilt) showing the Georgia assigned identification number. The rebuilt plate must be affixed to the *left doorpost* and the Georgia assigned number to the *frame*. If the inspection indicates that the vehicle meets all requirements of law, they will authorize the issuance of a certificate of title.

KIT VEHICLE

In order for a Georgia title to be issued for a vehicle built from a *kit*, the following documents and fees must be submitted to the Motor Vehicle Division at the following address:

ATTN: Salvage Section
DOR/Motor Vehicle Division
Post Office Box 740384
Atlanta, Georgia 30374-0384.

Upon receipt of all properly executed documents and required fees, a copy of all documents and Form T-22R will be forwarded to the Inspection Section for an inspection of the vehicle. If the vehicle requires a re-inspection by the Motor Vehicle Division's Inspection Section, an additional $100 inspection fee is required for each inspection thereafter. If the Inspection Section determines that the vehicle has been properly rebuilt, they will authorize the issuance of a certificate of title.

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed, or legibly hand printed in blue or black ink in the vehicle owner(s)' full legal name(s) and signed by the owner(s).

Manufacturer's Statement of Origin (MSO) - The manufacturer's statement of origin (MSO) or current title must be submitted for the frame of the vehicle. This document must be issued in the applicant's name (s) or properly assigned to the applicant(s) using his/her full legal name(s).

Serial Plate - The serial plate from the frame of this vehicle must be submitted.

Statement of Origin - The statement of origin for the kit properly assigned to the applicant(s) using his/her full legal name must be submitted. If the statement of origin is not available, a surety bond must be submitted.

Labor and Parts Certification (Form T-129) - Form T-129, Labor and Parts Certification, must be completed and submitted by the person who built this vehicle stating he/she performed the labor. This form must be signed by the rebuilder and his/her signature notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires.

Bills of Sale - Bill(s) of sale showing the rebuilder as the purchaser, listing each part used in repairing the vehicle. These bill(s) of sale must indicate whether the part was *new* or *used*. The *stock number* or *part number* must be shown along with the *part name*, if the part is *new*. If the part is *used*, the serial number of the vehicle it was taken from must be shown. Each parts bill of sale must be signed with the full signature of the seller. If parts bill(s) of sale are not available, a surety bond must be obtained and submitted to obtain a title.

Request for an Inspection of a Rebuilt Motor Vehicle, Form T-22R - Form T-22R, Request for an Inspection of a Rebuilt Motor Vehicle, must be completed and submitted requesting an inspection of this vehicle by the MVD Inspection Section.

Processing Fees - Pay all fees due ($118.00 that includes the $18.00 title fee and the $100.00 inspection fee) with a certified check or money order payable to the Department of Revenue.

If the vehicle requires a re-inspection by the Motor Vehicle Division's Inspection Section, an additional $100.00 inspection fee will be charged for each inspection thereafter.

Notes: The vehicle should not be painted until after it passes a Motor Vehicle Division inspection.

The *year model* of this vehicle will be the year that the vehicle was built. The *make* of this vehicle will be the trade name of the *kit vehicle* (i.e. Bradley GT, Gazelle, etc.). The *model name* of the vehicle will be the model shown on the manufacturer's statement of origin (MSO) for the *kit* (i.e. Replica of a 1929 Mercedes Benz).

The MVD will issue two (2) serial plates (rebuilt and reassigned) in addition to the serial plate issued with the *kit*. The plates will reflect the same vehicle identification number as shown on the serial plate issued with the *kit*. The rebuilt serial plate must be affixed to the *left doorpost* and the plate with the reassigned number issued by the Motor Vehicle Division must be affixed to the *frame*.

Upon receipt of all properly executed documents and the required fees, the Motor Vehicle Division will forward a copy of all documents and Form T-22R requesting an inspection of the vehicle to the MVD Inspection Section for an inspection to be scheduled. If the vehicle requires a re-inspection by the MVD Inspection Section, an additional $100.00 inspection fee will be charged for each inspection thereafter.

If this inspection by the MVD Inspection Section determines that the vehicle has been properly rebuilt, they will authorize the MVD to issue a certificate of title. Upon receipt of this authorization from the MVD Inspection Section, a certificate of title will be issued and mailed to the applicant or security interest holder, if one is recorded on the title application.

If any parts used to build this *kit vehicle* are taken from another vehicle, the title to that vehicle must be submitted or a letter of verification must be submitted from the state that is holding the title.

GLIDER KIT

A *glider kit* is a *new* tractor cab and tractor front axle used to replace a *wrecked* or *retired cab* and *front axle*. In order for a Georgia title to be issued for a vehicle remodeled from a *glider kit*, the following documents must be submitted together to:

ATTN: Salvage Section
DOR/Motor Vehicle Division
Post Office Box 740384
Atlanta, Georgia 30374-0384

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owner(s)' full legal name(s) and signed by the vehicle owner(s). The information from the *glider kit* (year, make and VIN) should be used to complete this application.

Manufacturer's Statement of Origin - The manufacturer's statement of origin (MSO) for the *glider kit* must be submitted properly assigned to the applicant. The vehicle identification number on the *glider kit* will be the new identifying number under which the new title will be issued.

Certificate of Title or Manufacturer's Statement of Origin (MSO) - The current title or manufacturer's statement of origin must be submitted issued in the applicant(s)' name(s) or properly assigned to the applicant(s) for the wrecked unit.

Serial Plate - The serial plate from the wrecked unit must be removed and submitted.

Labor and Parts Certification (Form T-129) - A signed and notarized Labor and Parts Certification (Form T-129) completed and signed by the vehicle owner must be submitted.

Request for the Inspection of a Rebuilt Motor Vehicle, Form T-22R - A Form T-22R, Request for the Inspection of a Rebuilt Motor Vehicle, must be submitted to request an inspection by the MVD Inspection Section.

Processing Fees - A check or money order for the "total" fees due made payable to the Department of Revenue ($118.00 that includes the $18.00 title fee and the $100.00 inspection fee) must be submitted.

Note: If the vehicle requires a re-inspection by the MVD Inspection Section, an additional $100.00 inspection fee will be charged for each inspection thereafter.

The *year model* of the vehicle will be the year of the *parts vehicle*.

If manufacturer's statement of origin (MSO) is not available, a surety bond must be submitted to obtain a title.

MOTORCYCLE ASSEMBLED WITH CUSTOM FRAME

When a motorcycle is assembled with a custom frame (homemade), the serial plate must be affixed to the frame. Application for title must be submitted to:

ATTN: Salvage Section
DOR/Motor Vehicle Division
P. O. Box 740384
Atlanta, Georgia 30374-0384,

The following documents must be submitted together:

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owner(s)' full legal name(s) and signed by the vehicle owner(s).

Two (2) Transfer Documents are required - The title or manufacturer's statement of origin (MSO) for the *frame* of the motorcycle; and the title for the motorcycle the *engine* was taken from or the manufacturer's statement of origin (MSO) for a *new engine crank shaft*.

The *year model* will be the *year of completion* and the *make* will be the *make of the frame*.

Bill of Sale - Bill(s) of sale showing the re-builder as the purchaser, listing each part used in repairing the vehicle, must be submitted. These bill(s) of sale must indicate whether the part was purchased *new* or *used*. The stock number or part number must be shown along with the part name, if the part is *new*. If the part is *used*, the serial number of the vehicle the part was taken from must be shown. Each parts bill of sale must be signed with the full signature of the seller. If parts bill(s) are not available, a surety bond must be submitted to obtain a title.

Labor and Parts Certification (Form T-129) - A completed Form T-129, Labor and Parts Certification, is required signed with the signature notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires.

Form T-22R, Request for an Inspection of a Rebuilt Motor Vehicle - A Form T-22R, Request for an Inspection of a Rebuilt Motor Vehicle, is required to request an inspection of this vehicle by the MVD Inspection Section.

Processing Fees - Pay all fees due with a certified check or money order payable to the Department of Revenue ($118.00 that includes the $18.00 title fee and the $100.00 inspection fee).

Note: If the vehicle requires re-inspection by the MVD Inspection Section, an additional $100.00 inspection fee will be charged for each inspection thereafter.

All custom or homemade motorcycle titles are given the **"***Assembled***"** brand.

NOTE: REGARDING HARLEY-DAVIDSON MOTORCYCLES

Additional requirements are necessary when rebuilding a Harley-Davidson motorcycle. See the following information:

Harley-Davidson motorcycles prior to 1969 models had no *frame* vehicle identification number; therefore, this motorcycle would be titled under the *engine number*. Harley-Davidson motorcycles starting with 1969-year models have a vehicle identification number on the *frame* and the same number on the *engine*. The motorcycle will be titled under the *frame* number and if the *engine* is replaced, a Georgia replacement serial plate will be issued to match the vehicle identification number of the *frame* to be placed on *engine*.

When rebuilding a Harley-Davidson and the *engine casing* is replaced and the casing was made by the Harley-Davidson manufacturer, the *engine* will have the same vehicle identification number.

When rebuilding a Harley-Davidson and the *engine casing* is replaced from a used motorcycle, it will not match the *frame*. Therefore, a Georgia replacement serial plate will be issued to match the *frame*.

When rebuilding a Harley-Davidson motorcycle and the *engine casing* is from a California Manufacturer, the vehicle identification number will not match and a Georgia replacement serial plate will be issued to match the *frame*.

SALVAGE VEHICLE

You must apply for a title for a *salvage* vehicle within thirty (30) days of the purchase or acquisition of the motor vehicle, or within thirty (30) days of a "*total loss claim*" payment. A motor vehicle becomes a *salvage motor vehicle* when the following events have taken place:

- The vehicle has been damaged to the extent that its restoration to an operable condition would require the replacement of two (2) or more major component parts.
- An insurance company has paid a total loss claim and the vehicle has not been repaired. This does not include any *stolen* motor vehicle that has been recovered with the manufacturer's vehicle identification number plate intact, regardless of the extent of damage to such a vehicle or the number of major component parts required to repair the vehicle. Also, it does not include stolen vehicles that have been recovered:
    - Undamaged
    - Has only cosmetic damage
    - Damaged to the extent that restoration to an operable condition will not require the replacement of two (2) or more major component parts.

When the vehicle requires less than two (2) major component parts to restore it to a safe operable condition, the title will be branded as *Salvaged-Repaired*.

When the vehicle requires more than two major component parts to restore it to an operable condition, the title will be branded *Rebuilt*.

It is an imported motor vehicle that has been damaged in shipment and disclaimed by the manufacturer as a result of the damage, has never been subject to a retail sale to a consumer, and has never been issued a certificate of title.

