



Automobile Dealers Association of Indiana, Inc.

BULLETIN

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Indiana Bureau of Motor Vehicles Additional Required Documentation for Title Application

The Indiana Bureau of Motor Vehicles will be implementing a new procedure on September 14th 2009. This procedure will require a copy of a customer's proof of residency (i.e. a drivers' license, identification card, etc.) to be submitted with a title application. The new procedure makes provisions as follows:

Information the customer must provide with the application

- Customer shall provide the following owner information on a completed Application for Certificate of Title or must provide the information to the processor to complete the transaction.
 1. Name
 2. Social Security or I-94 Number that confirms lawful status.
 3. Residential address.
 4. Mailing address for person in whose name the vehicle is titled.

Documentation the customer must provide with the application

- **Processor shall obtain and review the following documentation:**
 1. Social Security Number or proof of lawful status.
 - If the customer does not have a valid SSN, the transaction must take place at a license branch and the customer must provide their social security number.
 - This can be written down and provided to the branch associate to be entered into STARS. The customer's SSN will be verified against Social Security Administration's records through Social Security Online Verification (SSOLV). If the SSN cannot be verified in STARS, the customer must resolve the SSN issue before the title can be processed.
 - Proof of lawful status (I-94 Number)
- **Processor shall image the following documentation as part of the Title Application Documentation:**
 1. Proof of Indiana Residency.
 - The residency requirement applies to the individual titling the vehicle.
 - In the case of multiple owners, only the individual signing the title application is required to present proof of residency.
 - Any document from the BMV's list of Primary Documents or Secondary Documents may be used as proof of Indiana residency along with the following documents, as long as the document contains the applicant's name and residential address. For the purpose of this policy, a Post Office Box is not an acceptable residential address.
 - Child support check stub from Indiana Family and Social Services Administration with name and address of the applicant
 - Bill or benefit statement within 60 days of issuance
 - Indiana driver license, identification card or permit with photo
 - Indiana surveyor report

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BMV Additional Required Documents for Title Application

- Indiana residency affidavit
 - Voter registration card
 - Valid Indiana vehicle or watercraft title or registration
- **Individual applying for the title shall sign the application in ink. The following alternatives are permitted if the individual is not present.**
 1. A Power of Attorney form (state form 1940) may be used to allow an individual to sign and act on behalf of the owner. This form must be notarized. The notary cannot be the same person that is named as the attorney in fact. The Attorney in Fact must substantiate that they are the individual named as Power of Attorney. Whatever documentation is provided for this purpose will be copied by the processor. Proof of residency must be included for the individual named in the title application.
 2. A signed title application may be completed and signed in ink ahead of time by the owner if the title application is dropped off as part of dealer fleet work. **The dealer must have a current valid dealer license.** Proof of residency must be included for the individual named in the title application.

Exceptions: Special Mailing Address – A customer does not need to provide proof of a special mailing address.

RECAP:

So to recap, beginning September 14, 2009 you must submit with the title application the following:

1. Valid customer SSN or I-94 Number that confirms lawful status.
2. Copy of Proof of Indiana Residency – copy of valid Indiana Drivers License or ID; or other acceptable documentation
3. Owner Signed Title Application – or POA with a copy of the Proof of Residency for the individual named in the title application.

If you have any questions about this ADAI Bulletin, please contact Cindy Wagner at ADAI headquarters at 317.635-1441 or email at cindy@adai-inc.org .