



# Title Transfers

Motor Vehicles Division

3-18-2025



## Revision History

<b>Effective Date of SOP:</b> 3/18/2025	<b>SOP Number:</b> G.02
<b>Functional Area Name:</b> Motor Vehicles	<b>Division Name:</b> Special Plates
<b>Last Review Date:</b> 3/14/2025	<b>Last Reviewer:</b> Tiffany Doane, Motor Vehicle Manager
<b>Next Review Date:</b> 3/14/2026	<b>Next Reviewer:</b> Motor Vehicle Manager
<b>Executive Approval Date:</b> 3/18/2025	<b>Approved By:</b> Caitlin Owen, Chief Development & Support Officer

## Overview

This standard operating procedure (SOP) covers title transfers.

## Purpose

This SOP provides step-by-step procedures for TCs to follow when processing title transfers.

## 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 670:20-37** – Transfer of Title

**OAC 670:20-45** – Vehicle Sales Tax and Motor Vehicle Excise Tax

**LO Manual Page 85 – 97** – Transferring of Oklahoma Titles

## 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 (NVMTIS)	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-office with 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 a Title Transfer

**Purpose:** To process and issue a transferred title for a customer.

#### **Background: SOK Storefront**

Prior to processing a title transfer 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: Mail-In**

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.

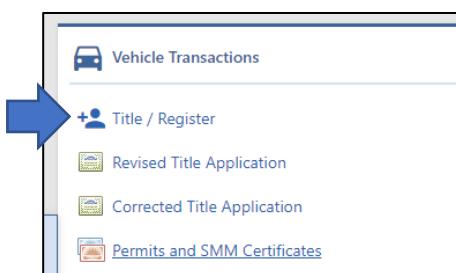
Once transfer title paperwork packets have been identified, a TC begins processing by going through the packet and verifying that the customer's documents and payment are sufficient. If the customer is missing documentation, the TC will need to send them a letter asking for proper documentation. The 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 and 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** number.

Activity  Attributes

Vehicle Enter Details

Vehicle ID  Required

Fee Estimator  Use in-office date

Cancel Available Inventory Previous Next

3. Click the **Select** hyperlink next to the vehicle to title / register. .

Activity  Attributes

Vehicle Enter Details

Vehicle ID  ABC123456

Please select a vehicle to title/register

Select 2021 CHEV  
VIN: ABC123456  
Non-Commercial: MBR023 Expires: 3/31/2024  
Title #: 810012842488 Owner: JOHN SMITH

Select Vehicle Not Listed

4. Registration class is pre-selected based on the previous registration but can be changed if necessary.

**Note:** This example shows an automobile registration

Activity  Attributes

Vehicle Enter Details

Vehicle ID  ABC123456

Please select a vehicle to title/register

✓ 2021 CHEV  
VIN: ABC123456  
Non-Commercial: MBR023 Expires: 3/31/2024  
Title #: 810012842488 Owner: JOHN SMITH

Select Vehicle Not Listed

Registration Class  Automobile [Change Class](#)



5. Click **Next**.

Vehicle

Enter Details

Vehicle ID  
ABC123456

Fee Estimator

Use in-office date

Please select a vehicle to title/register

✓ 2021 CHEV  
VIN: ABC123456  
Non-Commercial: MBR023 Expires: 3/31/2024  
Title #: 810012842488 Owner: JOHN SMITH

Select Vehicle Not Listed

Registration Class  
Automobile [Change Class](#)

Cancel Available Inventory Previous Next

6. Select the **Primary Document** used to register from the dropdown list. This example follows an Oklahoma title.

7. Click **Next**.

Activity

Attributes

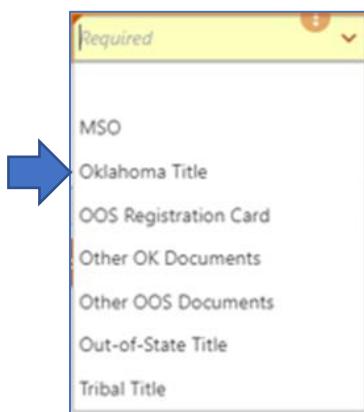
Vehicle

ABC123456

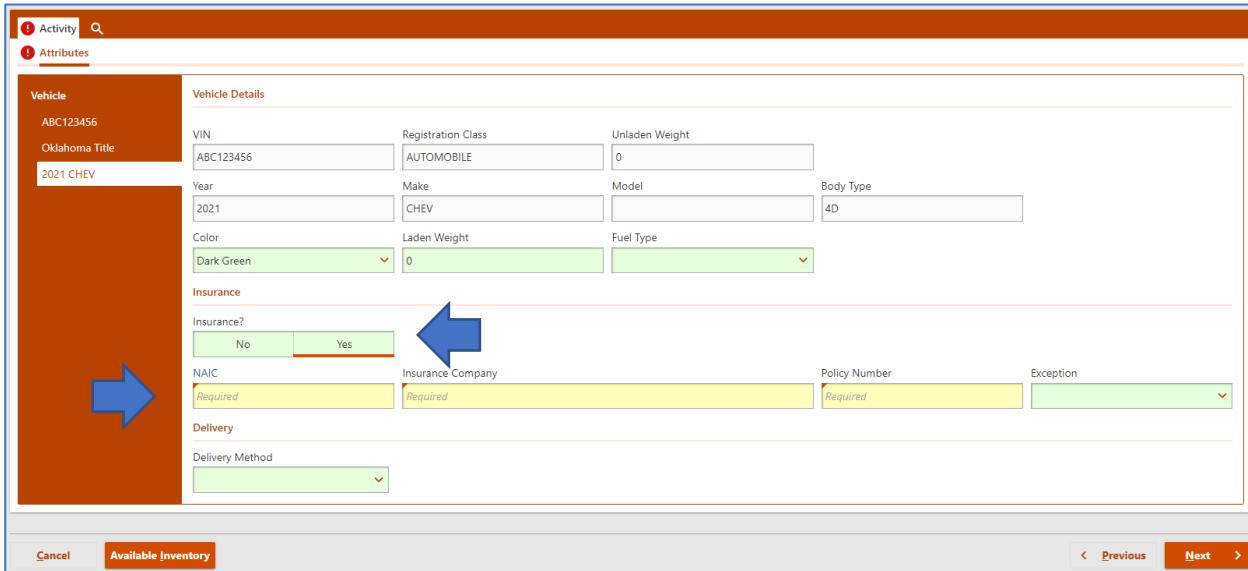
Primary Document  
Oklahoma Title

Is this a Title Only?  
No Yes

Cancel Available Inventory Previous Next



8. Enter customer insurance information.



Activity

Attributes

**Vehicle**

ABC123456	Vehicle Details
Oklahoma Title	VIN: ABC123456 Registration Class: AUTOMOBILE Unladen Weight: 0
2021 CHEV	Year: 2021 Make: CHEV Model: Body Type: 4D
	Color: Dark Green Laden Weight: 0 Fuel Type: <input type="button" value=""/>

