



Title 42 Manual

Motor Vehicles

3-18-2025

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Revision History

Effective Date of SOP: 3/18/2025	SOP Number: G.21
Functional Area Name: Motor Vehicles	Division Name: Title 42
Last Review Date: 3/12/2025	Last Reviewer: Kisha Webb, MV Title Poss Lien Specialist
Next Review Date: 3/12/2026	Next Reviewer: MV Title Poss Lien Specialist
Executive Approval Date: 3/18/2025	Approved By: Caitlin Owen, Chief Development & Support Officer

Overview

These standard operating procedures (SOPs) outline the statutory and procedural requirements relating to the filing of a possessory lien on a vehicle, manufactured home, commercial trailer, boat, or outboard motor pursuant to the provision of Title 42 Chapter 2 of the Oklahoma Statutes.

Purpose

These SOPs provide guidance to SOK employees involved in the Title 42 process.

Policy Statement

This SOP provides guidance to Title 42 Possessory Lien Specialists on navigating the Title 42 process.

Compliance

*42 O.S. § 91(A)(3): Title 42, Section 91, Subsection A, Paragraph 3 of the Oklahoma Statute
42 O.S. § 91A: Title 42, Section 91A of the Oklahoma Statute*

Systems

OneLink
Laserfische – look up documents that have been scanned into the system
NMVTIS

Roles

List the roles and functions of anyone involved in the operations described within this document.

Role	Responsibilities
Title 42 Possessory Lien Specialists	Completing the Title 42 process

Introduction to Title 42

Title 42 packets are sent in by Wrecker services, businesses and by individuals usually because of towing, work done on a vehicle, abandonment or storage.

Service Oklahoma's Title 42 procedures are based on Oklahoma Statute. Below you will see a packet that has been sent in and guidelines on required paperwork we review, evaluate and either approve, deny or send a request for more documentation.

Adhering to the guidelines, you will need to determine if it is Process 1 or Process 2.

Title 42 Possessory Lien Procedures

Procedures

This following is a summary of Oklahoma statute governing Title 42 procedures. This applies to vehicles towed, stored or services rendered on or after November 1, 2014.

Process I: (42 O.S. § 91)

What vehicles does this apply to?

Vehicles, manufactured home, commercial trailers, boats, and outboard motors titled in the state of Oklahoma or with a federally recognized tribe, and on which an active lien of 15 years or newer¹ is recorded and for which the lien claimants are not either a salvage pool as defined in Title 47 Section 591.2 of the Oklahoma Statutes or Class AA licensed wrecker services taking possession of a vehicle pursuant to an agreement with or at the direction of, or dispatched by, a state or local law enforcement or government agency, or pursuant to the abandoned vehicle removal provisions of Title 47 Section 954A of the Oklahoma Statutes. Class AA licensed wrecker services performing consensual tows are subject to this process.

Process II (42 O.S. § 91A)

What vehicles does this apply to?

Vehicles, manufactured homes, commercial trailers, boats, and outboard motors titled in another state, or which do not have a certificate of title, or have a certificate of title on which an active lien is not recorded, or are excluded from Process 1 by Title 42 Section 91(D) of the Oklahoma Statutes, or on which the lien claimant is either a licensed Class AA wrecker service or salvage pool, as defined in Title 47 Section 591.2 of the Oklahoma Statutes.

Determine If a Packet is Processed Under Process I or Process II.

Lien Claimant Type	Process I	Process II
Individuals	Oklahoma or Tribal title with an active lien	All others, ads, out of state, Oklahoma or Tribal without liens

Class AA Wrecker*	All consensual tows (owner requested)	If at the discretion of law enforcement or PPI
Business (Body shop, Mechanic, Manufactured Home (with a lien of any age), etc.)	Oklahoma or Tribal Title with an active lien	All others, ads, out of state, Oklahoma or Tribal without a lien

*When reviewing paperwork for Class AA Wrecker it does not matter where the vehicle has been titled if it has an active lien.

Timeline

Process I:

- Under Process I, once a lien claimant does any work on a vehicle, they have sixty (60) days from the 1st services rendered to send, by certified mail with return receipt requested, a Notice of Possessory Lien to all owner/lienholder(s).
- Notice of Sale must be sent no sooner than ten (10) days and no later than thirty (30) days after the Notice of Possessory Lien has been mailed.
- The sale must be completed within sixty (60) days or sooner of mailing out the Notice of Sale.
- All interested parties must be notified by certified mail via Notice of Sale ten (10) full days prior to the date of sale.
- Always retrieve the record by using the VIN number on the Return of Sale. Verify there has been no ownership or lienholder change after the date of the printout send with the packet.

Process II

- As of November 1, 2023, the lien claimant must, within five (5) business days of performing any service or work on the property, request from Service Oklahoma or a Licensed Operator, the Name and Address of the current owner/lienholder reflected on the MV record file.
- Within seven (7) business days of receipt of the requested information, the lien claimant must send by certified mail with return receipt requested a Notice of Possessory Lien to all owner/ lienholder(s).
- Any time after the lien claimant has had the vehicle for a total of twenty-one (21) days they can send the Notice of Sale by certified mail with return receipt requested to all interested parties.
- All interested parties must be notified by certified mail (via Notice of Sale Form 752A) ten (10) full days prior to the date of sale.

What Should Be Included in a Title 42 Packet

The following is a guideline to use to verify a Title 42 packet is complete at the time of submission. Here are some helpful reminders:

To be Submitted with Title 42 Application:

Summary of documents to be submitted with Title 42 Application
Notice of sale (Form 752A)
Proof of Posting and Mailing (Form 752B)
Return of Sale (Form 752C)
Notice of Possessory Lien (Form 752D)
Printout from titling jurisdiction
Photography of the property
Certified mail receipts with return letter / green card or USPS tracking page.
Tow ticket or signed work order (if applicable)
Publication of Notice if running a newspaper advertisement. This is done if no owner is found. (If applicable)

NOTICE OF SALE (FORM 752A):

- Verify Lien claimant Year, Make and VIN (must be the same on **ALL** forms).
- Ensure the itemization is correct and every interested party has been notified within the required time frame.
- “Repairs authorized by” must be listed on **Notice of Sale** and must be exactly the same on the **Notice of Possessory Lien** form when charging parts, labor or tow.
- If abandoned, lien claimant can only charge for storage and do not have to provide a tow ticket or signed work order.
- If repairs authorized by are abandoned, date of abandonment must be listed on **Notice of Sale** and **Notice of Possessory Lien** form and must also be the exact same on all forms.
- Sale date, time and sale location must be listed on **Notice of Sale**.
 - **Sale cannot be held on a Sunday**
- **Notice of Sale** shall be posted in two public locations in the county where the property is to be sold.
- Under Process II, **Notice of Sale** must show possession of the property for thirty (30) days. Proceedings for foreclosure under the possessory lien provisions of Title 42 cannot be started until after the property has been in storage for thirty (30) days.
- Charges claimed for each item must equal the total compensation claimed.
- All forms must be signed by the lien claimant and notarized.

PROOF OF POSTING AND MAILING (FORM 752B):

- Verify Lien claimant Year, Make and VIN (must be same on all forms).
- Verify the two (2) public places in the county.
- Sale location listed on **Notice of Sale** and two public places on **Proof of Posting and Mailing**, must be in the same county.

RETURN OF SALE (FORM 752C):

- Verify Lien Claimant Year, Make, and VIN (must be the same on all forms).
- Offered to public sale date must be same as the sale date listed on Notice of Sale
 - **Sale cannot be held on a Sunday**
- All forms must be signed by the lien claimant and notarized.

NOTICE OF POSSESSORY LIEN (FORM 752D):

- Verify Lien claimant Year, Make and VIN (must be the same on **ALL** forms).
- “Repairs authorized by” must be listed on Notice of Sale and must be exactly the same on the Notice of Possessory Lien form when charging parts, labor or tow.
- If abandoned, lien claimant can only charge for storage and do not have to provide a tow ticket or signed work order.
 - If repairs authorized by are abandoned, date of abandonment must be listed on Notice of Sale and Notice of Possessory Lien form and must also be the exact same on all forms.
- Under Process I, Date of First Services Rendered must be listed and will be used to establish the timeline for Process I.
- Charges claimed for each item must equal the total compensation claimed.
- All forms must be signed by the lien claimant and notarize

CERTIFIED MAIL RECEIPTS:

Once all four (4) forms are reviewed, we must verify the name and address on the certified mail receipts. For each interested party there must be two (2) certified mailing receipts. Name and address must be exactly the same as it is listed on the printout obtained from titling jurisdiction. For each certified mail receipt there must be a returned letter/ signed green card or USPS tracking page.

TOW TICKET:

VIN and the date listed on the tow ticket must be exactly the same as listed on the Notices.

Once it has been verified that the packet contains all required paperwork or submitted documents according to the guidelines below, the application is ready for approval.

Title 42 Processes

The following section summarizes many of the key functions that the Title 42 department of Service Oklahoma's Motor Vehicles Division carries out

Mail Pickup and Delivery

Mail pickup for the Title 42 section will be located in either the designated mail slots (we currently have two) or in a mail bucket placed in front of the designated slots if there is more than can be accommodated in the mail slots.

1. When collecting mail, remember to also collect any incoming mail received at SOK Building 16 as well. The mail received here are “Walk-ins”. This mail can

be located at SOK Building 4 at the main check-in desk in a basket labeled Title 42. All mail must be brought back to the section for sorting.

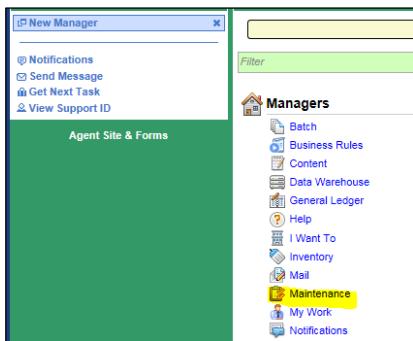
2. Each morning the outgoing mail will be collected from the designated basket. Using the mailing labels received via email print the labels to be attached and used to mail the Title 42 applications.
3. Sort the packets by zip code. (I.e. 73000-73999 in one pile, 74000-74999 in another and so on) as the labels will be printed in this order. The Mailing Envelopes labeled E-X-6 and brown in color will be the envelopes needed for mailing.
4. Each packet will need to be counted and added to the outgoing mail production sheet. **REMEMBER TO COUNT APPLICATIONS- NOT ENVELOPES.**
5. Sort each packet and find the corresponding labels for those packets, if there is more than one packet with the same mailing address (found in the bottom right corner of the packet) Then up to **two (2)** packets can be placed in one envelope at a time if it does not make the envelope too thick.
6. Once completed, collect the stuffed envelopes and the outgoing registered mail, take these items to the 4th floor of the Connors building and place them in the designated outgoing mail bucket.
7. The morning mail is collected for shipment approximately 10:00-10:30am, any mail needing to go out must be ready for pickup before that time. The afternoon Mail is approximately 2:00- 2:30pm

Encoding Incoming Mail

To begin encoding incoming mail, look through the applications to find any that are “Resubmits”. They will have a letter with them. Scan the application to the SharePoint folder of the person who signed the letter. Sometimes claimants will send several letters in the same envelope. If this is the case, there will be letters for more than one person you need to scan a copy of the envelope to the folder for each person. The envelope is required to see the date mailed. Once the information is scanned to the folders, each team member will begin working through the packets in their respective folders. Do not remove any envelope until you verify a case has already been created. Occasionally, they do not return the letter that was sent to them.

Use the following steps to encode a record:

1. From the New Manager, Select the Maintenance Manager.



- Under the Inquiry column select "Add Title 42".

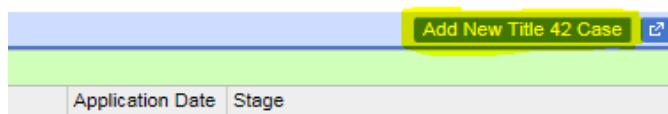


- Under the Parameters, key in the Vehicle ID (VIN)

Parameters	
Vehicle ID	Required

- Once you have entered the VIN, if Onelink returns a query a title 42 has already been started on this record. Click on the CaseKey blue hyperlink number to see who is currently working the case and provide them with the paperwork.

- Once you have entered the VIN if Onelink does not return a query, you are ready to add a new Title 42 record. Click on Add New Title 42 Case.



- If the vehicle displayed matches the one on the paperwork, click the blue Select hyperlink, this will automatically fill in most of the vehicle information for you. If no vehicle is displayed for selection you will need to review the information on the Oklahoma printout or Out of State paperwork to ensure you have keyed the VIN correctly. If the following information boxes were not auto populated you will need to key in the information from the Return of Sale and Notice of Sale:

- Vehicle Id
- Title
- Class
- Year
- Make
- Model
- Received Date

- ❖ If the VIN is incorrect on the Return of Sale but correct on the other paperwork, write the correct VIN in red ink on the top of the Return of Sale and encode under the correct VIN number.
- ❖ Once you have completed keying in all the data, a correct encode will resemble this example.