The term salvage motor vehicle shall *not* include any motor vehicle for which a "total loss claim" has been paid when vehicle has sustained only *cosmetic* damage from causes other than fire or flood.

Note:

Major component part means any one of the following subassemblies of a motor vehicle:

- Front clip assembly (fenders, hood and bumper)
- Rear clip assembly (quarter panels and floor panel assembly and roof assembly, excluding a soft top)

- Engine and transmission
- Frame
- Complete side (fenders, doors, and quarter panel).

There are usually two situations for which an application for a Salvage Title can be made when there is a "total loss claim" payment: (1) application when the owner retains the vehicle, and (2) application when the insurance company retains the vehicle. When applying for a title, all necessary documents must be mailed to:

ATTN: Salvage Section
DOR/Motor Vehicle Division
Post Office Box 740384
Atlanta, Georgia 30374-0384

or hand delivered to the Motor Vehicle Division's In-person Customer Service Operations located at 1200 Tradeport Boulevard, Hapeville, Georgia 30354. There is an additional *$10 special handling fee* for each title application processed through the Motor Vehicle Division's *expedited* title service.

TOTAL LOSS CLAIM, OWNER RETAINS VEHICLE

When the owner retains the *salvage vehicle* as a result of a *"total loss claim"* being paid, an application for a salvage title must be made by the insurance company **before** the payment of the *"total loss claim"*.

Salvage Title Application, Form MV-1S - This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owner(s)' full legal name(s) and signed by the vehicle owner(s).

Transfer Document - The Georgia title issued in the insured's name (if available), the manufacturer's statement of origin (MSO), or the out-of-state title (issued in the applicant(s)' name(s) or properly assigned to the applicants) must be submitted. If an application for a replacement title is being made, then the '*replacement*' block on the top left-hand corner of the Salvage Title Application, Form MV-1S, must be checked.

Lien/Security Interest Release (Form T-4) - A Form T-4 (lien or security interest release) for all *satisfied* liens or security interests when not released in the spaces provided on the title.

Form T-56, Notice to Owner – Payment of Total Loss Claim - A properly completed Form T-56, Notice to Owner - Payment of Total Loss Claim, signed by the insured and signed by an agent of the insurance company

License Plate - The license plate (except out-of-state license plates or specialized plates that remain with the vehicle's owner) with a completed Report of and/or Surrender of Georgia License Plate (form T-158) or submit a completed T-158 form signed by an authorized Motor Vehicle Agent.

Processing Fees - Pay the $18.00 title fee with a check or money order made payable to the Department of Revenue.

SALVAGE VEHICLE – 10 YEARS OLD

For ten-year (10) or older model title vehicles, the insurance company is not required to make application prior to paying a "*total loss claim*", if the title is not available at the time of settlement. However, the owner has thirty (30) days from the date of settlement to obtain the title and apply for a *salvage title*. In this case the insurance company must obtain:

- Georgia license plate, except specialized license plates that remains with the vehicle owner,
- Copy of tag registration for surrender to the MVD.
- Report of and/or Surrender of Georgia License Plate (Form T-158)
- Insurance Notification (Form T-56), or a written statement requesting a salvage title

These forms must be submitted prior to paying a *total loss claim.* The owner should retain a copy of the tag registration certificate for their records.

TOTAL LOSS CLAIM, INSURANCE COMPANY RETAINS VEHICLE

A completed Salvage Title Application, Form MV-1S - This application must be completed in detail – typed, electronically completed and printed or legibly completed by hand in blue or black ink in the insurance company's name and signed by an authorized representative of the insurance company. **Important:** The Salvage Title Application, Form MV-1S, **cannot** be used to apply for a *stolen/recovered title* or a *stolen-unrecovered vehicle title.*

Certificate of Title - The title must be properly assigned to the insurance company with all recorded liens or security interests properly released.

Processing Fees - Pay the $18.00 title fee with a check or money order made payable to the Department of Revenue.

RULES TO REMEMBER

- If the owner retains the vehicle, the license plate is surrendered.
- If the insurance company takes possession of the vehicle, then the owner retains the license plate.
- If a "*total loss salvage claim*" has been paid on a vehicle, the owner can keep either the plate or the vehicle but not both.

Note: In regard to the license plate, if the insurance company takes possession of the vehicle, the Georgia license plate may be retained by the vehicle owner for transfer to another vehicle which he/she may acquire.

SCRAPPED, DISMANTLED OR DEMOLISHED VEHICLE

In accordance with §40-3-36 of the O.C.G.A., any registered owner or authorized agent of a registered owner who in any manner sells or disposes of any motor vehicle as scrap metal or parts only, or who scraps, dismantles, or demolishes a motor vehicle, must complete the following:

- Mail or deliver the certificate of title and the Georgia license plate to the Motor Vehicle Division within seventy-two (72) hours. The title should be issued in your name or properly assigned to you.
- Attach a letter containing a complete description of the vehicle, vehicle model year, make of vehicle and vehicle identification number. The letter must be signed and include the disposition of the vehicle (e.g., vehicle demolished, sold for parts only, etc.)
- A completed T-158 form (Report of and/or Surrender of Georgia License Plate) along with the license plate.

These documents must be mailed together to:

ATTN: Salvage Section
DOR/Motor Vehicle Division
P. O. Box 740384
Atlanta, Georgia 30374-0384

OR

They may be hand delivered to Window "1"or "2" of the Motor Vehicle Division's Customer Service Operations located at: 1200 Tradeport Boulevard, Hapeville, Georgia 30354, during business hours, 8:00 a.m. to 4:30 p.m. Monday through Friday excluding state holidays.

Verification of receipt of the title(s) will be provided if an extra copy of the letter asking for cancellation is submitted with a stamped, self-addressed envelope.

SALVAGE TITLE FOR A VEHICLE THAT HAS NOT BEEN REBUILT

In order to transfer a *salvage title* on a vehicle that has not been rebuilt, the following procedures must be met and the necessary documents mailed to:

ATTN: Salvage Section
DOR/Motor Vehicle Division
P. O. Box 740384
Atlanta, Georgia 30374-0384.

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black ink in the current vehicle owner(s)' full legal name(s) and signed by the vehicle owner(s). If the applicant is a company, the company's name must be shown above the

authorized signature. **Note:** Every Georgia owner of this vehicle, other than a *licensed dealer*, must title the vehicle in their name before transferring title.

Salvage Title - The original s*alvage title* properly assigned to the applicant.

Form-22R (Request for an Inspection) - This form must be completed requesting an inspection of the vehicle. If the applicant is not a licensed rebuilder (see note below), Form T-22R must be completed. The Form T-22R must include the exact location of the vehicle and the name and telephone number including the area code of the person to contact regarding the inspection of this vehicle by a representative of the MVD Inspection Section.

Title Fee/Inspection Fee - Payment should be made with a certified check or money order made payable to the Department of Revenue in the amount of $118.00. **Please do not remit cash through the mail!**

Note: If the vehicle requires a re-inspection by the MVD Inspection Section, an additional $100.00 inspection fee will be charged for each inspection thereafter.

Only *licensed* re-builders or dealers are allowed to transfer a Georgia *salvage title* in their name without the vehicle first being inspected by the MVD Inspection Section. A copy of their license must be submitted with each application.

SALVAGE TITLE FOR A VEHICLE THAT HAS BEEN REBUILT

After you obtain a *salvage title* and rebuild or have someone rebuild the vehicle for you, you must apply for a *rebuilt title*. To apply for a *rebuilt title*, the following documents must be mailed together to:

ATTN: Salvage Section
DOR/Motor Vehicle Division
P. O. Box 740384
Atlanta, Georgia 30374-0384.

Important: The vehicle is not to be painted until after it has been inspected and has passed an inspection by the Georgia Motor Vehicle Division's Inspection Section.

One or more photographs of the motor vehicle in its salvaged condition must be submitted.

A completed tag/title application, Form MV-1 - This application must be typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owner(s)' full legal name(s) and signed by the vehicle owner(s).

Salvage Certificate of Title - The *salvage title* should be issued in the applicant(s)' full legal name(s) or properly assigned to applicant(s) using his/her full legal name(s). **Note:** Every Georgia owner other than a licensed dealer is required to title the vehicle in their name before transferring title.

Form T-22R (Request for Inspection of a Rebuilt Motor Vehicle) - A Form T-22R must be completed and submitted requesting an inspection of the vehicle by the MVD Inspection Section.

Labor and Parts Certification, Form T-129 - Submit a completed Labor and Parts Certification, Form T-129, signed by the owner with his/her signature notarized.

Bill(s) of Sale - Submit bill(s) of sale showing the rebuilder as the purchaser, listing each part used in repairing the vehicle. These bill(s) of sale must indicate whether the part was '*new*' or '*used*'. The stock number or part number must be shown along with the part name, if the part is '*new*'. If the part is '*used*', the serial number of the parts vehicle it was taken from must be shown. Each parts bill of sale must be signed with the full signature of the seller.

Processing Fees - Submit a check or money order in the amount of $118.00, includes the $18.00 title fee and the $100.00 inspection fee, made payable to the Department of Revenue.

Rebuilder's License - Copy of the rebuilder's license must be submitted with each request for inspection.

Note: If the vehicle requires a re-inspection by the MVD Inspection Section, an additional $100.00 inspection fee will be charged for each inspection thereafter.

When the vehicle requires less than two (2) major component parts to restore it to an operable condition, the title will be branded as '*Salvaged-Repaired*'.

This vehicle must pass an inspection by MVD Inspection Section before a new certificate of title or a license plate will be issued.

When the properly executed title application, supporting documents, and fees have been received and are in order, the MVD Inspection Section will be notified. An inspector will call the contact person at the telephone number(s) shown on the Form T-22R to schedule an appointment for the inspection of the vehicle. If this vehicle passes an inspection, the inspectors will authorize the issuance of a Georgia Certificate of Title (e.g. '*Rebuilt*' or '*Salvaged-Repaired'*).

If parts bill(s) of sale are not available, a surety bond must be obtained and submitted.

Note to County Tag Offices:

Once a vehicle has passed a Georgia MVD inspection, the applicant will receive a pink copy of the inspection report, Form T-172. If the inspector has checked the clear title box, a thirty-day (30) T.O.P. (Temporary Operations Permit) can be issued.

If the customer should receive a rejection letter from the Title Processing Salvage Unit in regards to the title paperwork submitted, compliance to the rejection letter is required

before a tag is issued. A second thirty-day (30) Temporary Operations Permit cannot be issued.

If the vehicle did not pass the inspection, the MVD Inspector will line through the Clear Title box and check the '*Rejected* box.