**Insurance**

Insurance?	No <input checked="" type="radio"/> Yes <input type="radio"/>		
NAIC	Insurance Company	Policy Number	Exception
Required	Required	Required	<input type="button" value=""/>

**Delivery**

Delivery Method	<input type="button" value=""/>
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9. Select the **Validate Insurance** hyperlink to start the validation process for insurance.

Activity Search

Attributes

<b>Vehicle</b> ABC123456 <b>Oklahoma Title</b> 2021 CHEV																					
<b>Vehicle Details</b> <table border="1"> <tr> <td>VIN</td> <td>Registration Class</td> <td>Unladen Weight</td> </tr> <tr> <td>ABC123456</td> <td>AUTOMOBILE</td> <td>0</td> </tr> <tr> <td>Year</td> <td>Make</td> <td>Model</td> </tr> <tr> <td>2021</td> <td>CHEV</td> <td></td> </tr> <tr> <td>Color</td> <td>Laden Weight</td> <td>Fuel Type</td> </tr> <tr> <td>Dark Green</td> <td>0</td> <td></td> </tr> </table>				VIN	Registration Class	Unladen Weight	ABC123456	AUTOMOBILE	0	Year	Make	Model	2021	CHEV		Color	Laden Weight	Fuel Type	Dark Green	0	
VIN	Registration Class	Unladen Weight																			
ABC123456	AUTOMOBILE	0																			
Year	Make	Model																			
2021	CHEV																				
Color	Laden Weight	Fuel Type																			
Dark Green	0																				
<b>Insurance</b> <table border="1"> <tr> <td>Insurance?</td> <td>No</td> <td>Yes</td> <td><a href="#">Validate Insurance</a></td> </tr> <tr> <td>NAIC</td> <td>19232</td> <td>Insurance Company</td> <td>Policy Number</td> </tr> <tr> <td></td> <td></td> <td>ALLSTATE INSURANCE COMPANY</td> <td>32162165</td> </tr> <tr> <td></td> <td></td> <td>Exception</td> <td></td> </tr> </table>				Insurance?	No	Yes	<a href="#">Validate Insurance</a>	NAIC	19232	Insurance Company	Policy Number			ALLSTATE INSURANCE COMPANY	32162165			Exception			
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		ALLSTATE INSURANCE COMPANY	32162165																		
		Exception																			
<b>Delivery</b> <table border="1"> <tr> <td>Delivery Method</td> </tr> </table>				Delivery Method																	
Delivery Method																					

