



Original Titles

Motor Vehicles Division

3-24-2025



Revision History

Effective Date of SOP: 3/18/2025	SOP Number: G.01
Functional Area Name: Motor Vehicles	Division Name: Titles
Last Review Date: 3/14/2025	Last Reviewer: Tiffany Doane, Motor Vehicle Manager
Next Review Date: 3/14/2026	Next Reviewer: Motor Vehicle Manager
Executive Approval Date: 3/18/2025	Approved By: Caitlin Owen, Chief Development & Support Officer

Overview

This standard operating procedure (SOP) covers issuing original titles and registrations for vehicles.

Purpose

This SOP provides step-by-step procedures for TCs to follow when issuing original titles and initial registrations.

Policy Statement

These procedures apply to TCs helping customers in the SOK Storefront with title transactions and working in the back-office processing mail-in title work.

Compliance

OAC 670:20-35-1 – Applications for certificates of title
OAC 670:20-35-3 – Original certificate of title
OAC 670:20-45 – Vehicle Sales Tax and Motor Vehicle Excise Tax
LO Manual Chapter II – Tag, Title, and Tax

Systems

System	Function
OneLink	Platform for storing customer information and processing Motor Vehicles transactions
Laserfiche	Image storage database where customer-submitted documents are stored – accessible through OneLink



National Motor Vehicle Title Information System (NVMIS)	National title tracking database used to check vehicle title history.
Microsoft Teams	Messaging and file sharing platform used for communication between the Storefront and Building 16.

Roles

Role	Responsibilities
Title Consultant (TC)	Processes title work in-store with customers or in back-office via mail.
MV Supervisor	Available to answer questions or resolve issues that arise during the standard processing of title work.
Central Processing Division (CPD)	Receives, sorts, and scans incoming customer mail to forward to titling department. Sends all outgoing mail, including printing and mailing titles.



Procedures

Process #1: Processing an Original Title

Purpose: To process and issue an original title for a customer.

Background: SOK Storefront

Prior to processing an original title with a customer, first check that the customer has all the required documents for the title transaction they want to complete ([See Appendix](#)). If the customer is missing any key documents, such as insurance information, they must leave and come back with the proper paperwork.

Additionally, if the customer is surrendering a title, all out-of-state titles must be searched in NMVTIS to make sure the correct title is being surrendered.

After verifying customer documentation and title status, proceed with the following steps.

Background: Back-Office

When a customer mails titling paperwork to SOK, that paperwork is received, scanned, and sorted by CPD. MV paperwork is forwarded to the MV department, and the titling team further sorts the titling mail by transaction type.

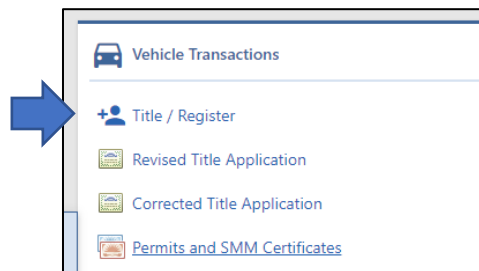
Once original title paperwork packets have been identified, a TC begins processing by going through the packet and verifying that the customer's documents and payment are sufficient. If the customer is missing documentation, the TC will need to send them a letter asking for proper documentation. The TC should make a note on the customer's Ownership Account and file the paperwork away while waiting for more information from the customer.

After vetting the customer's paperwork packet, the TC should run a fee estimate in OneLink and fill out a T-2 form ([See Appendix D](#)). This form will contain instructions for a second, processing-dedicated TC on how to process this transaction and issue inventory. The first TC will deposit the T-2 form in a drop-box for the second TC to pick up and process. This is done to minimize the number of TC's handling inventory.

Once the TC has a paperwork packet with an associated T-2 form, proceed with the following steps.

Process Step-by-Step:

1. From the **I Want To Manager**, select the **Title / Register** hyperlink.



2. Enter the **VIN**. Since this is an original title and the vehicle is not in the system, **VIN** must be entered twice.

A screenshot of a web form titled 'Enter Details' under the 'Vehicle' section. On the left is a sidebar with 'Enter Details' and a blue arrow pointing to the 'Vehicle ID' field. The 'Vehicle ID' field is a text box with 'Required' written below it. To the right is a 'Fee Estimator' toggle switch, which is currently turned on. Below the toggle is the text 'Use in-office date'. At the bottom are buttons for 'Cancel', 'Available Inventory', '< Previous', and 'Next >'.

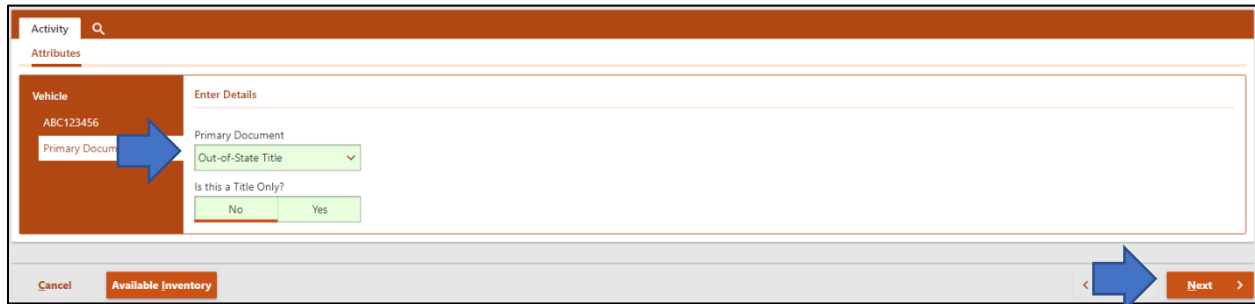
3. Select the **Registration Class**. Either use the buttons from the side or select from the drop-down list. Click **Next**.

Note: This example shows an automobile registration.

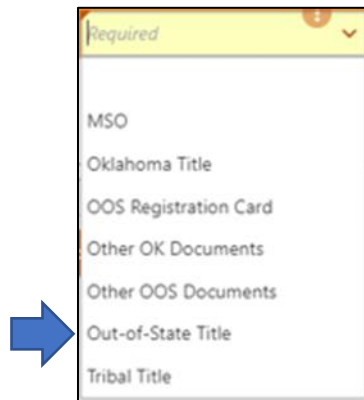
A screenshot of the 'Enter Details' form, now with more information. The 'Vehicle ID' field contains 'ABC123456' and has a green 'Fields Match' status. Below it is a message: 'Vehicle details cannot be determined : Vehicle has not been registered or titled in Oklahoma.' The 'Registration Class' dropdown menu is open, showing 'Required' as the selected option. A blue arrow points from the sidebar to this dropdown. To the right of the dropdown are two toggle switches: 'Automobile' (which is turned on) and 'Truck/Tractor or Van - Non Com' (which is turned off). A large blue arrow points from the 'Next >' button at the bottom right.

4. Select the **Primary Document** used to register from the dropdown list.

Note: This example uses an **Out-Of-State Title** as the **Primary Document**. Other common documents used for original titles are **Manufacturers Statement of Origin (MSO)** and **OOS Registration**. Click the **Next** button.



The screenshot shows a web form for vehicle registration. On the left, under 'Vehicle', the VIN 'ABC123456' is displayed. Below it, a 'Primary Document' dropdown menu is open, showing 'Out-of-State Title' as the selected option. To the right, there is a section 'Enter Details' with a 'Primary Document' dropdown (also showing 'Out-of-State Title') and a question 'Is this a Title Only?' with 'No' and 'Yes' radio buttons. At the bottom, there are buttons for 'Cancel', 'Available Inventory', and 'Next'. A blue arrow points to the 'Next' button.

