



# ELECTRONIC TITLE AND/OR REGISTRATION PROCESSING TRAINING RESOURCE

WisDOT-DMV

Bureau of Vehicle Services

Dealer & Agent Section

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## 1 Purpose

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The purpose of this training resource is to provide information from policy, procedure and law to successfully process a title/registration transaction. This document is intended for agents who process electronic title/registration transactions using either the eMV PARTNER system or a vendor system.

## 2 General Information

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### **Electronic Transaction Processing hours:**

The program is generally available for both inquiry and update between the hours of 6:00 AM and 8:00 PM Monday through Saturday. The system is often available outside of those general hours, including Sundays. DMV performs normal maintenance on Sundays between 5:00 AM and 9:00 AM, so Agents must avoid use during those hours. Other planned outages may occasionally occur; DMV or your vendor will give notice with sufficient lead-time to allow for contingency plans whenever possible.

### **Manual Transaction Processing:**

Mail applicable application documents, applicable “mail to DOT” form telling us why you could not process ([MV2132](#) – Dealer & Agent; [MV2142](#) – Lien Holder), and check payable to Registration Fee Trust to the following address:

WI Dept. of Transportation  
PO Box 7949  
Madison, WI 53707-7949

### **Passwords:**

Each individual user processing a title/registration transaction using the eMV PARTNER system or a vendor system will be required to have a [WAMS ID](#). Vendor system users may also have a separate User ID/password to gain access to their vendor system.

It is not acceptable for users to share their individual login/password information with others. Sharing login/passwords violates legal agreements, and in some cases, federal privacy laws.

### 3 Helpful Contacts

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|  |  |
|--|--|
| <p><b>Dealer Licensing Unit (DLU)</b></p> <ul style="list-style-type: none"> <li>• Dealer licensing questions</li> <li>• Dealer Complaints</li> <li>• Between the hours of 8:00 AM and 4:30 PM, Monday through Friday</li> </ul>   | <ul style="list-style-type: none"> <li>• Phone: 608-266-1425</li> <li>• Email: <a href="mailto:dealerlicensingunit@dot.wi.gov">dealerlicensingunit@dot.wi.gov</a></li> <li>• Fax: 608-267-0323</li> </ul>  |
| <p><b>Agent Partnership Unit (APU)</b></p> <ul style="list-style-type: none"> <li>• Questions related to the completion of eMV PARTNER electronic title/registration applications             <ul style="list-style-type: none"> <li>○ For vendor system questions, contact your specific vendor's help desk</li> </ul> </li> <li>• Between the hours of 8:00 AM and 4:30 PM, Monday through Friday</li> </ul> | <ul style="list-style-type: none"> <li>• Phone: 608-266-3566</li> <li>• Email: <a href="mailto:agentpartnershipunit@dot.wi.gov">agentpartnershipunit@dot.wi.gov</a></li> <li>• Fax: 608-266-9552</li> </ul>  |
| <p><b>Driver Licensing</b></p>   | <ul style="list-style-type: none"> <li>• Phone: 608-266-7447</li> </ul>  |
| <p><b>Emissions</b></p> <ul style="list-style-type: none"> <li>• Questions about emission testing, locations and hours of operation</li> </ul>   | <ul style="list-style-type: none"> <li>• Website: <a href="http://wisconsinvip.org">wisconsinvip.org</a></li> <li>• Email: <a href="mailto:helpdesk@websti.com">helpdesk@websti.com</a></li> <li>• Phone: 866-OBD-TEST (866-623-8738)</li> </ul>   |
| <p><b>General title or registration questions</b></p> <ul style="list-style-type: none"> <li>• Customer questions</li> <li>• 7:30 AM to 4:30 PM</li> </ul>   | <ul style="list-style-type: none"> <li>• Phone: 608-264-7447</li> <li>• Email: <a href="#">Wisconsin DMV email service</a></li> </ul>  |
| <p><b>Request a Secured Party Number</b></p>   | <ul style="list-style-type: none"> <li>• Email: <a href="mailto:DOTVRI@dot.wi.gov">DOTVRI@dot.wi.gov</a> <ul style="list-style-type: none"> <li>○ Must include the following information in the email:                 <ul style="list-style-type: none"> <li>▪ Lender Name</li> <li>▪ Mailing Address</li> <li>▪ City/State/Zip Code</li> <li>▪ Lender Telephone Number</li> <li>▪ Dealer contact info (if applicable)                     <ul style="list-style-type: none"> <li>➤ Dealer Telephone Number</li> <li>➤ Dealer Contact Name</li> <li>➤ Dealer Email Address</li> </ul> </li> </ul> </li> </ul> </li> </ul> |
| <p><b>Revenue (Dept. of)</b></p> <ul style="list-style-type: none"> <li>• Sales tax issues</li> </ul>  | <ul style="list-style-type: none"> <li>• Phone: 608-266-2772</li> </ul>  |
| <p><b>Special Plates</b></p> <ul style="list-style-type: none"> <li>• Special plates and disabled ID questions</li> <li>• 8:00 AM to 4:15 PM</li> </ul>  | <ul style="list-style-type: none"> <li>• Phone: 608-266-3041</li> <li>• Email: <a href="mailto:special-plates.dmv@dot.wi.gov">special-plates.dmv@dot.wi.gov</a></li> </ul>   |

### 4 DOT Website Links

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- WisDOT Website: [wisconsindot.gov](http://wisconsindot.gov)
- eMV PARTNER Website: [emvpartner.wi.gov](http://emvpartner.wi.gov)
- WisDOT Forms:
  - [General Vehicle Title and/or Registration forms](#)
  - [Dealer and Agent forms](#)

## 5 Processing Capabilities Allowed by Business Type/Processing Type/Processing System

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### 5.1 Wisconsin Motor Vehicle and Recreational Vehicle Dealer Title/Registration Processing

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A vehicle dealer's license must be in good standing for the dealer to process electronically. The system automatically prevents dealer processing if the dealer license is expired or otherwise ineligible.

Includes the following Business types and may process using eMV PARTNER or contract with a Vendor:

- WI Motor Vehicle Dealer
- WI Recreational Vehicle Dealer

As of 7/1/2007, Wisconsin licensed vehicle dealers that process 49 or more title/registration applications per calendar year became required to process such applications electronically.

Dealers not exempt from the mandatory dealer processing law will be required to submit a surcharge fee in addition to the processing fee per application sent to DMV for manual processing for title/registration transactions that could have been processed electronically either through eMV PARTNER or a Vendor.

- The following transaction types are allowed
  - Title transfer with Plate Transfer or Issue New Plate
    - New Vehicle (MCO/MSO)
    - Wisconsin Title
    - Out of State Title
  - Title Only
    - Out of State Resident in conjunction with adding a Lien
    - For a vehicle that will/has obtained plates through the International Registration Plan
- Review all documents from the customer and verify the following
  - Original title (not a photocopy)
    - Must be the current vehicle title
    - Chain of ownership
    - Signatures
    - Odometer
    - Brands
  - If the title is currently held by a lien holder, the following is required for a Wisconsin dealer to sell the vehicle retail. After processing, the first two items must be mailed in with the MV11 and any other required documents for imaging.
    - MV2690 POA/Vehicle Odometer Disclosure and Transfer of Ownership
    - Pre-processing inquiry print showing title held by lien holder
    - Proof of payment to the lien holder
  - MV11 application completed/signed
    - Required for all retail sales



- Non-Wisconsin Dealer (Previously identified as Border Dealer)
- Salvage Inspector
- Secured Party/Financial Institution
- WI Motor Vehicle Dealer (Exempt from mandatory processing law)
- WI Recreational Vehicle Dealer
- WI Trailer Dealer

An organization that only issues temporary registration will only have the capability of issuing an on-demand temporary plate to an existing or created customer.

Issuing a temporary-plate-only registration does not include full processing for a transfer of ownership (title transfer).

When issuing a temporary plate, the following information will be required (there may be some exceptions/differences in the required information for Salvage Inspectors and Emissions Test Centers):

- Answering some preliminary questions; e.g., “Is this vehicle to be operated for hire?”
- Entering vehicle information
- Entering customer information
  - If customer does not exist in the Wisconsin database, you will need to create a customer record

If the temporary plate transaction is part of a full title/registration transaction that is unable to be completed electronically, all necessary transaction documents must be mailed to DOT for manual processing.

If issuing a temporary plate to a minor, an [MV2505](#) Temporary License Plate Application will generate. This document must be signed by the parent or legal guardian submitted to DOT for imaging no later than the next business day after the completion of the transaction.

The following types of temporary plates can be issued:

- 90-day temporary plate for autos and light trucks up to 8,000 lbs.
- 90-day temporary plate for vehicles other than autos and light trucks
- 30-day temporary plate for out-of-state residents

### 5.3 Secured Party/Financial Institution processing Lien transactions

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Includes the following Business types and may use eMV PARTNER or contract with a Vendor:

- Secured Party/Financial Institution

The following transaction types are allowed

- Release a lien
- Add a lien
- Replacement Title + Add a lien
- Repossession

It is the responsibility of the lien holder to ensure a lien is properly listed and released.



As of 7/1/2010, lien holders that process 49 or more lien applications per calendar year, became required to electronically process applications for original listing and subsequent release of lien. These lien holders are not exempt from the mandatory lien processing law, and will be required to submit a processing fee plus an additional surcharge fee per application sent to DMV for manual processing of lien transactions that could have been processed by the non-exempt lien holder.

See the contents under the [Policies/Procedures](#) section for additional information.

Also, see [Lien Holder Processing FAQs](#).

### 5.3.1 Secured Party/Financial Institution – Releasing a Lien

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When processing a lien release without adding a new lien, a secured party can only remove their own lien.

If you hold the title (because the lien was listed on or after 7/30/2012), you will have the option of adding a one-time name and mailing address to redirect delivery of the new title to a name/address other than that of the vehicle owner listed on the title. This option is available whether the original title held is paper or electronic.

This will be useful to direct delivery of titles to:

- Motor vehicle dealerships paying off a lien on a vehicle that has been traded in
- Other financial institutions processing a refinance on the vehicle
- Customers who have moved out of state and need a paper title to re-list your lien in their new state

This transaction type does not require the mailing of the completed transaction documents to DOT. However, the Secured Party is required to keep the transaction documents for 60 days before they are securely destroyed.

If a lien holder is clearing a lien that was originally listed before 7/30/2012, a new title will not automatically generate.

If a lien holder is clearing a lien that was originally listed after 7/30/2012, a new title will automatically generate.

### 5.3.2 Secured party/Financial Institution – Adding a Lien

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The current Wisconsin title and MV1 are required to be in physical possession when adding a lien to a vehicle.

When a lien is listed on a Wisconsin title, the lien holder will receive the paper or electronic title.

This transaction type does not require the mailing of the completed transaction documents to DOT. However, the Secured Party is required to keep the transaction documents for 60 days before they are securely destroyed.

A secured party number issued by DOT is required for a lien holder's lien to be listed on a Wisconsin title. See [Helpful Contacts](#) section for information on how to request a secured party number.