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

10. 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

Activity Search

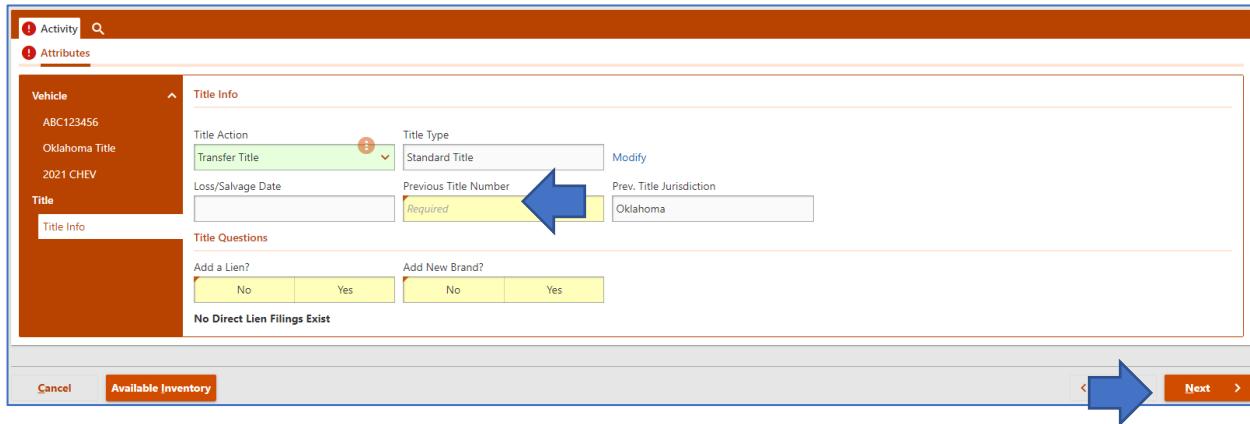
Attributes

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Delivery	Delivery Method																										

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

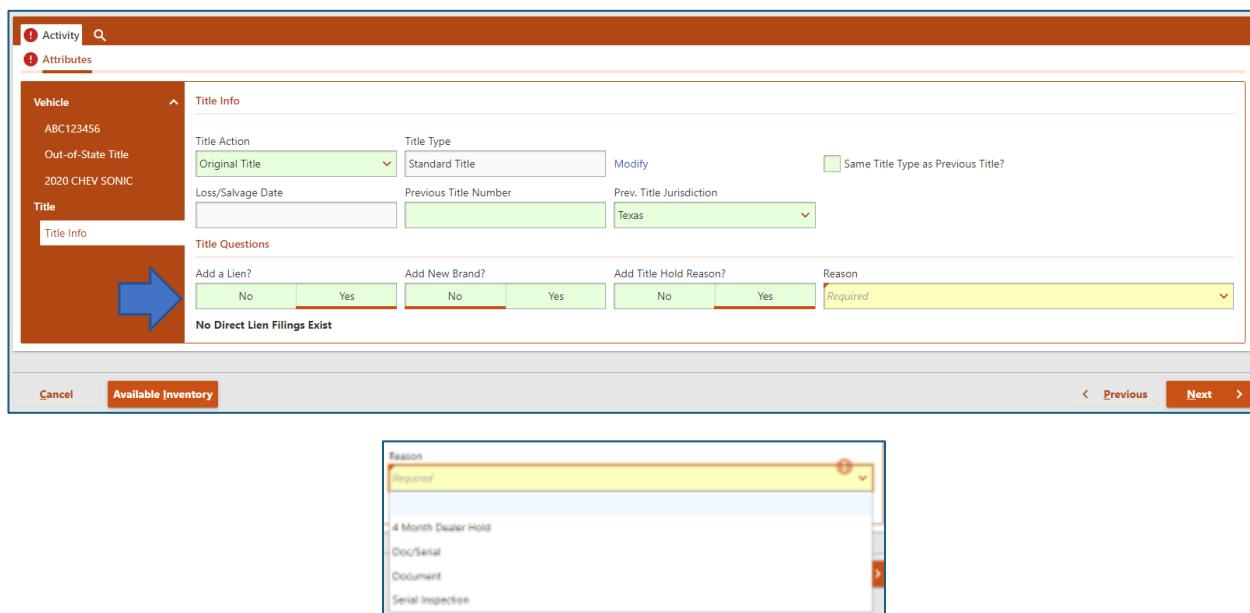
11. Enter in the **previous title number**. Click **Next**.



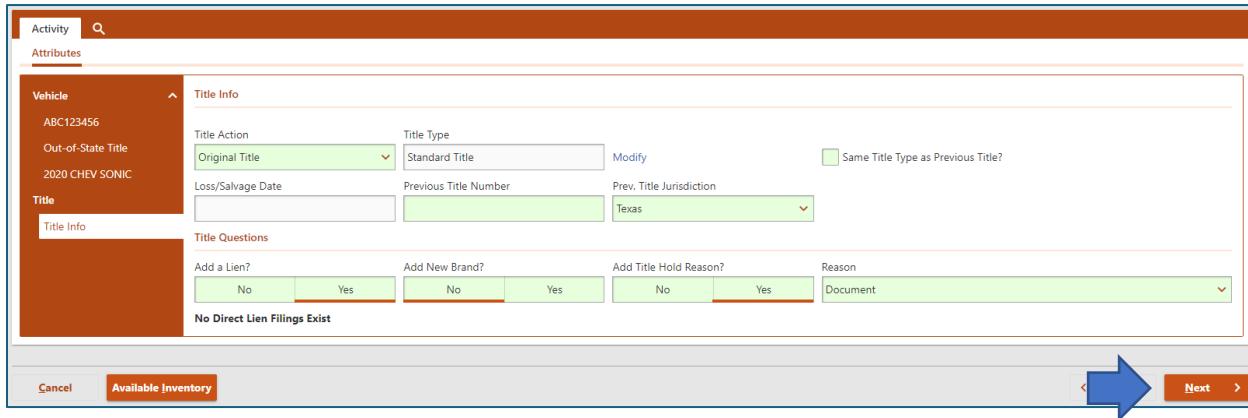


## 12. Answer the title questions.

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



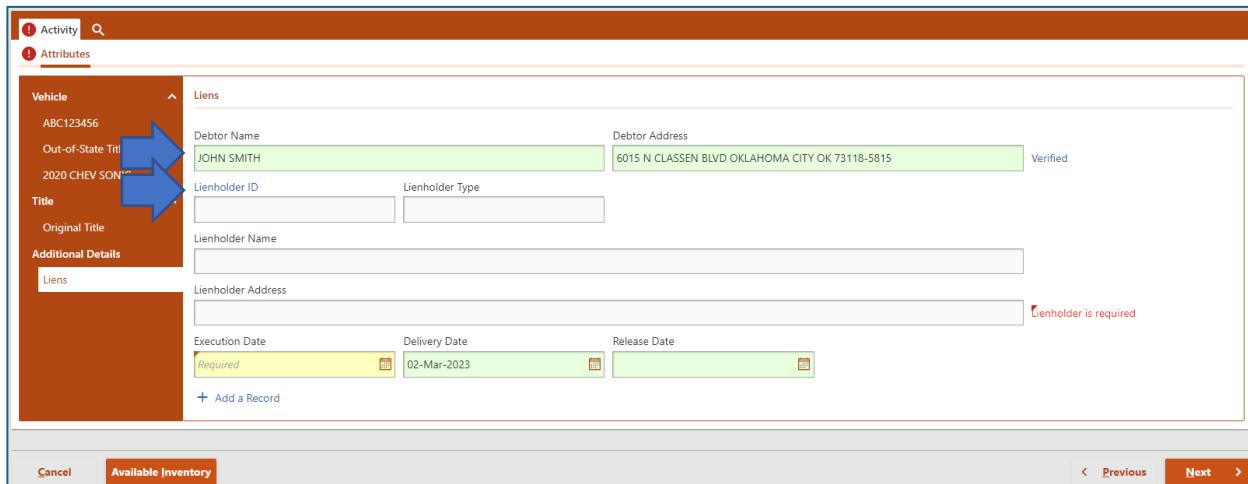
## 13. Once all information is entered, click the **Next** button.



14. If Yes is selected on the **Add a Lien** question, the lien screen will be next.

15. Enter the **Debtor Name and Address**.

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



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



Lienholder Search

Sort by Lienholder ID OR Lienholder zip code.

Lienholder ID  Required

No Lienholder ID

Zip Code

**Search**



18. If No Lienholder ID, then enter the zip code and click Search.

Lienholder Search

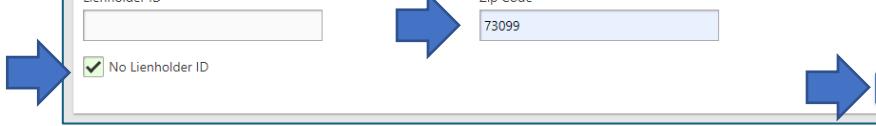
Sort by Lienholder ID OR Lienholder zip code.

Lienholder ID

No Lienholder ID

Zip Code  73099

**Search**



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



Lienholder Search

Sort by Lienholder ID OR Lienholder zip code.