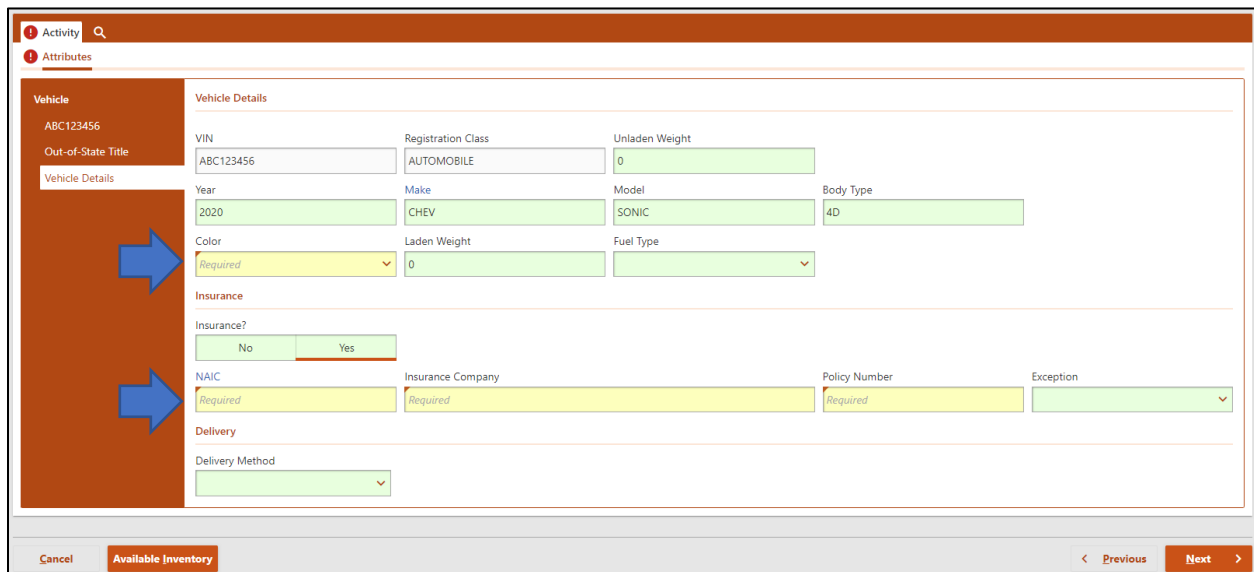


The screenshot shows a dropdown menu titled 'Required'. The menu is open, displaying a list of options: MSO, Oklahoma Title, OOS Registration Card, Other OK Documents, Other OOS Documents, Out-of-State Title, and Tribal Title. A blue arrow points to the 'Out-of-State Title' option.

5. Select title **Color** from the drop down list. For standard titles, select **Dark Green**.

Note: For a list of title types/colors, see LO Manual Page 13

6. **Enter** customer insurance information.



Vehicle

ABC123456

Out-of-State Title

Vehicle Details

Vehicle Details

VIN: ABC123456

Registration Class: AUTOMOBILE

Unladen Weight: 0

Year: 2020

Make: CHEV

Model: SONIC

Body Type: 4D

Color: Required

Laden Weight: 0

Fuel Type: Required

Insurance

Insurance? No Yes

NAIC: Required

Insurance Company: Required

Policy Number: Required

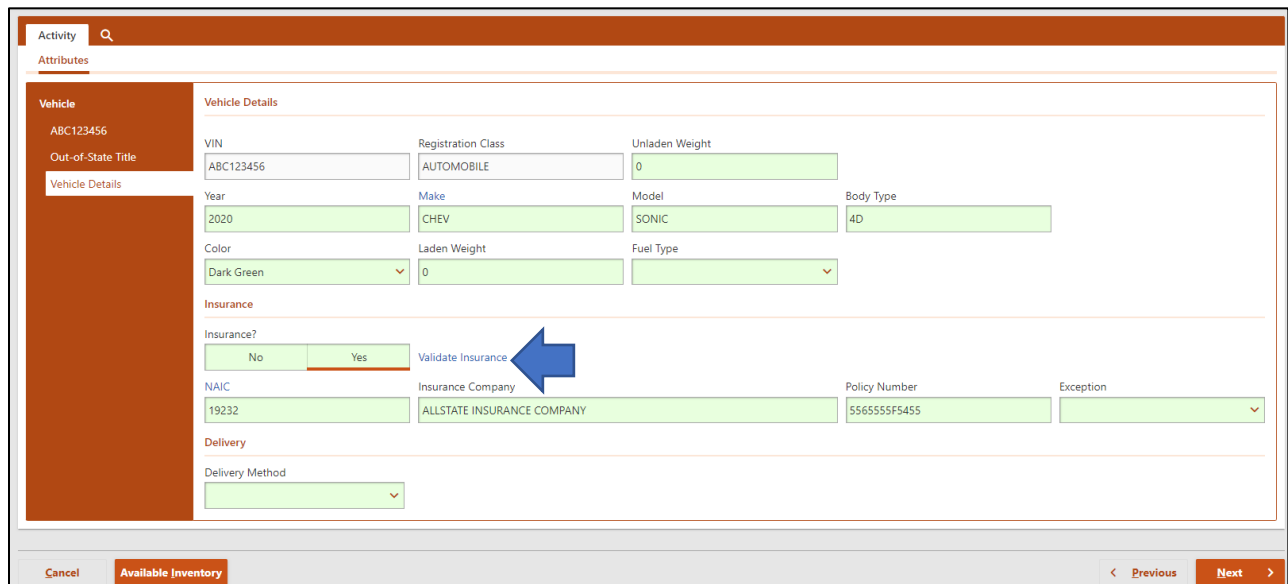
Exception: Required

Delivery

Delivery Method: Required

Cancel Available Inventory < Previous Next >

7. Select the **Validate Insurance** hyperlink to start the validation process for insurance.



Vehicle

ABC123456

Out-of-State Title

Vehicle Details

Vehicle Details

VIN: ABC123456

Registration Class: AUTOMOBILE

Unladen Weight: 0

Year: 2020

Make: CHEV

Model: SONIC

Body Type: 4D

Color: Dark Green

Laden Weight: 0

Fuel Type: Required

Insurance

Insurance? No Yes

[Validate Insurance](#)

NAIC: 19232

Insurance Company: ALLSTATE INSURANCE COMPANY

Policy Number: 5565555F5455

Exception: Required

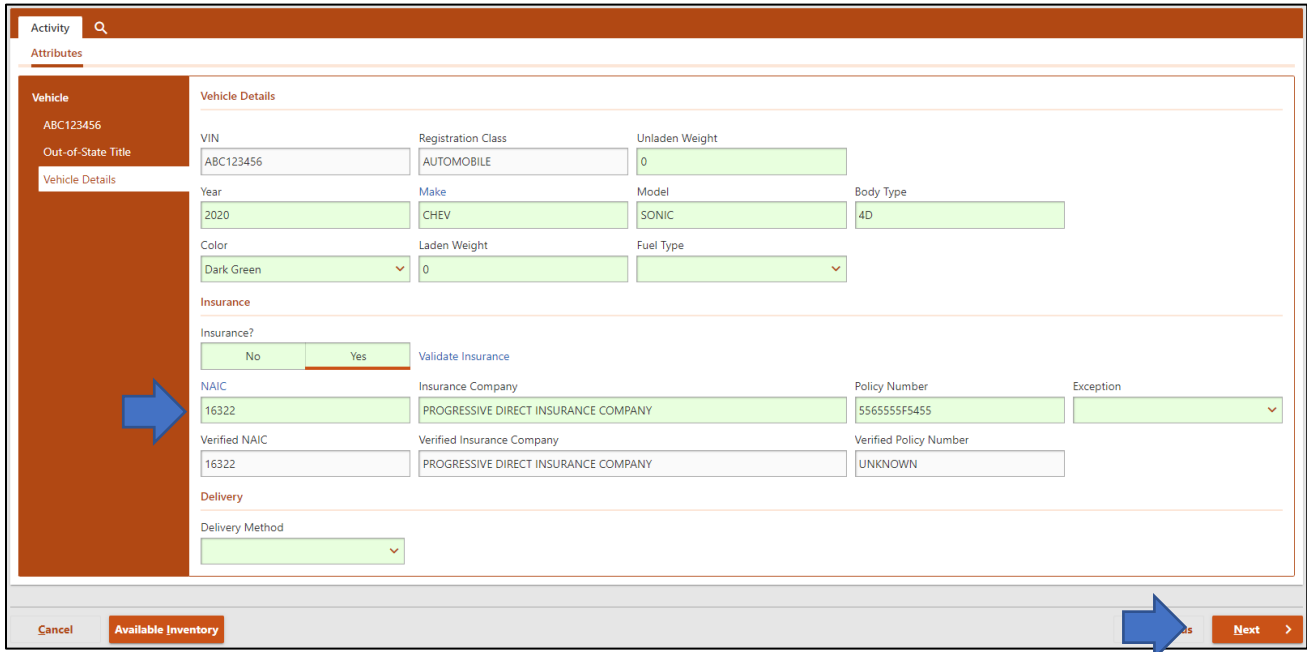
Delivery

Delivery Method: Required

Cancel Available Inventory < Previous Next >

8. Once the insurance has been verified, click **Next**.

Note: If insurance does not verify, it may be necessary to send the customer a letter. For full insurance guidelines, see LO Manual Page 133 - 139