When adding a lien

- The lien is being added to the existing owners' Wisconsin title. This is not a transfer of ownership nor is the transfer of ownership titling fee charged.
- If a current lien exists on the vehicle, a different lien holder other than the existing lien holder can release the lien when a new lien is added, provided one of the following is true:
  - You have a valid lien release in physical possession
  - You sent the other lender the payoff amount
  - You have contacted the other lender to verify their lien has been paid

### 5.3.3 Secured Party/Financial Institution – Replacement Wisconsin Title & Adding a Lien

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A replacement Wisconsin title should be applied for when the Wisconsin title was lost, stolen, mutilated, destroyed or illegible.

The Secured Party must be adding their lien as part of the replacement title transaction.

The current title holder (identified below) is required to sign the [MV2119](#) application.

- Owner if no lien or lien listed prior to 7/30/2012
- Lien holder if lien listed on or after 7/30/2012

Some restrictions for the issuance of a replacement title are, but not limited to:

- Last Wisconsin title was delivered electronically to the lien holder
- Last Wisconsin title was issued 10 or fewer calendar days ago.

Replacement titles must be mailed to the title holder's address.

If a lien exists, a valid lien release is required to release the lien.

If processing a replacement title application, make a print out of the inquiry page **prior** to processing the transaction. Mail it along with the completed MV2119 application and all applicable documents (such as a completed/signed [MV2790](#) Trustee Statement for Certificate of Title if a trust is the current title holder) for imaging to the DOT.

If a replacement title transaction has been reset, an MV2412 reset form must be submitted with the mailed in daily work bundle in place of the reset title number.

### 5.3.4 Secured party/Financial Institution – Repossession

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A Secured Party/Financial Institution can process a Repossession title:

- Use form [MV2117](#)
  - The lien holder's name/address listed on the MV2117 Repossession Application must match the lien holder's name/address on DMV records
  - If more than one lien exists, the reposessor must indicate on the MV2117 that all other existing lien holders have been notified of the repossession.
- Standard odometer rules apply

- Tax Exemption Code – 9
  - Reason – Other/Miscellaneous
  - Qualifier – Repossession
- If processing a repossession, make a print out of the inquiry page **prior** to processing the transaction. Mail it along with the completed MV2117 application and all applicable documents for imaging to the DOT.

A repossession is considered a transfer of ownership to the reposessor/lien holder. Therefore, a title transfer fee is charged for this transaction.

If a repossession transaction has been reset, an MV2412 reset form must be submitted along with the mailed in daily work bundle in place of the reset title number.

#### 5.4 License Plate Renewal Only Processing Agent

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Includes the following Business types and must contract with a Vendor:

- Auto Parts Store
- Auto Repair
- Car Wash
- County Clerk
- Emission Test Center
- Financial Service Center
- Fleet Agent
- Gas Station
- Grocery Store
- Hardware Store
- Independent Processing Agent
- Kiosk
- Law Enforcement Agency
- Municipal Agency
- Other License Plate Renewal Agent

A license plate renewal agent can renew existing license plate registrations:

- Allowable Registration Periods
  - Annual
  - Biennial
- Valid registration can be renewed up to 180 days in advance
- If the plate is expired for multiple registration periods, it can be renewed for all past registration periods
  - Must be expired  $\leq$  3 years for annual registrations
  - Must be expired  $\leq$  4 years for biennial registrations
  - If the customer indicates the vehicle was out of operation for one or more FULL registration periods, the renewal cannot be processed using a vendor system. Customer must mail their renewal into DOT or visit a full-service DOT Customer Service Center. They may also be able to renew their plate and complete the non-operation statement using DMV's [online plate renewal system](#)

- If an error message is returned, the application cannot be processed by an agent. It must be processed by DMV.
- During the renewal process, the following can also be updated:
  - For all plate owners (If driver exists, then driver; if lessee exists, then lessee; if owner exists, then owner)
    - Residence Address
    - Mailing Address
  - For primary plate owner (If driver exists, then driver; if lessee exists, then lessee; if owner exists, then owner)
    - [Opt Out](#)
      - Under Wisconsin law, Wisconsin Department of Transportation (WisDOT), Division of Motor Vehicles must provide information from its records to requesters. If the registered owner does not want their name and address included in requests for 10 or more records, they may have the department withhold their name and address from those requesters
      - Indicate the following for the primary registration owner
        - Yes – customer’s name and address will be withheld from record lists that DOT sells
        - No – customer’s name and address will not be withheld from record lists that DOT sells
        - Unknown – customer’s current opt out status on record with DOT will remain unchanged
    - [eNotify](#)
      - eNotify is an electronic notification system. Subscribing to this service will allow you to get the following notifications via email and text:
        - Driver license, ID card and license plate **renewal notices** for [eligible vehicles](#)
        - Confirmation of transactions to **avoid fraudulent activities** on your account
        - **CDL notifications**, such as:
          - Fed Med Card renewals (for Tier 1 CDL drivers)
          - School bus physical and testing requirement reminders
          - Haz Mat renewals
        - Correspondence for vehicle or driver record updates, if allowed by motor vehicle laws
      - Enter the primary registration owner’s email for them to receive information on how to enroll in DOT’s electronic notification program
  - Fleet Number
  - Vehicle Kept In
- Verify that the vehicle, plate number, and owner name listed on the renewal notice or substitute renewal document matches what is displayed on the processing system. The owner/lessee/driver name cannot be changed on a renewal transaction.
- Compare address on the renewal notice or substitute renewal document with the address on the processing system.
  - Change address, county vehicle kept in, and city/village/town vehicle kept in if necessary. Do not abbreviate the word ‘County’ in the street address.

- If the customer lives in an apartment, list the apartment number with a number sign; e.g., #3, #R. If the customer has a PO box, they must still provide their street address.
- When using an address with both a street and PO Box, make sure the ZIP code used corresponds to the PO Box.
- If the registration being renewed is subject to a \$10 late renewal fee, the late renewal fee will automatically be included and display on the fee screen.
- Vehicles registered as automobiles and light trucks may be subject to a wheel tax at time of renewal. The DMV system will automatically calculate the correct fees for the wheel tax. The WisDOT website lists [current and upcoming wheel tax information](#).

Acceptable documents for a plate renewal transaction:

- License Plate Renewal Notice Postcard or Statement
- Email print-out of eNotify License Plate Renewal
- [MV2016](#) Substitute Renewal Notice
- A previously issued Certificate of Vehicle Registration
- A print out of the plate record before the transaction is processed
- Any document which includes the plate number

Upon completion of the renewal, a Certificate of Vehicle Registration will be available for the user to print and provide to the customer along with the applicable sticker. Print the Certificate of Vehicle Registration and ask the customer to verify that the information printed on the registration card is correct. (Name, vehicle, address, expiration year, etc.). If information is correct, provide the customer with the printed Certificate of Vehicle Registration and one correct year sticker to be placed in the lower right-hand corner of the rear facing license plate. If a new plate is being issued by DMV, provide the customer with the Certificate of Vehicle Registration but no year sticker. Any required sticker(s) will be provided with the newly issued plates.

Persons other than the owner/lessee/driver of the vehicle may renew the registration and can be provided the sticker and Certificate of Vehicle Registration upon successful completion of the transaction.

If an error was made, you must **reset** the transaction the same day it was completed prior to 8:00 PM. If the customer obtains a duplicate certificate of registration elsewhere before you reset the transaction, you will not be able to reset the transaction and your business will need to pay the registration fees. **If you have already issued a sticker and the Certificate of Vehicle Registration to the customer it is your responsibility to retrieve those products.**

If a customer returns at a later date with the Certificate of Vehicle Registration and states that the incorrect plate number has been renewed, contact the Agent Partnership Unit at (608) 266-3566 for assistance. Your vendor system may have reports to help you identify a similar plate number processed at your business that day; e.g., ABC123 on report and customer has plate number ACB123.

## 5.5 Auction Processing

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See the contents under the [Policies/Procedures](#) section for additional information.

### 5.5.1 Auction - Title Only Transfer of Ownership to a Dealer or Insurance Company

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The following Business types and may only process using a Vendor:

- WI Auction Dealer
- An auction can process a title only for transfer of ownership to:
  - A Dealer
    - Can only be completed if all reassignments are full on current title
    - Can be a New Vehicle (MCO/MSO), Wisconsin Title or Out of State title
    - Standard odometer rules apply
    - Tax Exemption Code – 7
      - Reason – Wisconsin Dealer
      - Qualifier – Purchasing Dealer Number
  - An Insurance Company
    - Can be a New Vehicle (MCO/MSO), Wisconsin Title or Out of State title
    - Use form [MV2849](#)
    - May add Out of State or Wisconsin brands
    - Wisconsin brands that can be added:
      - Flood Damaged
      - Hail Damaged
      - Insurance Claim Paid
      - Manufacturer’s Buyback
      - Police Vehicle
      - Salvage Vehicle
      - Taxi Vehicle
  - Standard odometer rules apply
  - Tax Exemption Code – 9
    - Reason – Other/Miscellaneous
    - Qualifier – Insurance Loss

An auction has 14 days following the date of sale to furnish a title to the purchasing dealer.

**\*Note: Auctions cannot process retail sale transactions. \***

### 5.5.2 Auction – Replacement Wisconsin Title

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An auction can process a replacement Wisconsin title to be issued only to the current owner of record.

A replacement Wisconsin title should be applied for when the title was lost, stolen, mutilated, destroyed or illegible.

The current title holder is required to sign the [MV2119](#) application.

- Owner if no lien
- Owner if lien listed prior to 7/30/2012
- Lien Holder if lien listed on or after 7/30/2012

Some restrictions for the issuance of a replacement title are, but not limited to:

- If the last title was delivered electronically to the lien holder
- The title is currently held by the lien holder
- Last title was issued within the previous 10 or fewer calendar days ago.

If a lien exists on a vehicle record, a valid lien release is always required to release the lien.

If processing a replacement title application, make a print out of the inquiry page **prior** to processing the transaction. Mail it along with the completed MV2119 application and all applicable documents (such as a completed/signed MV2790 Trustee Statement for Certificate of Title if a trust is the current title holder) for imaging to the DOT.

If a replacement title transaction has been reset, an MV2412 reset form must be submitted with the mailed in daily work bundle in place of the reset title number.

### 5.5.3 Auction – Repossession

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An auction can process a Repossession title to be issued to the lien holder on record:

- Use form [MV2117](#)
  - The lien holder’s name/address listed on the MV2117 must match the lien holder’s name/address on DMV records
  - If more than one lien exists, the reposessor must indicate on the form that all other existing lien holders have been notified of the repossession
- Standard odometer rules apply
  - Tax Exemption Code – 9
    - Reason – Other/Miscellaneous
    - Qualifier – Repossession
- If processing a repossession, make a print out of the inquiry page **prior** to processing the transaction. Mail it along with the completed MV2117 application and all applicable documents for imaging to the DOT.

If a replacement title transaction has been reset, an MV2412 reset form must be submitted with the mailed in daily work bundle in place of the reset title number.

### 5.5.4 Auction – Title Printing

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For all allowable transactions for auctions, the system will generate a Certificate of Title PDF for the auction to print on DOT’s title stock.