Lienholder ID Zip Code  
73099

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 CARNWELL 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 UI	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 73099-8256		Primary
LH002229	APPROVED CASH	1300 W VANDAMENT AVE STE 301 YUKON OK 73099-8256		Primary
LH004184	KYLE SMITH	975 SQUIRE MANSION YUKON OK 73099-2116		Primary
LH007374	RYAN BOWLWARE	3100 BROOKSTONE PASS DR YUKON OK 73099-8256		Primary
LH001822	RED RIVER CREDIT	1081 CARNWELL DR STE 401 YUKON OK 73099-8256		Primary

20. Fill in the lienholder **Name**, **Address** and **Execution Date**. Once all information is filled in, click **Next**.

Activity Search

Attributes

Vehicle

ABC123456  
Out-of-State Title  
2020 CHEV SONIC

Title

Original Title

Additional Details

Liens

Debtor Name: JOHN SMITH Debtor Address: 6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5815 Verified

Lienholder ID: Lienholder Type: BUSINESS

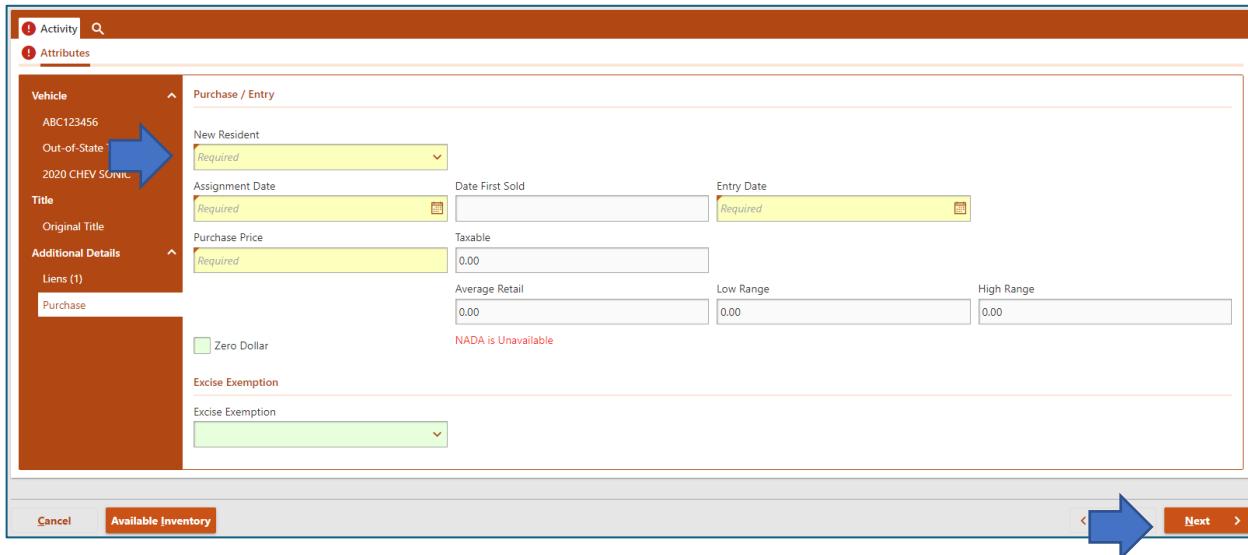
Lienholder Name: BANK TEST

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 >

21. Enter in all **Purchase/Entry** information.



Activity Search

Attributes

Vehicle

ABC123456

Out-of-State Out-of-State Required

2020 CHEV SONIC

Title

Original Title

Additional Details

Liens (1)

Purchase

Zero Dollar

NADA is Unavailable

**Purchase / Entry**

New Resident Required

Assignment Date Required

Date First Sold

Entry Date Required

Purchase Price Required

Taxable

Average Retail

Low Range

High Range

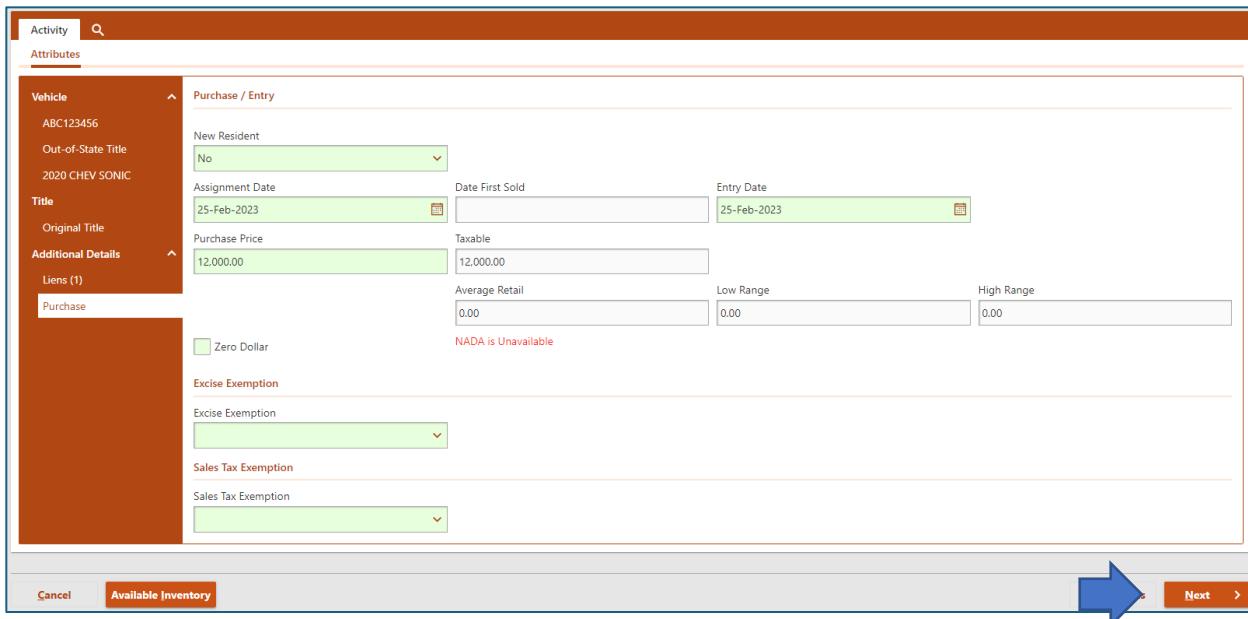
Excise Exemption

Excise Exemption Zero Dollar

NADA is Unavailable

Cancel Available Inventory Next >

22. Click **Next**.



Activity Search

Attributes

Vehicle

ABC123456

Out-of-State Title Out-of-State

2020 CHEV SONIC

Title

Original Title

Additional Details

Liens (1)

Purchase

Zero Dollar

NADA is Unavailable

**Purchase / Entry**

New Resident No

Assignment Date 25-Feb-2023

Date First Sold

Entry Date 25-Feb-2023

Purchase Price 12,000.00

Taxable

Average Retail

Low Range

High Range

Excise Exemption

Excise Exemption Zero Dollar

NADA is Unavailable

Sales Tax Exemption

Sales Tax Exemption Zero Dollar

Cancel Available Inventory Next >

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**.