- ❖ Click Save. Add each encode to your production sheet.

Mail Receipt Evidence Acceptance

In order to provide evidence the address the notifications were sent to was the correct address and mailed within the within the timeline require, the Green and white mail receipt must sent in with the packet. Below is an example of the green and white mail receipts or the electronic equivalent that may be accepted instead:

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

COLLINSVILLE, OK 74021

OFFICIAL MAIL

Certified Mail Fee \$3.50

\$ \$3.50

Extra Services & Fees (check box, add fee as appropriate)

Return Receipt (hardcopy) \$ 10.00

Return Receipt (electronic) \$ 10.00

Certified Mail Restricted Delivery \$ 10.00

Adult Signature Required \$ 10.00

Adult Signature Restricted Delivery \$ 10.00

Postage \$0.55

\$

Total Postage and Fees

\$6.85

\$

Sent To

PAULETTE DOTSON

Street and Apt. No., or P.O. Box No.

12620 N 119TH EAST AVE.

City, State, ZIP+4®

COLLINSVILLE, OK 74021-3878

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

70118

22900

00966

00966

4842

02/27/2019

USPS CERTIFIED MAIL

Storey Wrecker
11222 E PINN
Tulsa, OK 74116

9214 8901 8895 8000 0858 18

152216 51 032519
KRISTA HILL
3602 S 94 EAST AVE
TULSA OK 74145-3520

Ticket Number: 152216
Date of Sale: 032519
Item Number: 51

Postage: \$0.6000

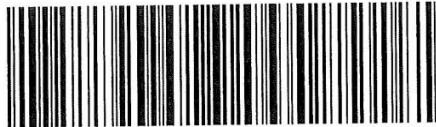
**Return address:**

STOREY WRECKER
11222 E PINE
TULSA, OK 74116

Recipient address:

152216 51 032519
KRISTA HILL
3602 S 94 EAST AVE
TULSA OK 74145-3520

USPS CERTIFIED MAIL



9214 8901 8895 8000 0858 18

USPS Tracking Label Number: 9214 8901 8895 8000 0858 18

USPS Tracking History	Postal Facility	ZIP	Date	Time
PRE-SHIPMENT INFO SENT USPS AWAITS ITEM	TULSA,OK 74116		02/25/2019	15:15
ORIGIN ACCEPTANCE	TULSA,OK 74116		03/13/2019	22:35
PROCESSED THROUGH USPS FACILITY	TULSA,OK 74141		03/13/2019	23:50
DEPART USPS FACILITY	TULSA,OK 74141		03/14/2019	04:28
PROCESSED THROUGH USPS FACILITY	TULSA,OK 74141		03/14/2019	20:37
ARRIVAL AT UNIT	TULSA,OK 74145		03/15/2019	07:49
DELIVERED LEFT WITH INDIVIDUAL	TULSA,OK 74145		03/15/2019	09:22

TICKET NUMBER: 152216
DATE OF SALE: 032519
ITEM NUMBER: 51

Closing Approved Title 42 on Computer

If everything is correct, then the Title 42 packet is ready for approval To perform an approval click on the blue hyper link that says Title 42 Registration.

1. The screen will appear similar to this:

2. Click on the Application Tab then click on the Yes option.

Case: New Case: 0-007-398-598 Title 42 Registration

Print Label

Title 42 Registration

Received > App Stolen Check > Next

Add Description

Summary Items Tasks

Applies To: Account

VIN : 1G1ZD5E7XBF104616 Ownership : CBN547
2011 CHEV ML2 CRYSTAL SHUPERT OR REFUJO CARRANZA
2108 BOIS DE ARC CIR NORMAN OK 73071-1016

Log

Action	When	Completed	Owner
Created App Stolen Check	19-Mar-2019		

Current Stage Alerts

Are you sure you want to change the stage to Application?

Yes No

Stolen Check

Title 42 Hide History

3. Click on Approval Stolen Check.

Case: New Case: 0-007-398-598 Title 42 Registration

Print Label

Title 42 Registration

Received > App Stolen Check > Application > Next

Add Description

Summary Items Tasks

Applies To: Account

VIN : 1G1ZD5E7XBF104616 Ownership : CBN547
2011 CHEV ML2 CRYSTAL SHUPERT OR REFUJO CARRANZA
2108 BOIS DE ARC CIR NORMAN OK 73071-1016

Log

Action	Paper	When	Completed	Owner
Created App Stolen Check	Paper	19-Mar-2019		
Staged Application		28-Mar-2019		

Current Stage Alerts

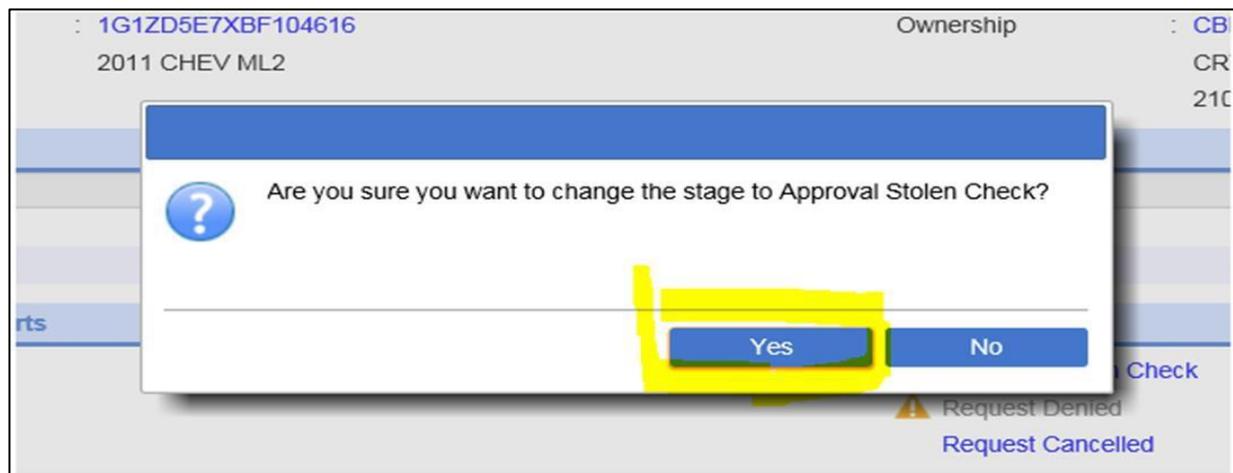
Next Stage

Approval Stolen Check

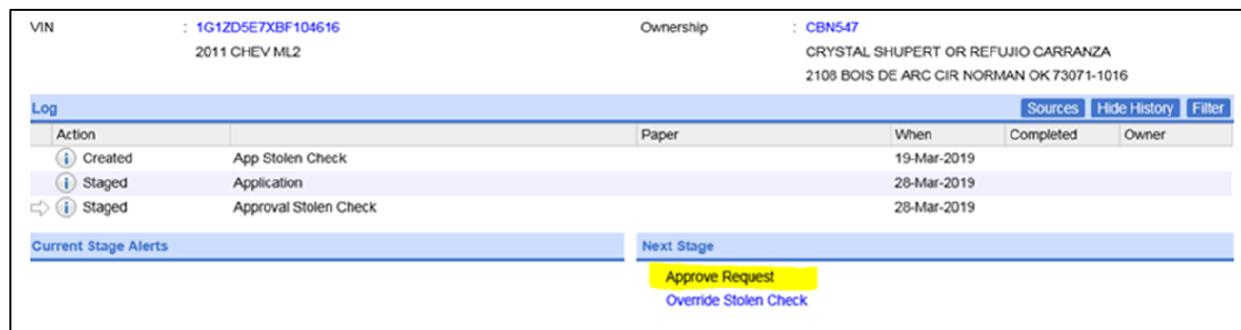
Request Denied Stage criteria not met

Request Cancelled

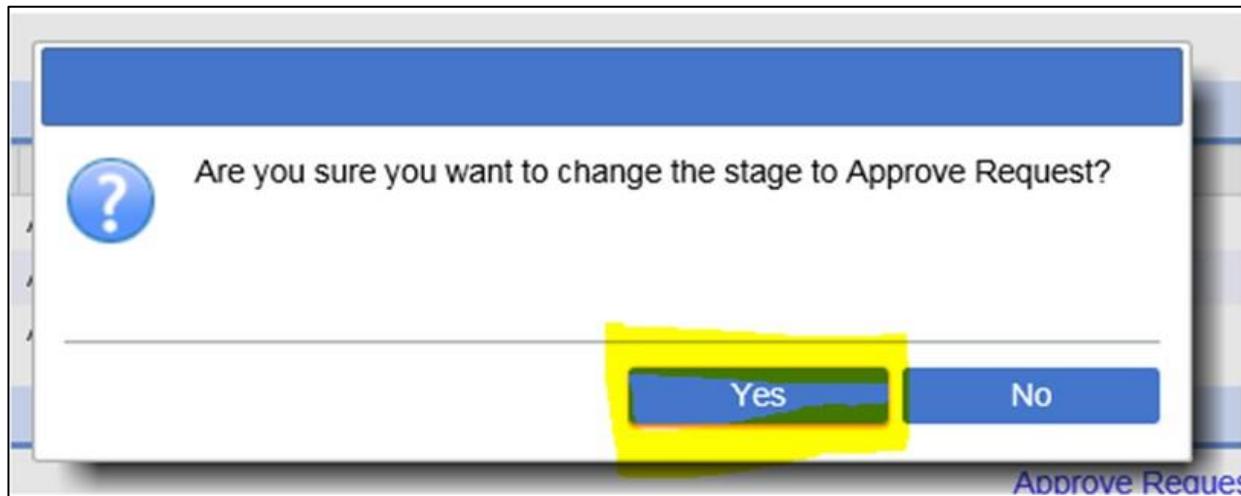
4. Click Yes



5. Click on Approve Request

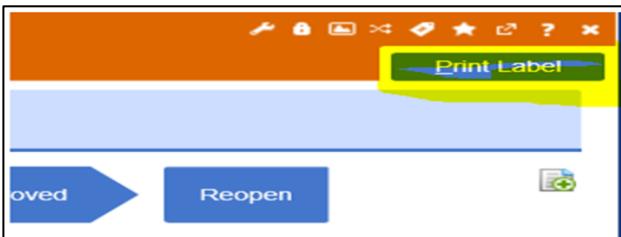


6. Click Yes



7. From this screen you can see that the packet is now approved.

- Click on the Print Label button in the upper right corner. This will print the mailing label to be used to mail packet the next day. The mailing labels will print overnight.



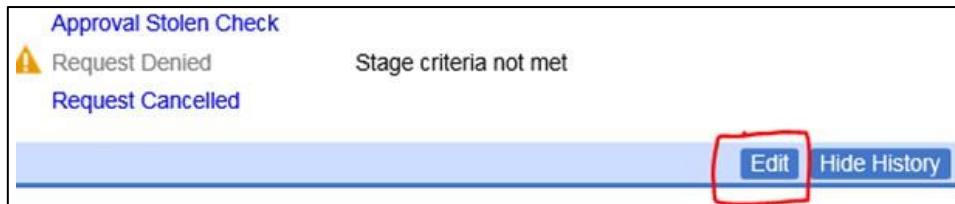
- Verify the address on the Print Label to the address on the Notice of Sale. If the addresses are exact, click save.

- The packet is now ready to move to completing the instruction sheet to mail the packet back to the claimant. See [Appendix C](#) for more information on the Information Sheet.

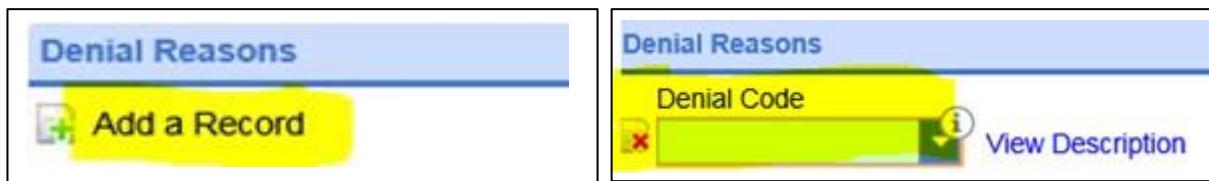
Title 42 Denials Letters

When a Title 42 packet has missing or incomplete documents, a denial is sent back to the customer giving either fifteen (15) or thirty (30) days to respond, depending on which timeline they fall under.

Bring up the Title 42 case the same way as if approving a Title 42 Packet. Once you have the case has been accessed, click “Yes” then click on the “Edit” button.