## 5.6 Title/Registration for Private Sales, Non-WI Dealer Sales, WI Trailer Dealer Agents

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Includes the following Business types and must contract with a Vendor:

- County Clerk
- Financial Service Center
- Fleet Agent
- Independent Processing Agent
- Law Enforcement Agency
- Municipal Agency
- Non-Wisconsin Dealer
- Secured Party/Financial Institution
- WI Trailer Dealer

Allowable transaction types:

- Title transfer + Plate Transfer or New Plate
  - New Vehicle (MCO/MSO)
  - Wisconsin Title
  - Out of State Title

Review all documents from the customer and verify the following:

- Original Wisconsin title (not a photocopy)
  - Must be the current title
  - Chain of ownership
  - Signatures
  - Odometer reading recorded
    - Not applicable for WI Trailer Dealers
- [MV1](#) application completed/signed
- Valid/original lien release, if applicable
  - Photocopy is not acceptable
- Any other required documentation
- Other required information:
  - [Opt Out](#)
    - Under Wisconsin law, Wisconsin Department of Transportation (WisDOT), Division of Motor Vehicles must provide information from its records to requesters. If the registered owner does not want their name and address included in requests for 10 or more records, they may have the department withhold their name and address from those requesters
    - Indicate the following for the primary registration owner
      - Yes – customer’s name will be withheld from record lists that DOT sells
      - No – customer’s name will not be withheld from record lists that DOT sells
      - Unknown – customer’s current opt out status will remain
  - [eNotify](#)
    - eNotify is an electronic notification system. Subscribing to this service will allow you to get the following notifications via email and text:
      - Driver license, ID card and license plate **renewal notices** for [eligible vehicles](#)
      - Confirmation of transactions to **avoid fraudulent activities** on your account
      - **CDL notifications**, such as:
        - Fed Med Card renewals (for Tier 1 CDL drivers)
        - School bus physical and testing requirement reminders
        - Haz Mat renewals
      - Correspondence for vehicle or driver record updates, if allowed by motor vehicle laws
    - Enter the primary registration owner’s email to receive information on how to enroll in DOT’s electronic notification program

See the contents under the [Policies/Procedures](#) section for additional information.



## 5.7 Salvage Dealer Processing

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A Salvage dealer's license must be in good standing for the dealer to process electronically. The system automatically prevents junk processing if the license is expired or otherwise ineligible.

Includes the following Business type and may only process using eMV PARTNER:

- WI Salvage (Junk) Dealer

A junked vehicle is a vehicle that is incapable of operation upon public roads and has no resale value except as a source of parts. It may also be a vehicle for which an insurance company has taken possession of, or title to, if the estimated cost of repairing the vehicle exceeds its fair market value.

A Wisconsin junk dealer will have the capability of entering a VIN and selecting to junk a vehicle. Once a vehicle is junked, it is no longer eligible to be titled/registered; securely destroy the ownership documents or, if preferred, stamp the title junked and place in your files.

If a lien exists on the vehicle record, the junk dealer must have a valid lien release document in hand in order to junk the vehicle. See the [lien releases](#) section for acceptable documents for releasing a lien.

See the contents under the [Policies/Procedures](#) section for additional information.

## 6 Policies/Procedures

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### 6.1 Processing Capabilities Not Allowed

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The following scenarios cannot be processed electronically and must be mailed to DOT for manual processing:

- More than two owners/lessees/drivers
- More than one lien
- Foreign/Out-of-country Title
- Vehicles currently titled by U.S. Government (some auctions may process these)
- Heavy vehicle with gross weight registration over 54,000 lbs.
- For-Hire Title/Registration (transporting passengers or property for compensation)
  - Allowed for license plate renewal only
- New motor homes/Out-of-state motor homes
- New vehicle (with MCO/MSO) which is more than two model years old
- Municipal/official/unmarked squad vehicles
- Non-operation statement
- Wisconsin title transfer with no existing record in DOT database
- Out of sequence Wisconsin title (not the most recent Wisconsin title)
- Transfer of a personalized/non-personalized plate when going from an auto (AUT) to a light truck (LTK) registration or vice versa
- Issuance of new eligibility special plate, such as Military, Firefighter or Disabled
- Replacing personalized or collector special (CLS) plates
- Unacceptable combination of Vehicle Status/Title Status/Title Notation
- Unacceptable combination of Plate Status/Registration Status/Registration Notation

- Disqualifying existing Wisconsin brands
- Disqualifying new Wisconsin or out-of-state Brands
- Unacceptable brand or flag returned from National Motor Vehicle Title Information System (NMVTIS)
- Vehicle with kilometers (KM) as the unit of measure, and no previous Wisconsin title
- Certain incidents on the owner/lessee/driver, depending on business type
- Deceased owner/lessee/driver
- Transfer of ownership to same/existing owners
- Owner/lessee/driver/lien holder cannot be the same customer
- Certain Plate Types/Registration Types
- Plate transfer for an eligibility special plate (e.g., Military) where the new owner does not match the current primary owner of the eligibility special plate
- Residence address change for an owner/lessee/driver who holds a commercial driver license
- Residence/ mailing address change for an owner/lessee/driver who has an active business relationship with DMV; for example, an individual who has a secured party number
- Plate transfer where the plate has been expired for  $\geq$  one year
- Vehicle Delivery Date of  $\geq$  180 days in the past or  $>$  7 days in the future
- Organization is suspended from processing
- Individual and non-individual name changes

## 6.2 Out of State Titles

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Each state has their own rules specific to vehicle title/registration. When processing an out-of-state title transaction, ensure to check that specific state's rules, such as but not limited to:

- Proper title document
- Seller signature requirements (Ex: more than one seller)
- Deceased owner required documents
- Power of Attorney

## 6.3 Plates

- **Owner name on plate transfer transaction:** When transferring plates, compare the owner of the plate on DMV's record to the owner name on the *MV1/MV11 Application for Title/Registration*. Add or delete names according to the information on the *MV1/MV11 Application for Title/Registration*. Refer to the [plate transfer table](#) to determine when a plate is transferable.
- **Personalized plate transactions:** When your customer wants new personalized plate, issue a temporary plate and assist the customer in applying for the desired plate. Do not issue a metal plate. All documents must be mailed to DOT for manual processing.
- **Eligibility special plate transactions (e.g., Military, Firefighter):** When your customer wants new eligibility special plate, issue a temporary plate and assist the customer in applying for the desired plate. Do not issue a metal plate. All documents must be mailed to DOT for manual processing.
- **Non-Eligibility special plate transaction (e.g., Green Bay Packers, Ducks Unlimited):** When your customer wants new non-eligibility special plate, fully process the transaction electronically and issue a temporary plate. The non-eligibility special plate will be issued from DOT.

- **Entering plate numbers into the system:** WisDOT does not use the letter O in plate numbers. A zero should be used in place of the letter O. (Amateur Radio (AMA) plates can/may have the letter O in the plate number.)

### 6.3.1 Truck plate or auto plate

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- For a vehicle type of truck, a vehicle may obtain auto or light truck plates – depending on the below scenarios
  - A truck plate is required for any vehicle with an openbed (including a bed topper). This includes vehicles such as the Avalanche, Baja, Escalade EXT and SportTrac.
  - Truck plates are optional on truck type vehicles such as vans and SUVs.
    - If more than half the space inside the vehicle is used for cargo, the vehicle should have a truck plate.
    - If more than half the space is used for passenger seating, the vehicle should have an auto plate.
- **Determining the proper weight for truck plates:**
  - It is the responsibility of your customer to decide what registration weight they wish to have on their vehicle. They are the only ones who know how they plan to use the vehicle.

| Counts Towards Registration Weight  | Does Not Count Towards Registration Weight  |
|---|---|
| <ul style="list-style-type: none"> <li>• Actual weight of the vehicle equipped for service</li> <li>• Driver</li> <li>• Passenger(s)</li> <li>• Any load in the vehicle</li> <li>• Any towing equipment on or in the vehicle</li> <li>• Full tank of gas</li> </ul> | <ul style="list-style-type: none"> <li>• GVWR (gross vehicle weight rating)</li> <li>• Tongue weight of a trailer</li> <li>• Load on a trailer</li> <li>• Trailer weight when considering registration for a vehicle with a bed mounted (fifth-wheel) hitch.</li> </ul> |

If registration weight is 8,000 pounds or less, two annual plates are issued which can expire in any month, based on the date of operation. Plates display the appropriate month and year expiration stickers (2 separate stickers) AND the appropriate registration weight letter sticker (see below):

- 4500 lb. plate registration = “A” sticker
- 6000 lb. plate registration = “B” sticker
- 8000 lb. plate registration = “C” sticker

If registration weight is over 8,000 pounds it may be registered annually, consecutive monthly or quarterly. Two plates are issued, including the appropriate month/year expiration sticker (expiration month and year on a single sticker) AND the appropriate registration weight letter sticker (see below):

- Plates stay with the vehicle
- Plate type is HTK – heavy truck
- Plates have an alpha prefix that indicates the gross weight
  - 10000 lb. plate = X plate
  - 12000 lb. plate = D plate
  - 16000 lb. plate = E plate
  - 20000 lb. plate = F plate



- 26000 lb. plate = G plate
- 32000 lb. plate = H plate
- 38000 lb. plate = J plate
- 44000 lb. plate = K plate
- 50000 lb. plate = L plate
- 54000 lb. plate = M plate

### 6.3.2 Plate Transfer Table

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| PRESENT OWNER OF PLATE                     | TRANSFER THIS PLATE TO                          | OK TO TRANSFER? |
|--|---|-----------------|
| <b>Family Situations</b>                   |   |                 |
| Husband, Wife or Same-Sex Domestic Partner | Husband, Wife or Same-Sex Domestic Partner      | Yes             |
| Joint ownership                            | One of the original owners                      | Yes             |
| Single owner                               | Joint owners (one is original owner)            | Yes             |
| Individual                                 | Family member                                   | No              |
| <b>Lease Situations</b>                    |   |                 |
| Leasing company with lessee                | Different leasing company, same lessee          | Yes             |
| Individual                                 | Leasing company with same individual as lessee  | Yes             |
| Leasing company with individual as lessee  | Individual who was lessee                       | Yes             |
| Company name                               | Leasing company with owner of company as lessee | Yes             |
| Leasing company with a company as lessee   | Owner of company that was lessee                | Yes             |
| Leasing company with spouse as lessee      | Spouse of lessee                                | Yes             |
| <b>Company Situations</b>                  |   |                 |
| Sole owner of company                      | Company   | Yes             |
| Company                                    | Sole owner of company                           | Yes             |
| Partnership                                | One of the partners                             | Yes             |
| Corporation                                | Individual who is owner of corporation          | Yes             |
| Corporation                                | Different corporation                           | No              |
| <b>Trust Situations</b>                    |   |                 |
| Trust (MV2790 required)                    | Individual who has interest in trust            | Yes             |
| Individual with interest in trust          | Trust (MV2790 required)                         | Yes             |

### 6.3.3 Prorated plate fee charts

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The processing system will automatically calculate the correct registration fees based on the fee charts below:

- [Motorcycles/Mopeds](#)
- [Farm Truck/Heavy Farm Truck](#)
- [Farm Trailer](#)
- [Light Trailer/Heavy Trailer](#)
- [Heavy Truck](#)
- [Truck Tractor](#)
- Other plate fees – see [fee schedule](#)

When transferring a plate that has an associated gross weight, the weight can be increased or decreased. Increasing the weight will result in a prorated fee adjustment.