Vehicle
ABC123456
Out-of-State Title
Vehicle Details

Vehicle Details

VIN: ABC123456
Registration Class: AUTOMOBILE
Unladen Weight: 0
Year: 2020
Make: CHEV
Model: SONIC
Body Type: 4D
Color: Dark Green
Laden Weight: 0
Fuel Type: [Dropdown]

Insurance

Insurance? [Validate Insurance](#)

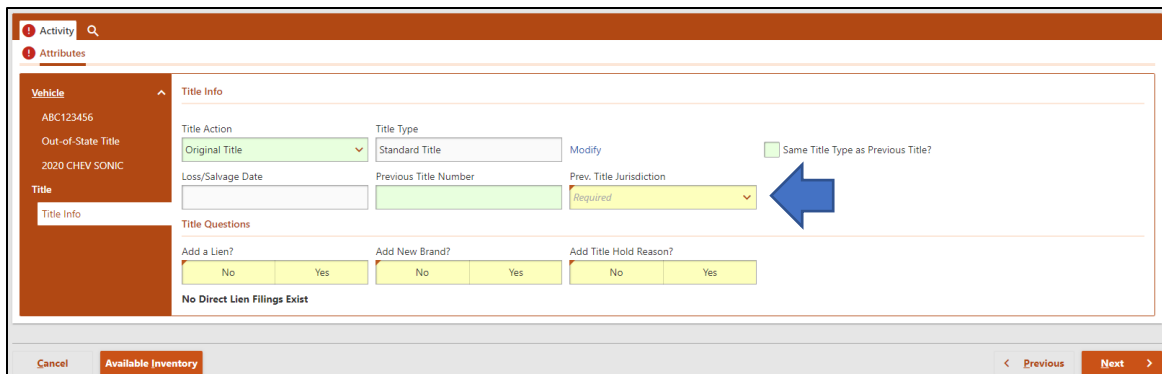
NAIC: 16322
Insurance Company: PROGRESSIVE DIRECT INSURANCE COMPANY
Policy Number: 556555F5455
Exception: [Dropdown]
Verified NAIC: 16322
Verified Insurance Company: PROGRESSIVE DIRECT INSURANCE COMPANY
Verified Policy Number: UNKNOWN

Delivery

Delivery Method: [Dropdown]

[Cancel](#) [Available Inventory](#) [Next](#)

9. Depending on the primary document selected, it may be necessary to fill in the previous title jurisdiction from the drop down menu.



Activity
Attributes

Vehicle
ABC123456
Out-of-State Title
2020 CHEV SONIC
Title
Title Info

Title Info

Title Action: Original Title
Title Type: Standard Title
Modify
☐ Same Title Type as Previous Title?
Loss/Salvage Date: [Dropdown]
Previous Title Number: [Dropdown]
Prev. Title Jurisdiction: Required [Dropdown]

Title Questions

Add a Lien?
Add New Brand?
Add Title Hold Reason?

No Direct Lien Filings Exist

[Cancel](#) [Available Inventory](#) [Previous](#) [Next](#)

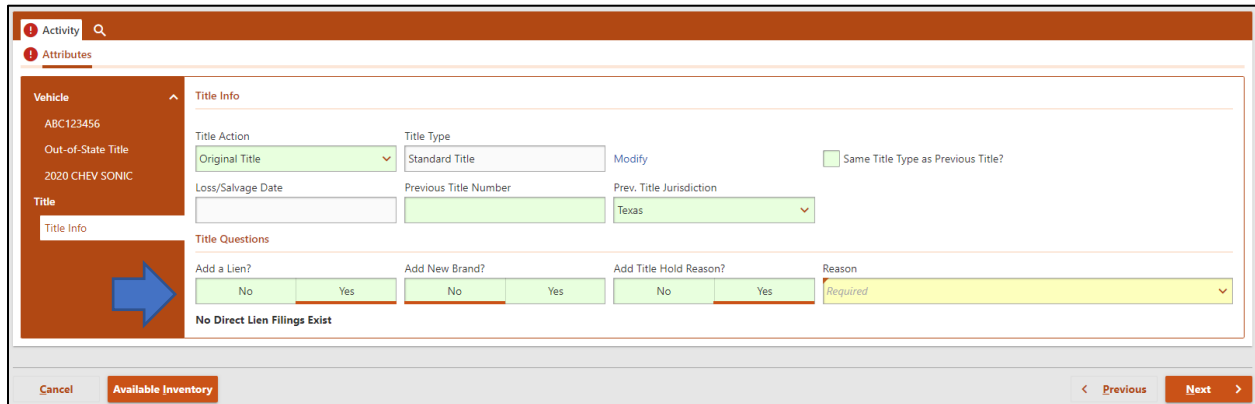
10. Answer the title questions.

1. The answers to the below questions will determine screens seen later in the transaction.
 - i. Add a Lien?
 - ii. Add New Brand?
 - iii. Add Title Hold Reason?

Note: If **Yes** is selected on this question, it will be necessary to select the title hold reason from the dropdown list. Common types of title holds include

- Document Hold (missing title on an OOS transfer)
- Serial Inspection Hold (missing VIN inspection on an OOS transfer).

If the vehicle is present with the customer, a VIN inspection may be performed on the spot.



Vehicle
ABC123456
Out-of-State Title
2020 CHEV SONIC

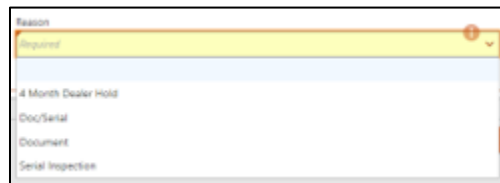
Title Info

Title Action: Original Title (dropdown)
Title Type: Standard Title (dropdown) [Modify]
Loss/Salvage Date: [text field]
Previous Title Number: [text field]
Prev. Title Jurisdiction: Texas (dropdown)
Same Title Type as Previous Title? [checkbox]

Title Questions

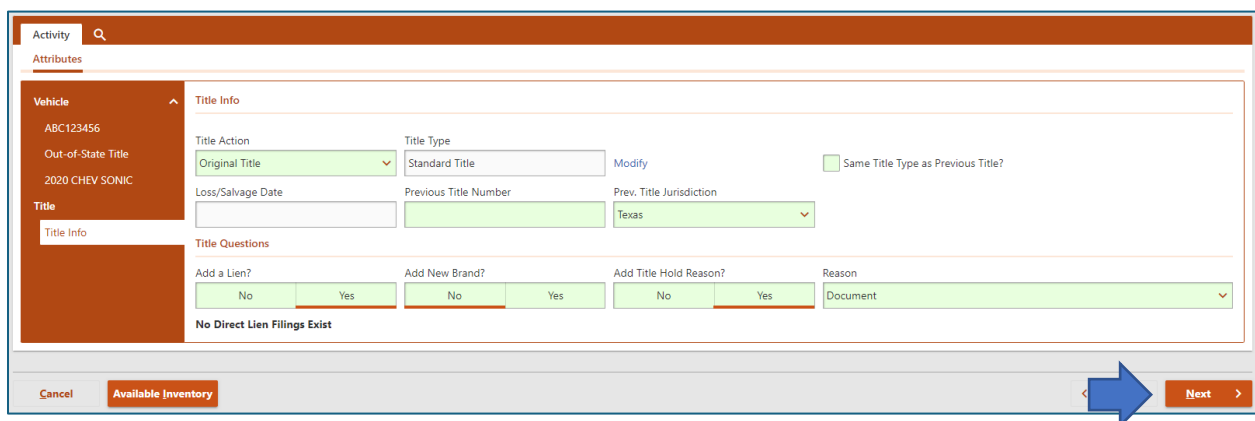
Add a Lien? [No] [Yes] Add New Brand? [No] [Yes] Add Title Hold Reason? [No] [Yes] Reason: Required (dropdown)
No Direct Lien Filings Exist

Cancel Available Inventory < Previous Next >



Reason
Required
4 Month Dealer Hold
Doc/Serial
Document
Serial Inspection

11. Once all information is entered, click **Next**.



Vehicle
ABC123456
Out-of-State Title
2020 CHEV SONIC

Title Info

Title Action: Original Title (dropdown)
Title Type: Standard Title (dropdown) [Modify]
Loss/Salvage Date: [text field]
Previous Title Number: [text field]
Prev. Title Jurisdiction: Texas (dropdown)
Same Title Type as Previous Title? [checkbox]