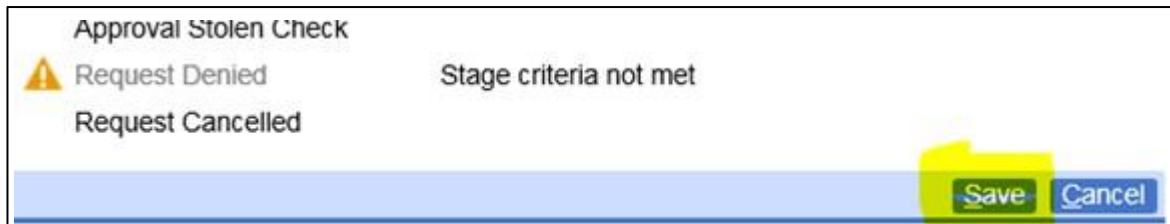


Scroll to the bottom and select “Add A Record” and add the code from the denial codes below to put in your letter.

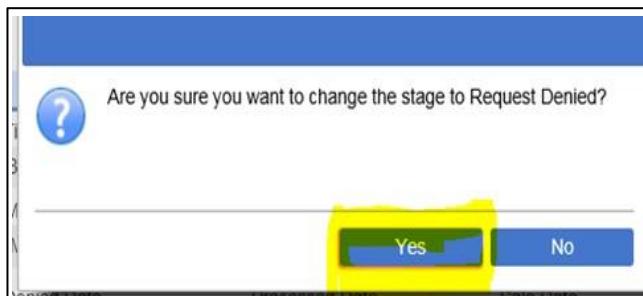


Use one or more of the denial codes from the following list. Add the code number(s) in the Denial Code box. Codes and explanation of the codes are included in Appendix B.

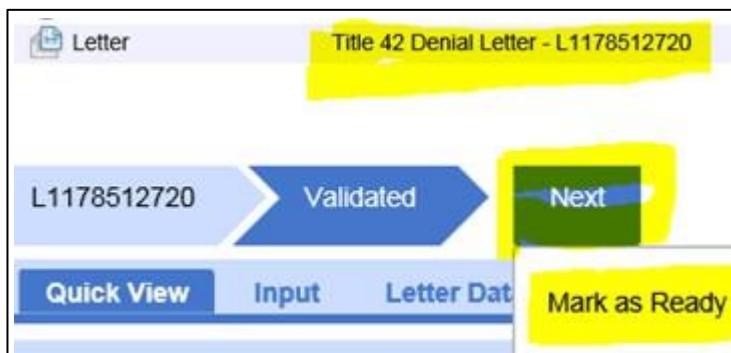
Once all codes are entered, save the packet. Do this by clicking save in the upper right hand corner.



Then select Request Denied and then Yes,



The letter has been created. Click on the Letter, then click next to Mark as Ready.



Your letter is now complete and will be printed overnight. You will receive it the next morning and will need to mail the letter and packet back to the claimant by folding the documents in half and placing it in a green and white envelope. You will need to record this on your Item count for production of mailed items.

Resubmits

Resubmits are denials that have previously been issued and the claimant has mailed back with either additional information or documentation. Verify that any and all requested documents have been returned with the packet and the post-mark by the post office is within the thirty (30) day timeline requirement. Verify the timeline by checking the date the letter was originally received and the post mark on the envelope from the post office.

1. You will need to verify that none of the information (following the same guidelines as if approving for the first time) has changed. Once verification is complete and you have everything you need for approval.
2. You will need to click on the Task tab:

Task									
Registration	Financial	CRM	Task	Security	Other	Accounts	Titles*	Owners*	Liens*
Accounts	Titles*	Owners*	Liens*	Vehicle Details	Brands	Odometer*	Acquisitions*	Valuations*	Activities
Accounts									
Account Id	Account Type			Commence	Cease	Expires	Balance		

3. Then click on the Cases tab:

Task					
Registration	Financial	CRM	Task	Security	Other
Tasks	Work Items	Cases ¹			
Cases					
Category	Case Type	Stage	Name		

4. Under the Category column, you will click on the Misc. Title hyperlink (because of the prior denial, this hyperlink will be greyed out, you may need to click on the Show History button).

Cases			
Category	Case Type	Stage	Name
Reg/Title	Title	Issued	FIRST UNITED BANK & TRUST
Misc Title	Title 42	Denied	QUALITY TOWING SERVICE INC
2 Rows			

Task					
Registration	Financial	CRM	Task	Security	Other
Tasks	Work Items	Cases ¹			
Cases					
Add	Show History	Filter	P		

5. You will then need to reopen the case, to do this you will click on the Reopen hyperlink at the top of the closed case, then click yes.

Title 42 Registration

Received App Stolen Check Application Request Denied **Reopen**

Add Description

App Stolen Check
Application
Request Denied

Title 42 Denial Letter 11244240584

80509
8K

Are you sure you want to reopen the case?

?

Yes No

6. Click on the application and approve or deny using previous instructions for approval/denials.

ITEMS ALLOWED TO BE FAXED ON A RESUBMISSION

- When a form is missing :
 - Seller's signature
 - Notary's signature or seal
 - Contact person's name
- Photo
- Work order or tow ticket
- Certified mail receipts, form 3811, electronic equivalent, tack and confirm
- Printout
 - Statement of facts for timeline to obtain an out of state or Tribal printout
 - Anything missing or incorrect on the return of sale or proof of posting and mailing forms.

Re Approvals

Re approvals are Title 42 packets that have been approved and mailed back to the customer to take to the Tag Office and do the title work.

The customer only has 30 days from the date of the instruction sheet to do this without assessment of delinquent penalties and interest.

The customer will ask us to reapprove the Title 42. When this request comes in we must have the complete title 42 packet back in our office. Once we receive the packet here is the process:

- Bring up on the computer to make sure that the record owner has not changed.
- Make sure the seller and buyer are still the same.
- Verify certified mail receipts were mailed to correct address.
- In order to re approve the title 42 you must reopen the case.
- Go to task then cases.
- Click on the faded Title 42 case.

Step-by-Step Process

- 1) Reopen the case and go through the approving steps. No need to reprint a label unless you are mailing the packet back to the customer.
- 2) If mailing back you will mail the packet back to the buyer unless otherwise requested.
- 3) When printing your label, make sure you change the address to be mailed to (if different from the first mailing) before saving.
- 4) On a re approval there will be interest and penalties charged.
- 5) On the same instruction sheet you mailed the first time, go through with a **red pen** and mark the penalty/interest on anything you marked the first time that applies.
- 6) On the bottom of the form you will see (Preapproval date) put the date you are redoing on this line.
- 7) Preapproved by: your initials. Write these small for it is not uncommon for us to reapprove several times.
- 8) In the Description field on the title 42 case add R//the date. This will show it was reapproved and on what date.
- 9)

Newspaper Advertisement Requirement

In the event all applicable ownership / lienholder determination procedures have been followed and resulted in no record found, the ownership notification requirement may be satisfied by placing a Newspaper notice stating the property is to be sold at public auction. The following guidelines apply.

The advertisement must be put in a newspaper authorized to published legal notices, in the county where the sale is being held.

- ❖ Must run one (1) day per week for three (3) consecutive weeks.
- ❖ Sale can be the day after the last day the advertisement runs only if the claimant has had the property for thirty (30) days.
- ❖ Must provide a copy of the newspaper advertisement with paperwork.
- ❖ Must include the VIN number, year, make, name of contact person and either the address where the property is located or a phone number.
- ❖ Affidavit of publication must be completed and notarized.

(See example of affidavit of publication to be completed.)

Form 752-E
Revised 01/2023



Affidavit of Publication
Service Oklahoma - Motor Vehicle Services
Pursuant to the Provisions of 42 O.S. Chapter 2

To confirm vehicle, boat or outboard motor interested party notification pursuant to the provisions of 12 O.S. § 2004. The stated notification is a result of the filing of a possessory lien pursuant to the provisions of 42 O.S. Chapter 2.

I, (Lien Claimant) _____ DBA (if applicable) _____

do hereby affirm that proper legal notification to parties with an interest in the following property:

Year	Make	Model	Identification Number
------	------	-------	-----------------------

was published in the following Oklahoma newspaper on the indicated dates:

Name of Newspaper: _____	County of Publication: _____
Publish Date of Notice 1: _____ (MM/DD/YYYY)	
Publish Date of Notice 2: _____ (MM/DD/YYYY)	
Publish Date of Notice 3: _____ (MM/DD/YYYY)	

Publication Notice Requirements

The notice must run at least one day per week for three consecutive weeks, in a newspaper authorized to publish legal notices pursuant to the provisions of 25 O.S. § 106 and must be published in the county in which the referenced property is located. The notice must include:

- 1.) Identification number (V.I.N., H.I.N. or serial number), year, make, and model of the property.
- 2.) Name and telephone number of an individual who may be contacted in reference to the sale, or the address where the property is located.

I hereby affirm and attest, under penalties of perjury, that all procedural avenues relating to the determining of the property owner and lienholders outlined by Service Oklahoma Motor Vehicle Services were exhausted prior to my filing of the described newspaper notices. Each notice was properly and completely filed, as attested to on this affidavit, and contained all of the above outlined required information.

Signature of Lien Claimant: _____

State of Oklahoma, County of: _____

Subscribed and sworn to before me this _____ day of _____.

My commission expires: _____ Notary Public

The newspaper notice procedure above is in addition to the requirement that copies of the Notice of Sale are to be posted in two (2) public places within the county of property.

Upon completion of the newspaper notification process, and Affidavit of Publication (Form 752-E) must be completed and included with the Title 42 documentation submitted to the Oklahoma Tax Commission Motor Vehicle Division.

Regional Search

Regional searches are only done in two situations (1) on vehicles ten (10) years and newer and/or when there is no Oklahoma record.

Form 769
Revised 01/2023
MVC

Service Oklahoma
Motor Vehicle Services
Vehicle Information Request
One form per each vehicle

Total Amount Remitted with Form 769
(include \$1.55 Return Mail Fee)

Date of Request

I hereby request ownership/lienholder information on the following vehicle:

*VIN: _____

*License Plate: _____

Year: _____

Make: _____

*Registration Decal: _____

*Title Number: _____

Vehicle Type: _____

* At least one (1) of these items is required to access record.

(I.E.: Car, Truck, Trailer, Etc.)

Reason for Information Request: _____

Warning

Federal and State law provide that a person making a false statement for the purpose of obtaining vehicle ownership information, or using the information for any purpose other than that use permitted by law, is unlawful and subject to criminal fines and/or imprisonment. In addition, federal law provides for possible civil action, where remedies may include actual and punitive damages plus reasonable court costs.

TO GUARANTEE RETURN OF YOUR REQUEST, THIS SECTION MUST BE COMPLETED. A NOTARY SEAL IS REQUIRED.

I understand the information being provided is confidential under Federal and State law and is being released to me only for the reason I have indicated below and is to be released to no other entity.

Signature: _____

(Required)

Printed Name of Individual: _____

(Required)

Daytime Phone Number: _____

Email Address: _____

Company, if applicable: _____

(Print name of company, wrecker/towing service, or governmental court or law enforcement agency)

Address: _____

City: _____

State: _____

ZIP Code: _____

State of _____, County of _____ \$:

Subscribed and sworn to before me this _____ day of _____, _____.

My commission expires _____.

Notary Seal

YOU MUST CONFIRM YOUR ELIGIBILITY TO RECEIVE THE REQUESTED INFORMATION BY SELECTING THE APPROPRIATE STATEMENT BELOW (CHECK ONE):

- I am the current owner. (If not the record owner, attach proof of purchase.)
- I am requesting the information on behalf of the current owner. (Written authorization from record owner is required.)
- I represent a licensed wrecker/towing service identified above and the information will only be used to notify owners of towed or impounded vehicles. Department of Public Safety Wrecker/Towing service license number: _____
- The information is to be used by a legitimate business identified above or its agents, employees or contractors for use in the normal course of business only:
 - A. To verify the accuracy of personal information submitted by the individual to the business or its agents, employees or
 - B. If such information as submitted is not correct, or no longer correct, to obtain the correct information for the sole purpose of preventing fraud by pursuing legal remedies against, or recovering on a debt or security interest against, the individual
- The information is to be used in conjunction with a civil, criminal, administrative, or arbitral proceeding in a federal, state, or local court or agency or before any self regulating body, including service of process investigation in anticipation of litigation and the execution or enforcement of a judgment or order, or pursuant to an order of any court.
- The information is to be used by an insurer or insurance support organization identified above, or by a self insured entity or its agents, employees, or contractors in connection with claims investigation activities, antifraud activities, rating or underwriting.
- I represent a licensed private investigative agency or licensed security service identified above and the information will be utilized for one of the above listed purposes.
- I represent a governmental court or law enforcement agency identified above and the information is to be utilized in carrying out its official function

Insurance Information Release:

- I represent a law enforcement agency identified above and insurance information is required in the investigation of an accident pursuant to the provisions of Title 47 Section 10-104 of the Oklahoma Statutes.



Vehicle Information Request Form Processing

A separate request form is to be completed for **each** vehicle on which information is desired.
All requests should include proper remittance (see fee schedule below), made payable to Service Oklahoma. A fee is assessed for each vehicle on which information is furnished.

Important Notice Regarding Title Histories

In order to complete your request as quickly as possible, eliminating unnecessary research time and documentation, please indicate below whether your request may be limited in the manner described. If you would prefer to receive all available documentation, regardless of date, please so indicate.