Important Notice: Any person, partnership, limited liability company, firm, or corporation engaged in the business of buying salvage or wrecked motor vehicles for the purpose of restoring or rebuilding them with *used* or *new* motor vehicle parts, or *both*, to be sold as motor vehicles must have a Georgia Used Motor Vehicle Part's (re-builder's) license.

A copy of this license must be submitted with each application for a salvaged-repaired or rebuilt title.

If it is determined upon the inspection of the vehicle that the vehicle is not in full compliance with the law, the Motor Vehicle Division may order additional corrective repairs to such vehicle as a condition of issuance of a certificate of title.

If after an initial inspection of a motor vehicle, it is determined that the damage is so extensive that returning the vehicle to a safely-operable condition is impossible, the certificate of title shall be revoked and such vehicle may be used *only* for scrap or parts.

INSPECTION OF OUT-OF-STATE VEHICLE

Any motor vehicle for which the current out-of-state title is marked *Salvage*, *Rebuilt*, *Restored*, or any similar such phrase must be inspected by the Georgia MVD Inspection Section. Any vehicle which has been declared as *non-rebuildable* will not be titled in the State of Georgia.

Notes: If the out-of-state title's brand/legend, indicates the vehicle was rebuilt in another state; parts bill(s) of sale, photographs and Form T-129 Labor and Parts Certification are not needed.

Any motor vehicle for which the current out-of-state certificate of title is marked *'Salvage'*, *'Rebuilt'*, *'Restored'*, or *any similar such brand* must be inspected by the Georgia MVD Inspection Section.. This also applies when the make of a vehicle reflects "*assembled*", "*homemade*", "*kit*", etc.

If a Georgia assigned number (GA00000) or another state's assigned number has been issued to a vehicle that is the vehicle's permanent vehicle identification number. A correction affidavit (MV-18E) will not change the vehicle identification number back to the original manufacturer's identification number.

"CLEAR" OUT-OF-STATE TITLE PREVIOUSLY BRANDED "SALVAGE" IN THE STATE'S TAG & TITLE DATABASE

In order to transfer a "clear" out-of-state title previously branded as *'Salvage'* in the state's tag and title database, the following documents must be mailed to:

ATTN: Salvage Section
DOR/Motor Vehicle Division
P. O. Box 740384
Atlanta, Georgia 30374-0384:

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owner(s)' full legal name(s) and signed by the vehicle owner(s).

Transfer Document - The current out-of-state certificate of title must be in the applicant(s)' name(s) or properly assigned to the applicant(s) using his/her full legal name(s)

Title Processing Fee - $18 title fee – payment should be made with a check or money order made payable to the Department of Revenue.

REPLACEMENT SERIAL PLATE

To secure a replacement serial plate from the Motor Vehicle Division for a vehicle where the original serial plate issued by the manufacturer is missing or is altered, the following documents should be submitted to:

ATTN: Salvage Section
DOR/Motor Vehicle Division
P. O. Box 740384
Atlanta, Georgia 30374-0384:

A completed tag/title application, Form MV-1, typed reflecting the original serial number of the vehicle (when known), and signed by the vehicle owner(s).

The original title or manufacturer's statement of origin issued in the applicant(s)' name(s) or properly assigned to the applicant(s) using his/her full legal name(s).

A completed Missing Serial Plate Affidavit, Form T-128

A completed Missing Serial Plate Affidavit, Form T-128, must be submitted indicating the missing serial plate number. If the serial plate has been altered, it must be removed and submitted.

Certification of Inspection – Form T-22B - A Certification of Inspection, Form T-22B, must be submitted completed by a Georgia law enforcement officer or county tag agent or his/her designated employee after verifying the vehicle's serial plate is missing.

Title Fee - Pay the $18.00 title fee with a check or money order made payable to the Department of Revenue. **Please do not remit cash through the mail!**

REPLACEMENT SERIAL PLATE FOR A NON-TITLED VEHICLE

To secure a replacement serial plate from the MVD for a non-titled vehicle, 1985 and older year models, the following documents should be forwarded to:

ATTN: Salvage Section
DOR/Motor Vehicle Division
P. O. Box 740384
Atlanta, Georgia 30374-0384:

Bill of Sale - A bill of sale or some form of proof of ownership if the individual applying for the missing serial plate is not the last registered owner in the DOR/MVD tag and title database.

A Form T-128 (Missing Serial Plate Affidavit) - If the serial plate is missing a Form T-128 must be completed and submitted

T-22B (Certification of Inspection) - A Form T-22B must be completed by a Georgia law enforcement officer or a county tax commissioner or his/her designated employee after verifying that the serial plate is missing.

Note: If the vehicle is a '*salvage vehicle'*, please comply with the procedures in this manual for securing a '*rebuilt title'* after the vehicle has been rebuilt. At that time, the Motor Vehicle Division will issue a replacement serial plate. Serial plates need to be attached to the vehicle with "rivets".

STOLEN-UNRECOVERED VEHICLE

In compliance with Georgia Law, insurance companies are required to obtain a certificate of title in their own name for *stolen/unrecovered* vehicles for which they have settled a "*total loss*" claim. They must apply for the title for the s*tolen* vehicle within fifteen (15) days of the date of the claim settlement. If application is made by an insurance company and there is an abandoned vehicle notation in our file records, the application will be rejected. The rejection notice will inform the insurance company of the name of the authority that reported the vehicle as abandoned. The insurance company should contact the reporting authority.

To apply for a '*stolen/unrecovered'* certificate of title, the insurance company must comply with the following and submit the appropriate documents:

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black ink in the insurance company's full legal name and signed by the insurance company's authorized agent.

Transfer Document - The valid certificate of title issued in the insured's name (properly assigned to the insurance company). Any liens or security interests recorded on the title must be released.

Letter from the Insurance Company - A signed statement from the insurance company on their letterhead stationery should be submitted requesting a '*stolen/unrecovered*' certificate of title. The letter must indicate when and where the vehicle was stolen.

Processing Fee - Payment of the $18.00 title fee should be made with a check or money order made payable to the Department of Revenue.

STOLEN (RECOVERED UNDAMAGED) WITH SERIAL PLATE INTACT

For vehicles which have been stolen and recovered with the serial plate intact, and is (1) undamaged, (2) has cosmetic damage only, or (3) the restoration of the vehicle would require the replacement of no more than one (1) major component part, the following documents must be mailed to:

ATTN: Salvage Section
DOR/Motor Vehicle Division
P. O. Box 740384
Atlanta, Georgia 30374-0384

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black ink in the current owner(s)' full legal name(s) and signed by the owner(s). A Salvage Title Application, Form MV-1S, should not be completed for a 'stolen/unrecovered' vehicle.

Stolen/Un-recovered Certificate of Title - The current stolen/un-recovered certificate of title in the insurance company's name, properly assigned to the applicant.

Report of and/or Surrender of Georgia License Plate (T-158) - The license plate; registration certificate; and a completed Report of and/or Surrender of a Georgia License Plate (Form T-158) must be submitted. Form T-158 form must be completed and submitted even when there is no license plate on the vehicle.

Statement from Insurance Company - A signed statement on the insurance company's letterhead stationery documenting the following:

- When and where the vehicle was stolen;
- When and where the vehicle was recovered; and,
- The condition of the vehicle at the time of recovery, listing any damages at the time the vehicle was recovered.

If the serial plate was *intact* at the time of recovery; this needs to be included in the insurance company's statement.

Processing Fee - $18.00 title fee – payment should be made with a check or money order made payable to the Department of Revenue.

If the motor vehicle was recovered 'stripped' and involves any of the following 'stripped parts', an inspection of the *stolen-recovered* vehicle will be required:

- Substantially all its interior parts
- Engine
- Transmission
- All doors
- Complete soft-top assembly including roof mechanism
- Front clip assembly (fenders, hood, and bumper); or,
- Cab and bed of a pick-up truck
- Serial Plate

If the damage to the vehicle would require the replacement of two (2) or more major component parts to restore the vehicle, or the vehicle was recovered in a stripped condition, an application for a Salvage certificate of title must be made.

Purchasers of *stolen-recovered* vehicles are required to account for all parts used to rebuild the vehicle. These purchasers must show proof of all parts (including interior parts) required to repair these recovered vehicles.

BANKRUPTCY

In order for a title to be issued for a vehicle after an owner has filed bankruptcy; the following documents must be forwarded to the Motor Vehicle Division or the county tag office:

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed, or legibly hand printed in blue or black in the vehicle owner(s)' full legal name(s) and signed by the vehicle owner(s).

Judge's Trustee Appointment - The Referee's (Judge's) Appointment of the Trustee, usually an attorney, must be submitted.

Bill of Sale - The Trustee's bill of sale: It must be signed by the Trustee and reflect a complete description of the vehicle, model year, make, and vehicle identification number.

Transfer Document - Manufacturer's Statement of Origin, (Georgia Title, if available) or out-of-state title.

Certificate of Inspection (Form T-22B) - Form T-22B must be completed by a Georgia law enforcement officer or a county tag office or his/her designated employee after making a visual inspection of the vehicle's identification number. **Note:** Form T-22B is not required if there is a Georgia Title on record, or an MSO or out-of-state title is submitted.

Lien/Security Interest Release Form (T-4) - A lien or security interest release form must be submitted to remove any liens shown on our records.

Fees/Taxes - Pay all fees/taxes due with a check or money order made payable to the applicable processing office, Department of Revenue or Office of the Tax Commissioner. The title fee is $18.00. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in your payment (check or money order payable to the Office of the Tax Commissioner) if you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional office serving your county.

For the requirements of vehicle registration and license plate issuance, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

SURETY BOND

When the proper supporting documents required by law for the issuance of a certificate of title for a motor vehicle required to be titled in this State cannot be obtained, a certificate of title may be obtained on the basis of a surety bond. If it becomes necessary to title on the basis of a surety bond, the following procedures must be followed:

A completed tag/title application, Form MV-1 - The application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owner(s)' full legal name(s) and signed by the vehicle owner(s). The applicant(s)' name(s) on this form must agree with the name(s) of the principal(s) shown on the Certificate of Title Bond, Form MV-46.

Certificate of Title Bond (Form MV-46) - This form must be executed by an insurance company licensed to do business in the State of Georgia. The bond must be in the amount determined by GRATIS (Georgia Registration and Title Information System) or National Automobile Dealers Association (N.A.D.A.) appraisal guide. **Note:** The Form MV-46 must be signed by the principal (applicant) and the agent for the insurance company. These signatures are required to be witnessed (attested).

