



# Body Change

Motor Vehicle Division

3-18-2025



## Revision History

<b>Effective Date of SOP:</b> 3/18/2025	<b>SOP Number:</b> G.20
<b>Functional Area Name:</b> Motor Vehicles	<b>Division Name:</b> Titles
<b>Last Review Date:</b> 3/14/2025	<b>Last Reviewer:</b> Tiffany Doane, Motor Vehicle Manager
<b>Next Review Date:</b> 3/14/2026	<b>Next Reviewer:</b> Motor Vehicle Manager
<b>Executive Approval Date:</b> 3/18/2025	<b>Approved By:</b> Caitlin Owen, Chief Development & Support Officer

## Overview

This standard operating procedure (SOP) covers common body change transactions and procedures.

## Purpose

This SOP provides step-by-step instructions for Title Consultants (TCs) to follow when writing instructions for a customer to take a LO to process a body change.

## Policy Statement

These procedures apply any time a customer needs a body change processed. All body changes must be previewed by an SOK TC before they can be taken to an LO.

## Compliance

LO Manual Page 258

## Systems

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



## Roles

Role	Responsibilities
Title Consultant (TC)	Writes body change instructions and process body change transactions for customers and LOs
Licensed Operator	Receives customers to process body changes and reaches out to TCs for assistance.
MV Supervisor	Available to help resolve any issues or unusual cases that arise from normal processing of transactions
Central Processing Division (CPD)	Receives, sorts, and scans incoming customer mail to forward to OneLink Queues. Sends outgoing mail.



## Procedures

### Process #1: Bus or Truck to Motor Home

#### Purpose:

#### Background:

For a Bus or Truck to be eligible for reclassification, it must meet the definition and requirements for an RV or Motor Home:

Recreational Vehicles or Motor Homes means and includes every vehicle which is manufactured, constructed or equipped as a self-propelled home, capable of being operated on the highways, but **shall not include** those vehicles defined in the act as automobiles, motor buses or manufactured homes, nor shall it include those vehicles commonly known and referred to as "campers".

The term, "recreational vehicle", shall include only a vehicle which is permanently constructed and equipped with living quarters, having its own sleeping and kitchen facilities, toilet facilities, including permanently affixed water tanks, holding tanks and toilet, which is propelled by a motor installed thereon and not towed by another motor vehicle but **shall not include** any vehicle of the so called "camper" type from which such living facilities are removable.

See LO Manual Page 258 for full details.

Additionally,

- A VIN inspection is not required
- Vehicle registration must be current

If converting a school bus, see [Statute 47-12-428](#) and [Statute 47-12-228 K](#) - the Motor Home cannot remain "school bus yellow" and the loading lamps must be disconnected.

#### Required Documents:

1. [Form 701-9](#) completed and notarized, including a notarized statement explaining the changes made.
2. Current Oklahoma title in customer's name – cannot be an assigned title

**Note:** If OK title is assigned, customer must first transfer ownership and title vehicle in their name as a bus/truck prior to submitting the body change affidavit.

#### Process Step-by-Step:

##### Sending Instructions

Title Section review and pre-approval is **required** before a body change may be processed by an LO.

1. Customer should mail all Body Change documents to SOK for review
2. A TC will write up TC instructions for LO and mail to customer with the proper cover letter.



3. When the customer comes into a storefront, LO will need to call SOK to have the system changes done before processing a new title and registration.
4. TC should circle changes made on title, initial, and date
5. Scan all documents in the J drive under "all logs for title consultants" -> "imaged body change"

## Processing

Once the customer receives instructions, they will go to a LO who will call for an attribute change:

- Change Attributes in system
  - Example: Body Change from BU to RV, Make from BLUI to BLUB (look for same name "Make" in system if system will not accept current make)
- Change Registration Class - from Non-Commercial Truck/Bus to MH

## References

1. Links relevant to Body Changes
  - a. [Form 701-9 Body Change Affidavit](#)