ALABAMA DEPARTMENT OF REVENUE
ADMINISTRATIVE CODE

CHAPTER 810-5-75
TITLE PROCEDURE

810-5-75-.36 Responsibilities Of Designated Agents.

(1) Designated agents are required to utilize the department's online title system to generate and submit title application data and required fees. A designated agent must obtain authorization to use the department's online title system within 60 days of establishment of a designated agent account. Failure to obtain authorization will result in the designated agent status being revoked.

(2) Designated agents must submit the fees required under §32-8-6 or §32-20-4, or Chapter 5B of Title 33, Code of Ala. 1975, and properly complete the title application package in the following order:

(a) Title Application must be on top of the title package.

(b) Ownership documents: Surrender of outstanding manufacturer's statement of origin, certificate of title, or other title documentation that is either in applicant's name or properly assigned to the applicant.

(c) All other supporting documents including but not limited to a bill of sale for a retail or casual sale, power of attorney, correction affidavit, and reassignment supplements.

(3) Designated agents must verify that information provided on supporting documents corresponds with the information provided on the title application. All motor vehicles, vessels, and manufactured homes not currently titled in Alabama must be physically inspected by the designated agent to verify that the descriptive data is accurate and the vehicle identification number (VIN) plate, hull identification and vessel number (HIN), or manufactured home identification number agrees with the VIN, HIN, or manufactured home identification number on the application and the document(s) by which the applicant claims ownership of the motor vehicle, vessel, or manufactured home. Licensing officials may utilize form MVT 5-9 to appoint a government official to inspect the vehicle, manufactured home, or vessel when the owner is unable to bring it to the licensing official for inspection.

(4) Designated agents authorized under Chapter 8 of Title 32, Code of Ala. 1975, may perform their duties personally, through any of their officers or authorized employees, or through a title service provider, pursuant to §32-8-2, Code of Ala. 1975.

(5) Designated agents authorized under Chapter 20 of Title 32, Code of Ala. 1975, may perform their duties personally, through any of their officers or authorized employees.

(6) Dealers are prohibited from processing title applications on behalf of another dealer unless both dealerships are owned by the same entity.

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Statutory Authority: Code of Ala. 1975, §§40-2A-7(a)(5), Chapter 8 of Title 32, 32-20-3(b), 32-20-4, 32-20-20, Chapter 5B of Title 33, Code of Ala. 1975.
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