



Date: 04/15/2019	Policy and Procedure Update
Subject: Dealer Update	

Overview:

We have updated our procedure and form for a motor vehicle that will be titled and registered in another state or country.

Details:

We recently had an issue with dealers giving out temporary tags to out-of-state customers who left the state immediately after issuance. In these instances, they gave the customer a temporary tag to drive the vehicle home. For liability purposes, the dealer applied for a "title only" in the dealerships name before they send the paperwork to the state of residence. Per the DHSMV manual, tax collector employees are not allowed to give a "title only" once a temporary tag has been issued. Upon speaking with Dealer Services in the Regional DMV office, the following procedure is now in place:

Effective immediately, we can process a "title only" for sales to out of state customers as long as the dealer provides:

- the form HSMV 84061 "DECLARATION AFFIDAVIT FOR A MOTOR VEHICLE WHICH WILL BE TITLED AND REGISTERED IN ANOTHER STATE OR COUNTRY" **and**
- a copy of the out of state license with their paperwork.

Reminder:

Dealers cannot use Form DHSMV 82053 POA for vehicles over 10 years that need mileage recorded. This form is only to be used when no mileage (EXEMPT) is being provided. DHSMV Form 82995 POA should be used if odometer actual mileage is going to be recorded.