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

**Registration Transfer**

Would you like to transfer registration from a previous vehicle?  
 No  Yes

Fee Exception

**Plate Search**  
Enter the owners plate with remaining registration  
**Non-Commercial (TA) Plate**  
KVT428

Plate Owner Line 1: RESHA WILSON  
Plate Owner Line 2:

**Vehicle Information**

Year: 2006 Make: FORD Model: MUS

**Primary Registration Information**

Primary Plate ID: KVT428 Primary Expire Date: 30-Jun-2023

**Transferred Plate Info**

Owner Verification: Same Owner

Do you need a replacement plate?  
 Issue New Plate  Owner Has Plate

b) If **No**, select **No** 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

**Registration Transfer**

Would you like to transfer registration from a previous vehicle?  
 No  Yes

**Plate Search**  
Enter the owners plate with remaining registration  
**Non-Commercial (TA) Plate**  
KVT428

Plate Owner Line 1: RESHA WILSON  
Plate Owner Line 2:

**Vehicle Information**

Year: 2006 Make: FORD Model: MUS

**Primary Registration Information**

Primary Plate ID: KVT428 Primary Expire Date: 30-Jun-2023

**Transferred Plate Info**

Owner Verification: Same Owner

Do you need a replacement plate?  
 Issue New Plate  Owner Has Plate

**Note:** For the remainder of this transaction we are 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**.

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

**Plate**

How would you like to receive your renewal notice?  
 Email  Mail

Plate Type  
Fee Exception  
Plate Group  
Standard Plate  
Standard Plate Type  
Non-Commercial (TA)