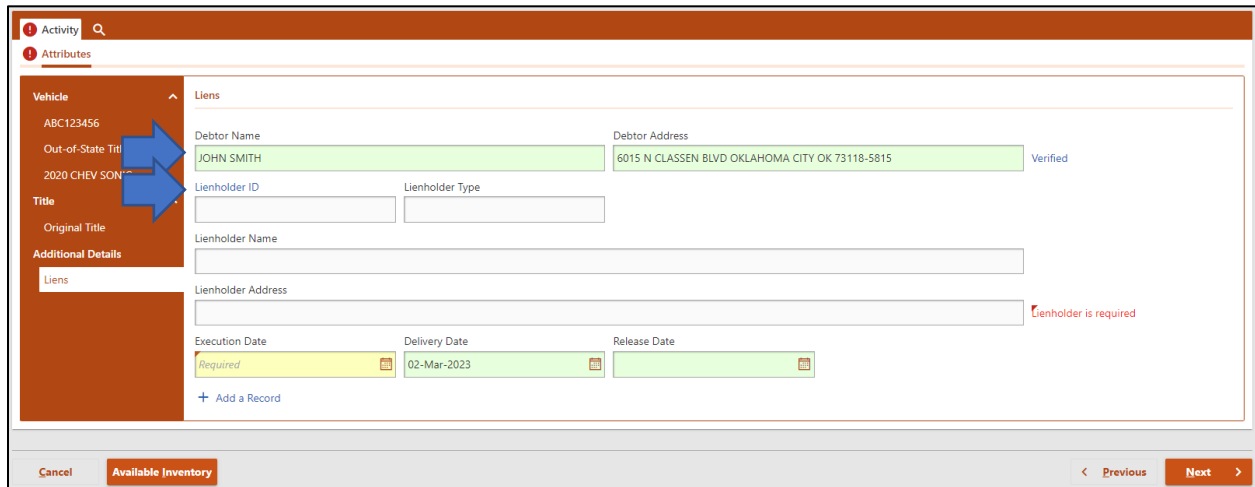
Title Questions

Add a Lien? [No] [Yes] Add New Brand? [No] [Yes] Add Title Hold Reason? [No] [Yes] Reason: Document (dropdown)
No Direct Lien Filings Exist

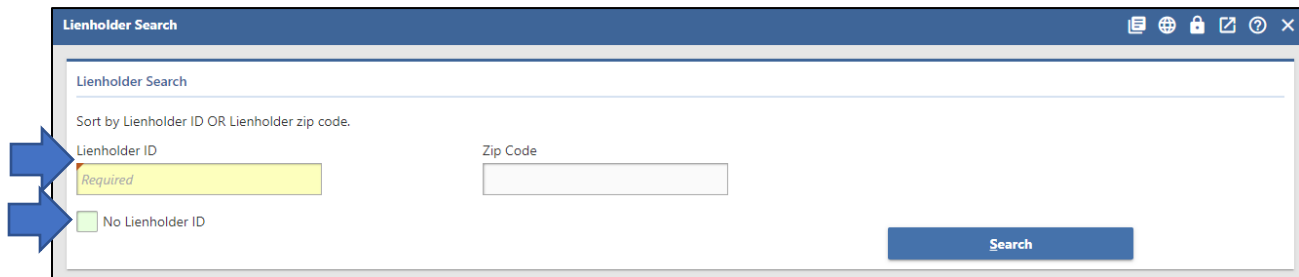
Cancel Available Inventory < Next >

12. If **Yes** is selected on the **Add a Lien** question, the lien screen will be next. From the customers submitted [MV21-A](#), Enter the **Debtor Name** and **Address**.

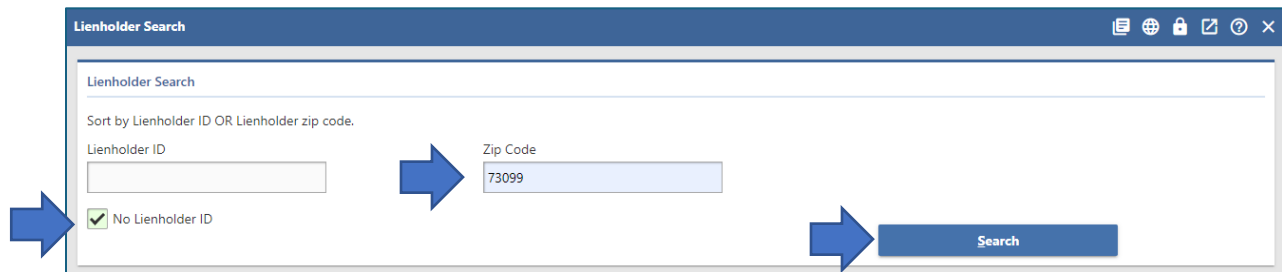
13. Select the **Lienholder ID** hyperlink to view the list of active lienholders.



14. If **Lienholder ID** is available, complete this field. If not, select the **No Lienholder ID** checkbox.



15. If **No Lienholder ID**, enter the **Zip Code** and click the **Search** button.



16. **Verify** if the lienholder is on the list and if not, click **Lienholder Not Found**.

Lienholder Search

Lienholder Search

Sort by Lienholder ID OR Lienholder zip code.

Lienholder ID

Zip Code

No Lienholder ID

Lienholder Not Found

Search

Lienholder Search

Lienholder ID	Name	Physical Address	Mailing Address	Location Type
LH002160	MAJESTIC MOTORS	760 S RANCHWOOD BLVD YUKON OK 73099-402		Primary
LH006944	ARVEST BANK	1051 CORNWELL DR YUKON OK 73099-4554		Primary
LH005790	LOUIS SCHEIDEMANTEL	916 SENNYBRIDGE CT YUKON OK 73099-7658		Primary
LH007026	RONNY GILBREATH	3001 FRISCO RANCH DR YUKON OK 73099-7277		Primary
LH008390	JUAN SERVANO	400 S RANCHWOOD BLVD TRLR 132 YUKON OK		Primary
LH002697	OKLAHOMA EDUCATOR'S CREDIT U	732 GARTH BROOKS BLVD YUKON OK 73099-380		Primary
LH003390	RICK JONES BUICK GMC	10701 LARAMIE RD YUKON OK 73099-8256		Primary
LH006884	RCB	800 GARTH BROOKS BLVD STE 125 YUKON OK 73		Primary
LH002229	APPROVED CASH	1300 W VANDAMENT AVE STE 301 YUKON OK 73		Primary
LH004184	KYLE SMITH	975 SQUIRE MANSION YUKON OK 73099-2116		Primary
LH007374	RYAN BOWLWARE	3100 BROOKSTONE PASS DR YUKON OK 73099-3		Primary
LH001822	RED RIVER CREDIT	1081 CORNWELL DR STE 401 YUKON OK 73099-4		Primary

