

D-06-21-3

Date: June 30, 2021

Bulletin: All Dealers and Title Services

From: Business Licensing and Driver Instructional Services

Subject: NMVTIS Best Practices Reminder

This bulletin is a reminder on NMVITS best practices.

The NMVTIS Guide was sent out in September of 2020, it contained an example of each state's title with additional information. If there is any question whether you are using the correct number, refer to the NMVTIS Guide. We will get the information for TX updated. In most cases, the title number will be referred to as "Title Number." When a title number is labeled differently, you will be directed specifically what number to use. **Do not substitute other number sequences on the title unless you are instructed.** Since states may update their titles or use different titles for different vehicle types, do not reject a transaction based solely on the title number location.

Below are some of the common data entry errors. These errors are simple but anytime they are made it requires the title case to go to the NMVTIS queue for review. Until the review is completed the title will not print nor can any other transaction be performed.

Common errors:

- Inputting the word "TITLE" for the title number or Inputting the VIN for the title number
- Leaving the title issue date field blank
- Selecting the incorrect jurisdiction
- Inputting the Soundex Number for the title number
- Inputting the document control number for the title number
- Mis keying of the title number

Again, all these errors will require the title case to go the NMVITS unit for review. To clear and work these items the unit will need to see the image of the title document that was used during the transaction. **Please keep in mind that some states may take a few days for the NMVITS record to be updated. If you encounter any issues with a NMVITS pointer or have a question about a transaction, please reach out to the NMVITS Help Desk at NMVTIShelpdesk_ext@mdot.maryland.gov**

NMVTIS Title Reference Chart

State	Abbr.	Length	Location
Alabama	AL	8	Top left corner of the title
Alaska	AK	7	Use "Control #" in top left section or bottom right corner of the title, or bar code - all are the same
Arizona	AZ	13 6-7	Left side of the title issued after 1987 Left side of the title issued prior to 1987
Arkansas	AR	13 11 7	Top section of the titles issued beginning September 30, 2013 Top section of the titles issued 1983 to September 30, 2013 Top section of the titles prior to 1983
California	CA	8	Use "Issue Date" (YYYYMMDD format) on the right side of the title
Colorado	CO	9	Top right corner of the title
Connecticut	CT	9	Top left section of the title
Delaware	DE	Up to 8	Use "Title, Tag and Registration No." in the top left corner on newer titles, use "Title #" on older titles. <i>Include prefix of PC, C, CL, MC, FT, and U if present.</i>
District of Columbia	DC	7-8	Top left section of the title
Florida	FL	8-9	Top right section of the title
Georgia	GA	15	Top right corner of the title <i>Note: GA does not require vehicle titling for model years prior to 1986.</i>
Hawaii	HI	Up to 8	Use "License #" (usually 6 characters) in the top right corner of the title plus the last two digits of the year the title was issued
Idaho	ID	Up to 10	Top left section of the title
Illinois	IL	11	Top right corner of the title
Indiana	IN	11 or 14	Bottom right corner of the title - <i>do not include the alpha character at the end</i>
Iowa	IA	9	Top left corner of the title
Kansas	KS	8-9	Top left section of the title
Kentucky	KY	12	Top left corner of the title
Louisiana	LA	8	Top right section of the title
Maine	ME	7-8	Use the number in the "Title Number Box"
Maryland	MD	8	Top right section of the title
Massachusetts	MA	8	Top left corner of the title

State	Abbr.	Length	Location
Michigan	MI	11	Series of characters, with a space, then 2 characters - <i>do not include the last 2 characters</i>
Minnesota	MN	9	Top right corner of the title
Mississippi	MS	9	Top right corner of the title - <i>do not include hyphen</i>
Missouri	MO	8	Top right corner of the title
Montana	MT	9 7	Top left corner of the title after 4/2009 Top left section of the title prior to 4/2009
Nebraska	NE	11	Bottom right corner of the title
Nevada	NV	11	Top right corner of the title after 10/2001 - <i>include the NV prefix when entering the title #</i> Top left section of the title prior to 10/2001 <i>Note: The NV prefix on title numbers first appeared in 2006.</i>
New Hampshire	NH	8 8 7	Top right section of the title after 7/2011 Top left section of the title 12/6/2004 to 7/2011 Top left section of the title prior to 12/6/2004
New Jersey	NJ	17	Bottom right corner of the title - <i>do not include the 2 digit prefix and space</i> <i>Note: The title number is printed as 13-digits. Always insert 4 zeroes <u>before</u> the last 4 numbers.</i>
New Mexico	NM	15	Top right corner of the title
New York	NY	8	Use "Issue Date" (YYYYMMDD format) for the title # <i>Note: If model year of the vehicle is prior to 1972, use the vehicle's plate # as the title #.</i>
North Carolina	NC	15	Top left section of the title <i>Note: Titles beginning with 57 are Registration Purposes Only and are not valid for title transfer.</i>
North Dakota	ND	1-7	Top section of the title
Ohio	OH	10	Use "No." in the top right corner of the title - <i>do not include spaces</i>
Oklahoma	OK	12-13	Top right corner of the title
Oregon	OR	10	Top left section of the title - <i>"Process Date" is the "Issue Date"</i>
Pennsylvania	PA	11	Top right corner of the title - <i>do not include the 2 letters following the 11 numbers</i>
Rhode Island	RI	8	Use "Title Seq. #" in the top right corner of the title – <i>include the leading zero</i>
South Carolina	SC	15 8	Top right section of the title after 2003 Top right section of the title before 2003
South Dakota	SD	9 4-8	Top left corner of the title beginning 7/2008 Top section of the title prior to 7/2008
Tennessee	TN	8	Top right corner of the title
Utah	UT	7-10	Top section of the title - <i>include the 'UT' prefix if present</i>
Vermont	VT	14	Top left section of the title <i>Note: Vehicles more than 15 model years old are not titled.</i>
Virginia	VA	8	Top right section of the title
Washington	WA	10	Use "Title or Certificate #" in the center on the top of the title
West Virginia	WV	7	Top right section of the title
Wisconsin	WI	11-13	Top left corner of the title - <i>do not include the hyphen</i>

Wyoming	WY	9	Top right corner of the title - <i>do not include the hyphen</i> <i>Note: If the title number is not 9-digits, add zeroes to the end of the number before the hyphen.</i>
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