

D-01-22-03

Date: January 31, 2022

Bulletin: All Dealers

From: Business Licensing and Compliance

RE: NMVTIS Best Practices UPDATED

This bulletin provides updated information on NMVTIS, how to reach the helpdesk and information on verifying title and lien information with New York.

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. 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 to 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 to 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, please reach out to the NMVITS Help Desk at NMVITShelpdesk_ext@mdot.maryland.gov**

NYS DMV Online Status Check of Vehicle Titles and Liens

The status check service displays the information below, and it accurately reflects what is officially entered in NYS DMV's records:

- The date the title was issued by NYS DMV
- The number of liens (If any)
- The name and address of the lienholder(s)

Note this service does not display any personal information about the vehicle owner or registrant. To perform an online title lien status check, the following information must be provided.

- Vehicle Identification Number (VIN)
- Vehicle model year
- Vehicles make (Refer to the title certificate. Enter a maximum of 5 letters (for example, GMC, SAAB, or CHEVR), or 4 letters separated by one slash mark (for example, HA/DA for Harley Davidson and ME/BE for Mercedes Benz)

For any questions, please contact NMVTIS Help Desk at 410-768-7272



Title Check

Don't Buy a Wreck. Do a Title Check.



NMVTIS Title Reference Chart

The NMVTIS Guide contains 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. 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.

| 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> |