Please designate one (1) of the following three (3) choices:

I wish to receive all title transaction documentation since the following date (i.e. 2008): _____

I wish to receive all title transaction documentation since an Oklahoma title was issued in the name of:
(List name of individual or company) _____

I wish to receive all available title transaction documentation, regardless of year or ownership.

Available Documentation and Fee Schedule

Check the box next to the documentation type(s) you wish to obtain.

Note: A \$1.55 Return Mail Fee is now required for all mail responses. Self addressed envelopes will NO LONGER BE ACCEPTED. Include the \$1.55 Return Mail Fee with your fee payment.

Fee	Type	Description
<input type="checkbox"/> \$1.00 (+ \$1.55 Mail Fee)	Current Ownership/ Lienholder Information	Current ownership lienholder information, in the form of a current Motor Vehicle Services computer screen printout.
<input type="checkbox"/> \$5.00 (+ \$1.55 Mail Fee)	Computer Generated Title History	A summary of title transactions since 1992, listing ownership, lien information and registration information reflected at the time of each title transaction. No copies of actual documents will be provided.
<input type="checkbox"/> \$7.50 (+ \$1.55 Mail Fee)	Microfilm Title History	Records search for all applicable title/lien transactions contained in Motor Vehicle Services record files. Copies of located documents will be provided to requester. However, please note, the research fee is for the performance of the search and is due regardless of whether any documents are located.
Please review the Important Notice Regarding Title Histories section above and make the appropriate selection.		
<input type="checkbox"/> \$7.50 (+ \$1.55 Mail Fee)	Copy of Lien Release	Copy of lien release contained in Motor Vehicle Services record file. Name of Lienholder: _____
<input type="checkbox"/> \$10.00 (+ \$1.55 Mail Fee)	Certified Copy of Lien Release	Certified copy of lien release contained in Motor Vehicle Services record file. Certified copies are generally required only for certain court proceedings. Name of Lienholder: _____
<input type="checkbox"/> \$10.00 (+ \$1.55 Mail Fee)	Certified Title History	Certified copies of all applicable title/lien transactions and supporting documentation contained in Motor Vehicle Services record files. Certified copies are generally required only for certain court proceedings.
Please review the Important Notice Regarding Title Histories section above and make the appropriate selection.		
<input type="checkbox"/> No charge	Jurisdictional Records Search (Qualifying requesters only)	Survey of states to determine state of last titling. Only the names of states returning positive replies (if any) will be provided to requester. <small>*This search is available only to qualifying requestors filing possessory liens under the provisions of Chapter 2 of Title 42 of the Oklahoma Statutes, on vehicles 5 model years old or newer (15 years for manufactured homes), for which no Oklahoma record is on file.</small>
<p>Note: Completed request forms for current vehicle ownership/lienholder information may be returned to any motor license agency or to Service Oklahoma, Motor Vehicle Services. Completed request forms for all other types of research requests must be returned to Service Oklahoma, Motor Vehicle Services.</p> <p>Mailing Address: Service Oklahoma PO Box 26940 Oklahoma City, OK 73126-0940</p> <p>Telephone (procedural inquiries only). Vehicle information may not be released by phone. In-state toll free: 800-522-8165 or Direct: 405-521-4650</p>		

If a regional search is required during a title 42 packet, an email will need to be sent to the person in the title department that is doing the teletype. The request must include the following: Vin, Year, Make.

Once the regional search is complete it will be placed in the basket for the mail carrier to distribute accordingly. Once it has been received proceed with the packet or faxing the person who submitted the request.



Date: _____

A regional search has been conducted on the following vehicle, boat or motor and trailer to determine the titling jurisdiction. In accordance with Title 42 § 91A (A)(4)(D).

YEAR: _____ MAKE: _____ VIN: _____

TITLE IN: _____ TEL#: _____

NO RECORD FOUND: _____

REGISTRATION ONLY: _____

COMMENTS: _____

SEARCH CONDUCTED BY: _____

The above listed state/tribal nation may require additional forms and/or copies of state statutes. Please inquire as to the additional requirements that may be needed to fulfill your request when you contact them via telephone. This may help you with any delays in your request.



If the regional search was ran for a customer the following form will need to be completed to provide the information requested. This form will be faxed to the requester along with instruction on what additional step are required of them or to contact another state for more information. A title 42 case will need to be built on the record, in the description field input that a regional search was performed and what additional steps are needed. (i.e. run ad, contact another State, etc.)

Junked Vehicles for Title 42

Statue for Junk Title

Notwithstanding any other provision of law, proceedings for foreclosures for the storage of junk vehicles towed and stored pursuant to Section 955 of Title 47 of the Oklahoma Statutes by

Class AA wreckers listed with the Motor Vehicle Division of the Department of Public Safety, may be commenced five (5) days after the lien has accrued. For purposes of this paragraph, "junk vehicles" means any vehicle that is more than ten (10) years old if the cost of a comparable vehicle would be less than Three Hundred Dollars (\$300.00) as quoted in the latest edition of the National Automobile Dealers Association Official Used Car Guide or latest monthly edition of any other Nationally recognized published guidebook, adjusting to the condition of the vehicle.

When a wrecker service tows a vehicle that is "Junked" the process is expedited for the purpose of acquiring a Junk Title.

- ❖ The wrecker service is required to have a printout within 5 days of getting the vehicle.
- ❖ Must mail **Notice of Possessory Lien**
- ❖ If the vehicle is ten (10) years or older and less than \$300.00 in value, the wrecker service can mail the **Notice of Sale** after having possession of the vehicle for five (5) days instead of waiting thirty (30) days.
- ❖ The wrecker service must attach the affidavit for Junk Vehicle along with the other required paperwork.

When the instruction sheet is being completed there will be no tag as a Junked Vehicle is not tagged. On the right side of the instruction sheet there is a place to mark "**Issue Junk Title**". See an example of an application for junked vehicle title below:



SERVICE OKLAHOMA

APPLICATION FOR JUNKED VEHICLE TITLE PURSUANT TO THE PROVISIONS OF O.S. TITLE 42 § 91(A)(6)

I represent Oklahoma class AA wrecker/towing service: _____

DPS license number: _____, and hereby make application for a Junked Vehicle Title for the following:

_____ / _____ / _____
Year Vehicle Identification Number Tag Number & Year

The above vehicle was lawfully impounded by my wrecker/towing service on: _____
Date _____

At the direction of the Oklahoma Department of Public Safety, or other political subdivision of the State of Oklahoma, under the provisions of O.S. Title 47 § 955. I hereby certify the vehicle has an NADA value of less than three hundred dollars, adjusting to the condition of the vehicle.

State of Oklahoma, County of:

Subscribed and sworn to before me this _____ day of _____

, 20 My commission expires:

Notary Public:

Commission No.:

Submitted by Motor License Agent Number:

Date:



Canceling a Title 42

Occasionally there is a request to cancel a submitted Title 42 application. In order to process the cancellation, the claimant must submit an Affidavit of Cancellation. The affidavit to cancel a title 42 must be filled out in its entirety and notarized. If a Title 42 packet has already been processed and mailed to the claimant, they are required to send the complete packet and notarized cancelation affidavit back to the Oklahoma Tax Commission Motor Vehicle Division.

Once the packet and all other required paperwork has been received, it will need to be scanned and attached to the VIN account by the following steps:

1. Scan the paperwork at the printer to your “Scan” folder.
2. Change the name of the file in your scan folder to the VIN number of the vehicle.
3. In Onelink you will click on the blue hyperlink for Title 42.
(If the case has already been closed, you will need to reopen it before you can cancel)
4. In the upper right-hand corner, click on the  icon.
5. Select “Add Attachment”.
6. Click Browse.
7. You will then navigate to the scan folder and select the file you have renamed with the VIN for this case.
8. Select Save.
9. You will then select the Type of file you are attaching. Use the Drop Menu and select Miscellaneous.
10. Select Save in the upper right-hand corner.
11. Select the Title 42 case hyperlink again.
12. Click on request to cancel. You have now canceled the Title 42 packet.

Below is an example of an Affidavit to Cancel a Title 42, this form must be completed in its entirety, signed and notarized:



AFFIDAVIT TO CANCEL A TITLE 42

Year: _____ Make: _____ Model: _____

VIN: _____

I, _____

DBA: _____ wish to cancel the Title 42

documents that have been approved by the Oklahoma Tax Commission on the above vehicle.

Reason for cancellation: _____

Signature of Seller

*State of Oklahoma, County of: _____ Subscribed and sworn to
before me this _____ day of _____, 20_____*

*My commission expires: _____
MM/DD/YYYY*

*Notary Public: _____
Name: _____ First _____ Last _____*

Commission No: _____



6015 N. Classen Blvd, Oklahoma City, OK 73118 | Service.OK.gov

Notice Of Transfer.

Occasionally a customer will file a notice of transfer after the car has been towed by a wrecker service. When this happens a copy of the tow ticket from the wrecker service showing when the vehicle was picked it up is required. A printout of the record and the tow ticket will need to be taken to the correction department and the Notice of Transfer will be removed so the title 42 can be processed.

Requirements For A Manufactured Home

A Title 42 on a manufacturer home will require a certified mailings to the county assessor, the current county the manufacturer home is located, as well as a signed lease agreement from the owner and the landlord to complete title 42. A Manufacturer can never be abonnement. If someone buys land and the manufactured home is located on the property they cannot do a title 42 as they purchased the land that included the manufacturer home, therefore, the manufactured home was purchased, which means no title 42 can be processed.

Government Vehicle

Occasionally a wrecker service will tow a government vehicle. When this happens the wrecker service will be instructed to contact: General Service Administration - Terry Wright (405) 231-4427.

Executive Orders

Executive orders are done by the Governor of the State of Oklahoma, pertaining to Declaring A Disaster Emergency. Once an order has been issued and is in the county where the lien claimant is doing the title 42, the order will allow the lien claimant ten (10) extra days on the mailing of notifications. This will only apply to process 2. If the packet falls under the Executive Order Extension, a print out of the executive order will need to be placed in the packet. Here is the web site to verify executive orders: <https://www.sos.ok.gov/execorders.aspx>

Law Enforcement Hold

If a law enforcement agency has the property towed to a law enforcement facility, the Person claiming a lien under this section shall not be required to send notice until the Property is released by law enforcement to the claimant or the date which claimant starts charging storage, whichever is earlier.

If the wrecker service chooses to get a printout within the 5 days from service being rendered then the storage can start from the day of possession. If they chose to wait until law enforcement releases the vehicle, along with a letter of release (providing they get a printout within 5 days from the date of release) then they would still be within the timeline but could not charge storage until first notice has been sent.

VIN Inspection Done By DPS

Occasionally when a VIN on a vehicle cannot be read or found, the owner of the vehicle will have to get a confidential VIN inspection done. This is required to be done by law enforcement. If for some reason local law enforcement cannot do the VIN check then the customer can request it from DPS (Department of Public Safety). They will be required to use the following form from DPS.

 <p>DEPARTMENT OF PUBLIC SAFETY Wrecker Services Division Vehicle Identification Number (VIN) Inspection Request Form</p>			
Vehicle Identification Number (VIN)	Vehicle Color		
Vehicle Year	Vehicle Make	Vehicle Model	
Tag#	Tag State/Tribe	Expiration Date	
Requestor's Name	Company Name (if applicable)		
Address	City	State	Zip
Phone	Email Address (Required)		
Reason for Request:			
<input type="checkbox"/> No Public VIN Present <input type="checkbox"/> Criminal Investigation <input type="checkbox"/> Burned Vehicle <input type="checkbox"/> Reported Stolen Vehicle <input type="checkbox"/> Law Enforcement Request			
<input type="checkbox"/> Local Law Enforcement Declined Inspection Agency Name: _____ Officer Name/Badge#: _____			
Instructions to the Requestor:			
<p>Upon approved request, an Oklahoma Highway Patrol Trooper will be in contact with you to set up a time for your vehicle inspection. The vehicle to be inspected must be on a cleared space (such as in a garage or hard surface) and easily accessible for the Trooper. The Trooper may request accommodations, such as but not limited to; the vehicle being on a lift or taken to a place that it can be placed on a lift. The Trooper can decline an inspection, at any time if he feels the vehicle is in an inaccessible location. After the inspection is complete, you will be emailed a letter stating the result of the inspection.</p>			
Signature	Date		
Complete and email, fax, or mail to Department of Public Safety			

How To Obtain the Lessee's Address On A Leased Vehicle

A leased vehicle title will be in the lessor's name and address. Customarily the title does not contain the Leaseholders information. To ensure both parties are notified, information will have to be provided on the lessee. If the information is not readily available through the record, it can be located in Laserfiche by searching the VIN. The information will be located on the contract from the dealership. An example of a contract is provided:

EP-9-2014 21:19 FROM: Sep. 10, 2014 10:28AM		TO:9183331507 P.1/1 Stock No. 0863 P. 1		
 FAMILY OF AUTOS   		<p>PURCHASER'S NAME: STEVEN V HILDA BRAND CAROL A HILDA BRAND</p> <p>STREET ADDRESS: 1720 ARBOR DR</p> <p>CITY & STATE: BARTLESVILLE, OK ZIP: 74006-0000</p> <p>MAILING ADDRESS: RESIDENCE PHONE: (918)816-2312</p>		
YEAR: 2014	MAKE: TOYOTA	MODEL: AVALON HYBRID	BODY TYPE: 4DR SDN PREMIUM	COLOR: STYLING CRIMSON
VEHICLE IDENTIFICATION NUMBER: 4T1B01ER2EV020341		CUMULATIVE MILEAGE: 365 TO BE RECORDED ON OR ABOUT: 09/08/14		
CASH PRICE OF THE VEHICLE WITH STANDARD FACTORY EQUIPMENT: \$38,753.00				
OPTIONAL EQUIPMENT: N/A				
ETCH POLICY: 599.00 N/A				
LUXCARE: 399.00 N/A				
IT ISL please				
<p>Title: 11.00</p> <p>Tag: 91.00</p> <p>Ins: 1.50</p> <p>Notary: 1.00</p> <p>Tire Waste: 12.50</p> <p>Lien: 10.00</p> <p>TAX: 1259.00</p>				
TOTAL OPTIONAL EQUIP: 998.00				
FEDERAL LUXURY TAX: N/A				
TOTAL RETAIL PRICE: 41,221.95				
ALLOWANCE ON TRADE: 2,700.00				
CASH PRICE OR TRADE DIFFERENCE: 38,521.95				
PLUS AMOUNT OWED ON TRADE-IN: N/A				
PLUS EXTENDED SERVICE AGREEMENT: N/A				
TOTAL BALANCE: 38,521.95				
BALANCE ON TRADE-IN OWED TO: N/A				
CASH SUBMITTED WITH ORDER: N/A				
CASH TO BE PAID AT DELIVERY: N/A				
YEAR: 2004	MAKE: CADILLAC	MODEL: DEVILLE	BODY STYLE: 4DR SDN BLACK	MILES: 126,756
DESCRIPTION OF TRADE-IN:				BALANCE DUE: 38,521.95
2 0 0 4 K F 5 7 9 5 4 V 2 3 4 6 9 9				
<p>TERMS AND CONDITIONS:</p> <p>Purchaser agrees that this Order includes all of the terms and conditions of both the base and revised sales hotel, that this Order cancels and supersedes any prior agreements, and, to the date hereof, comprises the complete and exclusive statement of the terms of the agreement relating to the subject matter covered hereby. THIS ORDER IS NOT A BUYING CONTRACT. DEALER SHALL NOT BE OBLIGATED TO SELL ACCORDING TO THE TERMS HEREOF, UNLESS IT IS THE SOLE SOLE DEALER WHICH AGREED TO ENTER INTO A RETAIL PURCHASE CONTRACT, APPROVAL OF THE SAME THEREFOR IS OBTAINED BY A BANK OR FINANCIAL COMPANY HAVING TO PURCHASE THE RETAIL PURCHASE CONTRACT BETWEEN THE PURCHASER DEALER OR DEALERSHIP AND THE PURCHASER. Upon acceptance, Buyer will promptly return physical possession of said vehicle to lessor business. In good condition, Buyer shall be liable to Seller for any and all damage to, destruction of, theft of and excessive wear upon any equipment, parts, accessories, tools, tools, documents, while in the possession of the lessor. Should Buyer fail to tender possession when requested, expenses to recover the vehicle will be deducted as any additional of fees by the lessor. In such event, any sum so recovered by lessor shall be retained by Seller as liquidated damages of Seller if such possession is refused by Buyer or if other legal remedies to recover the lessor according to the terms of the basic contract and the delivery agreement.</p> <p>ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE: (A) ON ALL GOODS AND SERVICES SOLD BY DEALER; AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS" — NOT EXPRESSLY WARRANTED OR GUARANTEED.</p> <p>Purchaser, by his execution of this order, certifies that he is of legal age or older and acknowledges that he has read its terms, conditions and disclaimers, on both the base and revised sales hotel and has received a true copy of this order.</p>				
SALESPERSON: CHRIS SALE	BUYER SIGNS X <i>Steve Hildbrand</i>			
APPROVED BY: <i>Chris Sale</i>	CO-BUYER SIGNS X <i>Carrie Hildbrand</i>			
THIS ORDER IS NOT VALID UNLESS SIGNED AS ACCEPTED HERE				

Purchase Price on Title 42 Packet

On the Return of sale document with the title 42 packet there is a place for the amount of money paid for the vehicle at the time of sale. It is called the **Actual Purchase Price**. It is ok that this field is blank. If excise tax is due this will still be marked on the instruction sheet. When the customer goes to a tag office to transfer, at that time the customer will give the agent the price that was paid for the vehicle and the tax will be collected. The customer will do this by either filling out the amount on the Return of Sale or on a completed Declaration of Vehicle Purchase Price (form 722-1).

When To Use The UD# and AD# On Instructions Sheet

When processing a title 42 instructions for an original Oklahoma title, and the new buyer is a dealership, a tag (or license plate) is not required to be purchased. In the Tag portion of the instruction sheet a UD# or AD# will be used instead. See example

Form 717-A Revised 01/2023 "ASSIGNMENT DATE IS THE APPROVAL DATE"	
<h2>Title 42 - Special Instructions</h2>	
Approval Date: _____	
Notice: Special instructions are valid for 30 days from date of approval only	
Vehicle/Boat/Motor Identification Number _____	
Oklahoma Title Number _____ _____ Original Oklahoma Title _____ Transfer Title _____ Serial Inspection _____ Hold Title for _____ _____ Excise Tax or UD# _____ / AD# _____ _____ Penalty on Excise Tax Start Date _____ _____ Sales Tax or UD# _____ / AD# _____ _____ Interest/Penalty on Sales Tax _____ Transfer Fee or UD# _____ _____ Penalty on Transfer Fee Start Date _____ _____ Complete Odometer Disclosure before Transfer	
_____ Tag or UD# _____ _____ 1) Use Prior Plate with Remaining Registration _____ 2) Use Prior Plate with Expired Registration _____ 3) Issue New Plate _____ Penalty on Tag _____ _____ Insurance or Non-Use or UD# _____ _____ Tire Recycling Fee or UD# _____ _____ Release Lien per Title 42	
Service Oklahoma Approved By _____	
Re-approval Date _____	
Re-approved By _____	
Motor Vehicle Services - Title 42 Department Telephone 405-521-3227 In-State Toll-Free 800-522-8165	
OFFICE USE ONLY MAILOUT DATE: BY: _____	
Agent Special Instructions _____ _____ _____	
Sale Date _____	
c/o _____	
Service Oklahoma PO Box 26940 Oklahoma City, OK 73126-0940	

AutoData Direct

Auto Data Direct is a service that several wrecker service's use to run a search on a VIN to verify in what state it was titled. AutoData is the same as getting a printout from any state's DMV (Department of Motor Vehicle). The information from an AutoData direct printout is treated the same as a regional search unless it returns information as registered only. In these instances a regional search would be ran to verify what state it was actually titled in. The following is an example of a print out from AutoData Direct.





Scan or visit verify.add123.com to verify.



Verification Code: UABNY79

New Mexico Vehicle Record

Retrieved On: Fri November 02, 2018 04:23:40 PM EDT

Registration Data

Tag: NXF952
Issue Date: 06/06/2016
Exp. Date: 06/30/2018
County: CURRY
First Year Reg.: 2016
Reg. Type Description: Passenger Vehicle Registration
Fleet ID: 0
EMS Year Due: 0

Vehicle Data

VIN: 1J4GK48K95W510626
Year: 2005
Make: JEEP
Model: LIBERT
Trim: Sport*
Body: 4D SUV RWD*
Class Code: Passenger Vehicle
GVW: 3100
Curb Weight: 3,648*
Fuel Type: G
Cylinders: 4
Status: INSSUS

Title Data

Title: 16158505A734967
Issue Date: 06/06/2016
Use: STNDRD
Odo Read: 0
Sales Date: 06/06/2016
No. of Liens: 0
Title Only: Title and Reg

Vehicle Interests

	<p>Owner 1 BILLY R DECKER Residential 1816 ROSS ST CLOVIS, NM 88101 Mailing 1816 ROSS ST CLOVIS, NM 88101</p>
---	---

(DPPA 2) For matters of vehicle or driver safety and theft, emissions; product alterations, recalls or advisories. New Mexico Interactive, LLC requires that this record be destroyed after its permitted use is complete.

This information is provided by the New Mexico Motor Vehicle Division (NM MVD). Auto Data Direct, Inc. is an authorized provider of real-time New Mexico motor vehicle data. Auto Data Direct, Inc. is not responsible for the unauthorized use of the information provided from the NM MVD database.

This Motor Vehicle Record is extracted directly from the State or Jurisdiction's official Motor Vehicle Records database, in real time. The authenticity of these records may be authenticated in real time using the ADD on-line authorization system.

Personal information (including, but not limited to: name, address, date of birth, DL number) appearing on driver and vehicle records is protected by the Driver Privacy Protection Act (DPPA). The use of personal information for reasons not allowed by the DPPA will result in loss of information access privileges and may result in legal action.

Any person who knowingly discloses any information in violation of the Driver Privacy Protection Act (DPPA) may be subject to criminal sanctions and civil liability specified in law for unauthorized use of the data.

* Field information provided by Auto Data Direct, Inc.

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Unrecovered Theft Vehicle

An unrecovered Theft Vehicle is one that was reported stolen and even though it was never found the insurance company has decided to put into their name. When this happens it is a unrecovered theft vehicle.

When an application for title 42 on an unrecovered theft vehicle is received if everything is correct and the packet can be approved, initially approve it as a “junk” title. The option is to either go through the process and obtain a junk title **or** contact the insurance company to get a new letterhead statement showing the percent of damage. If they cannot get the insurance company to write a new letter, the lien claimant can send the insurance company a letter by certified mail asking for the new damage declaration. After thirty (30) days have passed no answer has been received or the insurance company refuses to help, an independent appraiser can give them an appraisal of the vehicle with the current percent of damage. With that appraisal OTC can issue the correct brand of title.

Submit:

- Certified mail receipt to insurance company.
- Copy of the letter sent to the insurance company.
- The independent appraisal showing the current percent of damage.
- Approved title 42 paperwork, for OTC to issue a new instruction sheet showing the correct brand of title.

The explanation of insurance company form populates from OneLink. The system has an unrecovered theft indicator that generates this letter as a part of the packet. The following is an example of a letter that will be returned back with packet to customer:

Date

Name
Address
City State, Zip

YR. Make Model
VIN

Dear Sir/Madam:

This correspondence is to advise of the status of your Title 42 filing relating to the above referenced vehicle. Our records reflect the vehicle is currently titled as an Unrecovered Theft vehicle. Section 1105(O) of Title 47 of the Oklahoma Statutes, which addresses Unrecovered Theft vehicles, states, in pertinent part:

Upon recovery of the vehicle, the ownership shall be transferred by an original title, salvage title, or junked title, as may be appropriate based upon an estimate of the amount of loss submitted by the insurer.

You may wish to contact the titling insurer by certified with return receipt to secure their damage declaration for the recovered vehicle. The percent (%) of damage (as compared to retail value of the vehicle) to repair the vehicle to a roadworthy condition, as declared by the insurer, will determine the title type that will be issued.

You are free to take the enclosed documentation to any Oklahoma tag agency and apply for a Junk certificate of title. If you choose to secure and submit a damage declaration from the titling insurance company for our review and determination of another title type, please do so within thirty (30) business days of the date of receipt of this letter. In that event, to ensure timely processing of your application, please return *all* documentation relative to this Title 42 lien filing

If you have any questions regarding this correspondence, please contact Title 42 Section by direct telephone at (405) 521-3227, via in-state toll free telephone at 1-800-522-8165, extension 13227

Sincerely,

Motor Vehicle Division
Title 42 Section

Enclosures

Assembled Vehicles

A Title 42 cannot be done on an assembled Vehicle. It must be a complete vehicle before a title 42 can be done. See explanation:

Assembled Vehicles:

There are (4) major components to a vehicle;

1. Body or Cab

2. Frame

3. Front Clip (from the firewall forward, fender, hood, grill, bumper etc.)

4. Rear Clip (from the rear window back, fenders, trunk lid, bumper, etc.)

If they replace any of the (4) major components that vehicle is now an "assembled vehicle" and is required to have an Oklahoma Assigned VIN issued to it by OTC.

Remember they can replace the motor and /or transmission without affecting the (4) major components and keep the original VIN.

We will mainly be looking at vehicle in the 1920-1930's (see attached example) by the picture provided, you can usually tell if they have replaced one or more of these parts. Most people want the luxury of power steering, power brakes, etc. on these older cars but in order to get those they must change the frame.

If you think they have or are not sure if they have replaced one or more of the (4) major components, the law enforcement letter can always be requested.