Affidavit for Certificate of Title Bond (Form MV-46A) - The reason why a bond is necessary must be shown on this form. Form MV-46A must be in the same name(s) as reflected on Form MV-46. This form must be signed by the applicant(s) with their signature(s) notarized. In addition to signing, the notary public must affix his/her notary seal or stamp and record the date his/her notary commission expires. The Georgia title must be issued within six (6) months of the date of the bond. The minimum bond amount acceptable is $100.00, even if the vehicle's value is less than $100.00. For verification of the bond amount, the insurance company may contact (404) 362-6482 or 362-6483.

Surety Bond Power-of-Attorney - Completed by the insurance or bonding company, authorizing the agent to issue the title bond on behalf of the insurance or bonding company.

Certification of Inspection (Form T-22B) - This form must be completed by a Georgia law enforcement officer or county tag agent or his/her designated employee after making a visual inspection of the vehicle's serial plate. If the Form T-22B indicates that the serial plate is missing, a Form T-128 (Missing Serial Plate Affidavit) is required. The vehicle's current title may be submitted in lieu of Form T-22B.

Other Ownership Documents - Ownership documents (bill-of-sale, title, certificate of registration, etc) must be submitted.

Processing Fee/Taxes - Pay the $18.00 title fee with a check or money order made payable to the applicable processing office, Office of the Tax Commissioner or Department of Revenue. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax - Any motor vehicle ad valorem tax due should be included in the payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an o**ut-of-state/country dealer or business**, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

EXCLUSIONS:

A certificate of title bond cannot be obtained to secure a Georgia certificate of title for an abandoned vehicle or a vehicle which is a 1985-year model or older. A certificate of title for an abandoned vehicle must be obtained pursuant to the abandoned motor vehicle procedures. A surety bond cannot be obtained for vehicles not required to be titled in the State of Georgia (e.g., mopeds or boat trailers). If you are viewing this manual on-line, click here to see a complete list of vehicles that do not require a title in this state.

ABANDONED MOTOR VEHICLE - COURT ORDER

In order for a title to be issued on an abandoned motor vehicle, the abandoned motor vehicle law requires the vehicle to be sold at a *public sale*.* A certificate of title cannot be obtained for an abandoned vehicle on the basis of a surety bond, nor can a title be issued when a vehicle that is not required to be titled in Georgia, 1985 or older year models. If you are viewing this manual on-line, click here to see a complete list of vehicles not required to be titled in this state. The following documents must be forwarded to the Motor Vehicle Division together:

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed, or legibly hand printed in blue or blank ink in the vehicle owner(s)' full legal name(s) and signed by the owner(s).

Court Order - A certified copy of the court order that authorized the sale of the vehicle must be submitted.

Bill of Sale - The original signed bill of sale completed and signed by the person authorized by the court to sell the vehicle to the applicant.

Certificate of Title - The current certificate of title, if available must be submitted.

Certification of Inspection, Form T-22B - Form T-22B must be submitted completed by a Georgia law enforcement officer or a county tag agent or his/her designated employee after making a visual inspection of the vehicle's serial plate. If the Form T-22B indicates that the serial plate is missing, a completed T-128 (Missing Serial Plate Affidavit) must also be submitted.

Notarized Affidavit - If the applicant and the party that was authorized to sell the vehicle are the same, a signed and notarized affidavit must be submitted stating that a public sale was held and the applicant was the highest and best bidder.

Newspaper Advertisement - The vehicle must be advertised for sale in the newspaper in accordance with the requirements for *public sale*. The advertisement must reflect a full vehicle description (model year, make and vehicle identification number). If the purchaser of the abandoned vehicle is also the seller of the abandoned vehicle, a copy of the newspaper advertisement is required.*

Note: A notarized affidavit and newspaper advertisement is needed only when the plaintiff and the buyer are the same.

Processing Fee - The title processing fee is $18.00 must be remitted. Payment should be with a check or money order made payable to the Department of Revenue.

PUBLIC SALE

"Public sale" means a sale: Held at a place reasonably available to persons who might desire to attend and submit bids; and, at which those attending shall be given the opportunity to bid on a competitive basis; and at which the sale, if made, shall be made to the highest bidder; and except as otherwise provided in this title for advertising or dispensing with the advertising of public sales, of which notice is given by advertisement once a week for two (2) weeks in the newspaper in which the sheriff's advertisements are published in the county where the sale is to be held, and which notice shall state the day and hour, between 10:00 a.m. and 4:00 p.m., and the place of sale and shall briefly identify the goods to be sold.

§40-11-1 of the Official Code of Georgia Annotated (O.C.G.A.), as amended

As used in this article, the term:

(1) **"Abandoned motor vehicle"** means a motor vehicle or trailer:

(A) Which has been left by the owner or some person acting for the owner with an automobile dealer, repairman, or wrecker service for repair or for some other reason and has not been called for by such owner or other person within a period of thirty (30) days after the time agreed upon; or within thirty (30) days after such vehicle is turned over to such dealer, repairman, or wrecker service when no time is agreed upon; or within thirty (30) days after the completion of necessary repairs;

(B) Which is left unattended on a public street, road, or highway or other public property for a period of at least five (5) days and when it reasonably appears to a law enforcement officer that the individual who left such motor vehicle unattended does not intend to return and remove such motor vehicle. However, on the state highway system, any law enforcement officer or employee of the Department of Transportation to whom enforcement authority has been designated pursuant to Code Section 32-6-29 may authorize the immediate removal of vehicles posing a threat to public health or safety or to mitigate congestion;

(C) Which has been lawfully towed onto the property of another at the request of a law enforcement officer and left there for a period of not less than thirty (30) days without anyone having paid all reasonable current charges for such towing and storage;

(D) Which has been lawfully towed onto the property of another at the request of a property owner on whose property the vehicle was abandoned and left there for

a period of not less than thirty (30) days without anyone having paid all reasonable current charges for such towing and storage; or

(E) Which has been left unattended on private property for a period of not less than thirty (30) days.

"*Motor vehicle*" or "v*ehicle*" means a motor vehicle or trailer.

"Owner**"** or **"**owners**"** means the registered owner, the owner as recorded on the title, lessor, lessee, security interest holders, and all lien holders as shown on the records of the Department of Revenue."

§40-11-2 of the Official Code of Georgia Annotated

Duty of Person Removing or Storing Motor Vehicle

(a) Any person who removes a motor vehicle from public property at the request of a law enforcement officer or stores such vehicle shall, if the owner of the vehicle or some person acting for the owner is not present, seek the identity of and address of all known owners of such vehicle from the law enforcement officer requesting removal of such, from such officer's agency, or from a local law enforcement agency for the jurisdiction in which the remover's or storer´s place of business is located, within three (3) business days of removal. The local law enforcement agency shall furnish such information to the person removing such vehicle within three (3) business days after receipt of such request.

(b) Any person who removes a motor vehicle from private property at the request of the property owner or stores such vehicle shall, if the owner of the vehicle or some person acting for the owner is not present, notify in writing a local law enforcement agency of the location of the vehicle, the manufacturer's vehicle identification number, license number, model, year, and make of the vehicle within three (3) business days of the removal of such vehicle and shall seek from the local law enforcement agency the identity and address of all known owners of such vehicle, and any information indicating that such vehicle is a stolen motor vehicle. The local law enforcement agency shall furnish such information to the person removing such vehicle within three (3) business days after receipt of such request.

(c) If any motor vehicle removed under conditions set forth in subsection (a) or (b) of this Code section is determined to be a stolen motor vehicle, the local law enforcement officer or agency shall notify the Georgia Crime Information Center of the location of such motor vehicle within 72 hours after receiving notice that such motor vehicle is a stolen vehicle.

(d) If any motor vehicle removed under conditions set forth in subsection (a) or (b) of this Code section is determined not to be a stolen vehicle or is not a vehicle being repaired by a repair facility or is not being stored by an insurance company providing insurance to cover damages to the vehicle, the person removing or storing such motor vehicle shall, within seven (7) calendar days of the day such motor vehicle was removed or one business day after the information is furnished to the remover or storer pursuant to

subsection (a) or (b) of this Code section, whichever is later, notify all owners, if known, by written acknowledgment signed thereby or by certified or registered mail or statutory overnight delivery, of the location of such motor vehicle, the fees connected with removal and storage of such motor vehicle, and the fact that such motor vehicle will be deemed abandoned under this chapter unless the owner, security interest holder, or lien holder redeems such motor vehicle within thirty (30) days of the day such vehicle was removed.

(e) If none of the owners redeems such motor vehicle as described in subsection (d) of this Code section, or if a vehicle being repaired by a repair facility or being stored by an insurance company providing insurance to cover damages to the vehicle becomes abandoned, the person removing or storing such motor vehicle shall, within seven (7) calendar days of the day such vehicle became an abandoned motor vehicle, give notice in writing, by sworn statement, on the form prescribed by the commissioner, to the Department of Revenue with a research fee of $2.00 payable to the Department of Revenue, stating the manufacturer's vehicle identification number, the license number, the fact that such vehicle is an abandoned motor vehicle, the model, year, and make of the vehicle, the date the vehicle became an abandoned motor vehicle, the date the vehicle was removed, and the present location of such vehicle and requesting the name and address of all owners of such vehicle. If the form submitted is rejected because of inaccurate or missing information, the person removing or storing the vehicle shall resubmit, within seven (7) calendar days of the date of the rejection, a corrected notice form together with an additional research fee of $2.00 payable to the Department of Revenue. Each subsequent corrected notice, if required, shall be submitted with an additional research fee of $2.00 payable to the Department of Revenue. If a person removing or storing the vehicle has knowledge of facts which reasonably indicate that the vehicle is registered or titled in a certain other state, such person shall check the motor vehicle records of that other state in the attempt to ascertain the identity of the owner of the vehicle. Research requests may be submitted and research fees made payable to the office of the tax commissioner and deposited in the general fund for the county in which the remover's or storer´s place of business is located in lieu of the Department of Revenue, but in like manner, if such office processes motor vehicle records of the Department of Revenue.

(f) Upon ascertaining the owners of such motor vehicle, the person removing or storing such vehicle shall, within five (5) calendar days, by *certified or registered mail or statutory overnight delivery*, notify all known owners of the vehicle of the location of such vehicle and of the fact that such vehicle is deemed abandoned and shall be disposed of if not redeemed

(g) If the identity of the owners of such motor vehicle cannot be ascertained, the person removing or storing such vehicle shall place an advertisement in a newspaper of general circulation in the county where such vehicle was obtained or, if there is no newspaper in such county, shall post such advertisement at the county courthouse in such place where other public notices are posted. Such advertisement shall run in the newspaper once a week for two (2) consecutive weeks or shall remain posted at the courthouse for two (2) consecutive weeks. The advertisement shall contain a complete description of the motor vehicle, its license and manufacturer's vehicle identification numbers, the location from

where such vehicle was initially removed, the present location of such vehicle, and the fact that such vehicle is deemed abandoned and shall be disposed of if not redeemed.