17. Fill in the lienholder **Name**, **Address** and **Execution Date**.

Activity

Attributes

Vehicle

ABC123456

Out-of-State Title

2020 CHEV SONIC

Title

Original Title

Additional Data

Liens

Liens

Debtor Name

JOHN SMITH

Debtor Address

6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5815

Verified

Lienholder ID

Lienholder Type

BUSINESS

Lienholder Name

Required

Lienholder Address

Required

Unvalidated

Execution Date

Delivery Date

02-Mar-2023

Release Date

+

Add a Record

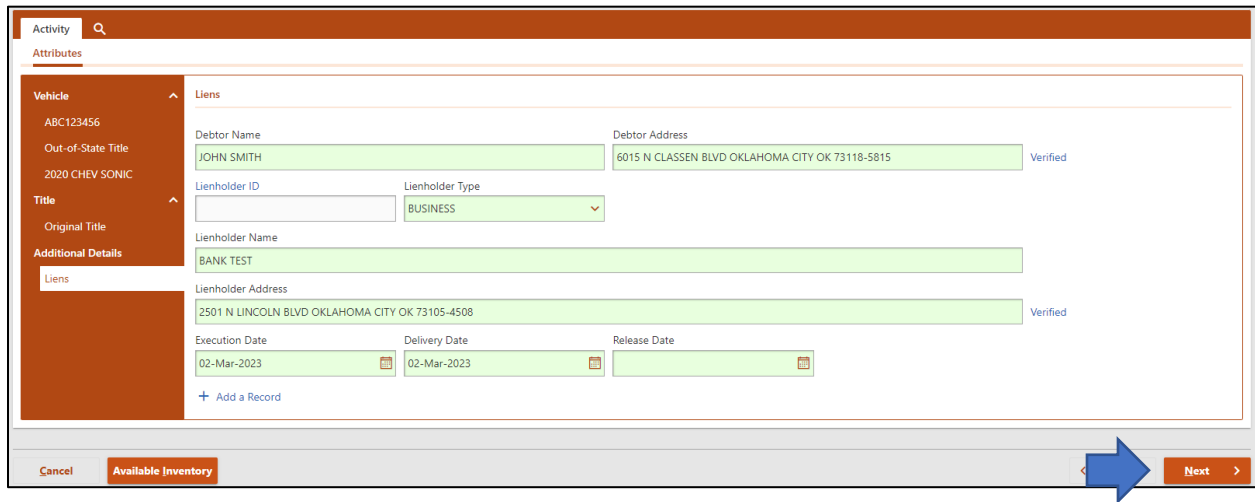
Cancel

Available Inventory

Previous

Next

18. Once all information is filled in, click **Next**.



Activity

Attributes

Vehicle

ABC123456

Out-of-State Title

2020 CHEV SONIC

Title

Original Title

Additional Details

Liens

Liens

Debtor Name

JOHN SMITH

Debtor Address

6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5815

Verified

Lienholder ID

BANK TEST

Lienholder Type

BUSINESS

Lienholder Name

BANK TEST

Lienholder Address

2501 N LINCOLN BLVD OKLAHOMA CITY OK 73105-4508

Verified

Execution Date

02-Mar-2023

Delivery Date

02-Mar-2023

Release Date

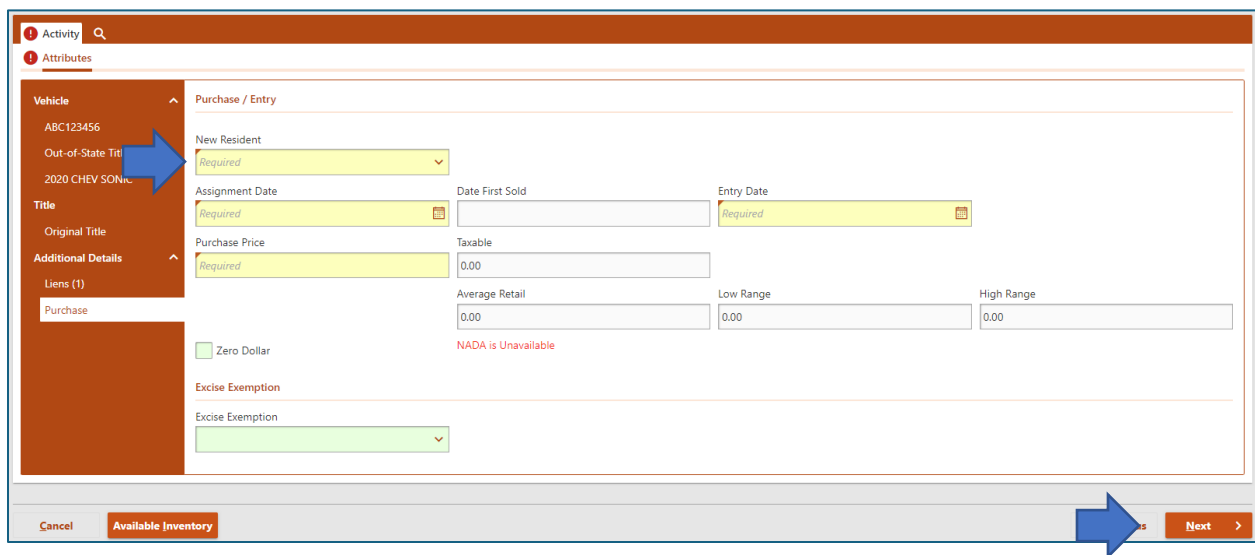
+ Add a Record

Cancel

Available Inventory

Next

19. Enter all **Purchase/Entry** information.



Activity

Attributes

Vehicle

ABC123456

Out-of-State Title

2020 CHEV SONIC

Title

Original Title

Additional Details

Liens (1)

Purchase

Purchase / Entry

New Resident

Required

Assignment Date

Required

Date First Sold

Entry Date

Required

Purchase Price

Required

Taxable

0.00

Average Retail

0.00

Low Range

0.00

High Range

0.00

Zero Dollar

Excise Exemption

Excise Exemption

NADA is Unavailable

Cancel

Available Inventory

Next

20. Click **Next**.

Activity

Attributes

Vehicle

ABC123456

Out-of-State Title

2020 CHEV SONIC

Title

Original Title

Additional Details

Liens (1)

Purchase

Purchase / Entry

New Resident

Assignment Date

Date First Sold

Entry Date

Purchase Price

Taxable

Average Retail

Low Range

High Range

☐ Zero Dollar

NADA is Unavailable

Excise Exemption

Sales Tax Exemption

Cancel Available Inventory Next

21. Answer the question: “Would you like to transfer registration from a previous vehicle?”

a) If **Yes**, follow the below steps:

1. Enter in the plate number you are transferring.
2. Select the **Owner Verification** reason.
3. Select if customer needs a replacement plate.

4. Click **Next**.

The screenshot shows the 'Registration Transfer' form. The left sidebar contains sections for Vehicle, Title, Additional Details, and Registration. The main form area includes sections for Registration Transfer, Plate Search, Vehicle Information, Primary Registration Information, and Transferred Plate Info. Blue arrows indicate the sequence of clicks: from the 'Registration Transfer' section in the sidebar to the 'No' button under 'Would you like to transfer registration from a previous vehicle?', then to the 'Owner Has Plate' button under 'Do you need a replacement plate?', and finally to the 'Next' button at the bottom right.

b) If **No**, select **No** and click **Next**.

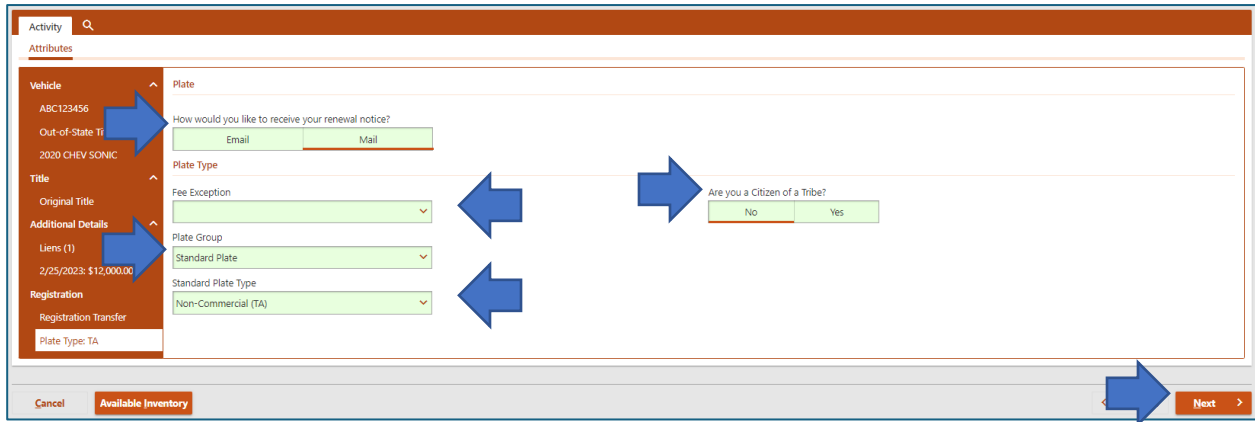
This screenshot shows the 'Registration Transfer' form after selecting 'No'. The 'No' button is highlighted under 'Would you like to transfer registration from a previous vehicle?'. Blue arrows indicate the flow from the 'Registration Transfer' section in the sidebar to the 'No' button and then to the 'Next' button at the bottom right.

Note: The remainder of this transaction is going to continue with issuing a new plate, which will be “**Option B**” from the previous step.

25. Select how the customer would like to receive their renewal notice.

26. Enter a [Fee Exception](#) if necessary

27. Select the **Plate Group** from the drop down list.
28. Select the **Plate Type** from the drop down list.
29. If tribal citizen, respond **Yes** on the question “Are you a Citizen of a Tribe?”
30. Click **Next**.