This way we are issuing a title with the proper VIN, if they object you can always direct their call to your supervisor. If you do request the law enforcement letter do not send the denial by certified mail with the fifteen (15) business day timeframe. You can, however, mention that after they receive the law enforcement letter we want the paperwork submitted within fifteen (15) business days.

If you have any questions, let me know.



Appendix

Appendix A: Title 42 Packet Example Documents

The Following are examples of what should be included in a Title 42 Packet:

Form 752-A: Notice of Sale

Form 752-A
Revised 01/2023

Notice of Sale
Service Oklahoma - Motor Vehicle Services
Pursuant to the Provisions of Title 42 Chapter 2 of the Oklahoma Statutes

Notice of sale is hereby given to all parties with an interest in the described property (Attach additional sheets, if necessary.):
If you no longer have a legal or financial interest in the described property, please disregard this notice.

(1) _____ Name (2) _____ Name
 (3) _____ Name (4) _____ Name
 (5) _____ Name (6) _____ Name
 Property: _____ Year _____ Make _____ Model
 _____ Identification Number _____ License Plate or Registration Decal Number and State

This sale shall be conducted to satisfy the lien on said property claimed by (Lien Claimant or Legal Agent of Claimant):
 Lien Claimant: _____ DBA (If applicable): _____

If claimant is a business, list name of contact person representing the business: _____

Claimant's Physical Address: _____ Telephone Number: (_____) _____

Claimant's Mailing Address: _____ Service Oklahoma will return submitted documents to this address)

Detail of Service(s) Provided

Repairs Authorized By (if applicable): _____

Description and Date(s) of Work, Labor and/or Service Performed including Material (Continue on reverse, if necessary.):
List charges claimed for each item, the total of which must equal the total compensation claimed.

Date of Abandonment (if no other service rendered): _____ (MM/DD/YY)
 Storage or Possession from (MM/DD/YY): _____ to (MM/DD/YY): _____ at \$ _____ per day.
 Total Amount of Repairs, Service and/or Storage: \$ _____

A public sale of the above described property is to be held on (MM/DD/YY): _____ at (Time): _____ (AM/PM)
 Sale Location: _____ (List exact location of sale site, including street address and city. If rural route, include directions to site.)

I hereby confirm and attest to the accuracy of the above described services provided on and for the described property.

Signature of Claimant: _____

State of Oklahoma, County of _____

Subscribed and sworn to before me this _____ day of _____, _____.

My commission expires: _____ Notary Public

Notice: The described property may be subject to delinquent taxes, fees and penalties due the state of Oklahoma.

1) When applicable (refer to instructions), attach either a photograph of the property (Process 1 or Process 2 motor vehicle), or an inspection confirmation (Process 2 other than motor vehicle) of its condition.
 2) Attach written proof of authority to perform the work, labor or service.



Form 752-B: Proof of Posting and Mailing

Form 752-B
Revised 01/2023



For Claimants Use Only

Proof of Posting and Mailing

Service Oklahoma - Motor Vehicle Services
Pursuant to the Provisions of 42 O.S. Chapter 2

I, (Lien Claimant) _____ DBA (if applicable) _____

do hereby affirm that copies of the attached Form 752-A Notice of Sale regarding the following property:

_____ Year _____ Make _____ Model _____ Identification Number _____

were posted at the following locations within the county of _____, in which the property sale was held:

(1) _____ Street or Physical Address _____ City, State and ZIP _____
(2) _____ Street or Physical Address _____ City, State and ZIP _____

I further state that a copy of the attached Form 752-A Notice of Sale was sent by certified mail and 1st class U.S. mail (if applicable) to the following parties with interest in the above described property:

Record Owner:

_____ Name _____ Address _____ City, State and ZIP _____

Other Interested Parties (Attach additional sheets, if necessary.):

_____ Name _____ Address _____ City, State and ZIP _____

_____ Name _____ Address _____ City, State and ZIP _____

_____ Name _____ Address _____ City, State and ZIP _____

_____ Name _____ Address _____ City, State and ZIP _____

_____ Name _____ Address _____ City, State and ZIP _____

_____ Name _____ Address _____ City, State and ZIP _____

Signature of Lien Claimant: _____

State of Oklahoma, County of: _____

Subscribed and sworn to before me this _____ day of _____.

My Commission Expires: _____ Notary Public

Form 752-C: Return of Sale



For Claimants Use Only

Return of Sale (Assignment of Ownership)

Service Oklahoma - Motor Vehicle Services
Pursuant to the Provisions of 42 O.S. Chapter 2

I. (Lien Claimant) _____ DBA (if applicable) _____

DPS Class AA Wrecker Service or AD/UD License Number (if applicable): _____ do hereby affirm that, in accordance with the attached Form 752-A Notice of Sale, the following property:

Year _____ Make _____ Model _____ Identification Number _____

was offered at public sale on (date) _____ and actually sold on (date) _____.

As a result of that sale, ownership of this property is hereby assigned to:

Printed Name of Buyer: _____ (Dealer Number, if applicable): _____

Buyer's Complete Mailing Address: _____

Actual Purchase Price: _____ Seller's Signature: _____

State of Oklahoma, County of _____,

Subscribed and sworn to before me this _____ day of _____, _____.

My commission expires: _____, _____.

_____, Notary Public

Notary Seal

Odometer Disclosure Statement

(Required only of motor vehicles, 10 model years old or newer)

I, (printed seller's name) _____, certify to the best of my knowledge that the odometer reading reflected on the vehicle's odometer and listed below is the actual mileage of the vehicle, unless one (1) of the two (2) accompanying statements is checked.

_____ (No tenths)

- 1. The odometer has exceeded its mechanical limits
- 2. The odometer reading is Not the actual mileage.
Warning – Odometer Discrepancy

Buyer's Printed Name

Seller's Printed Name

Buyer's Signature

Seller's Signature

For the purpose of odometer disclosure, printed names and signatures must be individuals, not business names.

Notice

This document is not a certificate of title and cannot be utilized to transfer ownership to a third party.

No ownership change resulting from this possessory lien sale may be completed until all related documentation has been reviewed and approved by Service Oklahoma and all applicable taxes and fees remitted.

All required documentation regarding the possessory lien sale of this property must be received by Service Oklahoma Motor Vehicle Services within 30 days of the sale date to avoid the assessment of delinquent penalties.

Form 752-D: Notice of Possessory Lien



Form 752-D
 Revised 01/2023

For Claimants Use Only

Notice of Possessory Lien
Service Oklahoma - Motor Vehicle Services
 Pursuant to the Provisions of 42 O.S. Chapter 2

This document is to serve as notice to all parties with an interest in the described property of a special lien claim, described hereon. The claimant affirms that the described labor, materials or skill furnished were authorized by the owner of the property and was in fact provided or performed, or the property was abandoned as described.

Complete Legal Name of Lien Claimant: _____

Business Name (if applicable): _____ Telephone Number: _____

Complete Physical Address: _____

Complete Mailing Address: _____

Property Description:

Year	Make	Model	Identification Number
------	------	-------	-----------------------

Location of Property: _____ Complete Physical Address _____ Complete Mailing Address _____

Details of Service(s) Provided

Repairs Requested By (Legal Name): _____

Requestor's Complete Physical Address: _____

Requestor's Complete Mailing Address: _____

Itemized Description and Date(s) of Labor or Service(s) Performed, including Material (Continue on reverse, if necessary):

List charges claimed for each item, the total of which must equal the total compensation claimed.

Date of Abandonment (if no other service rendered): _____ (MM/DD/YY)

Date of First Services Rendered: _____ (MM/DD/YY)

(Pursuant to 42 O.S. § 91, Notice of Possessory Lien must be mailed by certified mail within 60 days of Date of First Services Rendered)

Total Amount of Repairs and/or Service Claimed: \$ _____

Notice is hereby given to the following interested parties (Utilize separate notices, as required, for additional interested parties):

If you no longer have a legal or financial interest in the described property, please disregard this notice.

(1) Name: _____

Complete Mailing Address: _____

(2) Name: _____

Complete Mailing Address: _____

Signature of Lien Claimant: _____

Contact Person (if business): _____

State of Oklahoma, County of: _____

Subscribed and sworn to before me this _____ day of _____.

My commission expires: _____ Notary Public

Notice: The described property may be subject to delinquent taxes, fees and penalties due the state of Oklahoma.

- 1) When applicable (refer to instructions), attach either a photograph of the property (Process 1 or Process 2 motor vehicle), or an inspection confirmation (Process 2 other than motor vehicle) of its condition.
- 2) Attach written proof of authority to perform the work, labor or service.



Oklahoma Tax Commission

www.tax.ok.gov

Date Issued: 23-Jan-2019

Letter ID: L0308734032

Vehicle Information

VIN 1G1ZD5E7XBF104616
Title 441312040005C
Title Type Standard
Title Action Transfer
Title Date 3/22/2014
Print Date 3/22/2014
Title Agency M1435
Primary Doc OOS Title
Prior Jurisdiction OK
Year 2011
Make CHEV
Model ML2
Body Style 4D
Use Type Automobile
Odometer 68083
Odometer Code ACTUAL
Assignment Date 2/28/2014
Purchase Price \$12,888.00
Taxable Price \$12,888.00
Sales Tax \$0.00
Plate CBN547
Decal 9F294069
Years Registered 8
Reg Fee Date 4/26/2018
Reg Penalties \$27.00
Reg Expiration 4/30/2019
Reg Fee \$86.00

Owner Information

Owner Name
 CRYSTAL SHUPERT OR REFUJO
 CARRANZA
Owner Address
 2108 BOIS DE ARC CIR
 NORMAN OK 73071-1016

Liens

Lienholder
 REPUBLIC BANK & TRUST

Lienholder Address

PO BOX 5369 NORMAN OK 73070

Debtor

R. CARRANZA & C. SHUPERT

Debtor Address

7040 HORSEFLY LN NOBLE OK
 73068

Execution **Delivery Date**

03/12/2014 03/12/2014

Vehicle Information Request created on 1/25/2019

VIN 1G1ZD5E7XBF104616

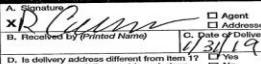
S E R V I C E
OKLAHOMA

Certified Mail Receipts

2016 2290 0001 0147 737

U.S. Postal Service® CERTIFIED MAIL® RECEIPT	
Domestic Mail Only	
For delivery information, visit our website at www.usps.com .	
OFFICIAL USE	
<input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Registered Mail & Paid Delivery Box, add <input type="text" value="0.00"/> <input type="checkbox"/> Return Receipt (Priority) <input type="checkbox"/> Return Receipt (Standard) <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Adult Signature Restricted Delivery	
Postmark Here	
Crystal Shupert or Refugio Carranza 2108 Bois De Arc Cir City: Norman, OK 73071 Zip: 73071-2944	
PS Form 3800, April 2015 ISBN 5550-02-000-9051. See Reverse for instructions.	

100339 1118 102

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> <input type="checkbox"/> Complete Items 1, 2, and 3. <input type="checkbox"/> Print your name and address on the reverse side of this card and mail the card to you. <input type="checkbox"/> Attach this card to the back of the envelope, or on the front if space permits. 		A. Signature  <input type="checkbox"/> Agent <input type="checkbox"/> Addressee B. Received by (Printed Name)  <input type="checkbox"/> Addressee C. Date of Delivery 11/18/19 D. Is delivery address different from Item 1? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, enter delivery address below: <input type="text"/>	
1. Article Addressed to: Crystal Shupert or Refugio Carranza 2108 Bois De Arc Cir Norman, OK 73071  9590 9402 4490 8248 9924 58		2. Service Type <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Priority Mail <input type="checkbox"/> Standard Mail Restricted Delivery <input type="checkbox"/> Standard Mail <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Merchandise <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Signature Confirmation <input type="checkbox"/> Collection Mail <input type="checkbox"/> Signature Confirmation <input type="checkbox"/> Delivery Restricted Delivery <input type="checkbox"/> Restricted Delivery	
2. Article Number (Transfer from service label) 7016 2290 0001 0147 7377 NPL		PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt	