Are you a Citizen of a Tribe?  
 No  Yes

31. Enter decal and plate numbers.

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

**Plate**

Registration (DV) Decal  
**Required**

Non-Commercial (TA) Plate  
**Required**

Expire Date  
29-Feb-2024

Years Registered  
4

32. 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

**Plate**

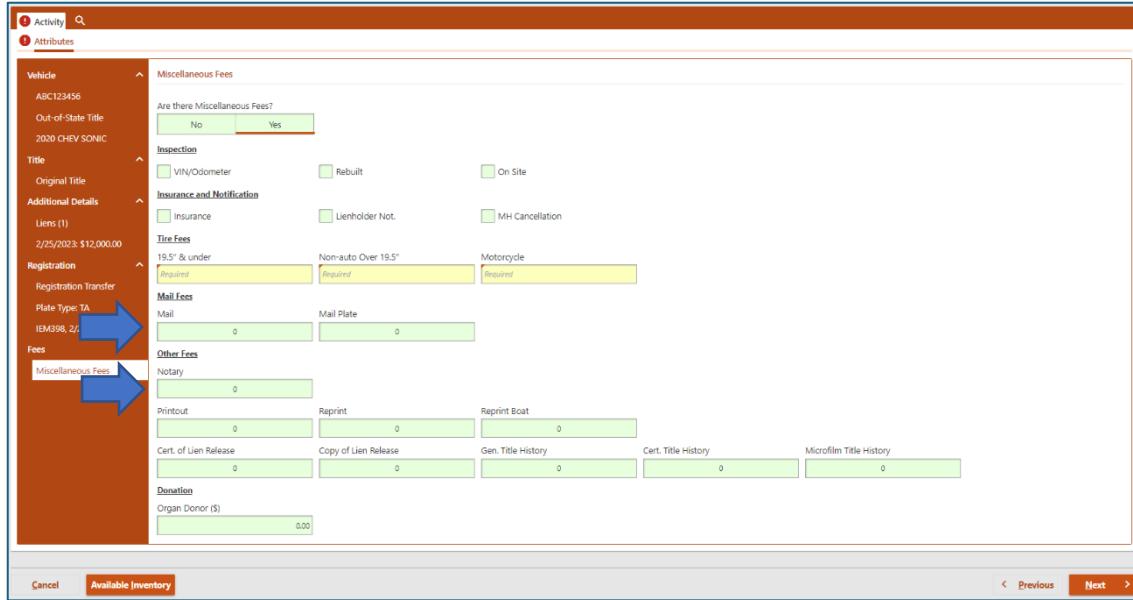
Registration (DV) Decal  
**24N575057**

Non-Commercial (TA) Plate  
**IEM398**

Expire Date  
29-Feb-2024

Years Registered  
4

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



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, 2/2

**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

Tire Fees  
19.5" & under Non-auto Over 19.5" Motorcycle

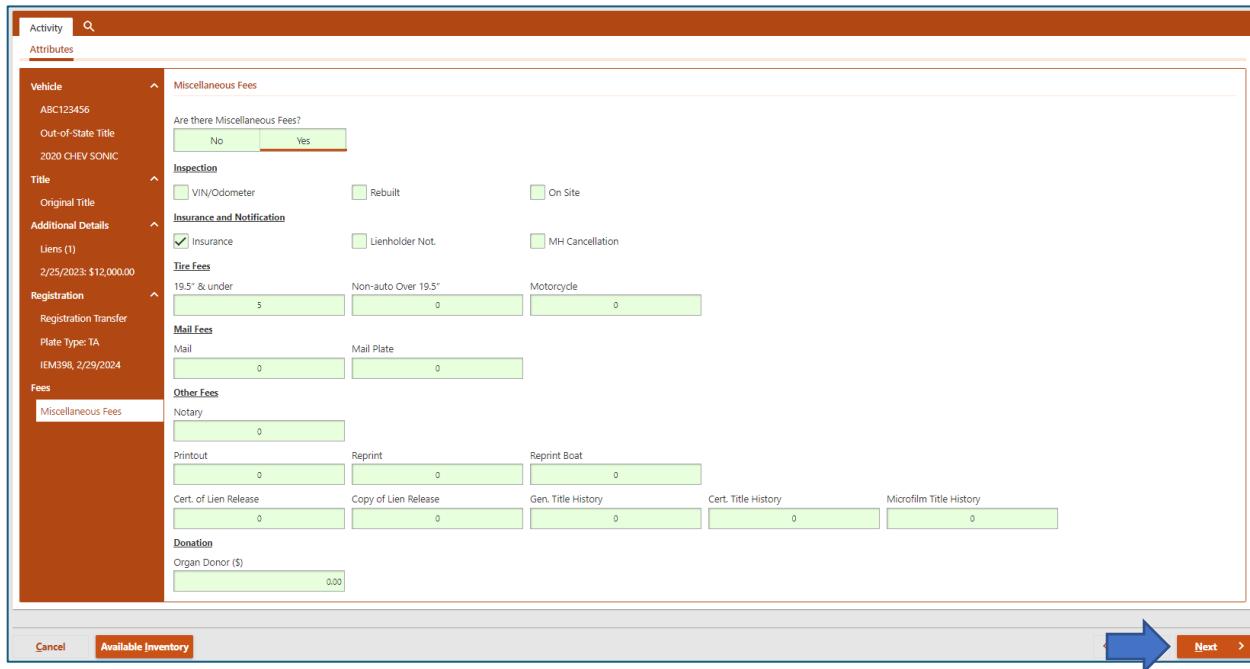
Mail Fees  
Mail 0 Mail Plate 0

Other Fees  
Notary 0  
Printout Reprint Reprint Boat  
Cert. of Lien Release Copy of Lien Release Gen. Title History Cert. Title History Microfilm Title History

Donation  
Organ Donor (\$): 0.00

**Cancel** **Available Inventory** **Previous** **Next** **Next >**

34. Click **Next**.



Activity Activity Search

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**

- Miscellaneous Fees**

Are there Miscellaneous Fees?

No Yes

**Inspection**

VIN/Odometer Rebuilt On Site

**Insurance and Notification**

Insurance Lienholder Not. MH Cancellation

**Tire Fees**

19.5" & under Non-auto Over 19.5" Motorcycle

5 0 0

**Mail Fees**

Mail Mail Plate

0 0

**Other Fees**

Notary

Printout Reprint Reprint Boat

0 0 0

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

0 0 0 0 0

**Donation**

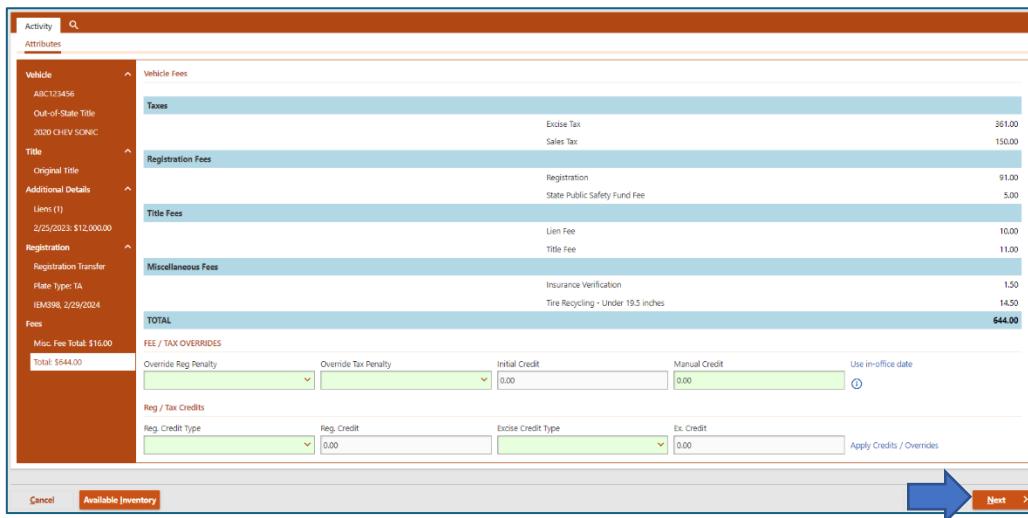
Organ Donor (\$)

0.00

Cancel Available Inventory Next >

35. Verify fees correspond with submitted customer payment.

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



Activity Activity Search

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: \$64.00

**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**

\$64.00

**FEES / TAX OVERRIDES**

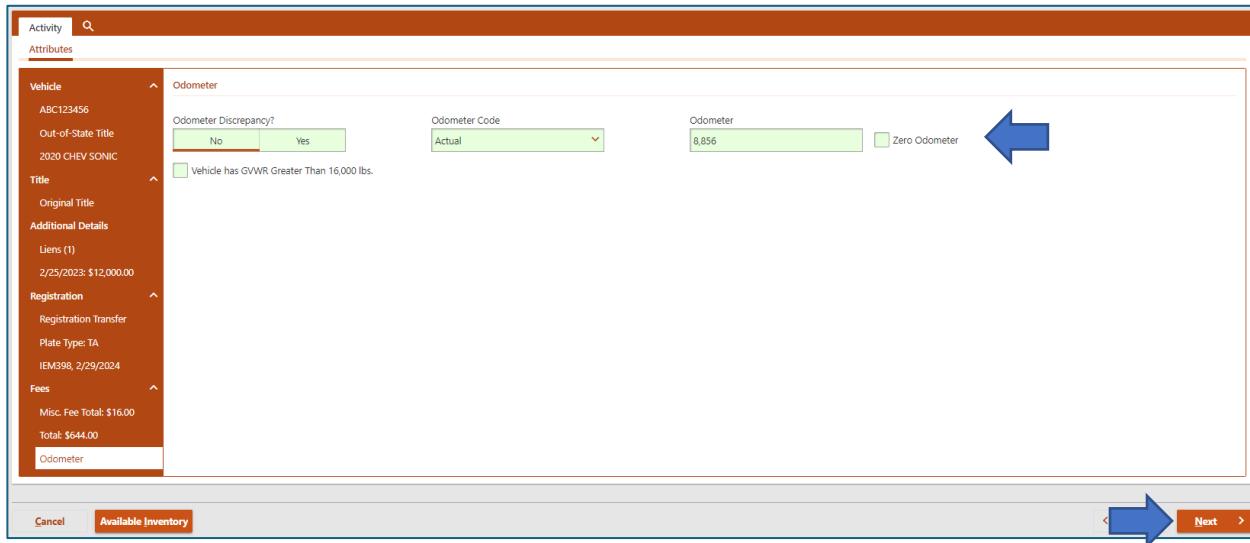
Override Reg Penalty Override Tax Penalty Initial Credit Manual Credit Use in-office date

Reg / Tax Credits

Reg. Credit Type Reg. Credit Excise Credit Type Ex. Credit Apply Credits / Overrides

Cancel Available Inventory Next >

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



Activity Cancel Available Inventory Next >

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

EM398, 2/29/2024

Fees

Misc. Fee Total: \$16.00

Total: \$644.00

Odometer

Odometer

Odometer Discrepancy?