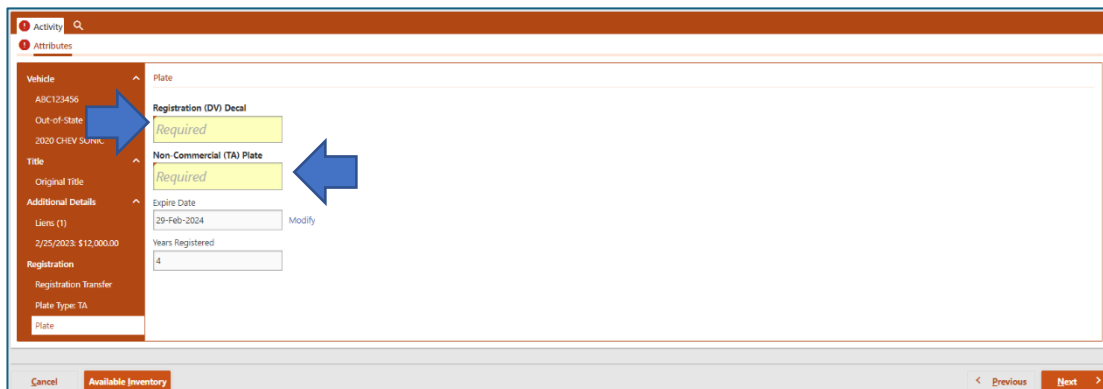


The screenshot shows a web form for vehicle registration. On the left is a sidebar with sections: Vehicle (ABC123456, Out-of-State TI, 2020 CHEV SONIC), Title (Original Title), Additional Details (Liens (1), 2/25/2023: \$12,000.00), Registration (Registration Transfer), and Plate Type: TA. The main form area contains:

- Plate**: How would you like to receive your renewal notice? (Email, Mail)
- Plate Type**: Fee Exception (dropdown), Plate Group (dropdown), Standard Plate Type (dropdown), Non-Commercial (TA) (dropdown)
- Are you a Citizen of a Tribe?**: No, Yes

 At the bottom are buttons: Cancel, Available Inventory, and Next. Blue arrows point to the Plate Group dropdown, the Plate Type dropdown, the Yes button for the tribal citizen question, and the Next button.

31. Enter **Decal** and **Plate** numbers.



The screenshot shows the same web form, but now with additional fields:

- Registration (DV) Decal**: Required (yellow box)
- Non Commercial (TA) Plate**: Required (yellow box)
- Expire Date**: 29-Feb-2024 (with a Modify link)
- Years Registered**: 4
- Plate**: (empty text box)


 Blue arrows point to the Decal and Plate input fields. The sidebar and bottom buttons remain the same.

32. Click **Next**.

- SOK Storefront:** Storefront TCs can simply return the tags, printed registration, and decals to the customer.
- Back-Office:** Back-office TCs must prepare an envelope for plates, registrations, and decals to be sent to the customer.

33. Enter all necessary **Miscellaneous Fees**.

34. Click **Next**.

Activity 

Attributes

Vehicle

ABC123456

Out-of-State Title

2020 CHEV SONIC

Title

Original Title

Additional Details

Lien (1)

2/25/2023: \$12,000.00

Registration

Registration Transfer

Plate Type: TA

DEM398, 2/29/2024

Fees

Miscellaneous Fees

Miscellaneous Fees

Are there Miscellaneous Fees?

☐ No ☒ Yes

Inspection

☐ VIN/Odometer ☐ Rebuilt ☐ On Site

Insurance and Notification

☒ Insurance ☐ Lienholder Not. ☐ MH Cancellation

Title Fees

19.5" & under: 5 Non-auto Over 19.5": 0 Motorcycle: 0

Mail Fees

Mail: 0 Mail Plate: 0

Other Fees


Notary: 0

Printout: 0 Reprint: 0 Reprint Boat: 0

Cert. of Lien Release: 0 Copy of Lien Release: 0 Gen. Title History: 0 Cert. Title History: 0 Microfilm Title History: 0


Donation

Organ Donor (\$): 0.00

Cancel Available Inventory 

35. Verify fees correspond with submitted customer payment.

- SOK Storefront:** Verify fees to ensure no unexpected fees are charged in the titling process and verify the total with the customer to ensure they are ready to pay that amount.
- Back-Office:** Verify the fees received match the fees owed in OneLink.

Activity 

Attributes

Vehicle

ABC123456

Out-of-State Title

2020 CHEV SONIC

Title

Original Title

Additional Details

Lien (1)

2/25/2023: \$12,000.00

Registration

Registration Transfer

Plate Type: TA

DEM398, 2/29/2024

Fees


Misc. Fee Total: \$16.00

Total: \$644.00


Vehicle Fees


Taxes	
Excise Tax	361.00
Sales Tax	150.00
Registration Fees	
Registration	91.00
State Public Safety Fund Fee	5.00
Title Fees	
Lien Fee	10.00
Title Fee	11.00
Miscellaneous Fees	
Insurance Verification	1.50
Tire Recycling - Under 19.5 inches	14.50
TOTAL	644.00

FEES / TAX OVERRIDES

Override Reg Penalty: Override Tax Penalty: Initial Credit: 0.00 Manual Credit: 0.00 

Reg / Tax Credits

Reg. Credit Type: Reg. Credit: 0.00 Excise Credit Type: Ex. Credit: 0.00 

Cancel Available Inventory 

36. Enter in the **Odometer** information from the odometer statement and click **Next**.

Activity

Attributes

Vehicle

ABC123456

Out-of-State Title

2020 CHEV SONIC

Title

Original Title

Additional Details

Liens (1)

2/25/2023: \$12,000.00

Registration

Registration Transfer

Plate Type: TA

IEM398, 2/29/2024

Fees

Misc. Fee Total: \$16.00

Total: \$644.00

Odometer

Odometer

Odometer Discrepancy?

No Yes

Odometer Code

Actual

Odometer

8,856

☐ Zero Odometer

Vehicle has GVWR Greater Than 16,000 lbs.

Cancel Available Inventory Next

37. Enter **Owner ID Type** and **ID number**.

38. Select the **Primary Owner Type**. (Individual OR Business or Trust)

Activity

Attributes

Vehicle

ABC123456

Out-of-State Title

2020 CHEV SONIC

Title

Original Title

Additional Details

Liens (1)

2/25/2023: \$12,000.00

Registration

Registration Transfer

Plate Type: TA

IEM398, 2/29/2024

Fees

Misc. Fee Total: \$16.00

Total: \$644.00

Actual 8856

Owner Information

Owner Info

Owner ID Type

Drivers License

ID Number

R085566554

ID State

OKLAHOMA

☐ Foreign ID

Primary Owner Type

Individual

First Name

Middle Name

Last Name

Suffix

Required

+ Add an Owner

Title Assignment Line 1

Title Assignment Line 2

Primary Owner Address

Required

Lease Information

is this a leased vehicle?

No Yes

Cancel Available Inventory Previous Next

40. Enter in the owners **Name** and **Address**. Click **Next**.

Activity

Attributes

Vehicle

ABC123456

Out-of-State Title

2020 CHEV SONIC

Title

Original Title

Additional Details

Liens (1)

2/25/2023: \$12,000.00

Registration

Registration Transfer

Plate Type: TA

DEM398, 2/29/2024

Fees

Misc. Fee Total: \$16.00

Total: \$644.00

Actual 8856

Owner Information

Owner Info

Owner ID Type: Drivers License ID Number: R085566554 ID State: OKLAHOMA Foreign ID: ☐

Primary Owner Type: Individual

First Name: JOHN Middle Name: Last Name: SMITH Suffix:

+ Add an Owner

Title Assignment Line 1: JOHN SMITH Modify

Title Assignment Line 2:

Primary Owner Address: 2501 N LINCOLN BLVD OKLAHOMA CITY OK 73105-4508 Validated

Lease Information

Is this a leased vehicle?