(h) The Department of Revenue shall provide to the Georgia Crime Information Center all relevant information from sworn statements described in subsection (e) of this code section for a determination of whether the vehicles removed have been entered into the criminal justice information system as stolen vehicles. The results of the determination shall be provided electronically to the Department of Revenue.

(i) Any person storing a vehicle under the provisions of this code section shall notify the Department of Revenue if the vehicle is recovered, is claimed by the owner, is determined to be stolen, or for any reason is no longer an abandoned motor vehicle. Such notice shall be provided within seven (7) calendar days of such event.

(j) If vehicle information on the abandoned motor vehicle is not in the files of the Department of Revenue, the department may require such other information or confirmation as it determines is necessary or appropriate to determine the identity of the vehicle.

(k) Any person who does not provide the notice and information required by this code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished as for a misdemeanor, shall not be entitled to any storage fees, shall not be eligible to contract with or serve on a rotation list providing wrecker services for this state or any political subdivision thereof, and shall not be licensed by any municipal authority to provide removal of improperly parked cars under Code Section 44-1-13.

(l) Any person who knowingly provides false or misleading information when providing any notice or information as required by this code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished as for a misdemeanor."

PROCESS

Responsibility	Action	Time Period
Wrecker Service (if owner unknown)	Requests name & address of owner from law enforcement ordering removal	Within three (3) business days after removal.
Wrecker Service (if owner unknown)	Notifies in writing local law enforcement that vehicle removed from private property	Within three (3) business days after removal.
Law Enforcement (if vehicle stolen)	Notifies GCIC	Within seventy-two (72) hours after receiving notice of vehicle being stolen.
Wrecker Service (if owner unknown) **Note:** For simplification purposes, the term "*wrecker service*" has been used to denote the person removing or storing the vehicle.	If vehicle not stolen, notifies owner and any security interest holder or lien holder. **Note:** Notification to include location, fees & that vehicle will be abandoned in thirty (30) days. Notice by certified or registered mail.	Within seven (7) calendar days after vehicle's removal or one (1) business day after information is furnished.
Law Enforcement (if vehicle not stolen)	Provides name & address of owner to wrecker service if information available. If owner information is not available, advises wrecker service.	Within three (3) business days of request.
Wrecker Service (if owner does not redeem or vehicle being repaired or being stored by insurance company becomes abandoned)	Notifies MVD on form MV-603 with $2.00 fee.	Within seven (7) calendar days of the date the vehicle becomes abandoned.

Responsibility	Action	Time Period
Department of Revenue or County Tag Agent	Provides a printout of tag & title information for vehicle ID# recorded on form MV-603. Provides MV-603A & notice to be mailed to the owner(s). Places a hold on vehicle	Every effort will be made to complete request within seven (7) days of receipt.
Wrecker service (once information received from MVD or County Tag Agent)	Notifies owner, lessors, lessees, security interest holders & lien holders by certified or registered mail of location of vehicle, & that vehicle is abandoned & will be disposed of if not redeemed.	Within five (5) calendar days.
Wrecker Service (If MVD records have no information regarding owner)	Advertise in paper of general circulation in county where vehicle obtained or if no newspaper, at the county courthouse.	One (1) time a week for two (2) consecutive weeks.
MVD (Notice of abandonment)	Provides information regarding abandoned vehicle to National Crime Information Center	
Wrecker Service (After final disposition of vehicle)	Notifies MVD or county tag office by sending applicable copy of VM-603	Within seven (7) days after final disposition of vehicle
DOR/MVD or County Tag Agent	Removes hold from vehicle ID# when disposition copy of MV-603 is received.	

FORECLOSURES

In order for a Georgia certificate of title to be issued on a vehicle when court action has been taken (foreclosure), the following documents must be submitted to Motor Vehicle Division:

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owner(s)' full legal name(s) and signed by the applicant(s).

Court Documents - A *certified copy* of all court records must be submitted. If the court order does not contain a complete description of the vehicle, a levying order signed by the sheriff must be obtained, reflecting a complete description (year model, vehicle make and vehicle identification number). If the court order states that the vehicle is to be sold at a *'public sale'* and the person authorized to sell the vehicle is the same as the applicant, the applicant must submit a signed and notarized affidavit stating that a public sale was held and he/she was the highest bidder. The affidavit must include a complete description of the vehicle (year model, vehicle make and identification number). Proof of advertisement in the newspaper must also be attached with the other required supporting documents.

Affidavit of Repossession (Form T-16) - This affidavit must be completed and submitted if this vehicle was sold after repossession pursuant to court action. The authorized agent of the party repossessing the vehicle must sign this completed form.
Bill-of-Sale - An original bill of sale showing transfer to the applicant must be submitted. A complete chain of ownership must be shown. Bill(s) of sale must reflect a complete description of the vehicle (year model, vehicle make and identification number).

Transfer Documents - The manufacturer's statement of origin (MSO), Georgia title, or out-of-state title must be submitted. The Georgia title should be submitted if it is available.

Certification of Inspection (Form T-22B) - If the valid title or MSO is not available, Form T-22B must be completed and submitted. This form must be completed by a Georgia law enforcement officer or county tag agent or his/her designated employee after making a visual inspection of the vehicle's serial plate.

Lien or Security Interest Release (Form T-4) - This completed form is required if there is a lien or security interest holder on record, and the court order does not state that the vehicle is to be sold '*free and clear*'" of all liens, security interests or encumbrances.

Processing Fee - $18.00 title fee should be remitted with the application and other required supporting documents. Payment should be made with a check or money order payable to the Department of Revenue.

JUDGMENT LIEN

In order for a Georgia certificate of title to be issued reflecting a *judgment lien*, the following documents and fee must be mailed '*registered mail, return receipt requested*' to the holder of the Georgia certificate of title. If these forms are hand carried to the title holder, a receipt for proof of delivery must be obtained.

A completed tag/title application (Form MV-1 - This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owner(s)' full legal name(s) as shown on the Georgia title of record. The application must be signed by an *authorized representative of the judgment lien holder* and must reflect all recorded security interests and/or lien holders' names and addresses in the order their interest in the vehicle was perfected.

Certified Copy of Judgment (Fieri Fascias or Fi Fa) - The title application and the title of record must be in the same name as shown on the fi fa.

Motor Vehicle Certificate of Title Lien Notice, Form T-53A - A Motor Vehicle Certificate of Title Lien Notice, Form T-53A, must be completed in detail and signed by the judgment lien holder.

Title Fee - Payment of the $18.00 title fee should be with a check or money order made payable to the Department of Revenue.

The vehicle owner, provided the owner is not the title holder, must be notified by mailing a copy of the Motor Vehicle Certificate of Title Lien Notice, Form T-53A, to him/her by '*registered mail, return receipt requested*'.

The title holder is required to retain the Motor Vehicle Certificate of Title Lien Notice, Form T-53A, and all attachments for ten (10) days.

If the lien has not been contested or satisfied during this period, the title holder should mail the following to the Motor Vehicle Division: The original Georgia certificate of title, the Motor Vehicle Certificate of Title Lien Notice, Form T-53A, a certified copy of fi fa, a check or money order for the $18.00 title fee (made payable to the Department of Revenue) and the title application.

If the title holder fails to forward the title and other documents, then the judgment lien holder must submit the following to the Motor Vehicle Division for processing:

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owner(s)' full legal name(s) showing all *unsatisfied* liens or security interest in the order perfected including the judgment lien. The judgment lien holder shall sign this completed application.

Motor Vehicle Certificate of Title Lien Notice, Form T-53A - A certified copy of the fieri fascia (fi fa)

Proof of Notification - A receipt from the title holder or the green postal '*registered mail, return receipt*' completed by the U.S. Postal Authorities verifying delivery or attempted delivery.

Fee - Payment of the $18.00 title fee should be with a check or money order made payable to the Department of Revenue.

STATE SURPLUS PROPERTY – DOAS

The State of Georgia's Department of Administrative Services (D.O.A.S.) is charged with the responsibility of selling state vehicles.

The following documents are to be submitted to the Motor Vehicle Division or the County Tag Office.

A completed tag/title application, Form MV-1 - This application must be completed in detail and signed by the applicant(s) – typed, electronically completed and printed or legibly hand printed in blue or black ink in the vehicle owner(s)' full legal name(s) reflecting their current address.

Transfer Document - The first title assignment on the original Georgia certificate of title must be properly assigned to the State of Georgia, Department of Administrative Services (D.O.A.S.). D.O.A.S. will complete the second title assignment when the vehicle is sold to show the new owner(s)' name(s). A selling dealer number is not required.

Processing Fee - $18.00 title fee must be remitted - Payment should be with a check or money order payable to the applicable processing office, Department of Revenue or Office of the Tax Commissioner. Vehicle registration fees and ad valorem tax can only be paid to the owner's county tag office.

Vehicle Ad Valorem Tax – Any motor vehicle ad valorem tax due should be included in your payment (check or money order payable to the Office of the Tax Commissioner) **if** you are also applying for vehicle registration and a license plate. For additional information regarding ad valorem, please see the definition 'Ad Valorem Tax' or contact your county tag office. If you are viewing this manual on-line, click here for the address and telephone number of your county tag office.

Georgia Sales/Use Tax - When applying for a title and license plate for a vehicle that was purchased from an **out-of-state/country dealer or business**, Georgia sales and use tax must be paid at the time of application; proof submitted that the Georgia sales and use tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. For additional information regarding sales and use tax, please see the definition 'Sales and Use Tax' or contact the DOR Regional Office serving your county.

For the requirements of vehicle registration and license plate issuance, including the required registration fees and taxes, visit our website, www.etax.dor.ga.gov or contact your county tag office. If you are viewing this manual on-line, click here to see the

requirements for vehicle registration and license plate issuance and click here for the address and telephone number of your county tag office.

CHILD SUPPORT LIENS

The Child Support Enforcement Agency of the Department of Human Resources and its contractors will determine the vehicles titled in the name of the parent that owes child support. This agency will also complete and submit by '*certified mail, return receipt requested*' the following forms to the title holder for the perfection of a child support lien.

For purposes of placing a child support lien, the '*obligator*' or '*owner*' is the parent that owes child support.