Photograph of Vehicle

SERVICE
OKLAHOMA



NPD		Quality Inc		101																															
DPS 51922-W		Towing Service 4204 Classen Circle Norman, OK 73071		Office (405) 360-1869 Fax (405) 362-2631 24 Hour Service																															
NAME		DATE	1-18-19	TIME	10:10																														
ADDRESS		TIME	10:10	TIME	10:10																														
CITY		TIME	10:10	TIME	10:10																														
LOCATIONS	FLUX 96 and 12 FL AVI 5E...	TIME	10:10	TIME	10:10																														
MODEL	10	DATE	1-18-19	TIME	10:10																														
YEAR	2014	TIME	10:10	TIME	10:10																														
MAKE	CHRY	TIME	10:10	TIME	10:10																														
VEHICLE DESCRIPTION	CDN 3970K 4-19	TIME	10:10	TIME	10:10																														
EXTERIOR	CDN 3970K 4-19	TIME	10:10	TIME	10:10																														
ARTICLES REMOVED	RATTFN E117400 Laptop	TIME	10:10	TIME	10:10																														
REMARKS	KNIFE FLASHLIGHT Gloves Change GPS...	TIME	10:10	TIME	10:10																														
Towed to: LOT																																			
Explanation of Charges																																			
<p><input checked="" type="checkbox"/> Name and Signature of Driver <u>KIEFTY 1421</u> Date <u>1-18-19</u></p> <p><input checked="" type="checkbox"/> Impounded by <u>KIEFTY 1421</u> Date <u>1-18-19</u></p> <p>I, the undersigned, am the owner or agent legally authorized and entitled to take possession of the vehicle described above and am personally appearing before the undersigned to acknowledge that I have read and understood the terms of the contract and that services are performed under supervision of others.</p> <p><input checked="" type="checkbox"/> SIGNATURE</p> <p>Complaints may be addressed to the Oklahoma Corporation Commission Consumer Protection/Weicker Services P.O. Box 50000, Oklahoma City Oklahoma 73152-2000</p>																																			
<table border="1"> <tr> <td>Master</td> <td>140339</td> <td>LOT NO.</td> <td>KEY NO.</td> <td>PEG NO.</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>54</td> <td></td> <td></td> </tr> <tr> <td colspan="6">Thank you for your business!</td> </tr> </table>						Master	140339	LOT NO.	KEY NO.	PEG NO.					54			Thank you for your business!																	
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TOTAL		250.50																																	

Appendix B: List of Denial Codes

<u>TLT01</u>	<ul style="list-style-type: none"> • You are entitled to one resubmission of this title application within 15 business days of receipt of the denial letter.
<u>TLT01A</u>	<ul style="list-style-type: none"> • All notices are to be sent certified mail, with return receipt requested. Your application did not contain confirmation. Provide the signed certified mail card(s) form 3811 or United Postal Service approved electronic equivalent.
<u>TLT01B</u>	<ul style="list-style-type: none"> • Amount claimed on Notice of Sale and Notice of Possessory Lien must be itemized and must equal the total compensation claimed.
<u>TLT01C</u>	<ul style="list-style-type: none"> • Your sale date on Notice of Sale was held on Sunday. No possessory lien may be held on a Sunday.
<u>TLT01D</u>	<ul style="list-style-type: none"> • You are entitled to one resubmission of this title application within 30 business days of receipt of the denial letter.
<u>TLT01E</u>	<ul style="list-style-type: none"> • The documentation submitted has been altered. New documentation with no alterations must be submitted.
<u>TLT01F</u>	<ul style="list-style-type: none"> • The listed vehicle identification number (VIN) is inaccurate. New documentation reflecting the correct VIN must be submitted.
<u>TLT01G</u>	<ul style="list-style-type: none"> • The submitted documentation is incomplete. Complete the blank, highlighted area(s) indicated and return to this office.
<u>TLT01H</u>	<ul style="list-style-type: none"> • The form(s) must be notarized and display a notary seal.
<u>TLT01I</u>	<ul style="list-style-type: none"> • A copy of the applicable Power of Attorney was not submitted.
<u>TLT01J</u>	<ul style="list-style-type: none"> • No written proof of authority to perform the work, labor or service was submitted.
<u>TLT02</u>	<ul style="list-style-type: none"> • The sale is not recognized because the vehicle identification number (VIN) is incorrect on the Notice of Sale (Form 752A) and/or Notice of Possessory Lien (Form 752D). Re- notify by certified mail all interested parties and allow them the full 10 days to respond. Resubmit the new Notice of Sale (Form 752A) and/or Notice of Possessory Lien (Form 752D) and the white receipt(s) for certified mail, reflecting the postmark of the date mailed. Include the USPS Form 3811 or the electronic equivalent for each certified mailing.
<u>TLT03</u>	<ul style="list-style-type: none"> • Proceedings for foreclosure under the possessory lien provisions of Title 42 cannot be started until after the property has been in storage for 30 days.
<u>TLT04</u>	<ul style="list-style-type: none"> • Title 42 documentation may not be submitted until after the date of sale.

<u>TLT05</u>	<ul style="list-style-type: none"> • The complete address of the sale location (street address and city) must be reflected on the Notice of Sale (Form 752A). If the address is a rural route specific directions to the sale location must be included. • Re-notify all interested parties and conduct a new sale.
<u>TLT06</u>	<ul style="list-style-type: none"> • A sale date cannot be changed without sending a new Notice of Sale (Form 752A) to all interested parties. The interested parties must be given 10 full days' notice of the actual sale date, to provide their opportunity to respond. Re-notify all interested parties and conduct a new sale.
<u>TLT07</u>	<ul style="list-style-type: none"> • The "Service Authorized by or Service Requested by" areas on the Notice of Sale or the Notice of Possessory Lien forms cannot be the Lien Claimant.
<u>TLT08A</u>	<ul style="list-style-type: none"> • Complete a new Notice of Possessory Lien (Form 752D) and a new Notice of Sale (Form 752A) with a new sale date, allowing 10 full days between the date mailed and the sale date to all interested parties. Re-submit the new Notice of Possessory Lien, Notice of Sale and the white receipt(s) for certified mail reflecting the postmark of the date mailed. Include the USPS Form 3811 or the electronic equivalent for each certified mailing.
<u>TLT10</u>	<ul style="list-style-type: none"> • A copy of the Notice of Sale (Form 752A) must also be sent by certified mail to the County Assessor and the County Treasurer of the county in which the manufactured home is located. • Contact the following and re-submit the new white receipt(s) for certified mail, reflecting the postmark of the date mailed and return all documents. Include the USPS Form 3811 and/or the electronic equivalent for each certified mail sent.
<u>TLT11</u>	<ul style="list-style-type: none"> • The Notice of Possessory Lien (Form 752D) is incomplete. The complete legal name, physical and mailing address of the person authorizing the service must be reflected. • Re-notify by certified mail all interested parties and allow them the full 10 days to respond. Resubmit the New Notice of Sale (Form 752A) and Notice of Possessory Lien (Form 752D) and the white receipt(s) for certified mail, reflecting the postmark of the date mailed. Include the USPS Form 3811 or the electronic equivalent for each certified mailing.
<u>TLT12</u>	<ul style="list-style-type: none"> • The Notice of Possessory Lien (Form 752D) is incomplete. An itemized statement describing the date(s) the labor or services were performed, the material furnished and the amount of compensation claimed must be listed. • Re-notify by certified mail all interested parties and allow them the full 10 days to respond. Resubmit the new Notice of Sale (Form 752A) the Notice of Possessory Lien (Form 752D) and the white receipt(s) for certified mail reflecting the postmark of the date mailed.

<u>TLT13</u>	<ul style="list-style-type: none"> • Attach the white certified mail receipt(s) for certified mail, confirming all interested parties were notified. Each receipt must reflect the name and address to whom the notice was mailed and the postmark.
<u>TLT14</u>	<ul style="list-style-type: none"> • The white certified mail receipt(s) must be submitted to confirm the date the notice was mailed. The date cannot be determined from the green card. If the white certified mail receipt is unavailable, all interested parties must be re-notified and a new sale conducted.
<u>TLT16</u>	<ul style="list-style-type: none"> • All interested parties must be notified by certified mail (via Notice of Sale Form 752A) 10 full days prior to the date of sale. Re-notify all interested parties and allow them the full 10 days to respond. Example: Date Postmarked Jan 1 1st Day Jan 2 10th Day Jan 11 Sale Date Jan 12 or After Complete new notice(s) of sale reflecting the new sale date, giving 10 full days' notice and resubmit following completion of the sale
<u>TLT17</u>	<ul style="list-style-type: none"> • The name and address on the white certified mail receipt must be exactly as indicated on the owner/lienholder documentation obtained from the titling jurisdiction. If more than one (1) street address is reflected, even by only a different street designation (ex. Drive, Circle, Avenue, Terrace, etc.), notice must be sent to each address variation.
<u>TLT18</u>	<ul style="list-style-type: none"> • The submitted certified mail receipt(s) is (are) blank. The receipt(s) must show the name and address to whom mailed. Provide the signed green certified mail card(s)/unclaimed letter(s) for our review, or Re-notify all interested parties and conduct a new sale.
<u>TLT19</u>	<ul style="list-style-type: none"> • You must request the last registered owner and all, if any, lienholders from the [!pstrState19] Motor Vehicle Division at [!pstrPhone19]. Contact the owner and lienholder reflected on the documentation received from that state. Complete a new Notice of Possessory Lien Form 752D) and a new Notice of Sale (Form 752A) with the new sale date, giving 10 full days' notice and resubmit with the white postmarked receipts for certified mail. Include the USPS Form 3811 or the electronic equivalent for each certified mailing. Include the original out-of-state owner/lienholder documentation with your resubmitted paperwork.

<u>TLT20</u>	<ul style="list-style-type: none"> Records from [!pstrState20] reflect their title was surrendered to, and cancelled by, [!pstrState20]. As a result, you must contact the [!pstrState20] Motor Vehicle Division at [!pstrPhone20] and request a printout of the last registered owner and all lienholders. Contact all owner(s) and lien holder(s) reflected on the documentation received from that state. Complete a new Notice of Possessory Lien (Form 752D) and a new Notice of Sale (Form 752A) with the new sale date, giving 10 full days' notice, and resubmit following that sale. Include the USPS Form 3811 or the electronic equivalent for each certified mailing. Include the original out-of-state owner/lienholder documentation with your resubmitted paperwork.
<u>TLT21</u>	<ul style="list-style-type: none"> The ownership/lienholder information you provided does not match the information we obtained from the titling jurisdiction. You must request the last registered owner and all, if any, lienholders from the [!pstrState21] Motor Vehicle Division at [!pstrPhone21]. Contact the owner and lienholder reflected on the documentation received from that state. Complete a new Notice of Possessory Lien (Form 752D) and a new Notice of Sale (Form 752A) with the new sale date, giving 10 full days' notice and resubmit with the white postmarked receipts for certified mail. Include the USPS Form 3811 or the electronic equivalent for each certified mailing. Include with your resubmitted paperwork the original out-of-state documentation reflecting the owner/lienholder information provided from their records.
<u>TLT22</u>	<ul style="list-style-type: none"> We have no record of the above referenced vehicle having been titled in the State of Oklahoma. As a result, the following Notice by Publication procedure applies: <ol style="list-style-type: none"> (1) Run a notice of your possessory lien in a newspaper authorized to publish legal notices - one (2) notice each week for three consecutive weeks. (3) Identify the property by identification number (VIN, HIN, or serial number), year, make and model. (4) List the name and telephone number of an individual who may be contacted for information regarding the sale, or the address where the property is located. (5) Complete the Affidavit of Publication (Form 752E) and supply proof of publication. (6) Post Notice of Sale (Form 752A) in two public places at least 10 days prior to the sale. (7) Conduct the sale of the property no sooner than one day after the last date of publication. (8) Complete and submit new Title 42 filing forms reflecting the new sale date.

<u>TLT23</u>	<ul style="list-style-type: none"> •
<u>TLT24</u>	<ul style="list-style-type: none"> • It has been determined that this requested change of ownership is a result of a purchase of the property, not pursuant to a possessory lien situation. A title is therefore required to transfer ownership.
<u>TLT25</u>	<ul style="list-style-type: none"> • You have two sale dates listed. The "offered at public sale" date on the Return of Sale (Form 752C) must be the same as the sale date on the Notice of Sale (Form 752C). Please properly complete new form(s) and return all documents.
<u>TLT26</u>	<ul style="list-style-type: none"> • Our records reflect this vehicle has been listed by a licensed automotive dismantler on a Dismantler Report. Pursuant to the provisions of 47 Oklahoma Statutes Section 591.8C, once a vehicle is so reported to the Oklahoma Tax Commission the Commission must cancel the certificate of title to that vehicle. Therefore, this office cannot approve your submitted application for title.
<u>TLT27</u>	<ul style="list-style-type: none"> • Any purchaser change must be made within 30 days of Oklahoma Tax Commission (OTC) approval. Our records show this application was first approved on (DATE). To make the requested change, you must cancel this paperwork, Re-notify all interested parties, conduct a new sale and submit new forms.
<u>TLT28</u>	<ul style="list-style-type: none"> • The submitted documentation references issuance of a Salvage or Junk Title, but is unclear. If this vehicle should be in Salvage or Junk title status, return a signed statement with the date of loss as well as the percent of loss, to that effect.
<u>TLT29</u>	<ul style="list-style-type: none"> • A photograph of the property is required.
<u>TLT30</u>	<ul style="list-style-type: none"> • An inspection confirmation (if property is not a motor vehicle) or a photograph of the property is required.
<u>TLT31</u>	<ul style="list-style-type: none"> • The Oklahoma Tax Commission has received a notice of legal proceedings regarding this vehicle. A hold has been put on the sale process until we receive a notice of resolution from the court.
<u>TLT32</u>	<ul style="list-style-type: none"> • Lien Claimant must be consistent on all forms. If the claimant is a business, the name of the contact person representing the business must be provided.