No Yes

Odometer Code

Actual

Odometer

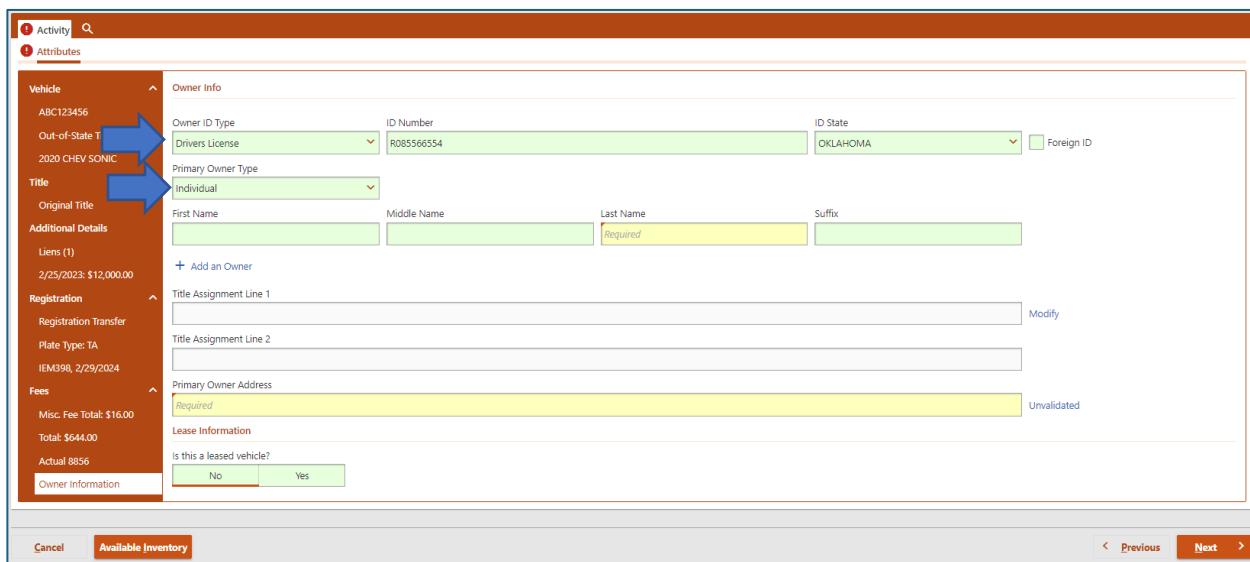
8,856

Vehicle has GWR Greater Than 16,000 lbs.

Zero Odometer

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

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



Activity Cancel Available Inventory Next >

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

EM398, 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

Modify

Title Assignment Line 2

Primary Owner Address

Required

Unvalidated

Lease Information

Is this a leased vehicle?

No Yes

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  
Lien(s) (1)  
2/25/2023: \$12,000.00

**Registration**  
Registration Transfer  
Plate Type: TA  
IEM398, 2/29/2024

**Fees**  
Misc. Fee Total  
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? No Yes

**Buttons:** Cancel Available Inventory Next >

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

Activity  Attributes

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

**Title**  
Original Title  
Additional Details  
Lien(s) (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  
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: IEM398, Dealt: 24N575057, Expiration: 2/29/2024  
Total Fee : \$644.00

**Buttons:** Cancel Available Inventory Submit

43. Receipt the process.



Ownership  2020 CHEV SONIC ABC123456 ➤ Ownership JOHN SMITH 2501 N LINCOLN BLVD OKLAHOMA CITY OK 73105-4508 013972549-76	Registration  Registration : <b>Reg N/A</b> Title Status : <b>Title N/A</b> Balance : <b>\$44.00</b>	Vehicle  Year/Make/Model : 2020 SONIC Body Style : Color : Dark Green Lienholder : BANK TEST PRIMARY : JOHN SMITH																																															
Open Tasks  There are no open tasks.	Recent Notes  There are no recent notes.	Add Browse																																															
<table border="1"><tr><th>Vehicle</th><th>Attributes</th><th>CRM</th><th>Task</th><th>Financial</th><th>Web</th><th>🔍</th></tr><tr><td>Registrations</td><td>Unpaid Registrations</td><td>Plates</td><td>Owners *</td><td>Liens *</td><td>Titles</td><td>Activities</td><td>Acquisitions *</td></tr><tr><td colspan="8">Registrations</td></tr><tr><td>Type</td><td>Transaction Type</td><td>Use Type</td><td>Commence</td><td>Cease</td><td>Expire</td><td>Plate ID</td><td>Plate Type</td><td>Decal ID</td><td>Registration ID</td><td>Cease Reason</td><td>Issuing Agency</td></tr><tr><td colspan="12">There are no registrations.</td></tr></table>			Vehicle	Attributes	CRM	Task	Financial	Web	🔍	Registrations	Unpaid Registrations	Plates	Owners *	Liens *	Titles	Activities	Acquisitions *	Registrations								Type	Transaction Type	Use Type	Commence	Cease	Expire	Plate ID	Plate Type	Decal ID	Registration ID	Cease Reason	Issuing Agency	There are no registrations.											
Vehicle	Attributes	CRM	Task	Financial	Web	🔍																																											
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There are no registrations.																																																	



#### 44. Return tags to the customer

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

#### Wrap-Up: SOK Storefront

After submitting the transaction and receipting the process in OneLink, the Storefront TC must take customer payment via cash, credit card, or 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: Mail-In

After submitting the transaction and receipting the process in OneLink, the TC should print a DCS and place of 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 transfer title guidelines, see LO Manual Page 85 – 97*

### Appendix A: Required Documents

#### 1. Oklahoma Title Properly Assigned

- May include dealership reassignment forms from any state if sold by an out-of-state dealer.
- Certified copies of the title may be accepted if they include:
  - Front and back of the title.
  - Certification by the selling dealership indicating the document is a copy of the actual assigned title and that the original title was provided to the listed assignee.
  - Notarized signature of a representative of the selling dealership.
- If only a sales contract, purchase order, or uncertified copy of the title is presented, the buyer must acquire an Oklahoma court order to transfer ownership.