#### 6.3.4 Plate Type/Reg Type Definitions

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| PLATE TYPE OR REGISTRATION TYPE | DEFINITION   | PLATE STAYS WITH PREVIOUS OWNER WHEN SOLD | PLATE STAYS WITH VEHICLE WHEN SOLD |
|---------------------------------|--|---|------------------------------------|
| <b>PLATE TYPES</b>              |  |   |                                    |
| Automobile (AUT)                | A motor vehicle designed and used mostly for carrying persons  | X   |                                    |
| Farm Trailer (FTL)              | Plates issued to a trailer owned or leased and operated by a farmer and used exclusively for farming purposes.   |   | X                                  |
| Farm Truck (FRM)                | Vehicles registered under 38,000 pounds gross weight must be used primarily for transporting farm supplies and produce. It may also be used for personal or family purposes, but not for commuting to or in connection with another job.   | X   |                                    |
| Heavy Farm Truck (HFM)          | Vehicles registered at 38,000 pounds gross weight, and greater, must be used exclusively for transporting farm supplies and produce. It may not be used for personal or family purposes or commuting to or in connection with another job. |   | X                                  |
| Heavy Trailer (TRL)             | Plate issued to a vehicle designed to be hauled by a motor vehicle, which is usually a truck or tractor.   |   | X                                  |
| Heavy Truck (HTK)               | Plates issued to truck type vehicles designed, used or maintained primarily for the transportation of property. They are registered by gross weight.   |   | X                                  |
| Light Trailer (LTL)             | Optional registration plate issued to a trailer-type vehicle operated privately at a gross weight of 3,000 pounds or less. Also, for all camping trailers 3,000 pounds or less if operated for hire or rental.                             |   | X                                  |

| PLATE TYPE OR REGISTRATION TYPE | DEFINITION  | PLATE STAYS WITH PREVIOUS OWNER WHEN SOLD | PLATE STAYS WITH VEHICLE WHEN SOLD |
|---------------------------------|---|---|------------------------------------|
| Light Truck (LTK)               | Plates issued to truck type vehicles designed, used or maintained primarily for the transportation of property. They are registered by gross weight.  | X   |                                    |
| Moped (MPD)                     | <p>Any of the following motor vehicles that is not capable of speeds more than 30 miles per hour with a 150-pound rider on a dry, level, hard surface with no wind (excluding a tractor), has a power source as an integral part of the vehicle and a seat for the operator:</p> <ul style="list-style-type: none"> <li>• A bicycle-type vehicle with fully operative pedals and an engine certified by the manufacturer at not more than 130 cubic centimeters (or an equivalent power unit)</li> </ul> <p>A Type 1 motorcycle with an automatic transmission and an engine certified by the manufacturer at not more than 50 cubic centimeters (or an equivalent power unit)</p>  |   | X                                  |
| Motorcycle (CYC)                | <p>Motorcycle means a vehicle, excluding a tractor or an all-terrain vehicle, which is capable of speeds in excess of 30 miles per hour with a 150-pound ride on a dry, level, hard surface with no wind, with a power source as an integral part of the vehicle, and which meets the conditions under:</p> <ul style="list-style-type: none"> <li>• Type 1 is a motor vehicle which meets either of the following conditions: <ul style="list-style-type: none"> <li>○ Is designed and built with 2 wheels in tandem and a seat for the operator, and may be modified to have no more than 3 wheels by attaching a sidecar to one side of the wheels in tandem without changing the location of the power source</li> <li>○ Is designed and built to have no more than 3 wheels, seating for the operator, and no</li> </ul> </li> </ul> | X   |                                    |

| PLATE TYPE OR REGISTRATION TYPE    | DEFINITION   | PLATE STAYS WITH PREVIOUS OWNER WHEN SOLD   | PLATE STAYS WITH VEHICLE WHEN SOLD |
|------------------------------------|--|---|------------------------------------|
|                                    | <p>more than 3 passengers, and does not have the operator area enclosed</p> <p>Type 2 is a motor vehicle designed and built to have at least 3 wheels in contact with the ground, a curb weight of less than 1,500 pounds, and a passenger and operator area with sides permanently enclosed with rigid construction and a top which may be convertible</p>  |   |                                    |
| Motor Home (MTM)                   | A motor vehicle designed to be operated on the highway for use as a temporary or recreational dwelling and having the same internal characteristics as a recreational vehicle trailer.   | X   |                                    |
| Recreational Vehicle Trailer (RVT) | <p>Plates issued for a vehicle that is designed to be towed upon a highway by a motor vehicle, that is equipped and used, or intended to be used, primarily for temporary or recreational human habitation, that has walls of rigid construction, or collapsible/folding structure and that does not exceed 45 feet in length.</p> <p>This includes Travel Trailers, 5<sup>th</sup> Wheels, Tent Campers and Camping Trailers</p> <p><b>Note: Manufactured Homes, mobile homes 1976 and newer over 40 feet, and mobile homes 1975 and over 45 feet are not titled by DMV, but rather <a href="#">Department of Safety and Professional Services</a>.</b></p> |   | X                                  |
| Semi-trailer (STL)                 | A trailer-type vehicle used with a motor vehicle so that some part of its own weight, and that of its own load rests upon or is carried by another vehicle.  | X (The plate only transfers to the owner when the lessee is buying out their lease) |                                    |
| Special Plates                     | <p>See <a href="#">list</a> of special plates</p> <p><b>Note: non-eligibility special plates are an option for a new plate and plate to transfer; some eligibility plates are an option for plate to transfer</b></p>  | X   |                                    |
| Truck Tractor (TOR)                | A motor vehicle designed and used primarily for pulling other vehicles and not constructed to carry a load other   |   | X                                  |

| PLATE TYPE OR REGISTRATION TYPE | DEFINITION  | PLATE STAYS WITH PREVIOUS OWNER WHEN SOLD | PLATE STAYS WITH VEHICLE WHEN SOLD |
|---------------------------------|---|---|------------------------------------|
|                                 | than a part of the weight of the vehicle and load pulled.   |   |                                    |
| <b>REGISTRATION TYPES</b>       |   |   |                                    |
| Dual Purpose Farm (DPF)         | A motor truck owned and operated by a farmer and used for the transportation of supplies, farm equipment and products on the owner's farm or between the owner's farms, the transportation of farm products from the owner's farm to market, and the transportation of supplies to the owner's farm and also used in furtherance of any non-farm occupation, trade, profession or employment. |   |                                    |
| Dual Purpose Vehicle (DPV)      | A vehicle which can be interchangeably equipped as a motor home or motor truck.   |   |                                    |
| Farm Tractor (FTR)              | A motor vehicle designed and used primarily as a farm implement for drawing plows, mowing machines and other implements of husbandry.   |   |                                    |

### 6.3.5 Registration Periods

[List](#) of registration periods and definitions on the DOT website.

- Annual
- Biennial
- Consecutive Monthly
- Quarterly

### 6.3.6 Plates – Light Vehicles – Plate to Transfer + Renew/New Plate Rules

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| Plate Type  | Plate-To-Transfer + Renewal   | New Plate   |
|---|---|---|
| Staggered expiring plates: AUT/AUT or special plate type/AUT, LTK/LTK, LTK/DPF, LTK/DPV or special plate type/LTK, DPF or DPV | <ul style="list-style-type: none"> <li>• Valid/non-expiring plate <ul style="list-style-type: none"> <li>○ If expiration is &gt; 180 days in the future, renewal not an option and the agent can continue to complete the transaction</li> <li>○ If expiration is ≤ 180 days in the future, renewal is optional</li> </ul> </li> <li>• Expired plate <ul style="list-style-type: none"> <li>○ Expired ≥ a year ago <ul style="list-style-type: none"> <li>▪ Must apply for a new plate or list a different plate to transfer</li> </ul> </li> <li>○ Expired &lt; a year ago <ul style="list-style-type: none"> <li>▪ Must renew current registration period or list a different plate to transfer or apply for a new plate</li> <li>▪ Once renewed</li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Delivery is current day or ≤ 7 days in the future <ul style="list-style-type: none"> <li>○ Plate expiration <ul style="list-style-type: none"> <li>▪ Daily/staggered/annual expiration for AUT/AUT or special plate type/AUT</li> <li>▪ Staggered/annual expiration for LTK/LTK, LTK/DPF, LTK/DPV or non-eligibility special plate type/LTK, DPF or DPV</li> </ul> </li> </ul> </li> </ul> |



| Plate Type  | Plate-To-Transfer + Renewal  | New Plate  |
|---|--|--|
|   | <ul style="list-style-type: none"> <li>➤ If after renewed plate expires ≤ 180 days, renewal optional</li> </ul>  | <ul style="list-style-type: none"> <li>• Delivery date ≤ 180 calendar days in the past</li> <li>• Plate expires &gt; 180 calendar days in the future               <ul style="list-style-type: none"> <li>○ No renewal option</li> <li>○ Plate expires ≤ 180 calendar days in the future</li> </ul> </li> </ul> Renewal is optional  |
| Fixed expiration plates: CYC/CYC, FRM/FRM or special plate type/FRM, MPD/MPD, RVT/RVT | <ul style="list-style-type: none"> <li>• CYC/FRM/RVT/MPD – valid plate to transfer               <ul style="list-style-type: none"> <li>○ Valid/non-expiring plate                   <ul style="list-style-type: none"> <li>▪ If expiration is &gt; 180 days in the future of the fixed expiration, renewal not an option</li> <li>▪ If expiration is ≤ 180 days in the future of the fixed expiration, renewal is optional                       <ul style="list-style-type: none"> <li>• For MPD and RVT only                           <ul style="list-style-type: none"> <li>➤ If plate expires ≤ 30 days in the future, renewal required</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> <li>• CYC/FRM – expired plate               <ul style="list-style-type: none"> <li>○ Expired ≥ a year ago                   <ul style="list-style-type: none"> <li>▪ Must apply for a new plate or list a different plate to transfer</li> </ul> </li> <li>○ Expired &lt; a year ago                   <ul style="list-style-type: none"> <li>▪ Must renew current registration period or list a different plate to transfer or apply for a new plate</li> <li>▪ Once renewed                       <ul style="list-style-type: none"> <li>➤ If after required renewal plate expires ≤ 180 days, renewal optional</li> </ul> </li> </ul> </li> </ul> </li> <li>• MPD/RVT – expired plate               <ul style="list-style-type: none"> <li>○ Renewal required as renewal notice would not generate nor would it go to the purchaser</li> <li>○ Delivery date will determine new date of operation of plate for new owner</li> <li>○ If delivery date is ≤ 90 days of the next fixed expiration, require renewal of next registration period as purchaser may not receive renewal notice</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• CYC/FRM/MPD/RVT               <ul style="list-style-type: none"> <li>▪ Plate expiration                   <ul style="list-style-type: none"> <li>▪ CYC/CYC - Fixed (biennial/April even years)</li> <li>▪ FRM/FRM – Fixed (biennial/February even years)</li> <li>▪ Non-eligibility special plate/FRM – staggered/annual</li> </ul> </li> <li>▪ Alerts                   <ul style="list-style-type: none"> <li>▪ If expiration is &gt; 180 days in the future of the fixed expiration, renewal not an option</li> <li>▪ If expiration is ≤ 180 days in the future of the fixed expiration, renewal is optional</li> <li>▪ If expiration is ≤ 90 days in the future of the fixed expiration, renewal is required</li> </ul> </li> </ul> </li> </ul> |