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed, or legibly hand printed in the vehicle owner(s)' full legal name(s) showing their current address. The application must also show any current lien or security interest in the order their interest in the vehicle was perfected plus the child support lien. An authorized representative of the Child Support Enforcement Agency should sign the completed title application.

Notice of Child Support Lien (Form T-53A) - Motor Vehicle Certificate of Title Lien Notice (Form T-53A) must be completed in detail by the agency reflecting the owner's social security number.

No fee is required to perfect a child support lien.

The person holding the title is required by law to hold the documents for ten (10) calendar days. If the lien is not satisfied during that period, the holder of the title is required to submit the title application and Form T-53A to the Motor Vehicle Division together with the title. If the title holder does not have possession of the title, all forms should be forwarded to the Motor Vehicle Division with a note indicating that the title is unavailable and the reason it is unavailable.

If the person holding the title fails to comply, the Child Support Enforcement Agency shall apply directly to the Motor Vehicle Division for a title reflecting their lien by submitting the following documents together:

A completed tag/title application, Form MV-1 - This application must be completed in detail – typed, electronically completed and printed, or legibly printed by hand in blue or black ink in the vehicle owner(s)' full legal name(s) reflecting their current address. The application must also show any current lien or security interest in the order that their interest in the vehicle was perfected plus the child support lien. An authorized representative of the agency should sign the completed application.

Notice of Child Support Lien (Form T-53A) - The Motor Vehicle Certificate of Title Lien Notice, Form T-53A, must be completed in detail by the Child Support Enforcement Agency reflecting the owner's social security number.

Green Postal Return Receipt Request Card(s) - All mail sent to the owner must be mailed '*certified mail, return receipt requested*.' If the initial request is not complied with, the agency must submit the green postal receipt.

No fee is required to perfect a child support lien.

Note: When the documents are received in the office of the Motor Vehicle Division, a 'ten (10) day letter' is mailed, "*certified mail, return receipt requested*", to the parent again allowing him/her ten (10) days to either pay or contest the lien. If a letter is received contesting the lien, the lien is still recorded on the title and mailed to the first lien or security interest holder.

A copy of the letter contesting the lien is forwarded to the Department's Title Board for review.

Applications and other correspondence regarding Child Support liens should be addressed to:

ATTN: Child Support Lien Unit
DOR/Motor Vehicle Division
P. O. Box 740381
Atlanta, Georgia 30374-0381

DEFINITIONS

The following list of definitions is provided to aid users of this manual in understanding the terms generally used in the Georgia titling process,

Abandoned Motor Vehicle means a motor vehicle or trailer:
(A) Which has been left by the owner or some person acting for the owner with an automobile dealer, repairman, or wrecker service for repair or for some other reason and has not been called for by such owner or other person within a period of thirty (30) days after the time agreed upon; or within thirty (30) days after such vehicle is turned over to such dealer, repairman, or wrecker service when no time is agreed upon; or within thirty (30) days after the completion of necessary repairs;
(B) Which is left unattended on a public street, road, or highway or other public property for a period of at least five (5) days and when it reasonably appears to a law enforcement officer that the individual who left such motor vehicle unattended does not intend to return and remove such motor vehicle. However, on the state highway system, any law enforcement officer may authorize the immediate removal of vehicles posing a threat to public health or safety or to mitigate congestion;
(C) Which has been lawfully towed onto the property of another at the request of a law enforcement officer and left there for a period of not less than thirty (30) days without anyone having paid all reasonable current charges for such towing and storage;
(D) Which has been lawfully towed onto the property of another at the request of a property owner on whose property the vehicle was abandoned and left there for a period of not less than thirty (30) days without anyone having paid all reasonable current charges for such towing and storage; or
(E) Which has been left unattended on private property for a period of not less than thirty (30) days.

All-terrain means any motorized vehicle designed for off-road use which is equipped with three (3) or more low-pressure tires and with a seat to be straddled by the operator and with handlebars for steering control.

An **attorney-in-fact** is a person granted authority to act on another person's or company's behalf. This authority is granted by the completion of a power of attorney or one of the following forms. An individual may be authorized to sign title applications or pick up titles on behalf of a company with the MVD. The company appoints the individual by submitting two (2) original T-19 Forms (Affidavit for an Owner to Sign for a Company, Corporation, Or Partnership), or Form T-19A (Affidavit To Pick Up a Title for a Company, Corporation, or Partnership) to:

Attention: Title Processing
DOR/Motor Vehicle Division
Post Office Box 740381
Atlanta, GA 30374-0381

The MVD personnel will stamp both original forms and return one (1) of the two (2) original powers of attorney to the submitter. The attorney-in-fact must submit a legible copy of this power of attorney showing the original is on file with the MVD with each

transaction where they are acting as the company's attorney-in-fact. A *limited* power of attorney, Form T-8, cannot be used to declare and acknowledge the mileage reading in the same assignment.

An **auto auction company** means any business with an established place of business in Georgia that sells or offers for sale *used* motor vehicles to independent *used motor vehicle dealers* or to individual consumers. An auto auction company is considered an *independent used motor vehicle dealer*. See the definition of *independent used motor vehicle dealer* below.

A **bond, certificate of title,** is a bond issued by a bonding, surety or insurance company licensed to do business in Georgia made payable to the Commissioner of the Department of Revenue. As a condition of issuing a certificate of title, when the required ownership documents, e.g. title, etc. are unobtainable, the vehicle owner may apply for a certificate of title with a certificate of title bond. The bond must be in an amount equal to the value of the vehicle as determined by the commissioner and payable to the commissioner for the benefit of any prior owner, lien holder or security interest holder, and any subsequent purchaser of the vehicle or person acquiring any security interest or lien on it, and their respective successors in interest, against any expense, loss or damage, by reason of the issuance of the certificate of title of the vehicle or on account of any defect in or undisclosed security interest upon the right, title and interest of the applicant in and to the vehicle. The commissioner has the right to recover on the bond for any breach of its conditions, but the total liability of the surety to all persons shall not exceed the amount of the bond. The bond shall expire at the end of four (4) years unless the commissioner has been notified of a breach of a condition of the bond.

A **child support lien** is an involuntary lien. A child support lien can be recorded on the certificate of title of any vehicle owned by a parent, a/k/a obligator, who has failed to pay child support. The Child Support Enforcement Agency of the Department of Human Resources determines the vehicles titled in the obligator's name and follows the required procedures to record a child support lien against the obligator's title if he/she continues to fail to pay child support. There is no fee for recording a child support lien.

A **conforming title** is a certificate of title that contains the language and security features required by the Federal Truth in Mileage Act. This title provides spaces in each title assignment for the seller/transferor to record the vehicle's odometer reading at the time of sale or ownership transfer and boxes for the seller/transferor to check when the vehicle's odometer does not reflect the total actual distance the vehicle has traveled; exceeds the mechanical limits of the odometer; or does not reflect the total actual distance the vehicle has traveled (Warning: Odometer Discrepancy). If the vehicle is exempt from the odometer disclosure requirements, a box is provided that indicates the vehicle is 'exempt'. The seller(s)/transferor(s) must print and sign their name(s) in the spaces provided. The purchaser(s)/transferee(s) must acknowledge the odometer declaration made by the seller(s)/transferor(s) by printing and signing their name(s) in the spaces provided in the title assignment containing the seller's/transferor's odometer declaration. The face of a conforming title shows the vehicle's odometer reading or 'exempt' and whether or not the shown odometer reading reflects the total distance the vehicle has traveled. A conforming Georgia title will have a revision date of 3/88 or later.

The **Customer Service Operations** of the Motor Vehicle Division is a 'same day service' that processes title transactions expeditiously, such as transferring titles and issuing replacement titles. There is an additional $10.00 special handling fee (per transaction) for the use of this service in addition to the other processing fees. Other means of applying for a title are the MVD drop-off box located in the lobby of MVD. Applications placed in this box after 2 pm are considered received the next business day. There is no additional $10.00 special handling fee for transactions placed in the drop-off box. A title may also be applied for through the mail or hand delivered to the appropriate county tag office or to the Motor Vehicle Division. The walk-in Customer Service Operations section of the Motor Vehicle Division is located at 1200 Tradeport Boulevard, Hapeville, Georgia. Customer Service Operations is open from 8:00 a.m. to 4:30 p.m. Monday through Friday (excluding holidays). All types of transactions require clearance from the National Crime Information Center (NCIC) prior to title issuance. If NCIC clearance is not received, a title cannot be issued. All customers must have a valid picture I.D. in order to pick up title documents being returned for additional requirements, or to obtain research for a vehicle. Acceptable identification includes:

- Valid Georgia driver's license or Georgia ID card
- Valid out-of-state driver's license

DOR is the abbreviation for the Georgia Department of Revenue. The Motor Vehicle Division (MVD) is a division of the Georgia Department of Revenue (DOR).

D.B.A. is the abbreviation for 'doing business as'.

Doing business as, someone who is doing business under a different business name.

Drop-off boxes - Two (2) **drop-off boxes** are located at the Motor Vehicle Division, 1200 Tradeport Blvd., Hapeville, Georgia 30354, for transactions that are processed by the Motor Vehicle Division's Customer Service Operations, e.g. applications for title; applications for dealer, distributor, manufacturer or transporter tags, etc. Please place the required documents and your payment (check or money order for the total fees due made payable to the Department of Revenue – **please do not remit cash)** in a sealed envelope before placing them in the drop-off box. Please indicate on the outside of the envelope the name of the processing office, 'Title Processing' for title applications or 'Special Tags' for applications for dealer, distributor, manufacturer or transporter tags. If you are reviewing this manual on-line, click here to learn more about the MVD Customer Service Operations. Title applications submitted through the drop-off box require a completed Georgia MVD Title Drop-Off Transmittal Form. See the next table for the location of these drop-off boxes.

Mailing & Drop-Off Box Information		
Mailing Address DOR/Motor Vehicle Division PO Box 740381 Atlanta, Georgia 30374-0381	**Drop-Off Box (Business Hours)*** White Mailbox Inside Lobby 1200 Tradeport Boulevard Hapeville, Georgia 30354 *Place applications, check or money order and required documents in envelope.	**Drop-Off Box (After Hours)*** Metal Box To the right of the main door entrance 1200 Tradeport Boulevard Hapeville, Georgia 30354 *Place applications, check or money order and required documents in envelope.

Expedited Title Process is when a title application is processed expeditiously through the Motor Vehicle Division's Customer Service Operations. There is a $10.00 special handling fee for each title application processed through this section. This special handling fee is in addition to the title fee and any title penalty fees due for late application. This service is available in-person or by mail. When applying by mail, please make sure the envelope is clearly marked to the attention of **'Expedited Title Processing'** and your check or money order includes the title fee, any title penalty fees due for late application, and the $10.00 special handling fee for each application. If you are viewing this manual on-line, click here to find out more about the MVD Customer Service Operations.