Cancel Available Inventory

42. Verify the summary screen. Click **Submit**.

Activity

Attributes

Vehicle

ABC123456

Out-of-State Title

2020 CHEV SONIC

Title

Original Title

Additional Details

Liens (1)

2/25/2023: \$12,000.00

Registration

Registration Transfer

Plate Type: TA

DEM398, 2/29/2024

Fees

Misc. Fee Total: \$16.00

Total: \$644.00

Actual 8856

JOHN SMITH

Title / Registration

Vehicle ID : ABC123456

Registration Class : Automobile

Primary Document : Out-of-State Title

Odometer : Code ACTUAL, Reading: 8856

Purchase : Price: \$12,000.00, Assignment: 2/25/2023, Entry: 2/25/2023

Lienholder(s) : 1

Lienholder Name : BANK TEST

Title Hold Reason : Document

Owner Name : JOHN SMITH

Owner Address : 2501 N LINCOLN BLVD OKLAHOMA CITY OK 73105-4508

Insurance : Confirmed

Year/Make/Model : 2020 CHEV SONIC

Registration : Plate: DEM398, Decal: 24N575057, Expiration: 2/29/2024

Total Fee : \$644.00

Cancel Available Inventory

43. Receipt the process.

<p>Ownership</p> <p>2020 CHEV SONIC ABC123456</p> <p>> Ownership</p> <p>JOHN SMITH</p> <p>2501 N LINCOLN BLVD</p> <p>OKLAHOMA CITY OK 73105-4508</p> <p>013972549-76</p>	<p>Registration</p> <p>Registration : Reg N/A</p> <p>Title Status : Title N/A</p> <p>Balance : \$44.00</p>	<p>Vehicle</p> <p>Year/Make/Model : 2020 SONIC</p> <p>Body Style :</p> <p>Color : Dark Green</p> <p>Lienholder : BANK TEST</p> <p>PRIMARY : JOHN SMITH</p>
<p>Open Tasks</p> <p>View All</p> <p>There are no open tasks.</p>	<p>Recent Notes</p> <p>Add Browse</p> <p>There are no recent notes.</p>	

Vehicle **Attributes** **CRM** **Task** **Financial** **Web**

Registrations Unpaid Registrations Plates Owners * Liens * Titles Activities Acquisitions *

Registrations

Show History

Type	Transaction Type	Use Type	Commence	Cease	Expire	Plate ID	Plate Type	Decal ID	Registration ID	Cease Reason	Issuing Agency
There are no registrations.											



Wrap-Up: SOK Storefront

After submitting the transaction and receipting the process in OneLink, the Storefront TC must take customer payment in the Credit Card Payment System

The TC should print a receipt and keep the signed copy in their cash drawer until the end of the day. Empty decal sheets should also be kept for inventory purposes.

The TC must also print a document cover sheet and place it on top of the bundle of paperwork submitted by the customer. This stack of bundles and DCS will be brought over to Building 16 nightly for review by the MV Supervisor. Any issues or mistakes in processing will be discussed between the MV Supervisor and TC.

After reviewing paperwork bundles for accuracy, the MV Supervisor will forward paperwork to CPD to scan into Laserfiche and link to the customer's Ownership Account. Paperwork bundles and DCSs will be physically filed in the warehouse space.

If there are no holds on the title, CPD will automatically print and mail the new original title to the customer.

Wrap-Up: Back-Office

After submitting the transaction and receipting the process in OneLink, the TC should print a DCS and place on top of the paperwork bundle (printed transaction receipts, customer documents, etc.). The TC will forward paperwork to CPD to scan into Laserfiche and link to the customer's Ownership Account. Paperwork bundles and DCSs will be physically filed in the warehouse space.

The TC should also prepare tags (if necessary), registration, and decals to be mailed to the customer in a tag-sized envelope and place in an outgoing mail pile.

If there are no holds on the title, CPD will automatically print and mail the new original title to the customer.

Appendix

For full titles guidelines, see LO Manual Chapter II

Appendix A: Required Documents - MSO

1. **Manufacturer's Statement of Origin (MSO) properly assigned.** May include dealership reassignment forms from any State if sold by Out-of-State dealer.
 - If all reassignment spaces have been filled out on the MSO, a licensed franchised dealer may utilize a photocopy of the back of an MSO to continue to reassign.

Note: This is the only separate reassignment document allowed for Oklahoma dealers to assign otherwise OK dealer will be required to transfer ownership into dealer name.

- A certified copy of the MSO may be accepted as an ownership document provided the following:



1. The copies must include the front and back of the MSO and be certified by the selling dealership.
2. Certification must include a statement indicating the document is a copy of the actual assigned certificate and the original certificate was provided to the listed assignee.
3. Certification must include the notarized signature of a representative of the selling dealership
- Refer to LO Manual Page 45 for notary public requirements by state in your electronic manual
- If presented only with a **sales contract, purchase order or an uncertified copy of the MSO only**, the buyer will need to acquire an Oklahoma court order to transfer ownership into their name.
- If vehicle was purchased out of State with an active lien and the electronic title holding State took the assigned MSO – then buyer will need a letter/print out from DMV showing the owner and lien holder information and the Oklahoma title will be placed on Document Hold
- Vehicles which have two (2) manufacturers, one for the frame, and one for the base or body of the unit, will have two (2) MSO's. The VIN for the base/body unit will be utilized for titling purposes.
2. **Purchase Agreement or Bill of Sale** listing the purchase price
Note: Declaration of Vehicle Purchase Price ([Form 722-1](#)) cannot be used in conjunction with MSO
 - Check for additional accessories that are permanently attached to the vehicle. These should be added to the purchase price. Refer to Taxable Value Computation (LO Manual Page 175) or check your Dealership Invoice Terminology sheet.
 - The value of a rebate and/or discount is to be subtracted from the purchase price.
 - Do not add any fees that are not permanently attached or are services provided by the seller or a third party.
 - Do not subtract the amount given for a trade-in vehicle from the purchase price.
3. Application for **Oklahoma Certificate of Title for a Vehicle** ([Form 701-6](#)). Front and back of application will need to be completed.
Note: For Manufactured homes, only page 1 is required.
4. **Federal Odometer Disclosure Statement**; on assignment or Odometer Disclosure Statement ([Form 729](#))
Note: The same person must not sign odometer Disclosure Statement “buyer” and “seller” field
 - Refer to LO Manual Page 23 for more information on odometer disclosure statements.
5. **Oklahoma Insurance** information



6. Copy of **Driver's License** or **Federal Employer I.D. (FEI) number** on application

IF sold by an Oklahoma dealer, a **Motor Vehicle Tax Stamp** is required to be affixed to the application. Refer to LO Manual Page 21 for more information.

IF there is a lien on the vehicle: Lien Entry Form ([MV21-A](#)) or lien reflected on the MSO or the title application.

IF a Power of Attorney (POA) is utilized; the original or a certified copy of the POA is to be attached to the paperwork.

This list is not exhaustive - there may be various other documents submitted with the paperwork.

Appendix B: Required Documents – Out-of-State Title

1. **Out-of-State Title/Registration** or **Tribal Title/Registration**

- Out-of-State title in the owner's name (not assigned)
- Copy of the Out-of-State title in the owner's name
- Out-of-State registration in the owner's name
- Screen printout from the previous state's DMV, comparable to our Vehicle Information Request printout, reflecting the seller's ownership in the state – this is common if the owner has an active lien in an electronic filing State.

Note: This is treated as the same owner Out-of-State – no excise or sales tax is charged. The vehicle must have been owned and registered in the previous State at least 60 days prior to registering in Oklahoma. Should the Out-of-State title reflect an Oklahoma address, the applicant must provide proof of Out-of-State residency.

OR

Out-of-State title/tribal title assigned to buyer

Note: Oklahoma title will be placed on Document Hold unless an actual Out-of-State title is surrendered. An Oklahoma court order will be required without one of these proof of ownership documents.

2. **Purchase Agreement** or **Bill of Sale** (if vehicle was purchased)

Note: Declaration of Vehicle Purchase Price ([Form 722-1](#)) can be used instead with an out-of-state title

- Check for additional accessories that are permanently attached to the vehicle. These should be added to the purchase price. Refer to Taxable Value Computation (LO Manual Page 21) or check your Dealership Invoice Terminology sheet.
- The value of a rebate and/or discount is to be subtracted from the purchase price.
- Do not add any fees that are not permanently attached or are a service provided by the seller or a third party.



- Do not subtract the amount given for a trade-in vehicle from the purchase price.
 - **Note:** If purchase price is listed on the title assignment a separate purchase agreement or [Form 722-1](#) is required.
3. **Application for Oklahoma Certificate of Title for a Vehicle** ([Form 701-6](#)). Front and back of the application will need to be completed, including the Serial Inspection, or the Oklahoma title will be placed on SI Hold.
 4. **Federal Odometer Disclosure Statement**; on assignment or Odometer Disclosure Statement ([Form 729](#))
Note: Odometer Disclosure Statement “buyer” and “seller” field must not be signed by the same person
 - Refer to LO Manual Page 23 for more information on odometer disclosure statements.
 5. **Oklahoma Insurance** information
 6. Copy of **Driver’s License** or **Federal Employer I.D. Number (FEIN)** on application
 7. **Serial Inspection** (if no Serial Inspection is provided, the Oklahoma title will be placed on SI Hold)

If a Power of Attorney (POA) is utilized; the original or a certified copy of the POA is to be attached to the paperwork.