6.3.7 Plates – Heavy Vehicles – Plate to Transfer + Renew/New Plate Rules

| PLATE/REG TYPE         | PLATE-TO-TRANSFER + RENEWAL   | NEW PLATE  |
|------------------------|---|--|
| FIXED – ANNUAL – 12/31 | <ul style="list-style-type: none"> <li>• Valid plate (not expired)               <ul style="list-style-type: none"> <li>○ If expiration is &gt; 180 days in the future, renewal not an option and the agent can continue to complete the transaction</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Alerts               <ul style="list-style-type: none"> <li>○ If expiration of new plate is &gt; 180 days in the future of the</li> </ul> </li> </ul> |

| PLATE/REG TYPE  | PLATE-TO-TRANSFER + RENEWAL  | NEW PLATE   |
|---|--|---|
| HTK/HTK; HTK/DPF;<br>HTK/DPV; FTL/FTL;<br>TRL/TRL; TOR/TOR;<br>TOR/FTR              | <ul style="list-style-type: none"> <li>○ If expiration is ≤ 180 days in the future, renewal is optional</li> <li>○ If plate expires ≤ 90 days in the future, renewal required</li> <li>● Expired plate <ul style="list-style-type: none"> <li>○ Renew required as renew notice would have gone to the previous owner</li> <li>○ Delivery date will determine new date of operation of plate for new owner</li> <li>○ If delivery date is ≤ 90 days of the next fixed expiration, renewal required for next registration period as renew notice would have gone to the previous owner</li> </ul> </li> </ul>  | <p>fixed expiration, renewal not an option</p> <ul style="list-style-type: none"> <li>○ If expiration is ≤ 180 days in the future of the fixed expiration, renewal is optional</li> <li>○ If expiration is ≤ 90 days in the future of the fixed expiration, renewal is required</li> </ul>  |
| FIXED – ANNUAL – 2/28<br><br>HFM/HFM  | <ul style="list-style-type: none"> <li>● Valid plate (not expired) <ul style="list-style-type: none"> <li>○ If expiration is &gt; 180 days in the future, renewal not an option and the agent can continue to complete the transaction</li> <li>○ If expiration is ≤ 180 days in the future, renewal is optional <ul style="list-style-type: none"> <li>○ If plate expires ≤ 90 days in the future, renewal required</li> </ul> </li> </ul> </li> <li>● Expired plate <ul style="list-style-type: none"> <li>○ Renewal required as renew notice would have gone to the previous owner</li> <li>○ Delivery date will determine new date of operation of plate for new owner</li> <li>○ If delivery date is ≤ 90 days of the next fixed expiration, require renewal for next registration period as renew notice would have gone to the previous owner</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>● Alerts <ul style="list-style-type: none"> <li>○ If expiration of new plate is &gt; 180 days in the future of the fixed expiration, renewal not an option</li> <li>○ If expiration is ≤ 180 days in the future of the fixed expiration, renewal is optional</li> <li>○ If expiration is ≤ 90 days in the future of the fixed expiration, renewal is required</li> </ul> </li> </ul> |
| FIXED ANNUAL – 3/31<br><br>MTM/MTM<br><br>STAGGERED/ANNUAL<br><br>SPECIAL PLATE/MTM | <ul style="list-style-type: none"> <li>● Valid plate (not expired) <ul style="list-style-type: none"> <li>○ If expiration is &gt; 180 days in the future, renewal not an option and the agent can continue to complete the transaction</li> <li>○ If expiration is ≤ 180 days in the future, renewal is optional</li> </ul> </li> <li>● Expired plate <ul style="list-style-type: none"> <li>○ Expired ≥ a year ago <ul style="list-style-type: none"> <li>▪ Must apply for a new plate or list a different plate to transfer</li> </ul> </li> <li>○ Expired &lt; a year ago <ul style="list-style-type: none"> <li>▪ Must renew current registration period or list a different plate to transfer or apply for a new plate</li> <li>▪ Once renewed <ul style="list-style-type: none"> <li>➤ If after require renewal, plate expires ≤ 180 days in the future, renewal optional</li> </ul> </li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>● Alerts <ul style="list-style-type: none"> <li>○ If expiration of new plate is &gt; 180 days in the future of the fixed expiration, renewal not an option</li> <li>○ If expiration is ≤ 180 days in the future of the fixed expiration, renewal is optional</li> <li>○ If expiration is ≤ 90 days in the future of the fixed expiration, renewal is required</li> </ul> </li> </ul> |
| Quarterly (Must be registered @ ≥   | <ul style="list-style-type: none"> <li>● Valid plate (not expired)</li> </ul>  | <ul style="list-style-type: none"> <li>● Alerts</li> </ul>  |

| PLATE/REG TYPE  | PLATE-TO-TURN-OVER + RENEWAL  | NEW PLATE   |
|---|---|---|
| <p>10,000 lbs.;<br/>Additional reg period fee of \$5)</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Quarter: 1/1 – 3/31</li> <li>• 2<sup>nd</sup> Quarter: 4/1 – 6/30</li> <li>• 3<sup>rd</sup> Quarter: 7/1 – 9/30</li> <li>• 4<sup>th</sup> Quarter: 10/1 – 12/31</li> </ul> <p>HTK/HTK; TOR/TOR;<br/>TRL/TRL</p>             | <ul style="list-style-type: none"> <li>○ If expiration is &gt; 180 days in the future, renewal not an option and the agent can continue to complete the transaction</li> <li>○ If expiration is ≤ 180 days in the future, renewal is optional</li> <li>○ If plate expires ≤ 90 days in the future, renewal required</li> <li>• Expired plate <ul style="list-style-type: none"> <li>○ Renew required as renew notice would have gone to the previous owner</li> <li>○ Delivery date will determine new date of operation of plate for new owner</li> <li>○ If delivery date is ≤ 90 days of the next fixed expiration, require renewal for next registration period as renew notice would have gone to the previous owner</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>○ If expiration of new plate is &gt; 180 days in the future of the fixed expiration, renewal not an option</li> <li>○ If expiration is ≤ 180 days in the future of the fixed expiration, renewal is optional</li> <li>○ If expiration is ≤ 90 days in the future of the fixed expiration, renewal is required</li> <li>○ <b>Renewal of more than one quarterly reg period may be required</b></li> </ul>   |
| <p>Quarterly (Must be registered @ ≥ 10,000 lbs.;<br/>Additional reg period fee of \$5)</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Quarter: 4/1 – 6/30</li> <li>• 2<sup>nd</sup> Quarter: 7/1 – 9/30</li> <li>• 3<sup>rd</sup> Quarter: 10/1 – 12/31</li> <li>• 4<sup>th</sup> Quarter: 1/1 – 3/31</li> </ul> <p>MTM/MTM</p> | <ul style="list-style-type: none"> <li>• Valid plate (not expired) <ul style="list-style-type: none"> <li>○ If expiration is &gt; 180 days in the future, renewal not an option and the agent can continue to complete the transaction</li> <li>○ If expiration is ≤ 180 days in the future, renewal is optional</li> </ul> </li> <li>• Expired plate <ul style="list-style-type: none"> <li>○ Renew required as renew notice would have gone to the previous owner <ul style="list-style-type: none"> <li>▪ <b>Renewal of more than one quarterly reg period may be required</b></li> </ul> </li> <li>○ Delivery date will determine new date of operation of plate for new owner</li> <li>○ If delivery date is ≤ 90 days of the next fixed expiration, require renewal for next registration period as renew notice would have gone to the previous owner</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Alerts <ul style="list-style-type: none"> <li>○ If expiration of new plate is &gt; 180 days in the future of the fixed expiration, renewal not an option</li> <li>○ If expiration is ≤ 180 days in the future of the fixed expiration, renewal is optional</li> <li>○ If expiration is ≤ 90 days in the future of the fixed expiration, renewal is required</li> <li>○ <b>Renewal of more than one quarterly reg period may be required</b></li> </ul> </li> </ul> |
| <p>Consecutive Monthly – minimum of 3 consecutive months (Must be registered @ ≥ 10,000 lbs. plus <a href="#">specific/restricted use</a>; Additional reg period fee of \$15)</p> <p>HTK/HTK; TOR/TOR;<br/>TRL/TRL</p>  | <ul style="list-style-type: none"> <li>• Valid plate (not expired) <ul style="list-style-type: none"> <li>○ If expiration is &gt; 180 days in the future, renewal not an option and the agent can continue to complete the transaction</li> <li>○ If expiration is ≤ 180 days in the future, renewal is optional</li> <li>○ If plate expires ≤ 90 days in the future, renewal required</li> </ul> </li> <li>• Expired plate <ul style="list-style-type: none"> <li>○ Renew required as renew notice would have gone to the previous owner <ul style="list-style-type: none"> <li>▪ <b>Renewal of more than one quarterly reg period may be required</b></li> </ul> </li> <li>○ Delivery date will determine new date of operation of plate for new owner</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>• Alerts <ul style="list-style-type: none"> <li>○ If expiration of new plate is &gt; 180 days in the future of the fixed expiration, renewal not an option</li> <li>○ If expiration is ≤ 180 days in the future of the fixed expiration, renewal is optional</li> <li>○ If expiration is ≤ 90 days in the future of the fixed expiration, renewal is required</li> <li>○ <b>Renewal of more than one quarterly reg period may be required</b></li> </ul> </li> </ul> |

| PLATE/REG TYPE                               | PLATE-TO-TRANSFER + RENEWAL  | NEW PLATE   |
|--|--|---|
|  | <ul style="list-style-type: none"> <li>○ If delivery date is ≤ 90 days of the next fixed expiration, require renewal for next registration period as renew notice would have gone to the previous owner</li> </ul> |   |
| Fixed – Non-Expiring – 12/31/3999<br>STL/STL | Only allowed on lease buyout (previous lessee = purchaser)   | Regardless of delivery date, non-expiring registration period applies |

## 6.4 Customers

### 6.4.1 Customer Types

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For a title/registration transaction, there can be up to four types of customers:

- Owner
  - A role for a customer that is the owner of a vehicle
- Lessee
  - A role for a customer who holds a contract granting use or occupation of property during a specified period in exchange for a specified rent. For a leased vehicle, the lessee owns the registration/plate (not the vehicle owner/lessor). Designating a lessee customer role on a registration record will ensure that plates, certificates of registration, year stickers and renewal notices are mailed to the primary lessee, if no driver record exists. Refunds for registration fees also default to the lessee.
- Driver
  - A role for someone who operates a vehicle on behalf of the vehicle owner or lessee. The driver owns the registration/plate (not the vehicle owner/lessor) Designating a driver role on a registration record will ensure that plates, certificates of registration, year stickers and renewal notices are mailed to the primary driver.
- Lien Holder
  - A role for a customer that has security interest in personal property with an obligation for payment. A lending institution or an individual who holds a security interest in a vehicle is referred to as a secured party or lien holder.
  -

**Note: The same customer cannot have more than one customer type for the same vehicle (e.g., an owner cannot also be listed as a lien holder) Similarly, an owner, lessee or driver cannot also be a lien holder.**

### 6.4.2 Customer Names Change

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Agents must use the current name on DMV records while processing title and registration applications (license plates and renewals).