The **Federal Truth in Mileage Act** is the federal law that requires an odometer disclosure by the seller/transferor at the time of sale or ownership transfer of a motor vehicle not exempt from these requirements. This law also requires the purchaser(s)/transferee(s) to acknowledge the seller's/transferor's odometer declaration by printing and signing their name(s) to this same document in the spaces provided. If you are viewing this manual on-line, click here to see a list of vehicles exempt from the odometer disclosure requirements. Please refer to the information in this manual under 'Odometer Requirements' for additional information.

F.E.I.N. is the abbreviation for the Federal Employer's Identification Number.

A **Federal Employer Identification Number** is a nine-digit number issued by the Internal Revenue Service to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

The **Federal Truth in Mileage Act** is a federal law that requires the odometer reading of a non-exempt vehicle, (less than 10 years old and under 16,000 pounds) at the time of ownership transfer, be declared by the current owner (seller) and acknowledged by the new owner (purchaser) on a document printed with security features. It requires the current owner to indicate when the odometer reading does not reflect the actual mileage by checking the applicable box. Both parties must sign the transfer document and print their name. If a company, the company's name must also be printed above the authorized signature.

Fi fa is the abbreviation for the Latin word 'fieri fascias'.

Fieri Fascias is a Latin word meaning "that you 'cause (it) to be done.' It is a legal document issued by the court commanding action, e.g. commands a sheriff to seize a judgment debtor's goods and personal property in settlement of a debt. This document is required when applying for a title reflecting a judgment lien.

A **franchise dealer** means any person with an established place of business in Georgia engaged in the business of buying, selling, exchanging or leasing *new* motor vehicles under a franchise agreement with a vehicle manufacturer and holding a current master dealer tag issued by the MVD.

GADA is the acronym for the 'Georgia Automobile Dealers Association'.

Georgia Automobile Dealers Association is an association of Georgia *franchise (new)* motor vehicle dealers.

Georgia Independent Automobile Dealers Association is an association of Georgia independent (used) motor vehicle dealers. Auction companies, auto brokers, retail used car dealers and wholesalers are considered independent *used* motor vehicle dealers.

GIADA is the abbreviation for the 'Georgia Independent Automobile Dealers Association'.

Gross Vehicle Weight is the total weight of a vehicle including its load.

An **independent used motor vehicle dealer** means any person with an established place of business in Georgia engaged in the business of buying, selling or exchanging *used* motor vehicles and who is licensed with the State of Georgia, Secretary of State, State Board of Registration of Used Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers and hold a valid master dealer tag issued by the MVD. See the definition of *franchise new car dealer* for the definition of a dealer selling *new* motor vehicles.

Implement of husbandry is a vehicle designed and adapted exclusively for agricultural, horticultural, and/or livestock raising operations, or for lifting or carrying an implement of husbandry and in either case not subject to registration if used upon the highways.

A **judgment lien** is a lien created by operation of law and not by contract or agreement with respect to a vehicle. For example, if the owner of a motor vehicle does <u>not</u> pay a creditor, the creditor can take the case to court and obtain a judgment against the owner. This court order gives the creditor permission to place a *lien* on any vehicle owned by the person to whom the judgment is against.

A **kilometer** is one thousand meters, about 0.62137 of a mile. Vehicle odometers may measure the distance a vehicle travels in miles or kilometers.

A **lessee** is a person, firm or corporation, who has the legal possession and control of a vehicle owned by another under the terms of a lease agreement.

A **lessor** is a person, firm or corporation, which under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another person, firm or corporation.

A **lien** means any lien created by operation of law and not by contract or agreement.

A **lien holder** is a person holding a lien created by operation of law on a motor vehicle.

A **limited power of attorney, Form T-8,** is a power of attorney with limitations. This document authorizes another to act as one's agent or attorney in regard to a motor vehicle. The agent is the attorney-in-fact and his power is revoked upon the death of the person granting the authority. Vehicle owners may designate someone to transact business on their behalf by completing a power of attorney, Form T-8. If an attorney-in-fact is making application for a replacement title, and will then transfer ownership of the vehicle, the owner will complete two (2) *original* powers of attorney (Form T-8). One will be used when making application for a replacement title and the other will be used for the subsequent title transfer. Photocopies are not acceptable. A *limited* power of attorney, Form T-8, cannot be used to declare and acknowledge the mileage reading in the same assignment unless the vehicle is exempt from the odometer disclosure requirements of the Federal Truth in Mileage Act. Refer to the information in this manual under the heading 'Odometer Requirement' for additional information and a list of exempt vehicles.

A **'low-speed vehicle**' means any four-wheeled electric vehicle whose top speed attainable in one mile is greater than twenty (20) miles per hour but not greater than twenty-five (25) miles per hour on a paved level surface and which is manufactured in compliance with those federal motor vehicle safety standards for low-speed vehicles set forth in 49 C.F.R. Section 571.500. Low-speed vehicles are registered and titled if they meet the definition of Georgia law found in §40-1-1(25.1) of the OCGA, as amended.

A '**major component part'** means any one of the following subassemblies of a motor vehicle:
(A) Front clip assembly (fenders, hood, and bumper);
(B) Rear clip assembly (quarter panels, floor panel assembly, and roof assembly, excluding a soft top);
(C) Engine and transmission;
(D) Frame; or
(E) Complete side (fenders, door, and quarter panel).

A **manufactured home** is a home built in a factory under federal building standards administered by the U.S. Department of Housing and Urban Development (HUD). A large percentage of manufactured homes, and all modular homes, are permanent sited and built with the same materials as site-built homes.

'Manufacturer' means a person/company engaged in the manufacture of vehicles and who has an established place of business in this state.

A **manufacturer's statement of origin** is a legal document issued by the vehicle's manufacturer certifying its origin. It contains a complete description of the vehicle (e.g. year model, vehicle make, model name and/ or number, weight, etc.); spaces for assignment on the face to the purchasing dealer and additional spaces on the reverse side for additional assignments. Statements of origin for motor vehicles must be printed with a 'secure' process to deter counterfeiting. This document is often referred to as the vehicle's birth certificate.

A **moped** is a motor-driven cycle equipped with two to three wheels, foot pedals to permit manual propulsion, and an independent power source providing a maximum of two brake horsepower. Georgia does not issue a tag or title for mopeds.

A **motorcycle or motor scooter** is a motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground, but excluding a tractor, a moped and an all-terrain vehicle.

A **motor vehicle broker is** an independent used car dealer. See the definition of *independent dealer* above.

MSO is the abbreviation for 'manufacturer statement of origin'. See the definition of manufacturer's statement of origin, above.

MVD is the abbreviation for the Motor Vehicle Division. The Motor Vehicle Division (MVD) is a division of the Georgia Department of Revenue (DOR).

A **new motor vehicle** means any motor vehicle that is not a demonstrator and has never been the subject of a sale at retail to the general public.

A **non-conforming title** is a title that does not conform to the Federal Truth in Mileage Act by having the required security features and language.

Notice of Security Interest – A dealer or security interest holder may complete and file a T-53D (Notice of Security Interest) with an $18.00 filing fee when the required transfer documents are not yet available to apply for a title reflecting the security interest holder. Submitting this form will not result in the vehicle being registered or titled. It may only be submitted to the MVD *by mail* or to the county tag office *by mail or in person.* If submission is by mail, notices and filing fees ($18) must be mailed *registered mail, return receipt requested.* If the notice meets processing requirements, the notice will be returned stamped or validated with the date it was received. The system will generate a letter that will verify a notice of security interest has been processed and a reminder that the title must be submitted within ninety (90) days of purchase. This form cannot be used to record a security interest against a vehicle that does not require a Georgia title.

An **'obligator'** is the parent who owes child support.

OCGA is the acronym for the Official Code of Georgia Annotated (Georgia Law)

An **odometer** is a device affixed to a motor vehicle by the vehicle's manufacturer that measures the distance the vehicle travels. Some odometers record the distance in miles and some in kilometers. For non-exempt vehicles, the current odometer reading must be entered in the space provided on the title application as well as on transfer documents. If the vehicle has mileage in excess of the mechanical limits of the odometer, a check must be made in the box that states: "Exceeds Mechanical Limits of Odometer". If the odometer reading does not reflect the total actual mileage, a check must be made in the box that states: 'Not the Actual Mileage, Warning: Odometer Discrepancy'. Refer to the information in this manual under the heading 'odometer requirements' for a list of vehicles exempt from the odometer disclosure requirements.

An **odometer discrepancy** is when the mileage recorded on the documents required to secure a title contains a discrepancy, e.g. the recorded mileage either is altered or decreases. The mileage throughout the chain of ownership should increase in number.

Odometer disclosure is a requirement of the Federal Truth in Mileage Act**.** For non-exempt vehicles, the seller(s)/transferor(s) must enter the vehicle's current odometer reading in the space provided in the title assignment when the vehicle is sold or the ownership of the vehicle is transferred. If the vehicle has mileage in excess of the mechanical limits of the odometer, a check must be made in the box that states: "Exceeds Mechanical Limits of Odometer". If the odometer reading does not reflect the total actual mileage, a check must be made in the box that states: 'Not the Actual Mileage, Warning: Odometer Discrepancy'. For non-exempt vehicles, the seller(s)/transferor(s) and the purchaser(s)/transferee(s) are required to print and sign their name to the transfer document. The seller(s)/transferor(s) must disclose the odometer reading and the purchaser(s)/transferee(s) must acknowledge the odometer declaration by printing and signing their name to the transfer document. Refer to the information in this manual under the heading 'Odometer Requirements' for a list of vehicles exempt from the odometer disclosure requirements.

A **power of attorney** (POA) is a legal document authorizing another to act as one's agent or attorney. The agent is the attorney-in-fact and his/her power is revoked upon the death of the person granting the authority. Such power of attorney may be general or special. Vehicle owners may designate someone to transact business on their behalf by completing a limited power of attorney, Form T-8. If an attorney-in-fact is making application for a replacement title, and will then transfer ownership of the vehicle, the owner will complete two original limited power of attorney forms (Form T-8). One will be used when making application for a replacement title and the other will be used for the subsequent title transfer. Photocopies are not acceptable with the exception of a *general* power of attorney. A limited (Form T-8) power of attorney may not always be used to transfer ownership. Refer to the definition of secure power of attorney for additional information regarding this subject. A limited power of attorney, Form T-8, cannot be used to declare and acknowledge the mileage reading in the same assignment.