<u>TLT33</u>	<ul style="list-style-type: none"> The proceedings for foreclosure under this act must be commenced no sooner than 10 days and no later than 30 days after the Notice of Possessory Lien has been mailed as evidenced by certified mail.
<u>TLT34</u>	<ul style="list-style-type: none"> The date actually sold must be within 60 days from the date of the Notice of Sale as evidenced by certified mail
<u>TLT35</u>	<ul style="list-style-type: none"> The Proof of Posting and Mailing (Form 752B) must list the complete address where the Notice of Sale (Form 752A) was posted. A street address, as well as the city, state, and zip code must be reflected. Complete new form(s) and return all documents.
<u>TLT36</u>	<ul style="list-style-type: none"> The Notice of Sale (Form 752A) is to be posted in two public places in the county where the property is to be sold.
<u>TLT37</u>	<ul style="list-style-type: none"> You are both the person who authorized the service of the vehicle and the Lien Claimant. Therefore, this statutory possessory lien title application process does not apply.
<u>TLT38</u>	<ul style="list-style-type: none"> In the previous denial letter, you were informed that you would receive one opportunity to resubmit the corrected paperwork. Your resubmitted paperwork was not in compliance; this application is denied with no further opportunities to resubmit. To obtain title into your name you will need an assigned title or to petition the court for ownership.
<u>TLT39</u>	<ul style="list-style-type: none"> This vehicle has been reported stolen, you will need a release from the law enforcement agency that has entered the vehicle into the NCIC database.
<u>TLT40</u>	<ul style="list-style-type: none"> In the event of a denial, the Notice of Possessory Lien and the Notice of Sale may be mailed on the same day in separate envelopes and storage charges shall only be charged from the date of resubmission.
<u>TLT41</u>	<ul style="list-style-type: none"> Under process 1, when a lien claimant does any work on a vehicle they have 60 days from the 1st service rendered to send by certified mail with return receipt requested a Notice of Possessory Lien to all owner/lienholder(s). Notice of Sale must be sent no sooner than ten (10) days, and no later than thirty (30) days after the Notice of Possessory Lien has been mailed. The sale has to be completed within 60 days or sooner of mailing out the Notice of Sale.
<u>TLT42</u>	<ul style="list-style-type: none"> Under process 1, no storage charges may be assessed until notice is properly given to all interested parties, unless storage or space rental was agreed to by contract as part of an overall agreement pertaining primarily to storage or space rental agreement, in which case the charges may begin up to sixty (60) days prior to the date the Notice of Possessory Lien is mailed.

TLT43

- As of November 1, 2017 the lien claimant must, within five (5) business days of performing any service or work on the property, request from the OTC or a tag agency, the name and address of the current owner/lienholder reflected on the MV record file. And within seven (7) business days of receipt of the requested information, the lien claimant must send by certified mail with return receipt requested a Notice of Possessory Lien to all owner/lienholder(s). Then any time after the lien claimant has had the vehicle for a total of thirty (30) days they can send the Notice of Sale by certified mail with return receipt requested to all interested parties.



Appendix C: Original/Transfer Title Instruction Sheet

This is the instruction sheet that will be used to send the packet back to the claimant.

S E R V I C E
KLAHOMA

Use the table below to check the appropriate boxes based on whether you are doing an original Oklahoma Title or a Transfer Title.

Original Title Fees:	Serial Inspection	Excise Tax	Sales Tax	Registration Fees If expired, tags are issued to expire 1 year from latest sale date.	Odometer	Insurance	Tire Recycling Fee	BM10 form	Serial Inspection by Lake Patrol/MLA Boat/Motor When buyer and seller are the same.
Auto, Truck, Mini truck	XX	XX	XX	XX	XX	XX	XX		
ATV, 3 or 4 Wheeler or dirt bike			XX	XX (Decal only)					
Motorcycle	XX	XX	XX	XX	XX	XX	XX		
Used Dealer	XX	XX (or UD#)	XX (or UD#)	XX (or UD#)	XX	XX (or UD#)	XX (or UD#)		
Salvage Dealer Requesting a Salvage title	XX	XX (or AD#)	XX (or AD#)		XX				
Salvage Dealer requesting non-salvage title	XX	XX (or AD#)	XX (or AD#)	XX	XX	XX	XX		
Vehicles going into junk/salvage	XX	XX (UD# or AD#)	XX		XX				
Boats or motors		XX or (boat dealer #)		XX (Expires June) or (boat dealer #)				XX (see above)	XX (see above)
Travel Trailers	XX	XX	XX	XX					
Commercial Trailers		XX	---	XX (non-expiring tag)					
Manufactured Homes		XX		XX (Expires end of December)					

**** Sales tax not assessed on: Boats/Motors, Manufactured Homes, Low or Medium Speed Electric Vehicles. ****

Transfer Title Fees:	Excise Tax Is due when buyer and seller are different	Sales Tax Is due when paperwork shows a purchase price	Transfer Fee	Registration Fee If expired, tags are issued to expire 1 year from latest sale date.	Odometer	Insurance	Other	BM10 form Boat/Motor when buyer and seller are the different	Serial Inspection by Lake Patrol/MLA Boat/Motor buyer/seller age the same.
Auto, Truck or Mini truck	XX	XX	XX	XX	XX	XX			
ATV'S, 3 Or 4 wheeler or dirt bike	XX	XX		XX (Decal only)					
Motorcycle	XX	XX	XX	XX	XX	XX			
Used Dealer	XX (or UD#)	XX (or UD#)	XX (or UD#)	XX	XX	XX (or UD#)			
Salvage Dealer wanting Salvage title	XX (or AD#)	XX (or AD#)			XX				
Salvage Dealer wanting non-salvage title	XX (or AD#)	XX (or AD#)	XX	XX	XX	XX			
Vehicles (going into Salvage/Junk)	XX (UD# or AD#)	XX (UD# or AD#)			XX				
Salvage/Junk title (already issued)	XX (UD# or AD#)	XX (UD# or AD#)			XX				
Boats/Motors	XX or boat dealer #			XX (Expires June) or (boat dealer #)				XX (see above)	XX see above)
Travel Trailers	XX	XX	XX	XX					
Commercial Trailers	XX	---		XX (Non-expiring tag)					
Manufactured Homes	XX							XX OTC 936 form	

****Sales tax not assessed on: Boats/Motors, Manufactured Homes, Low or Medium Speed Electric Vehicles.****

Once the instruction sheet is done the packet is ready to be mailed. On your daily log, look for who is submitting the packet (i.e. wrecker, business, or individual). Then whether it was done with an advertisement, out of state title and whether there was a lien. Mark the appropriate business and if there is a lien. You will put the packet in the basket marked "Mail Outs" to be mailed the next day.

Appendix D: Federally Recognized Indian Tribes

<u>ABSENTEE SHAWNEE TRIBE</u> 2025 S. Gordon Cooper Dr. Shawnee, OK 74801 (405) 275-4030 FAX 275-5637	<u>DELAWARE NATION</u> P.O. Box 825 Anadarko, OK 73005 (405) 247-2448 FAX 247-9393	<u>MODOC TRIBE</u> 515 "G" SE Miami, OK 74354-8224 (918) 542-1190 FAX 542-5415	<u>SAC & FOX NATION</u> Route 2, Box 246 Stroud, OK 74079 (918) 968-3526 FAX 968-1142
<u>ALABAMA QUASSARTE TRIBAL TOWN</u> P.O. Box 187 Wetumka, OK 74863 (405) 452-3987 FAX 452-3968	<u>DELAWARE TRIBE OF INDIANS</u> 220 NW Virginia Ave. Bartlesville, OK 74003 (918) 336-5272 FAX 336-5513	<u>MUSCOGEE (CREEK) NATION</u> P.O. Box 580 Okmulgee, OK 74447 (918) 756-8700 FAX 758-1434	<u>SEMINOLE NATION</u> P.O. Box 1498 Wewoka, OK 74884 (405) 257-6287 FAX 257-6205
<u>APACHE TRIBE</u> P.O. Box 1220 Anadarko, OK 73005 (405) 247-9493 FAX 247-2686	<u>EASTERN SHAWNEE TRIBE</u> P.O. Box 350 Seneca, MO 64865 (918) 666-2435 FAX 666-2186	<u>OSAGE NATION</u> 813 Grandview Pawhuska, OK 74056 (918) 287-5393 FAX 287-2257	<u>SENECA-CAYUGA TRIBE OF OKLAHOMA</u> P.O. Box 1283 Miami, OK 74355 (918) 542-6609 FAX 542-3684
<u>CADDO TRIBE</u> P.O. Box 487 Binger, OK 73009 (405) 656-2344 FAX 656-2892	<u>FORT SILL APACHE TRIBE</u> Route 2, Box 121 Apache, OK 73006 (580) 588-2298 FAX 588-3133	<u>OTOE-MISSOURIA TRIBE</u> 8151 Highway 177 Red Rock, OK 74651 (580) 723-4466 FAX 723-4273	<u>SHAWNEE TRIBE</u> P.O. Box 189 Miami, OK 74355 (918) 542-2441 FAX 542-2922
<u>CHEROKEE NATION</u> P.O. Box 948 Tahlequah, OK 74465 (918) 456-0671 FAX 458-5580	<u>IOWA TRIBE OF OKLAHOMA</u> R.R. 1, Box 721 Perkins, OK 74059 (405) 547-2402 FAX 547-5294	<u>OTTAWA TRIBE</u> P.O. Box 110 Miami, OK 74355 (918) 540-1536 FAX 542-3214	<u>THLOPHTHOCCO TRIBAL TOWN</u> P.O. Box 188 Okemah, OK 74859-0188 (918) 623-2620 FAX 623-1810
<u>CHEYENNE-ARAPAHO TRIBES</u> P.O. Box 38 Concho, OK 73022 (405) 262-0345 FAX 422-1184	<u>KAW NATION OF OKLAHOMA</u> P.O. Box 50 Kaw City, OK 74641 (580) 269-2552 FAX 269-2301	<u>PAWNEE NATION OF OKLAHOMA</u> P.O. Box 470 Pawnee, OK 74058 (918) 762-3621 FAX 762-6446	<u>TONKAWA TRIBE</u> P.O. Box 70 Tonkawa, OK 74653 (580) 628-2561 FAX 628-3375
<u>CHICKASAW NATION</u> P.O. Box 1548 Ada, OK 74821 (580) 436-2603 FAX 436-4287	<u>KIALEGEET TRIBAL TOWN</u> P.O. Box 332 Wetumka, OK 74883 (405) 452-3262 FAX 452-3413	<u>PEORIA TRIBE OF INDIANS OF OKLAHOMA</u> P.O. Box 1527 Miami, OK 74355 (918) 540-2535 FAX 540-2538	<u>UNITED KEETOWAH BAND OF CHEROKEES</u> P.O. Box 746 Tahlequah, OK 74451 (918) 431-1818 871-2770 FAX 431-1873 414-4070
<u>CHOCTAW NATION</u> P.O. Drawer 1210 Durant, OK 74702 (580) 924-8280 FAX 924-1150	<u>KICKAPOO TRIBE OF OKLAHOMA</u> P.O. Box 70 McLoud, OK 74851 (405) 964-2075 FAX 964-2745	<u>PONCA NATION</u> 20 White Eagle Drive Ponca City, OK 74601 (580) 762-8104 FAX 762-2743	<u>WICHITA & Affiliated Tribes</u> P.O. Box 729 Anadarko, OK 73005 (405) 247-2425 FAX 247-2430
<u>CITIZEN POTAWATOMI NATION</u> 1601 S. Gordon Cooper Dr. Shawnee, OK 74801 (405) 275-3121 FAX 275-0198	<u>KIOWA TRIBE</u> P.O. Box 369 Carnegie, OK 73015 (580) 654-2300 FAX 654-2188	<u>QUAPAW TRIBE OF OKLAHOMA</u> P.O. Box 765 Quapaw, OK 74363 (918) 542-1853 FAX 542-4694	<u>WYANDOTTE NATION</u> P.O. Box 250 Wyandotte, OK 74370 (918) 678-2297 FAX 678-2944
<u>COMANCHE NATION</u> P.O. Box 908 Lawton, OK 73502 (580) 492-3751 FAX 492-3796	<u>MIAMI NATION</u> P.O. Box 1326 Miami, OK 74355 (918) 542-1445 FAX 542-7260	4.28	

Appendix E: Commonly Used Websites During a Title 42 Packet Review

- Licensed Wreckers:
 - http://www.dps.state.ok.u0073/ws/licensed_wreckers.php
- County Contacts:
 - https://www.ok.gov/tax/All_Taxes/Ad_Valorem/General_Information/County_Contacts/
- Accepted Publications:
 - <http://www.okpress.com/Websites/okpress/files/Content/191849/2015OPSmap.pdf>
- DPS Stored Vehicles (Law Enforcement Impounds Only)
 - https://wa1.dps.state.ok.us/stored_vehicle_finder/