- Start each transaction with a Social Security Number, Wisconsin Driver’s license, Wisconsin Identification Card, or Federal Employee Identification Number (FEIN).
- Name Changes
  - Individual customers
    - The customer will need to follow the [steps](#) on the name change procedure

- The customer must make all formal name changes or name correction requests in person at a [DMV service center](#).
  - Non-Individual customers
    - The customer's name change must be reflected with the [Department of Financial Institutions](#), unless the business is owned by a sole proprietor.
    - The customer must make all formal name changes or name correction requests by calling, emailing, or visiting their local [DMV service center](#).
  - Trusts
    - The customer must make all formal name changes or name correction requests by calling, emailing, or visiting their local [DMV service center](#).
- After the customer has completed the name change with DMV, it is not mandatory that they obtain title or registration documents with their new name. When DMV issues a subsequent title or registration to the customer, it will reflect the new name.
- Customers may request a title or registration document with their new name. The fee is \$5 per vehicle at the DMV service center, or by mail at no charge, only if the customer's name has changed.

### 6.4.3 Addresses

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For title/registration transactions the Residence and Mailing addresses for any owner, lessee and driver can be updated. For license plate renewals, only the plate owner(s) addresses can be updated (for example, if owners and lessees exist, only the lessees' addresses can be updated).

- Residence Address
  - Individuals
    - Must be a Wisconsin address for Wisconsin residents
    - Must be an out-of-state address for out-of-state residents when issuing a title only to a non-Wisconsin resident due to securing a lien
  - Non-Individuals
    - Can be a Wisconsin or out-of-state address
      - If out-of-state address, Vehicle Kept In must be Wisconsin
- Mailing Address
  - Can be either a Wisconsin address or an out-of-state address for both individuals and non-individuals
- County highway or road: Do not use abbreviations such as Co, Cty, or CTH. The word *County* must be spelled out for mailing purposes; e.g., County P.
- # sign: This should be used if you have an address with an apartment number or a lot number. If you type in the abbreviation 'Apt.' for the apartment number, or 'Lot' number the system will automatically insert the # sign in place of 'Apt', or 'Lot'.
- Post office box:
  - For individuals, the PO Box will be used to mail any items, but a street address is also necessary.
  - Post office box without a residence address is permitted for businesses.
  - When using an address with both a street and PO Box, make sure the ZIP code used corresponds to the PO Box.
  - When both a street and PO Box number are given, key the street address and PO Box in separate fields in your software. Do not key them into the same field.
- Override address validation check

- Any entered address will be checked against an address validation system
- If it is determined an address is invalid, the user will receive a message indicating so
- The user will have the opportunity to select to override the message and accept the address as is
  - Reason for overriding the address validation
    - New building – address is not recognized by the US Post Office
    - Municipality updates local street name

#### 6.4.4 Customer Creating - Formatting Customer Names

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Before creating an owner, lessee or driver, conduct a thorough search by SSN, WI DL/ID or FEIN. If the correct result is not found, conduct a search by the customer name and date of birth or zip code. If still no correct result, then start the process to create a customer:

- Individuals
  - The full legal name and date of birth must be entered as well as listed on the application
  - The proper format for Jr. or Sr. is *Last name, First name, Middle Initial plus Jr./Sr.* (e.g., Jones Richard L Jr.).
  - Allowable characters
    - Letters
    - Apostrophe
    - Dash
- Non-Individuals
  - The full legal name should be entered as well as listed on the application
    - Do not enter a Doing Business As (DBA) name/trade name
  - Allowable characters
    - Letters
    - Numbers
    - Apostrophe
    - Dash/Hyphen
    - Ampersand
- Trusts
  - The full legal name must be entered as well as listed on the application
  - When a vehicle is purchased or sold by a trust, a *Trust Affidavit (MV2790)* must be *completed* by the Trustee AND included with the transaction application documents you send to DOT. Do not reverse trust name, or show trustee names (unless the trustee names are part of the legal trust name).
  - You may have to abbreviate the name in order for it to fit in the space available. Call AGENT PARTNERSHIP UNIT @ (608)266-3566 for assistance in abbreviating the name of the trust, if necessary.
    - Trust abbreviations:
      - Burial Fund = BRF
      - Dated = DTD
      - Estate = EST
      - Family Trust = FMT
      - Funeral Trust = FRT
      - Living Trust = LVT
      - Trust = TST

- Under agreement dated = UAD
- The full legal name must be entered
- If a date is part of the trust name, format as follows
  - Dated May 1, 1962 should be formatted as DTD 05011962
- Allowable characters
  - Letters
  - Numbers
  - Apostrophe
  - Dash/Hyphen
  - Ampersand

#### 6.4.5 Customer 'And/Or' Conjunction

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Check the *MV1/MV11 Application for Title/Registration* to determine the correct conjunction to be used between owners

- In Section A, if no box or the 'and' box is checked on the application
  - The conjunction of 'and' must be entered
- In Section A, if the 'or' box is checked
  - The conjunction of 'or' must entered AND **all** owners must have signed the MV1/MV11 application.

#### 6.4.6 Signatures

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Wisconsin title

- Seller
  - If ownership is being transferred on a vehicle currently titled in Wisconsin, all listed owners are required to sign unless the names are separated by "OR"; then only one listed owner's signature is required.
    - The 'or' conjunction requires only one signature when the vehicle is sold.
    - The 'and' conjunction requires signatures of all listed owners when the vehicle is sold.
- Purchaser
  - When issuing a title to multiple owners, and all co-owners sign the application, use the conjunction indicated by the customers on the application form. If no conjunction is chosen, default to "AND."
  - If a vehicle is being titled jointly, one purchaser's signature is required. Any co-owners listed on the application, (or reassigned title) will be shown on the title when only one purchaser signs. If any purchasers did not sign the title application indicating "OR," then use the conjunction "AND" to protect the rights of any parties not signing.

Out of State Titles seller signatures

- When co-ownership occurs, seller's signature requirements are regulated by the title issuing state.
  - See above [Out of State Titles](#) section.

#### 6.4.7 Deceased Owner

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Transfer of vehicle ownership when one or more of the owners are no longer living.

Refer to the following links for requirements regarding deceased owner transfers:

- [Transfer a vehicle to/from a surviving spouse/domestic partner](#)
- [Transfer a vehicle to an heir](#)

Form [MV2300](#) Statement of Vehicle Transfer to a Surviving Spouse, Domestic Partner or Heir is required for deceased owner transfers to a surviving spouse, domestic partner or heir.

**Note: For dealer retail sales, if a vehicle is being traded in by a surviving heir, the heir is required to obtain a title in their name prior to trading it in to a dealer.**

If a personal representative or executor of the estate has been appointed, Personal Representative Papers (Domiciliary Letter) or Court Order Summary Settlement must accompany the transaction documents submitted.

#### 6.4.8 Customer Consent to Purchase (Minor)

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Organizations other than WI dealer: If a vehicle is being registered to a minor, the following additional information is required:

- Notarized signature from legal custodian/parent/guardian

WI dealer: If a vehicle is being registered to a minor, the following additional information is required:

- Dealer witnessed signature from legal custodian/parent/guardian

For vehicle purchases that include a minor, consent to the legal custodian/parent/guardian to register that vehicle to the minor must be obtained and documented on the MV11/MV1.

**Note: for Non-Dealer transactions, the Consent to Purchase section on the MV1 must be notarized.**

#### 6.4.9 Power of Attorney

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Dealer Sale

- WI dealers may only act as Power of Attorney by signing as seller on sales that qualify for use of MV2690 Power of Attorney when the Wisconsin title is held by the lien holder.

Non-Dealer sale

- Wisconsin title not held by lien holder – Power of Attorney can sign as seller. No Power of Attorney form is required. Original title is required to transfer title to a new owner.
- Wisconsin title held by lien holder – Lien holders and insurance companies may use the MV2690 form if the POA is specific to that title. Original title and MV2690 are required to transfer title to a new owner.
- Out of State Title – see above Out of State Titles section

### 6.5 Vehicle information

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- It is important to cross-check a vehicle's VIN against the title/MCO and the application before selling a vehicle or processing electronically.
  - Make sure that the VIN on the *Wisconsin Title & License Plate Application* matches the VIN on the ownership document.
- When entering a VIN the following three letters are not allowed
  - I
  - O
  - Q

### 6.5.1 Title Documents

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The following are acceptable title documents for transfer of ownership processing (original – copies are not acceptable):

- Wisconsin Title
- Title from another state
- Manufacturer's Certificate of Origin (MCO) / Manufacturer's Statement of Origin (MSO)

Foreign titles (titles issued outside of the U.S. and U.S. Territories) cannot be processed and must be mailed to DOT for manual processing.

### 6.5.2 Vehicle Inquiry

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Vehicle inquiries are limited to DOT authorized business purposes only under federal law. Some examples are:

- An inquiry print of the WI title record prior to processing, must be included with completed documents for imaging for the following transaction types:
  - Replacement Title
  - Repossession
  - Title held by lien holder (WI dealers)
- A WI dealer should check inquiry for the following:
  - Appraising a vehicle for a trade-in
    - Dealers that need to obtain a replacement title should check the Wisconsin Department of Children and Families' [child support lien docket](#). The system will automatically add a child support lien to the sellers' title if any seller is on the docket
  - Reviewing lien information
  - Reviewing Brands
  - Reviewing ownership

A VIN or plate number/plate type is required to search for a vehicle record. Only vehicles that have previously been titled/registered in Wisconsin will display a record.

To view owners/lessees/drivers associated with the vehicle record, the user must input customer information. The display will include only customers whose information you have entered. The display will say "Additional owners/lessees/drivers exist" if you have not entered information for all existing customers.

Various pieces of information from the vehicle record will display, such as the Title Status/Title Status Reason:

- Example:
  - Title Status: In-Progress
  - Title Status Reason: “No WI TI” or “No Wisconsin Title”
    - No Wisconsin Title has been issued
    - This Title Status Reason means that a previous out-of-state resident moved to Wisconsin and did not have their out-of-state title present to change to a Wisconsin title but did have some sort of proof of ownership. DMV creates an in-progress title record and issues Wisconsin plates, collecting both the title fee and license plate fee.

### 6.5.3 Secured Party information:

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Secured party numbers: A secured party number assigned by Wisconsin DMV is required for every lender and must be completed on both the system and the application to list a lien.

- If an application has no secured party number listed, check the [Secured Party Tips List](#)
- If the correct secured party is not found on the Tips List, search by the Legal Business Name and any other identifier such as city and zip code
- Unless the Tips List says otherwise, the secured party Legal Business Name and address listed on the application must match the name and address in the system
- If you are unable to find a secured party number for the lender
  - See [Helpful Contacts](#) section for information on how to request a secured party number
- Lender name/address has changed: The lender must email written notice on letterhead to [DOTVRI@dot.wi.gov](mailto:DOTVRI@dot.wi.gov) to change address or Legal Business Name information for their secured party number.
- Owner/lien holder: An owner cannot also be listed as a lien holder on the same application for title/registration.
- If loan information is pending for dealers: select finance pending. This will list a place holder lien (Secured Party # 128850) as well as charge the \$10 loan filing fee. Selecting this option will only allow the transaction to be Pended. When the correct secured party is known it can be added and the transaction can be completed.