If sold by an Oklahoma dealer, a Motor Vehicle Tax Stamp is required to be affixed to the application- check page 20 for exceptions.

Note: Ok Dealers may reassign Out-Of-State titles however, they are required to have a standard VIN/ODO inspection by an OK LO with an inspection fee of \$15.00

If there is a lien on the vehicle: Lien Entry Form ([MV21-A](#)) or lien reflected on the title or the Application for title

Note: If a lien is indicated on the Out-Of-State document, or the vehicle owner indicates that there is a lien on the vehicle, the lien must be placed on the Oklahoma record and the lender notified. (HB1357)

There may be various other documents submitted with the paperwork.

Appendix C: Fees and Exemptions

Title Fees

Standard Fees	
Title Fee	\$11.00/\$2.25 Boat and Motor
Lien Filing	\$10.00
HB1357 (If no Lien Entry Form submitted)	\$3.00
Mail	\$1.73 or \$6.60 if mailing plate
Insurance	\$1.50
Waste Tire	Auto: \$2.90 per tire Auto Rim Size over 19.5”: \$5.50 per tire

	Motorcycles: \$1.00 per tire International Registration Plan (IRP): \$7.00
Fluctuating Fees	
Excise Tax	3.25% of the purchase price or taxable value, unless the taxpayer qualifies for an exemption
Sales Tax	1.25% of the actual purchase price, unless the taxpayer qualifies for an exemption
Registration	\$96.00 for one year registration unless the taxpayer qualifies for a reduced rate, exemption, or is transferring current registration

Registration Fees

Times a vehicle has been registered and corresponding fees:

Year	Standard Vehicles Fees (\$)	Motorcycle Fees (\$)
1 st – 4 th Year	96.00	99.00
5 th – 8 th Year	86.00	89.00
9 th -12 th Year	66.00	69.00
13 th – 16 th Year	46.00	49.00
17 th +	26.00	29.00

[Farm Registration](#): \$36.00

Exemptions

For a full list of sales and excise tax exemptions, see OAC 670:20-45-2 and OAC 670:20-45-5

Disabled American Veteran (DAV)

For discounts to apply, the DAV must be listed as the owner on the title, or a representative must have a signed statement from the veteran declaring that he/she is an owner and/or operator of the vehicle.

- **Registration**

Must be at least 50% service-connected disabled as certified by either the United States Department of Veterans Affairs or the Armed Forces of the United States. Must have letter from the Department of Veterans Affairs, C-599 or a Sales Tax Exemption Card ([see example](#)) to qualify.

May register and renew two (2) vehicles with a carrying capacity of one (1) ton or less at the reduced rate of \$5.00 per vehicle.

- **Excise Tax**



100% DAV's also qualify for an excise tax exemption on one vehicle every three (3) years. This is based on purchase date to purchase date. There is no exception on the date even if only off by one day.

- **Sales Tax**

100% DAV's who have a letter from the Department of Veterans Affairs or an Sales Tax Exemption card or form may also be exempt from all or a portion of the sales tax. The DAV is qualified for up to \$25,000.00 worth of purchases a year in sales tax exemptions. The DAV has the option of using the entire \$25,000.00 on the vehicle or just a portion of it toward the purchase of a vehicle. Sales Tax Exemption Certificate ([Form 701-31](#)) must be completed and submitted.

Actively Serving Military

Active-serving military members, active-duty reservists and active-duty members of the National Guard qualify for an annual vehicle registration rate of \$26.00.

- Must have a completed U.S. Armed Forces Affidavit. ([Form 779](#))
- Must have insurance but does not have to be from Oklahoma.
- Qualifying vehicles include:
 - Vehicles owned by an Oklahoma resident or spouse of an Oklahoma resident, stationed out of state due to an official military assignment.
 - Vehicles owned by the Oklahoma-residing spouse of an active-duty military service person serving in a foreign country.
 - All motor vehicles and travel trailers are eligible for the military registration rate unless they are being used for commercial purposes.

Tax Exempt

Vehicles owned by political subdivisions of the state or certain tax-exempt or non-profit organizations are eligible for a reduced registration fee of \$19.00.

- Must complete a Tax-Exempt Organization Vehicle Registration Affidavit ([Form 701-29](#))
- Vehicle must be in the name of the tax-exempt organization only. No other individual or organization may appear on the title.
- All tax-exempt organizations, with the exception of political subdivisions of the state, non-profit organizations devoted exclusively to youth programs and organizations which are prohibited from such displays must have the name or symbol of the tax-exempt or non-profit organization prominently displayed on both sides of the vehicle.

Physically Disabled



Physically disabled people qualify for a reduced rate of \$31.00

- Must be qualified through the Department of Public Safety (DPS) as being physically disabled and have a [parking permit issued by DPS](#)
- Vehicle must have modifications because of the disability of the owner or of an individual related to the owner within the second degree of lineage such as a parent, grandparent, child, grandchild or sibling by blood.
- Must complete Affidavit for Physically Disabled Registration In Lieu of Regular Registration Fee ([Form 760](#)).

The fees and registration exemptions above apply, except when the ownership of the vehicle is not changing. In that case, the customer would not pay excise or sales tax anyways. The exemption for this is the Same-Owner-Out-of-State.



Appendix D: Example T-2 Instructions Form

T-2 (8830) Instructions		In Office Date	Date received by OTC
VIN #	Enter Full VIN number	Title #	Original
Function(s)	<input type="checkbox"/> Add Lien Title <input type="checkbox"/> Release Lien Title <input type="checkbox"/> Repo Title <input type="checkbox"/> Release Hold	<input type="checkbox"/> Add Lien Only <input type="checkbox"/> Corrected Title <input type="checkbox"/> Transfer <input type="checkbox"/> Place Hold	<input type="checkbox"/> Release Lien <input type="checkbox"/> Duplicate Title <input checked="" type="checkbox"/> Original <input type="checkbox"/> Other
Additional Instructions or Comments			
DL or FEIN		Color	
Purchase Date		Purchase Price:	
Add Lien: Lienholder name			
Fees	Amount Paid	Total on DLN	DLN
			DLN numbers
	\$11.00	Title Fee	
			Lien Entry Fee
	\$200	Excise Tax	
			Excise Penalty
	\$20.00	Sales Tax	
			Sales Tax Penalty
		Transfer Fee	
			Transfer Penalty
	\$96.00	Tag Fee	
			Tag Penalty
	\$14.50	Waste Tire Fee	\$1.50
			Ins Verification Fee
	\$5.00	Mail Fee	
			Notary Fee
		Other	
			Other
TOTAL DUE		\$346.50	
TOLERANCE ADJUSTMENT		-\$3.00 underpayment	
REFUND AMOUNT			
		By Your name	
		Date Today's Date	

Appendix E: Common Vehicle Types

This table covers common vehicle types and where more information can be found on them.

Vehicle Type	LO Manual Reference (pg.)	Standard Operating Procedure
ATV (Unconventional Vehicles)	268	
Automobile	201	Yes
Boats	201 – 226	Yes
Commercial trailers	238 – 239	Yes
Commercial truck/tractor	228 – 234	Yes
Commercial Trucks - IRP	240 -242	Yes
Manufactured Homes	247 – 256	Yes
Mini Truck	272	
Motor home	258	
Motorcycle	256	
Travel Trailer	267	

References

1. List of forms relevant to titling
 - a. [701-31 - Motor Vehicle Sales Tax Exemption Certificate](#)
 - b. [701-6 - Application for Oklahoma Certificate of Title for a Vehicle, Trailer or Manufactured Home](#)
 - c. [701-7 - Application for Duplicate Title](#)
 - d. [701-9 - Body Change Affidavit](#)
 - e. [701-10 - Application for Junked Vehicle Title](#)
 - f. [722 - Affidavit for Title/Registration of Rental Vehicles](#)
 - g. [729 - Odometer Disclosure](#)
 - h. [730 - Export Only Vehicle Title Cancellation Notice](#)
 - i. [753 - Affidavit of Vehicle Ownership](#)
 - j. [761-B - Affidavit of Rebodyed Vehicle](#)
 - k. [777 - Affidavit for Transfer of Ownership Following Loss of Assigned Oklahoma Title](#)
 - l. [780-A - In Lieu of Replacement Title Affidavit Insurance Company](#)
 - m. [780-B - Unobtainable Ownership Documentation](#)



- n. [798 - No Administrator Affidavit](#)
- o. [799-23 - Rental Odometer Affidavit](#)