#### 2. Purchase Agreement or Bill of Sale

- Form 722-1 listing the purchase price.
- Do not add any fees not permanently attached or 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. Federal Odometer Disclosure Statement

- Must be on assignment or a separate form.
- Odometer disclosure statements may not be signed by the same individual as the buyer and seller.
- Refer to LO Manual Page 23 for more information on odometer disclosure statements.

#### 4. Oklahoma Insurance Verification

#### 5. Copy of Driver's License or Federal Employer Identification (FEI) Number

#### 6. Motor Vehicle Tax Stamp

- Required if sold by an Oklahoma dealer. Refer to LO Manual Page 21 for more information.

#### 7. Power of Attorney (POA)

- If utilized, the original or a certified copy of the POA must be attached to the paperwork.



## 8. Lien Information

- Lien Entry Form ([MV21-A](#)) or lien reflected on the back of the Oklahoma title.

## 9. Additional Documents

- Various other documents may be submitted with the paperwork.

## Appendix B: Fees and Exemptions

### Title Fees

Standard Fees (\$)	
Title Fee	\$11.00
Transfer Fee	\$17.00
Lien Filing	\$10.00
HB1357	\$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 customer qualifies for an exemption
Sales Tax	1.25% of the actual purchase price, unless the taxpayer qualifies for an exemption
Registration	Fees will vary based on the model year of the vehicle and the assignment date on the title.

### Registration Fees

Times a vehicle has been registered and corresponding fees:

Year	Standard Vehicles Fees (\$)	Motorcycle Fees (\$)
1 <sup>st</sup> – 4 <sup>th</sup> Year	96.00	99.00
5 <sup>th</sup> – 8 <sup>th</sup> Year	86.00	89.00
9 <sup>th</sup> -12 <sup>th</sup> Year	66.00	69.00
13 <sup>th</sup> – 16 <sup>th</sup> Year	46.00	49.00
17 <sup>th</sup> +	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 C: Special Cases**

Below are several common special cases that can affect the required documentation and fees for title transfers

### **Lemon Law Buyback**

Any manufacturer who reacquires, or assists a dealer or lienholder in reacquiring, an Oklahoma registered vehicle must apply for a new Oklahoma title in the manufacturer's name with the permanent brand of "Lemon Law Buyback."

1. **Special documentation (in addition to the standard title transfer documentation above)**



- Statement from the dealer requesting that Service Oklahoma brand the title "Lemon Law Buyback".

**2. Fees (standard fees apply if not otherwise noted)**

- Sales Tax: \$0
- Registration Fees: Usually a 3-month registration is charged

**Transfer Title per Divorce Decree**

When a vehicle, boat or outboard motor has been awarded in a divorce action and a properly assigned title is not surrendered, the applicant must submit the divorce decree to transfer ownership. Oklahoma assigned title is not required.

The divorce decree must identify the vehicle, boat, or outboard motor by the identification number, (i.e. VIN, HIN, and Serial Number). If the identification number is not listed in the decree, the customer must obtain an amendment to the decree, listing the appropriate identification number.

Copies of the following pages of the divorce decree and/or amendment to the decree are required as supporting documentation for issuance of the title;

- First page indicating the decree and/or amendment has been filed and the case number
- The page reflecting the unit identification number
- The last page of the decree, signed by the judge

**Note:** Only if the Decree advises a name change can the divorcee change their last name- when applicable.

**1. Special documentation (in addition to the standard title transfer documentation above)**

- Divorce Decree (must list the entire VIN number).
- Complete [Form 701-6](#).

**2. Fees (standard fees apply if not otherwise noted)**

- Excise tax Exemption: "Divorce"
- Sales Tax: \$0

**No Administrator Affidavit**

When a deceased has left no will, they are said to have died intestate. When a person dies intestate, the vehicles are to be distributed by the law of descent (to relatives), in the following manner:

**Note:** The Odometer will carry forward from previous title and will not be changed. This is considered an involuntary divesture as the decedent cannot sign an odometer disclosure statement and no sale took place.

**Note:** If the applicant presents a title in the decedent's name, the title is to be attached to the title transaction as supporting documentation (no assignment is needed).



**Note:** The provision for the "No Administrator Affidavit," SOK [Form 798](#) does not apply when a title record shows two (2) or more owners unless all the owners are deceased, as documented by the presentation of death certificates. Otherwise, ownership passes to the remaining listed owner(s).

**Note:** The No Administrator Affidavit cannot be used on non-statutory vehicles such as Manufactured Homes, Boats or Boat Motors.

1. **Special documentation (in addition to the standard title transfer documentation above)**
  - Completed No Administrator Affidavit (SOK [Form 798](#)).
  - Copy of Death Certificate.
  - Form [773-LP](#) to transfer the current plate when applicable.
2. **Fees (standard fees apply if not otherwise noted)**
  - Excise tax Exemption: "Inheritance"
  - Sales Tax: \$0

#### **Affidavit for Transfer When Assigned Title is Lost ([Form 777](#))**

This form is used to apply for an Oklahoma transfer title for a vehicle/boat/motor when the purchaser received and subsequently lost an assigned Oklahoma title. The completed Affidavit is to reflect the same information as shown on the reverse side of the lost assigned title.

1. **Special documentation (in addition to the standard title transfer documentation above)**
  - Completed Affidavit for Transfer (SOK [Form 777](#)).
  - One of the following:
    - Notarized bill of sale (date of sale should be listed, in addition to the notary date).
    - Photocopies (front and back) of the canceled check submitted in payment for the transaction.
    - Sale Contract or Buyer's Order (original or certified copy).
    - Certified copies of the front and reverse side of the assigned Oklahoma title that was lost.
  - Printed vehicle information request form.
2. **Fees (standard fees apply if not otherwise noted)**

## 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 Rebodied 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](#)