



Automobile Dealers Association of Indiana, Inc.

REGULATORY BULLETIN

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BULLETIN #28

BMV LETTER TO DEALERS - “STARS” SYSTEM REQUIREMENTS

Please read the enclosed letter from the Bureau of Motor Vehicles regarding STARS system titling requirements and changes in processing timelines. The BMV letter is being sent today to all BMV regular license branches and Dealer/Fleet branches located throughout the state. These procedural requirements, if not already implemented, will be effective immediately.

Here is a brief overview of the pertinent customer information the dealer must obtain or new procedural changes contained within the letter.

Customer Information Needed:

- ✦ Legal name as it appears on the customer's Driver's License;
NOTE: A "one and the same" affidavit may be used if the name of the C of O/title assignment is older than the name contained in the BMV records.
- ✦ Valid Social Security Number;
NOTE: The BMV will verify this at the time of processing.
- ✦ Address as it appears on the customer's Driver's License.
NOTE: If no lien on the vehicle, the new address can be indicated as a mailing address.

Dealer/Fleet Branch Processing Timelines:

- ✦ Walk-in & Wait – 5 or less titles;
NOTE: A runner can 'visit' as many times as necessary in any given day as long as he has no more than 5 titles per visit.
- ✦ Drop-off Processing:
 - 6-50 = 5 business days
 - 51-100 = 7 business days
 - Over 100 = within 14 business days or when necessary at the manager's discretion
- ✦ Speed Title Processing:
 - Dealer/Fleet Branches (Hammond, Jeffersonville, Indpls.-Midtown & Speedway):
 - Drop-off and processing anytime
 - All other License Branches:
 - Monday – Closed
 - Tuesday – Drop-off Only
 - Wednesday thru Friday – Drop-off and processing
 - Saturday – Drop-off Only

If you have any questions, do not hesitate to contact me at ADAI Headquarters. If you would like to speak to a BMV representative about these changes, please contact Steve Leak, Deputy Commission of Driver & Vehicle Services, at (317) 232-2812 or Brad Hoffman, Title Division Director, at (317) 233-6323.