A **public sale** means a sale: Held at a place reasonably available to persons who might desire to attend and submit bids; and, at which those attending shall be given the opportunity to bid on a competitive basis; and at which the sale, if made, shall be made to the highest bidder; and except as otherwise provided in this title for advertising or

dispensing with the advertising of public sales, of which notice is given by advertisement once a week for two (2) weeks in the newspaper in which the sheriff's advertisements are published in the county where the sale is to be held, and which notice shall state the day and hour, between 10:00 a.m. and 4:00 p.m., and the place of sale and shall briefly identify the goods to be sold.

A **rebuilt motor vehicle** means any motor vehicle which has been damaged and subsequently restored to an operable condition by the replacement of two or more major component parts. See the definition of 'major component parts'.

A **'rejection notice'** is a letter that the MVD or the County Tag Offices mails with all received documents when an application for title is incomplete or incorrect. The letter indicate why the title cannot be issued and additional requirements for title issuance. To avoid an additional title penalty fee from being assessed, compliance with the 'rejection notice' must be made within sixty (60) days of the letter's date. Please see the information in this manual under the heading 'To Whom Correspondence Letters (Rejection Notices) are Mailed' for additional information.

A **release of lien or security interest** is when a recorded lien or security interest holder either completes the spaces provided on the title for releasing their interest in a motor vehicle or they complete a Form T-4, release of lien or security interest. Any recorded lien or security interest is not removed from the MVD records until a title is applied for and issued.

Sales and Use Tax is a tax due on certain purchases. When a vehicle is purchased from an out-of-state/country dealer or business, Georgia sales and use tax must be paid at the time of application; proof submitted with the application showing where this tax has already been paid; **or** proof submitted that the applicant is exempt from this tax. Sales of motor vehicles between individuals (casual sales) are exempt from this tax. This applies to vehicles that are required to be titled in Georgia. See below for additional forms/documents required for applicants exempt from this tax. Acceptable proof of payment is a copy of a sales contract (invoice) showing where the Georgia sales and use tax has been paid. The sales contract (invoice) must show the following information for calculating taxes: Purchase (selling) price, trade-in allowance, and the amount of sales and use tax paid. A Georgia title and license plate will not be issued until any Georgia sales and use tax due is paid. The amount of Georgia sales and use tax due is based on the vehicle's purchase price, less the trade-in allowance, or the vehicle's fair market value when a sales contract (invoice) is not submitted. If you are viewing this manual on-line, click here to determine the Georgia sales and use tax rate in your county. The published sales and use tax rates for counties include the State of Georgia's sales tax rate.

If the purchaser is exempt from paying, the following documents and a completed Sales & Use Tax Form ST-5, when applicable, must accompany the title application: If you are viewing this manual on-line, click on any underlined form name or number to electronically complete and print the form for signing and submission.

- Sales to hospitals – letter of authorization and Form ST-NH2 (Exemption Certificate) issued by the state for Non-Profit Nursing Homes, In-Patient Hospices, General and Mental Hospitals (Code STEH)
- Leasing companies on leased vehicles – no document required (Code STLE)
- Sales to schools used in the education function – letter of authorization and government purchase order (Code STES)
- Sales to dealers on resale vehicles – Form ST-5 and the Georgia Sales Tax identification number must be shown on the application (Code ST51)
- Sales to companies such as Georgia Power, Direct Pay Permit – Form ST-5 is required and the Georgia Sales Tax identification number must be shown on the application (Code ST54)
- Sales to a government entity – Form ST-5 and government purchase order (Code ST55)
- Sales to common carriers in interstate under authority granted by the U.S. government – Form ST-5 and the Georgia Sales Tax identification number must be shown on the application (Code ST58)
- For casual sales, sales of motor vehicles between individuals, no sales and use tax is due.

Note: The sales and use tax exemption codes, as shown on the state's data base, will be keyed by the processing agent on the 'Seller/Sales Tax Collection Screen' in the 'Sales Tax Exemption Code' field.

For additional information regarding sales and use tax, please contact the DOR Regional Office serving your county.

A **secure dealer reassignment supplement form** is a document containing the required security features and language as required by the Federal Truth in Mileage Act. As long as there is a complete chain-of-ownership, dealers can use *secure dealer reassignment supplement forms* and the assignment spaces on the back of a manufacturer's statement of origin (MSO) or certificate of title to transfer the ownership of a vehicle. They may use the *secure dealer reassignment supplement forms* even when there are still title assignments available. Subsequent dealers may then go back to the title and use the available assignments. *Secure dealer reassignment supplement forms* may be obtained from one of the following approved dealer associations in this state:

Georgia Automobile Dealers Association (G.A.D.A.)	Georgia Independent Automobile Dealers Association (G.I.A.D.A.)
2255 Cumberland Parkway, Building 900 Atlanta, Georgia 30339 Phone No. (770) 432-1658 Website: www.gada.com	6903-A Oak Ridge Commerce Way, S.W. Austell, Georgia 30168 Phone No. (770) 745-9650 Website: www.giada.org

The ***secure* power of attorney (Form T-8S)** is a form designed for use by dealers to allow them to accept vehicles that have been traded-in and to sell those vehicles when the

title is not available at the time of transfer because it is lost or being held by a lien or security interest holder. This form contains the language and security features required by the Federal Truth in Mileage Act. These security features help deter illegal reproduction and help make alterations visible to the naked eye. Neither the MVD nor the County Tag Offices provide these forms; they may be obtained from one of the authorized dealer associations shown above.

Security interest perfection – If a security interest holder applies for a title (showing their name and address) within twenty (20) days of the date the security interest was created, the perfection date of the security interest is the date of its creation. If a title is applied for after twenty (20) days of the date the security interest was created, the security interest perfection date is the date the county tag agent or the MVD received the title application showing their name and address. Please see the information in this manual under the heading of 'Notice of Security Interest' for information regarding how to record the security interest holder's interest in a vehicle when the transfer documents are not yet available.

A **special handling fee** is a $10.00 fee that is charged in addition to all other fees for processing a title transaction expeditiously through the Motor Vehicle Division's In-Person Customer Service Operations. Requests for *expedited processing* may be submitted in-person or by mail. When requesting *expedited processing* by mail, the envelope must be clearly marked: **Attn: Expedited Service**, DOR/Motor Vehicle Division, P. O. Box 740381, Atlanta, Georgia 30374-0381, and the payment (check or money order for the total fees due made payable to the Department of Revenue) must accompany the title application and required supporting documents.

Special mobile equipment means every vehicle not designed or used primarily for the transportation of persons or property and only incidentally operated or moved over a highway, including but not limited to: ditch-digging apparatus, well-boring apparatus, and road construction and maintenance machinery such as asphalt spreaders, bituminous mixers, bucket loaders, tractors other than truck tractors, ditchers, leveling graders, finishing machines, motor graders, road rollers, scarifiers, earth-moving carryalls and scrapers, power shovels and drag lines, and self-propelled cranes and earth-moving equipment. The term does not include house trailers, dump trucks, truck mounted transit mixers, cranes or shovels, or other vehicles designed for the transportation of persons or property to which machinery has been attached.

Supporting documents consist of those documents that support and substantiate the information reflected on a title application. They include but are not limited to: a title, statement of origin, bills-of-sale, lien releases, affidavits, powers-of-attorney, etc.

A **title penalty fee** is an additional fee charged when the vehicle owner fails to apply for a title in his/her name within ninety (90) days of the date the vehicle was purchased or the date the ownership was transferred.

If the vehicle owner applied for a title and the application is returned with a 'rejection notice', compliance to the 'rejection notice' must be made within sixty (60) days of the date of the 'rejection notice' or an additional *$10.00 title penalty fee* will be charged.

A *$10.00 title penalty fee* may be assessed when the purchase date or the date the ownership was transferred has been changed or altered on the supporting documents. To verify the purchase date, a copy of the canceled check (front and back) from the buyer to the seller may be submitted. However, if it is determined that an application for title was not made within ninety (90) days of the date of purchase, a *$10.00 title penalty fee* will still be assessed.

The **total actual mileage** is the total actual distance a vehicle has traveled. An odometer is a device affixed to a motor vehicle by the vehicle's manufacturer that records the distance the vehicle has traveled; it is measured in either miles or kilometers. Upon the transfer of ownership of a motor vehicle, the seller/transferor must record the vehicle's odometer reading on the transfer document and check the applicable box when the vehicle's odometer does not reflect the total actual miles the vehicle has traveled, e.g. the distance the vehicle has traveled exceeds the mechanical limits of the vehicle's odometer or the odometer reading does not reflect the total actual mileage (Warning: Odometer Discrepancy). Refer to the information in this manual under the heading 'Odometer Requirement' for a list of exempt vehicles.

A **tractor** is a motor vehicle designed and used primarily for drawing other vehicles and not constructed to carry a load other than part of the weight of the pulled vehicle and its load.

A **trailer** is every vehicle with or without motor power (other than a pole trailer), designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.

A **truck** is a motor vehicle designed and used for the transportation of property and generally not designed or used to pull other vehicles.

A **truck-tractor** is a motor vehicle designed and used primarily for drawing other vehicles but constructed to carry a load other than part of the vehicle being pulled and its load.

A ***wholesaler*** means a person who sells or distributes *used* motor vehicles to motor vehicle dealers in this state, has a sales representative in this state, or controls any person who offers for sale, sells, or distributes any *used* motor vehicles to motor vehicle dealers in this state. A wholesaler is considered an independent used car dealer. See the definition of an *independent dealer* above.

MOTOR VEHICLE DIVISION

Douglas Hooper, Director - Vanessa Cantrell, Deputy Director

Customer Service
Telephone Number (404) 362-6500

IRP
Telephone Number: (404) 675-6135

Commercial Vehicle Permitting
Telephone Number: (404) 362-6484

Special Tags
Telephone Number: (404) 675-4947

Director's Office
Telephone Number: (404) 362-6440

MVD E-Mail Address
motorvehicleinquiry@dor.ga.gov

MVD Mailing Address
DOR/MVD
P. O. Box 740381
Atlanta, Georgia 30374-0381

MVD In-Person Address*
In-Person Customer Service Operations
DOR/MVD
1200 Tradeport Blvd.
Hapeville, Georgia 30354

*The in-person customer service operations of the Motor Vehicle Division is open from Monday through Friday from 8:00 a.m. to 4:30 p.m. excluding state holidays. If you are viewing this manual on-line, click here for a list of state holidays. Click here when viewing this manual on-line, for directions to the Customer Service Operations of the Motor Vehicle Division.

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