### 6.5.4 Lien releases

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#### **Dealer Agents only**

- do not need to hold applications while waiting for lien releases from the lender. You do not need to send in the lien release with documents mailed to DOT for imaging or processing

#### **All Other Titling Agents:**

- Verify the VIN, name of lender, and lender address on the lien release match the information on the title.

The following are acceptable paper lien release formats:

- WisDOT issued T084 (MV2076) Confirmation of Security Interest
  - Original does not have to be signed.
  - A photocopy is acceptable if it has an original signature and you have the title.
- All items on the “LENDER Certifies Release of Lien” section on the Wisconsin Title completed
  - Lien holder
  - Title

- Printed name
- Signature
- Date
- A letter or statement from the secured party/financial institution on their business letterhead, indicating the lien has been satisfied, and including the following:
  - owner name
  - year, make and model of the vehicle
  - VIN
  - Authorized signature from the secured party/financial institution
- “Paid” stamp on title that has the name of the financial institution and may have an authorized signature from the financial institution
- Handwritten “paid” notation with name of institution and signature on title

### 6.5.5 Brands

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Any user processing a dealer or non-dealer title transaction must verify all brands disclosed on a title and application are entered/carried forward to the new title. Any brands that did not carry forward must be added.

Once a Wisconsin title is branded salvage, it is no longer road worthy and is not eligible for full registration and plates until the vehicle passes a rebuilt salvage inspection.

### 6.5.6 New Wisconsin brand capabilities based on Business Type/Processing Type

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| BUSINESS TYPE   | PROCESSING TYPE   | ALLOWABLE NEW WISCONSIN BRANDS   |
|---|---|--|
| WISCONSIN MOTOR VEHICLE DEALER/WISCONSIN RECREATIONAL VEHICLE DEALER  | TITLE/REGISTRATION FOR WI DEALER SALES                          | <ul style="list-style-type: none"> <li>● FLOOD (if vehicle model year is <math>\geq 7</math>)</li> <li>● HAIL</li> <li>● MANUFACTURER BUYBACK</li> <li>● PRIOR POLICE</li> <li>● PRIOR TAXI</li> </ul> |
| COUNTY CLERK, FINANCIAL SERVICE CENTER, FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION/WISCONSIN TRAILER DEALER | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | <ul style="list-style-type: none"> <li>● FLOOD (if vehicle model year is <math>\geq 7</math>)</li> <li>● HAIL</li> <li>● MANUFACTURER BUYBACK</li> <li>● PRIOR POLICE</li> <li>● PRIOR TAXI</li> </ul> |
| AUCTION   | TITLE   | <ul style="list-style-type: none"> <li>● FLOOD</li> <li>● HAIL</li> <li>● INSURANCE CLAIM PAID</li> <li>● MANUFACTURER BUYBACK</li> <li>● PRIOR POLICE</li> <li>● PRIOR TAXI</li> </ul>                |

|                                     |      |   |
|-------------------------------------|------|---|
|                                     |      | <ul style="list-style-type: none"> <li>• SALVAGE (IF VEHICLE MODEL YEAR IS &lt; 7)</li> </ul>   |
| SECURED PARTY/FINANCIAL INSTITUTION | LIEN | FOR REPOSSESSIONS: <ul style="list-style-type: none"> <li>• FLOOD</li> <li>• HAIL</li> <li>• PRIOR POLICE</li> <li>• PRIOR TAXI</li> <li>• SALVAGE (IF VEHICLE MODEL YEAR IS &lt; 7)</li> </ul> |

### 6.5.7 Odometers

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When a vehicle is sold, all sellers must disclose the odometer in writing on one of the following

- Title
- Dealer application (MV11 Wisconsin Title and Registration Application)
- MV2690 Power of Attorney/Vehicle Odometer Disclosure and Transfer of Ownership (used by dealers when the title is currently held by the lien holder)
- MV2488 Statement of Vehicle Transfer and Odometer Mileage
- Only the seller can verify the mileage as **'actual'**. If the purchaser fills in the odometer reading in your presence, you must indicate on the title "completed by purchaser" and record the mileage as **'not actual'**.
- When **'excess'** is indicated and the vehicle displays a five-digit odometer you must key 'Excess' for status. When **'Excess'** is indicated and the vehicle displays a six-digit odometer you must key **'actual'** for status, as the mileage will not be in excess of mechanical limits until it passes 999,999 miles.
- Refer to the issuing state of the title for the acceptable odometer status requirements on out-of-state titles.
- Review all titles to insure a higher mileage reading is not disclosed on the title than you are representing the vehicle mileage to be. *If the disclosed mileage on the title is higher, use the higher reading.*
- Adding or deleting a co-owner is considered a transfer of ownership that requires an odometer mileage statement in writing and must be entered when processing the application.
- The following are exempt from odometer disclosure:
  - When the vehicle is 10 or more model years old
  - Vehicle has a gross vehicle weight rating of or is or ever was registered with a gross weight > 16,000 pounds
  - Mopeds
- Independent Processing Agents Only: If processing an out-of-state title where there is no transfer of ownership, record the odometer reading and date printed on the title by the issuing state.
  - If no status is shown on the out-of-state title, show status as **Actual** and key the date the vehicle was purchased if shown or the date the title was issued.
  - If status is shown, enter mileage, status, and date as follows:
    - Key odometer and the purchase date of the vehicle, or;
    - If no purchase date, key date recorded, or;
    - If no purchase or date recorded, key issue date of title.

**REMEMBER: You are recording the odometer at the time of sale, which previously took place. You should not be recording the present odometer mileage because this transaction is not a transfer of ownership.**

If you have any questions regarding odometers, contact the Agent Partnership Unit at (608) 266-3566.

### 6.5.8 Sales Tax Exemptions

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Sales tax exemptions allowed for title transfers by business type/processing type:

| BUSINESS TYPE   | PROCESSING TYPE   | TAX EXEMPTION CODE | REASON                  | QUALIFIER  |
|---|---|--------------------|-------------------------|--|
| WISCONSIN MOTOR VEHICLE DEALER, WISCONSIN RECREATIONAL VEHICLE DEALER   | TITLE/REGISTRATION FOR WI DEALER SALES                          | 2                  | FOR HIRE                | AUTHORITY NUMBER   |
| WISCONSIN MOTOR VEHICLE DEALER, WISCONSIN RECREATIONAL VEHICLE DEALER   | TITLE/REGISTRATION FOR WI DEALER SALES                          | 3                  | LEASED VEHICLE          | LESSOR'S USE TAX NUMBER  |
| WISCONSIN MOTOR VEHICLE DEALER, WISCONSIN RECREATIONAL VEHICLE DEALER   | TITLE/REGISTRATION FOR WI DEALER SALES                          | 6                  | OUT OF STATE RESIDENT   | TERRITORY  |
| WISCONSIN MOTOR VEHICLE DEALER, WISCONSIN RECREATIONAL VEHICLE DEALER   | TITLE/REGISTRATION FOR WI DEALER SALES                          | 8                  | CHARITABLE ORGANIZATION | CERTIFICATE OF EXEMPTION STATUS NUMBER   |
| WISCONSIN MOTOR VEHICLE DEALER, WISCONSIN RECREATIONAL VEHICLE DEALER   | TITLE/REGISTRATION FOR WI DEALER SALES                          | 9                  | OTHER/ MISCELLANEOUS    | NATIVE AMERICAN  |
| COUNTY CLERK, FINANCIAL SERVICE CENTER, FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION/ | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | 1                  | FAMILY TRANSFER         | APPROVED FAMILY MEMBER: PARENT TO CHILD, CHILD TO PARENT, SPOUSE, EX-SPOUSE, FATHER IN LAW, MOTHER IN LAW, SON IN LAW, DAUGHTER IN LAW, STEPPARENT, STEPCHILD, SOLE PROPRIETOR |

| BUSINESS TYPE  | PROCESSING TYPE   | TAX EXEMPTION CODE | REASON         | QUALIFIER               |
|--|---|--------------------|----------------|-------------------------|
| WISCONSIN TRAILER DEALER   |   |                    |                |                         |
| COUNTY CLERK, FINANCIAL SERVICE CENTER, FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION/ WISCONSIN TRAILER DEALER | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | 2                  | FOR HIRE       | AUTHORITY NUMBER        |
| COUNTY CLERK, FINANCIAL SERVICE CENTER, FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION/ WISCONSIN TRAILER DEALER | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | 3                  | LEASED VEHICLE | LESSOR'S USE TAX NUMBER |

| BUSINESS TYPE   | PROCESSING TYPE   | TAX EXEMPTION CODE | REASON                | QUALIFIER  |
|---|---|--------------------|-----------------------|--|
| COUNTY CLERK,<br>FINANCIAL SERVICE CENTER, FLEET AGENT,<br>INDEPENDENT PROCESSING AGENT,<br>LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER,<br>SECURED PARTY/FINANCIAL INSTITUTION/<br>WISCONSIN TRAILER DEALER | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | 5                  | TAX PAID OUT OF STATE | SALES TAX/COUNTY TAX/STADIUM TAX AMOUNTS PAID TO THE OTHER STATE |
| COUNTY CLERK,<br>FINANCIAL SERVICE CENTER, FLEET AGENT,<br>INDEPENDENT PROCESSING AGENT,<br>LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER,<br>SECURED PARTY/FINANCIAL INSTITUTION/<br>WISCONSIN TRAILER DEALER | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | 6                  | OUT OF STATE RESIDENT | TERRITORY  |
| COUNTY CLERK,<br>FINANCIAL SERVICE CENTER, FLEET AGENT,<br>INDEPENDENT PROCESSING AGENT,<br>LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER,<br>SECURED PARTY/FINANCIAL INSTITUTION/<br>WISCONSIN TRAILER DEALER | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | 7                  | WISCONSIN DEALER      | WI DEALER NUMBER   |

| BUSINESS TYPE   | PROCESSING TYPE   | TAX EXEMPTION CODE | REASON                  | QUALIFIER  |
|---|---|--------------------|-------------------------|--|
| COUNTY CLERK, FINANCIAL SERVICE CENTER, FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION/WISCONSIN TRAILER DEALER | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | 8                  | CHARITABLE ORGANIZATION | CERTIFICATE OF EXEMPTION STATUS NUMBER   |
| COUNTY CLERK, FINANCIAL SERVICE CENTER, FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION/WISCONSIN TRAILER DEALER | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | 9                  | OTHER/MISCELLANEOUS     | CORP LIQUIDATE, COURTESY DELIVERY, DIRECT PAY, EVEN TRADE, FEED UNIT, GIFT, HEIR, MANUFACTURER, MOBILE MIXING, NATIVE AMERICAN, OVER 90 DAYS, PAID DNR, POSTAL, PRIZE, RESALE, TRADE DOWN, TRUST |
| AUCTION   | TITLE   | 7                  | WISCONSIN DEALER        | WI DEALER NUMBER   |
| AUCTION   | TITLE   | 9                  | OTHER/MISCELLANEOUS     | INSURANCE LOSS, REPOSSESSION   |
| SECURED PARTY/FINANCIAL INSTITUTION   | LIEN  | 9                  | OTHER/MISCELLANEOUS     | REPOSSESSION   |

### 6.5.9 Vehicle Types/Vehicle Body Styles

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When a VIN does not pass the VIN decoder, and you have determined that the VIN is correct, you will need to manually create the vehicle by selecting the vehicle type, model year, make and body style.

