



# Automobile Dealers Association of Indiana, Inc.

## REGULATORY BULLETIN

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### BULLETIN #27

#### BMV TITLING POLICY & PROCESSING UPDATES

- **Title Application Address & Drivers' License Address Must Match**

ADAI has recently been informed that due to the implementation of the BMV's new software system, STARS, in its license branches, it will automatically populate the address on a title application with that indicated on their Drivers' License file.

Indiana law has long required the public to *immediately* notify the Bureau of any address change. This has not been strictly adhered to in the past. Their rationale is since the new software links the three basic BMV files – Drivers' License, Title and Registration – the logical progression of the new system would be to populate as many fields as possible with existing file information designating one file as the "primary" file thus eliminating the possibility of human error and insuring compliance with state law. The Drivers' License file has been designated as primary.

If your customer has moved and not reported their change of address to the BMV, the BMV will process the title application you submit; however, they may not use the address indicated on it which will result in a title printed with the old, incorrect address. ADAI is advising dealers to check the address on the photocopy of the customer's drivers' license against the address on the purchase order. If it differs, inform your customer of the BMV's new policy. They will have to apply for an amended title to correct the address once they have corrected it on their drivers' license.

- **BMV Discontinues Forms Shipment**

Effective June 1, 2006 the Bureau of Motor Vehicles will no longer supply dealers with its various forms. Dealers were accustomed to using the "Supply Order for Title/Registration Forms" (SF47968) form via fax or mail to order the BMV forms from the BMV Warehouse in Indianapolis. These forms can now be downloaded from the BMV's website and copied as needed. The BMV website is: <http://www.ai.org/bmv/forms>. Many of these forms may also be found on the ADAI website under "Online Forms" at [www.adai-inc.org](http://www.adai-inc.org).

The BMV acknowledges they are working to revise the online "Application for Certificate of Title" form. It currently prints in a horizontal (landscape) position and the fields are not large enough to accommodate ADP or Reynolds & Reynolds system population/printing. They hope to rectify the situation in the near future.

- **STARS Conversion of Dealer/Special Sales Division Business Hours Changes**

The BMV's Dealer/Special Sales Division located in Indianapolis will be closed on Monday July 3rd, 2006 and Tuesday July 4th, 2006. Its last regular business day prior to the holiday is Friday June 30th, 2006. Personnel will be in the office for the STARS Phase III conversion; however, the lobby will not be open to customers. Dealer applications and renewals will not be processed on these days and **Speed Titles processed on Friday June 30th will not be available for pickup until Noon on Wednesday July 5th, 2006**. They will resume normal business hours on Wednesday July 5th from 8:30 a.m. to 4:45 p.m.

If you have any questions regarding this bulletin, do not hesitate to contact me at ADAI headquarters.