Select the appropriate vehicle type and select vehicle styles in your software. Except for the information in parentheses, the vehicle style description will print on the certificates of title and display on Vehicle Inquiry.

#### Vehicle Types:

|            |      |  |
|------------|------|--|
| Automobile | AUTO | automobile and low-speed vehicle               |
| Motorcycle | CYCL | moped, motorcycle and special designed vehicle |



|         |      |   |
|---------|------|---|
| Trailer | TRLR | camping trailer, recreational vehicle trailer, semi-trailer       |
| Truck   | TRUK | bus, SUV, motor home, road tractor, truck, truck tractor and vans |

#### Vehicle Body Styles:

For the above vehicle types, the following body styles cannot be processed electronically:

- Automobile
  - Ambulance
  - Bus
  - Low Speed Vehicle
  - Unknown
- Motorcycle
  - Unknown
- Trailer
  - Park Model
  - Unknown
- Truck
  - Ambulance
  - Armored
  - Bus
  - Crane
  - Glider
  - Grain
  - Hopper
  - Motor Home
  - School Bus
  - Tandem (Tilt)
  - Tandem
  - Unknown

#### 6.5.10 Wisconsin DOT Vehicle Color Choices

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Color choices available from DOT will be displayed. If you do not see the exact color as described on the vehicle ownership document, choose a color from the list that most accurately reflects the current color of the vehicle.

#### 6.5.11 Motorcycle/Moped processing

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##### Processing:

- Only motorcycles/mopeds manufactured for highway use may be titled in Wisconsin. Applications for dirt bikes or cycles manufactured for off-road use must be refused.
- If your transaction is not a Wisconsin dealer sale and the ownership document is an out-of-state title or Manufacturer Certificate of Origin (new vehicle), the customer must indicate on the MV1 application that the cycle was manufactured for highway use and displays a permanently affixed Federal Certification label.
- Odometer requirements for motorcycles are the same as for autos and light trucks. (Vehicles 10 or more model years old and all mopeds regardless of age are exempt from odometer disclosure.)
- The initial titling of a replica motorcycle must be mailed to DOT for manual processing.

### License plates:

- Motorcycle and moped plates have a two-year fixed expiration date of April 30<sup>th</sup> of even-numbered years.
- See the [fee chart](#) for the applicable plate fee. Your electronic processing system will automatically prorate the registration fees due based on the entered date of operation.
- Due to the fixed expiration month of April, the plate has “APR” embossed on the plate.
- The year decals for cycle plates are the same as the corresponding auto and light truck year decals.
- Motorcycle plates belong to the owner and may be transferred to a different cycle. (The same plate transfer rules that apply to autos and light trucks apply to cycles.)
- Moped plates remain with the vehicle and are not transferable.

### 6.5.12 Recreational Vehicle Trailer processing

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Processing electronic title/registration transactions for recreational vehicle trailers (body styles Travel Trailer, Tent Camper, 5<sup>th</sup> Wheel) are allowed. Vehicles with a body style of Park Model must be mailed to DOT for manual processing.

See [Plate Type/Reg Type definitions](#) for more information about Recreational Vehicle trailer (RVT) plates.

**Note: Manufactured Homes, mobile homes 1976 and newer over 40 feet, and mobile homes 1975 and over 45 feet are not titled by DMV, but rather [Department of Safety and Professional Services](#).**

### 6.5.13 Heavy Vehicle Processing

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Processing electronic title/registration transactions for heavy vehicles are allowed for vehicles registered ≤ 54,000 lbs. Vehicles registered > 54,000 lbs. cannot be electronically processed and must be mailed to DOT for manual processing as additional requirements may apply such as Heavy Vehicle Use Tax. Heavy vehicles may qualify for annual, quarterly or consecutive monthly registration. See [registration period types list](#) for qualifications.

See [Plate Type/Reg Type definitions](#) for more information about heavy vehicle plates.

## 7 Transactions

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### 7.1 Transaction Statuses

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#### **Completed Transaction**

- The transaction has been completed/finalized
- Fees have been charged/collected
- Title/registration products have been issued

#### **Pended Transaction**

- Pend option only available during a title transfer transaction process.
  - The transaction and applicable information has recorded and is ready for completion

- Fees have not been charged
- Products have not been issued by the DOT
  - Possible exceptions:
    - Temporary Plate
    - Temporary Registration Document

**Reset Transaction**

- A completed or pended transaction has been cleared/deleted
- All changes have been rolled back

7.2 Allowable Time for Processing and Submitting Applications

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- Within 7 business days following the sale or transfer, organizations are required to process and complete or submit unprocessed title transaction documents to DOT.
- Organizations are required to mail completed title transaction documents to DOT the business day following the date of completion.

**Note: Business day is defined as any calendar day except Saturday, Sunday and the following business holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and Christmas.**

7.3 Submitting Completed Transactions to DOT

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Follow steps below for completed transactions that are required to be submitted to DMV for imaging.

| TRANSACTION TYPE  | SEND COMPLETED DOCUMENTS TO DOT FOR IMAGING |
|---|---|
| Transfer of Ownership - Title and/or Title & Registration | YES   |
| Repossession  | YES   |
| Replacement Title   | YES   |
| Adding a Lien   | No  |
| Releasing a Lien  | No  |
| License Plate Renewal                                     | No  |
| Temporary Plate   | No  |
| Temporary Plate for Minor                                 | Yes   |

- Print the **daily** bundle report.
- On the application:
  - Record the **new title number** on the application in the upper right corner using blue or black ink. The new title number prints on the bundle report. Previous title numbers should not be written on the application.
  - If plates were issued, verify the plate number is written on the application in the upper right corner using blue or black ink.
    - Do not write within ¼" of the bar code. The bar code alerts our document scanner to a new application. Writing in this area will result in your documents not being properly entered in to DOT imaging system.
- Prepare the paperwork for mailing:
  - Place bundle report on top.

- The application for the first title transaction on the bundle report should be placed directly behind the report. (Only one application should be enclosed for each transaction).
- Place the title or MSO/MCO behind the application. Tear off the Certificate of Vehicle Registration or mailing label if still attached to the Wisconsin title.
- Place any other paperwork, such as a lien release or statement of intent, after the title.
- Repeat the above steps for the remaining transactions processed on that bundle report.
- Remove all staples and paper clips when mailing in work.
- Do not enclose notes to DOT in the bundle. Agents who discover an error should contact the Agent Partnership Unit at (608) 266-3566 for assistance. Any incorrect applications must still be included with that day's work being sent to DOT.
- Using the yellow mailing label, mail the bundle report and the appropriate paperwork by the business day after the transaction is finalized/completed. Write the last title number listed on the bundle report on the mailing label.
- To ensure that the report and applications are mailed in a timely manner, all organizations must identify multiple users who are able to print the report and submit the applications.

**Fees/Checks:** Never include fees (checks/cash) with your bundle report. If you find that fees charged by the system are incorrect, such as the wrong gross weight plates being issued, contact the Agent Partnership Unit at (608) 266-3566.

**Agent Partnership Unit Contact:** When a member of the Agent Partnership Unit contacts you for missing documents, it is vital that you send the requested documents immediately.

## 7.4 Mailing Tips

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- Include your agent name and return address to the outside of the envelope.
- Completed transaction applications and associated documents must be mailed to the DOT the business day following completion to avoid delays in imaging.
- When your agency has more than one terminal ID at the same location, all the completed applications and report(s) for the same transaction day may be mailed together in the same envelope. Put each terminal's application(s) in individual envelopes with a yellow mailing label on the outside of the envelope. Place them together in one envelope with the last title number from each terminal written on one yellow mailing label.
- Never enclose notes or send uncompleted work with your bundle report. You may return plates in the bundle report envelope.
- Make sure the title number written on the yellow mailing label is legible. Letters and numbers such as S and 5, U and V, G and 6, and B and 8 are hard to decipher, so please take extra care when writing these.

## 7.5 Errors and Resets (Deletes)

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If an error was made on a pending transaction, it can be reset until it is completed.

If an error was made on a completed transaction, it can be reset or deleted until 8:00 p.m. on the **same day** it is completed or finalized.

- Include the MV2412 Title Number Accounting reset form generated upon resetting the completed transaction in your bundle in place of the reset application.

If you discover an error and cannot reset/delete the application contact the Agent Partnership Unit at (608) 266-3566 immediately for assistance to correct the error.

## 7.6 Corrections

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If it was discovered that an error was made on the same day a transaction was completed, the transaction can be reset and reprocessed prior to 8:00 p.m. of that same day.

**Do not alter any application or title document with white-out, erasures or initialed strike-throughs.**

If a correction is needed on a title document (e.g., seller signs in the purchaser area of a title by mistake), an [MV2489](#) Statement of Intent is required.

If a correction is needed on an application, when the transaction can be reprocessed, a new application should generate with the corrected input information.

**If changes were made to an application (e.g., changing the lien holder), the applicant(s) will need to sign an updated application. The change cannot be added after the purchaser has signed the application.**

A vehicle with a Rescinded sale or Mixed document situation should be addressed immediately and not when selling a vehicle.

If an error is discovered after the allowable reset time, submit form [MV1047 Third Party Request for Title or Registration Correction](#) along with any other required documents or payments to DOT.

## 8 Forms

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Most of the forms required to complete electronic title and/or registration processing can be found on the [DOT website](#).

Forms generated by DOT through your system will be PDF files. You will need the Adobe Reader (free of charge) to view PDF files. For more information about Adobe Reader, visit DOT's [software information page](#).

### 8.1 MV11 Form Vendors

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Dealerships that do not use the completed MV11 form that the DOT system generates, can order blank forms from any of the DOT-approved [form vendors](#).

### 8.2 Reprinting Forms

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The system will keep copies of the following DOT-generated forms available for reprint for the following time periods:

| <b>FORM NAME</b>  | <b>REPRINT DURATION</b>                |
|---|--|
| MV1 Wisconsin Title & License Plate Application                           | 1 Year                                 |
| MV11 Wisconsin Title & License Plate Application                          | 1 Year                                 |
| MV2119 Replacement Title Application                                      | 1 Year                                 |
| MV2117 Repossession Application   | 1 Year                                 |
| MV2118 Duplicate or Replacement License Plate Information and Application | None                                   |
| MV2790 Trustee Statement for Certificate of Title                         | 1 Year                                 |
| Title   | 2 Weeks                                |
| Certificate of Vehicle Registration                                       | 4 Business Days                        |
| Temporary Registration Document   | 4 Business Days                        |
| Temporary Plate   | Up to the expiration date of the plate |
| MV2412 Image/Title Number Reset Authorization                             | 4 Calendar Days                        |
| MV2627 MV1/MV11 Driver(s) Addendum  | 1 Year                                 |